HOLY TRINITY ACADEMY

Faith, Aspiration & Unity

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY in School Policies - Document Status			
Date of Policy Creation	**November 2015**	**Named Responsibility**	**Mr J Doust**
Date of review completion	**January 2018**	**Named Responsibility**	**Buildings, Health & Safety & Safeguarding Committee**
Inception of new Policy	**January 2018**	**Named Responsibility**	**Buildings, Health & Safety & Safeguarding Committee**
Date of Policy Adoption by Governing Body	**January 2018**	**Review Date**	**October 2020**

The Academy governors recognise and accept their responsibility to set out systems, procedures and policies which enable all members of the academy community and visitors to the site to carry out their activities in ways that limit the risk of injury, accident, damage or work related illness to an acceptable minimum.

The governors and senior leadership team (SLT) will take all reasonably practicable steps within their power to fulfill their responsibility for providing a safe and healthy environment on the academy site and within its buildings. The operational framework for this will use the Telford & Wrekin Health & Safety Manual (accompanied by associated diocesan, local and national agreements) as reference documents.

The Local Authority (LA) will: -

- Provide support and advice on all matters relating to Health & Safety as part of their sub contracted administrative service. This includes regulations, updates and use of their personnel for review and training as required.

The Academy Governing Body delegate day to day operations to the academy SLT and will, within this ethos of self regulation, so far as is reasonably practical: -

- Ensure that a Health, Safety & Environment Committee is established, is properly constituted and meets on a regular basis to assist the Academy Governing Body in ensuring the academy meets its statutory obligations with respect to health, safety & environment.
- Review this Statement of Health and Safety policy and the arrangements for its implementation as often as may be necessary.
- The Governing Body will work with the Academy Senior Leadership Team to ensure: -
    - The provision of a safe and healthy place of work, equipment and arrangements for everyone in Academy.
    - Risk assessments are carried out in line with T&W Health & Safety Manual to meet the requirements of legislation and regulations including the maintenance of adequate insurance.
    - The academy operates in a manner that minimises risks to students, staff, visitors, the environment and the community at large.
    - The academy continues to review and improve its performance and practices in health, safety and environmental matters through the participation, commitment and support of all staff.
    - All visitors and sub-contractors are made aware of our fire evacuation procedures
    - Sub-contractors are made aware of our Health & Safety Policy and the expectations on them
    - Appropriate health and safety information and training to staff is provided and their participation in the maintenance and development of safe systems for all stakeholders is encouraged.
    - Appropriate personal protective equipment is provided where necessary.

- Allocation and communication of responsibilities for Academy health and safety matters.
- Safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances
- The academy keeps abreast of legislation by ensuring adequate and appropriate advice is obtained through persons competent in health and safety matters.
- Accidents and cases of occupational disease, ill health, and incidents of violence at work are investigated and recorded.
- Suitable and sufficient first aid facilities are provided along with appropriate numbers of trained first aid staff.
- Personal Medication is controlled on site in accordance with academy policy.
- Health and safety performance is monitored on a regular basis with regards to places of work, work activities and, where necessary, contract activities

It is the duty of all academy staff to: -

- Make themselves aware of the school safety policy and procedures including any updates.
- Be mindful and take care of all those affected by any of their activities both in and out of Academy.
- Report and act upon any injury by utilising the academy first aiders or appointed persons if required.
- Report any situation which is deemed to be a 'near miss' or could cause or lead to an accident.
- Ensure that risk assessments are carried out and regularly reviewed.
- Refer any Health & Safety issues relating to their workspace to their line manager.

It is the duty of all academy staff and students to:-

- Take responsibility for their own health and safety and use all safety equipment provided.

Signed ……. Chair of Governors

Date …….