

Re-approved: July 2016

Review Date: June 2017

<b>Policy Title</b>	<b>Health and Safety Policy</b>
<b>1. Purpose</b>	<p>The purpose of this policy is to identify Health and Safety arrangements at Trinity Academy. It comes under the overarching Safeguarding and Pupil Welfare Policy and, in particular, links in with the following Academy policies:</p> <ul style="list-style-type: none"> <li>• First Aid policy</li> <li>• Off-site policy</li> </ul> <p>Appendix 1 contains details of national guidance and further sources of information, including a classroom checklist</p>
<b>2. Summary</b>	<p>Trinity Academy recognises its responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, employees, volunteers and visitors to the Academy. We will adopt a whole school approach to promoting a safe and stimulating environment</p>
<b>3. Aims</b>	<p>The aim of Trinity Academy, as the employer, is to provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for children.</p> <p>Trinity Academy believes that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good care and development of its children.</p>
<b>4. Objectives</b>	<ul style="list-style-type: none"> <li>• To establish a safe and healthy working and learning environment for all pupils, staff and visitors.</li> <li>• To encourage everyone to take responsibility for their own health and safety and that of others.</li> <li>• To establish effective and appropriate accident and emergency procedures.</li> <li>• To provide and maintain equipment.</li> <li>• To establish and implement procedures for dealing with injuries.</li> <li>• To support staff health and wellbeing.</li> <li>• To ensure safe access to all areas of the school curriculum, including PE and science lessons.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that any specific needs of pupils or staff are addressed and met where possible.</li> <li>• To develop and implement a set of safety rules appropriate to the temporary accommodation in which the school will operate.</li> <li>• To liaise with Lambeth College in respect of Health and Safety matters and to ensure compliance with their procedures, as may be required.</li> </ul>
<p><b>5. Roles and Responsibilities</b></p>	<p>The Board of Trustees will:</p> <ul style="list-style-type: none"> <li>• Ensure health and safety has a high profile</li> <li>• Ensure adequate resources for health and safety are available</li> <li>• Monitor and review health and safety</li> </ul> <p>The Headteacher will:</p> <ul style="list-style-type: none"> <li>• Develop a health and safety culture throughout the Academy.</li> <li>• Take day-to-day operational decisions.</li> <li>• Ensure staff are aware of their responsibilities.</li> <li>• Update the Board of Trustees, as required.</li> <li>• Consult with staff, pupils and parents/carers.</li> <li>• Ensure the provision of training for staff, volunteers and Governors.</li> <li>• Draw up health and safety procedures.</li> <li>• Monitor the effectiveness of procedures.</li> </ul> <p>All staff will:</p> <ul style="list-style-type: none"> <li>• Support the implementation of health and safety arrangements.</li> <li>• Take reasonable care of themselves and others.</li> <li>• Ensure that their classroom / work area is safe, using the checklist at Appendix 2.</li> <li>• Report any identified shortcomings to the Headteacher.</li> </ul>
<p><b>6.Implementation</b></p>	<p><b>Health and Safety Act 1974</b></p> <p>As required by the Health and Safety Act 1974, Trinity Academy will take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. These steps include:</p> <ul style="list-style-type: none"> <li>• Assessing the risks to staff and others affected by Academy activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment.</li> <li>• Introducing measures to manage those risks (risk management)</li> <li>• Telling employees about the risks and measures to be taken to manage the risks.</li> <li>• Ensuring that adequate training is given to employees on health and safety matters.</li> </ul> <p><b>Risk Assessment and Risk Management</b></p> <p>This is the process of thinking about the risks of any activity and the steps taken to counter them. The Academy will take a common sense and proportionate approach, recognising that risk assessment and risk</p>

management are tools to enable pupils to undertake activities safely and that risk cannot be removed completely.

Some activities can involve higher levels of risk than others and these will be subject to more rigorous and regular assessment than activities with a lower risk. Proportionate systems will be put in place so that lower risk activities are quick and easy to organise. In respect of regular off-site activities that form part of the school day, after the initial risk assessment has been undertaken, the Academy will not carry out risk assessments on every occasion. A regular check will be made to ensure that precautions remain suitable.

### **Emergency Plans**

An emergency plan will be developed and put in place This will cover all foreseeable major incidents which could put staff, pupils and visitors at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

1. save life
2. prevent injury
3. minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Board of Trustees and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of an regular risk assessment survey.

### **Reporting injuries and Accidents**

The Academy will fulfil its responsibilities in relation to the reporting of certain injuries / accidents, as required by law. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

### **Codes of Practice and Safety rules**

Trinity Academy will draw up Codes of Practice and Safety Rules in consultation with staff, pupils and parents/carers. These will take into account guidance from the Health and Safety Executive and other regulatory bodies.

### **Staff health and Wellbeing**

Trinity Academy recognises the importance of encouraging and promoting the health and wellbeing of its employees, in order that they can operate effectively and also to act as positive role models for pupils. A strategy for promoting and encouraging staff wellbeing will be developed in consultation with employee representatives.

### **Involvement of pupils**

A strategy for involving pupils will be developed and implemented. This will encourage pupils to take responsibility for Health and Safety in their school and will contribute to key areas of the curriculum e.g. the PSHE programme.

### **Training**

All staff will receive relevant role appropriate training as part of their Health and Safety training at induction and as part of their Continuing Professional Development, as required.

<b>7. Monitoring and Evaluation</b>	Health and Safety will be monitored as part of the Academy's Monitoring and Evaluation Framework
<b>8. Frequency of Review</b>	This policy will be reviewed annually to ensure that it continues to meet national guidelines and legal requirements
<b>9. Approval</b>	Approved by the Board of Trustees
<b>10. Appendices</b>	<p><b><u>Appendix 1</u></b></p> <p>DfE document: Health and Safety: advice on legal duties and powers (February 2014)</p> <p>HSE education information sheet: incident reporting in schools</p> <p>Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)</p> <p>The Management of Health and Safety Regulations 1999</p> <p><a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p> <p>A classroom checklist can be accessed at:</p> <p><a href="http://www.hse.gov.uk/risk/classroom-checklist.pdf">http://www.hse.gov.uk/risk/classroom-checklist.pdf</a></p>