

Trinity Christian School Nursery, Primary & Secondary



**TRINITY
CHRISTIAN SCHOOL**

Health & Safety Policy

Reviewed by SLT & Governors:	Spring 2023
Next Review due:	Spring 2025

Health and Safety Policy

**“Remember my laws and rules, and obey them.
Then you will live safely in the land.”
Leviticus 25:18 ICB**

This Policy has been written and reviewed to ensure that the school comply with:

- ✓ The [Health and Safety at Work etc. Act 1974](#) which determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.
- ✓ The [Management of Health and Safety at Work Regulations 1999](#) which supports the Act.
- ✓ [Health and safety: responsibilities and duties for schools \(Guidance\) Updated 5 April 2022](#)

This Policy supports and should be read in conjunction with the following policies:

1. Risk Assessment Policy
2. Fire Safety Policy
3. Safeguarding & Child Protection Policy
4. First Aid Policy
5. Administration of Medicine to Children Policy
6. School Trips Policy
7. Risky Areas Policy
8. Safe Manual Lifting/Handling Policy
9. Display Screens Equipment Policy
10. Working at Height Policy
11. Lone Working Policy
12. Site Security Policy
13. Critical Incident Policy
14. Safer Recruitment Policy

Aims of this Policy

Trinity Christian School takes a proportionate and common sense approach to Health & Safety and we are committed to improving the quality of Health and Safety for all.

- The Governors of Trinity Christian School recognise the importance of providing an environment, which is safe and healthy for all who use our buildings.
- We will build into the ethos of the school appropriate values which positively promote a Health & Safety culture.
- We will endeavour to reduce all Health & Safety risks and make the physical environment safe and healthy for those who work at Trinity Christian School and for visitors.
- To ensure that regular monitoring and review of safety procedures occurs throughout the school.
- To raise Health & Safety awareness among all users of Trinity Christian School, with regards to their responsibilities for themselves and others.
- To ensure that all staff are appropriately trained before using equipment.
- To keep up to date Health & Safety information and make it accessible.

ROLES AND RESPONSIBILITIES

The Governing Body

- The Trustees/Governing Body are the persons who are ultimately accountable for ensuring the Health & Safety of staff and pupils (including visitors) at Trinity Christian School. The Chair of Governors is Mr Cottrell.
- The designated Governor for Health & Safety duties at Trinity Christian School is Mr Sam Deakin. In this role, the designated Governor for Health & Safety will meet with the Head Teacher termly and will ensure that Health & Safety is discussed at Governor Meetings and that measures to identify and control Health & Safety risk are effective and in place at school.
- The Governing Body will ensure that, as far as possible, adequate funding is set aside to enable the school to be organised and run in a safe manner and will deal appropriately with all Health & Safety issues that are brought to their attention - this is usually done at Governor Meetings but urgent matters will also be acted upon immediately.

Head Teacher & SLT

- The day to day responsibility for managing Health & Safety is delegated to the Head Teacher.
- Mr O’Gorman is the Head Teacher and the designated Health and Safety person at Trinity Christian School.
- The school’s SLT provide a vital role in ensuring safe Health & Safety practices and work with the Head Teacher.

The Head Teacher & SLT will ensure Health & Safety is managed and acted upon by:

- Regular Risk Assessments being carried out and any issues raised from these assessments is acted upon in an appropriate time scale. These risk assessments include:
 - a. Daily opening and closing site visual risk assessment.
 - b. Daily EYFS Outside Risk Assessment.
 - c. Weekly Room Risk Assessments (actioned by all Staff across the site).
 - d. Weekly Fire Bell tests & route checks (actioned by the Office).
 - e. Water Management & Annual Assessments (actioned by the Office & external organisation/s).
 - f. Termly Site Risk Assessments.
 - g. Yearly Fire Risk assessments.
 - h. 3 Yearly Fire Risk Assessments (external organisation)
- Including Health and Safety on the agenda of all SLT Meetings, Staff Meetings and Governors meetings so that concerns can be shared and discussed.
- Ensuring that Health and Safety concerns are shared and discussed with the designated Governor and at wider Governing Body meetings.
- SLT Completing a termly Accident Audit.
- Ensuring that where new or specialist equipment is provided all users will be adequately trained and, if required, supervised before using the equipment.
- Staff being given regular training and updates regarding Health & Safety by the SLT.

Competent Person

ISI Commentary on regulatory requirements:

“The proprietor is accountable for the health and safety of school staff and pupils. The day-to-day responsibility for managing health and safety risks effectively is usually delegated to the Head Teacher and the school management team. Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school. This could be one or more of its staff or someone external to the school. In most schools, the senior leadership team can manage risks.”

Our competent person has recently retired - Mr David Chadwick from Bradford Christian school (NEBOSH General Certificate of Health and Safety and IOSH Fire Safety Certificate). We are currently seeking to recruit a competent person to provide Trinity Christian School with Health & Safety advice and guidance. Until we appoint, Mr O’Gorman (Head Teacher) will be the competent person for the school.

We now have subscribe to a competent company called Compliance Education.

All Staff

- Have a duty of care to look after their own and each other’s Health & Safety.
- Ensure that all safe working practices are adopted at all times whether in school or on educational visits (see separate Schools Trip Policy).
- Ensure that they are aware of their responsibilities, are up to date with all relevant policies of the school and follow all codes of practice produced by the school.
- Bring to the attention of the Head Teacher or a member of the Senior Leadership Team any accidents, near misses, dangerous or faulty equipment or situations either at the school or on visits.
NB: All school maintenance issues must be reported on the relevant form and handed to the Head.
- Where appropriate, inform the Head Teacher or a member of the Senior Leadership Team if there is a concern that they have not been able to resolve for themselves.
- Identify any potential hazard that may occur in a class lesson/activity.
- Visually inspect their designated room weekly using the Weekly Room check Risk Assessment form.

Pupils and Visitors

- Pupils and visitors have a duty of care to look after their own and each other’s Health & Safety.

Control of Health & Safety risks and the practical measures to reduce them:

1. The Head Teacher / SLT will open the school at 7.30am and will carry out a daily visual Health & Safety site audit/inspection. This is to ensure that the site is safe for staff and pupils before school opens and includes ensuring that all electric gates and number keypad doors are operational, all fire doors are unlocked and free of obstacles and the temperature of the building is legal (any animal excrement will be removed at this time).

2. All teaching staff will ensure that the classroom environment is ready to receive children and free of Health & Safety risks by conducting weekly classroom risk assessment. The form must be handed to the Office once full, to store electronically. Any issues found by Staff must be reported to SLT via the school maintenance process.

3. The Outside Learning Environment used by the EYFS will be checked each morning (before 8.30am) to ensure that any Health & Safety risks have been identified and dealt with.

4. The office will prevent the risk of legionnaire disease by carrying out flushing of the relevant areas as per guidance. All action will be logged on the Water Management Flush Sheet.

In addition to this the office will carry out monthly water temperature checks. All action will be logged on the Water Temperature Check Sheet.

The office will arrange for annual water samples checking for the presence of Legionella via our approved company. All reports/outcomes will be stored electronically.

5. The school is familiar with RIDDOR and will report all deaths and serious accidents to staff to RIDDOR on the day of it occurring.

6. The Head Teacher will carry out termly site risk assessments and discuss findings with:

- The designated Governor for Health and Safety (Mr Sam Deakin).
- The wider Governing Body at Governor Meetings.

The termly site risk assessment is designed to identify any risks including those associated with:

- Internal and external slips and trip hazards.
- Condition of furniture and fittings.
- Condition of electrical equipment and appliances.

All risks are scored on 1-5 basis with 1 being LOW and 5 being HIGH. All risks will be logged on the Health and Safety Risk Assessment of School Site Form. This is then brought to the attention of the Governing Body if authorisation for any rectifying work is needed.

All High level risks (Score 5) will be reported immediately to the Governing Body by contacting Mr Sam Deakin and immediate action must be taken.

Accidents

We recognise that:

- A breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.
- Inadequate incident reporting procedures will inhibit statistical analysis of accident data.

At Trinity Christian School we make every effort to minimise the risk of accidents, but we recognise that accidents will still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported as soon as possible after the accident took place.

A First Aider will deal with any accidents and treat the injury(ies).

For Pupil accidents, details must be recorded on a First Aid Form by the First Aider. Completed First Aid Forms are stored in the office and a copy will be given to Parents.

For employee work related accidents, these must be recorded in the official Accident book and if they are serious they may need reporting to RIDDOR - seek guidance.

An investigation into accidents of a severe nature will be undertaken on the same day. The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

Accidents will be audited termly by the Head Teacher or a member of the Senior Leadership Team to determine what lessons can be learned to prevent similar incidents occurring in the future.

Recording & Reporting of Accidents

Trinity Christian School recognises that we have legal responsibilities covered by the:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

For a full understanding of how First Aid is administered and how accidents are minimized the reader should refer to the First Aid Policy.

Collective Responsibility

In addition to the above Risk Assessments, each member of staff at Trinity Christian School is required to be vigilant on a daily basis to any potential internal or external hazard and is required to notify the office staff of any situation requiring attention. In this way staff are expected to fill in a separate Maintenance Form (Repairs/Minor Alterations Form) which is then passed on to the office staff to log and action where possible or sent to SLT to action.

Fire Precautions / Fire Drills

Trinity Christian school is committed to keeping children and staff safe from the risk of fire. Termly fire risk assessments are carried out by the Fire Marshall at Trinity and full procedures for keeping children and staff safe from the risk of fire are found in the Fire Safety Policy.

To reduce the risk of fire, staff will monitor all sources of heat with the potential to cause fire and check that heaters, cookers etc. do not come into contact with combustible materials.

Fire Safety information and records are kept in the school office either electronically or filed.

For more details on Fire safety please refer to the Fire Safety policy.

Training

- ✓ Annual Health and Safety Training is provided for all staff and is included in the induction process for all new staff.
- ✓ Annual Fire Safety Training is provided for all staff and is included in the induction process for all new staff.
- ✓ Annual Safeguarding training is provided for all staff and is included in the induction process for all new staff.

- ✓ Termly Risk Assessment Training is provided for all staff and is included in the induction process for all new staff.
- ✓ Health and Safety is on the agenda of all SLT Meetings, Staff Meetings and Governors Meetings so that concerns can be shared & discussed and the appropriate action to is then taken.

A record of attendance is kept for all training.

Visitors & Contractors on site

Our legal responsibilities are covered by the:

- Occupier's Liability Act 1957 (amended 1984)
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Most current Keeping Children Safe in Education guidance

Persons who enter the school premises for the purpose of carrying out specialised work on behalf of the school are classed as contractors. Under Health & Safety requirements, we have a duty of care towards contractors and visitors and they have a responsibility to work safely.

All visitors must sign in at the Office and, where applicable, show proof of identity, where they are working with Pupils in class. Visitors will remain in the Office Reception for the responsible staff member to meet with. Staff should notify the office of any planned/arranged visits.

All contractors must demonstrate complete a Hot Work Permit before undertaking any hot work (e.g. bitumen on flat roof).

The Head Teacher or the responsible Staff member directing works will liaise with the contractor and agree safe practices.

These should include:

- Where possible, extensive work to be carried out in school holidays and/or after school.
- Reminding contractors of their responsibility regarding Health & Safety issues.
- Taking appropriate measures to allow ease of access without jeopardising the safety of others
- Using the premises.
- Giving adequate notification to all users of proposed work and displaying adequate warning signs whilst work is undertaken.
- Where possible, screens to be put into place to secure the area from other users of the school.
- All contractors working onsite during school hours will be required to bring proof of identity on the first visit, where applicable, and must wear a visitor's badge and sign in and out on each visit.
- The school should ensure that any contractor, or any employee of the contractor, who is to work at the school during school hours, has been subject to the appropriate level of DBS check or appropriately supervised. If the Contractor is self-employed the school should ask for their DBS check or where none available, to consider obtaining a DBS.

- Any contractor working on site during school hours that does not have the appropriate DBS check **MUST** be appropriately supervised.

Electricity

Our legal responsibilities covered by the:
Health & Safety at Work Act 1974
Electricity at Work Regulations 1989
Regulations for Electrical Installations, BS 7671 (1992)

The primary risks within the school associated with electricity arise from the exposure to hazards such as electrocution and fire. This may lead to personal injury, disruption to the school, or damage to equipment, property, etc. Trinity Christian School carries out regular room inspections including audits of appliances and sockets etc. Any issues are reported to the Head for action or dangerous items removed.

We use only certified Electrical Contractors to maintain and improve any electrical circuits/wiring where applicable.

All Class 1 equipment in school is PAT tested yearly.
All other Class 2 equipment is PAT tested every 2 years.
Fixed Wiring Testing is carried out every five years by an external contractor.

Science Chemicals and other hazards

1. All chemicals and other hazardous substances are securely locked in the science lab.
2. Risk assessments are used in science lessons to reduce the risk of harm.
3. A CLEAPSS file is used to identify the risks associated with particular chemicals/activities.
4. Pupils are taught to identify the risks of science activities and clear rules for working in the lab are shared with all students.
5. Personal Protective Equipment (PPE) and other safety resources (e.g. safety goggles) are an integral part of all science practical's and are monitored weekly. Trinity recognises that it is a statutory requirement under the personal Protective Equipment at Work Regulations 1992 to wear eye protection in all activities that can cause harm.
6. A burns kit is made available in the science lab and a First Aid kit is available in Art room.
7. Risk assessments are used in Food & Nutrition lessons to reduce the risk of harm.
8. All sharps including Craft knives / Food & Nutrition knives are locked away when not being used and are counted in and out when being used.
9. A burns kit is made available in the Food & Nutrition room (Room 2) and Science Lab.
10. First Aid kits are provided in Primary building, Main building and in Art room (for Science Lab and Green room).
11. Aprons (PPE) are worn during all Food & Nutrition activities.

Asbestos Register

In accordance with the control of Asbestos Regulations 2012 the school has carried out an assessment (from an external and qualified person) and has found no proven asbestos at school. The possibility of asbestos being found in the cement of an outside and unused pipe has been identified and a management plan is in place to monitor the risk. **A certificate is available for viewing.**

In line with current Health & Safety legislation, the H&S Officer inspects the Asbestos Risk and all information is recorded on the Termly H&S Risk Assessment and **on the Asbestos**

register.

Legionnaires disease - safe practices

Trinity Christian School carries out annual testing for legionnaires disease carried out by a professional body. We also have a comprehensive programme of water management, flushing taps and sterilising shower heads on a regular basis. The Office holds the records for water management procedures and tests.

School Trips and visits

School trips and visits are an essential part of school life. Staff are encouraged to plan trips both locally and nationally to enhance pupil experience at school. When planning a trip, the member of staff must refer to the school's Trips Policy and is responsible for the welfare, health and safety of all pupils on the trip. A risk assessment must be carried out as part of our Trips Policy.

Full procedures for keeping children and staff safe on school trips and residential visits are found in the **School Trips Policy**.

Administration of medicines

Trinity recognises that there are no contractual requirements to administer medication to pupils. However, the school values working with families and will administer medication to pupils. Refer to the policy for **Administration of Medicines Policy**.

Annual gas testing

All gas appliances are tested annually by a suitably qualified external engineer for safety in accordance with Gas safety (Installation and use) Regulations 2018. All gas certificates are stored in the office electronically.

Cleaning materials

The Designated Health and Safety person (Chris O'Gorman) is responsible for ensuring that all materials and substances within Trinity, by the cleaner or ANY contractor will be fit for purpose. All cleaning products must be:

- Securely locked and stored away from children
- Colour coded for purpose (e.g. red mop and bucket = toilet)

PE

- Only suitable qualified or experienced staff will teach PE to students at Trinity.
- All PE lessons must begin with a visual risk assessment of the area being used.
- All apparatus and resources being used for PE must be inspected before the PE lesson and must be fit for purpose and in good condition.
- All PE apparatus and resources must be stored safely.
- All pupil's taking part in PE must be suitably dressed.
- All hair must be tied back and jewellery removed.

School Mini Bus

- The school mini bus is checked each week as part of weekly Health and Safety

checks

- All drivers must be suitable qualified and hold a full driver's licence
- All drivers must be aged between 30 and 70 years of age and hold a D1 category on their licence
- Only one person per seat is allowed
- Seat belts must be worn by every persons travelling in the mini bus