

HEALTH AND SAFETY POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Premises Committee
	Approved by:	Full Governing Body
	Date approved:	19 th July, 2021
	Date adopted from:	1 st September, 2021
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

The aim of the policy is to ensure that all staff, students and visitors are able to work in a safe and secure environment, and to establish a structure in which any hazards or risks are identified, minimised and reported to the Health and Safety Officer; the Facilities Manager.

GENERAL PRINCIPLES

The management of Trinity C of E High School recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities.

Although the school will be pro-active in risk assessment and carrying out day to day repairs as soon as possible, it is the responsibility of all staff on site, be they teaching, support, clerical or technical, to ensure safe working practices for themselves, other adults and students, and to accept some responsibility (dependent on their role and position) for health and safety in the school. Also, to report any concerns or hazards immediately.

HEALTH AND SAFETY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

In order to discharge its responsibilities, the management of the school will:

1. bring this Policy Statement to the attention of all employees and governors. The full Health and Safety manual and handbook, produced by Ellis Whittam (appointed Health and Safety consultants), are available on 'Sharepoint'. All staff are required to read this policy at the start of each academic year and know how to access the Health and Safety Manual and Handbook for future reference. All governors can access Health and Safety Manual and Health and Safety Handbook in the 'governor documents' section on Governor Hub.
2. carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
3. communicate and consult with our employees on matters affecting their health and safety.
4. comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels.
5. eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.

6. encourage staff to identify and report hazards using the online 'Helpdesk' facility so that we can all contribute towards improving safety.
7. ensure that emergency procedures are in place at all locations for dealing with health and safety issues. A fire evacuation procedure is published separately, and, during the working year, there will be a number of planned whole school evacuations.
8. maintain our premises, provide and maintain safe plant and equipment.
9. only engage contractors who are able to demonstrate due regard to health & safety matters.
10. provide adequate resources to control the health and safety risks arising from our work activities.
11. provide adequate training and ensure that all employees are competent to do their tasks.
12. provide an organisational structure that defines the responsibilities for health and safety.
13. provide information, instruction and supervision for employees.
14. regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

MONITORING AND EVALUATION

This Health and Safety Policy will be reviewed at least annually by the Governors' Premises Committee, ratified by the Full Governing Body and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees and governors.