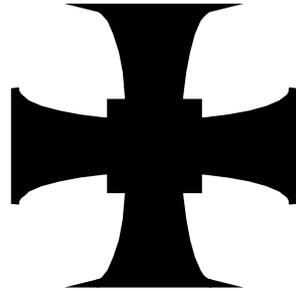


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

HEALTH & SAFETY POLICY

Church of England Foundation Statement:

In devising and implementing the policies of the school, we will strive to live up to these words from our SIAS inspection of 2012: "The exceptional quality of care for each student and member of staff reflects its core Christian values."

Equality Objectives Statement:

In devising and implementing the policies of the school, we will also seek to do so within the provisions of the Equality Act (2010), so that we can work together to eliminate discrimination, advance equality of opportunity, and foster good relationships. In doing so, we will aim to remove or minimise disadvantage, to take all the steps that we can to meet people's different needs, and to encourage participation, particularly among those who might not join in.

Premises Committee

Revised: January 2015

Approved by the Premises Committee: February 2015

Ratified by full Governing Body: March 2015

Next review: January 2016

1. INTRODUCTION

The Governing Body of Trinity School CofE Academy provides a range of services to children, adults and the wider community, and is the employer of the staff of the school.

This policy statement sets out the occupational health, safety and welfare arrangements for all employees of the Governing Body. It also applies to every other person who may be affected by the Governing Body's work activities, acts and/or services, i.e. students, young persons, clients, contractors, visitors and members of the public.

The general Policy of the Governing Body is to ensure, so far as is reasonably practicable, the health, safety and welfare of both its employees and other persons affected by the Governing Body's activities. In pursuing these general aims the Governing Body will have regard to its detailed statutory duties under the Health and Safety Act 1974, and other enactments, as well as to its available resources.

2. STATEMENT OF INTENT

- a) The Governing Body will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act and its subordinate legislation, in all activities within its control.
- b) The Governing Body recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
- c) The Governing Body identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
- d) This general statement of the Governing Body's Safety Policy will continue in force until amended.
- e) The Policy of the Governing Body is to take appropriate steps to:
 - safeguard its employees, students, and visitors from injury or ill-health;
 - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Governing Body's control, which are safe and without risk;
 - provide adequate welfare facilities;
 - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
 - prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the Governing Body will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work for which it is responsible are safe and do not pose risks to health.

3. GENERAL

3.1. Health and Safety Management

The Governors will ensure that a Health and Safety Management System is developed, implemented and monitored which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

3.2. Planning and Objectives

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable. The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. These objectives will be quantifiable wherever possible and include the commitment to continual improvement. When establishing and reviewing its objectives, the School will consider its legal and other requirements, its hazards and risks, its financial and operational needs and the views of interested parties. It will also monitor and review such standards to ensure they are being met and maintained. The School Health and Safety Management Plan drawn up by the Co-Headteachers and Governors each year, identifies various health and safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned health and safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents.

The Governors will ensure that health and safety inspections of the school buildings and activities are arranged on an annual basis. Findings of inspections will be recorded using the Governors Health and Safety Inspection Checklist. Any corrective actions required following these inspections will be reported to the Co-Heads and either immediate action taken, or issues added to the Health and Safety Management Plan.

3.3. Training, Awareness and Competence

Personnel will be competent to perform tasks that may impact on health and safety in the establishment. Competence will be defined in terms of appropriate education, training and/or experience. Training procedures will take into account differing levels of:

- responsibility, ability and literacy; and
- risk.

3.4. Co-operation and Consultation

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and students are able to make towards health and safety in their workplace and will co-operate and consult with employees and students as necessary.

The School will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or Committees as required.

3.5. Co-ordination

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures will be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on school premises, such as contractors, cleaning staff and maintenance personnel.

3.6. Information to Staff

This School Health and Safety Policy and any supplemental Guidance Documents, will be brought to the attention of all employees, both temporary and permanent, and any other persons who may need to be aware of their content. All staff, including temporary staff, employed by another organisation e.g. cleaning staff, catering staff, learning support staff etc. will be given proper and appropriate health and safety induction immediately following their appointment.

3.7. Audit and Review of Policy

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents, Codes of Practice etc., will similarly be regularly reviewed and where appropriate further advice will be issued relating to particular work activities or as a result of changes in health and safety legislation.

In addition to the above, the school will establish and maintain a programme of periodic Occupational Health and Safety management system audits.

4. ORGANISATION AND RESPONSIBILITIES

4.1. Management Chain for Health & Safety

Governing Body	
<u>Level 1</u>	Co-Headteachers and Senior Leadership Team
<u>Level 2</u>	Business Manager
<u>Level 3</u>	Other posts with specific health and safety responsibilities: Curriculum Leaders, Heads of House, Senior Support Staff, Facilities Manager, Medical Unit, Assistant Head Pastoral, Catering Manager, Cleaning Supervisor, Adult Education Centre Manager, Deputy Head, Radiation Protection Supervisor, Design Technology Technician, Leisure Centre Manager (as identified in Appendix 1)
<u>Level 4</u>	All other Teachers and Support Staff

Please refer to Appendix 1 for a full list of named staff members at Levels 1-3.

4.2. How Functions are Allocated

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors on policy issues.
- Ensure policy is activated through the Business Manager’s membership of the Premises Committee.
- Ensure that problems in implementing the health and safety policy are reported to the Governors.

LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Check that appropriate procedures are in place (e.g. risk assessments, servicing contracts etc.)
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Ensure that risk and COSHH assessments are available for all activities in their areas and that any control measures are adopted.
- Ensure that safety checks are carried out on all equipment within their areas.
- Provide the Business Manager with annual reports on health and safety issues within their areas.
- Where appropriate, report defects to Level 2.

LEVEL 4

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 3.

- Carry out special tasks (e.g. first aid, membership of building sub-committee).

4.3. The Governing Body

The Governing Body has important powers and duties in controlling school budgets and premises and managing the school's health, safety and welfare responsibilities towards employees, students and visitors.

The Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

- 4.3.1 a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy.
- 4.3.2 that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
- 4.3.3 that a review of the school's Health and Safety Policy is carried out on at least a 2 yearly basis (or more often if the need arises) and that a review of performance takes place annually and action is taken on the review's findings, including amending the school Policy, if necessary.
- 4.3.4 that Headteachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
- 4.3.5 that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
- 4.3.6 that they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
- 4.3.7 that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
- 4.3.8 that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
- 4.3.9 the involvement of everyone in making the Policy work.
- 4.3.10 that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
- 4.3.11 that they specify who is responsible for, and the arrangements for, identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- 4.3.12 That, where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
- 4.3.13 that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
- 4.3.14 the visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and students.

- 4.3.15 that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
- 4.3.16 that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
- 4.3.17 that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
- 4.3.18 that they receive and act appropriately upon reports from Headteachers, Children's Services and any other internal or external agencies.

4.4 Co-Headteachers and Senior Leadership Team (Level 1)

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Co-Headteachers (and any members of the Senior Leadership team to whom they may delegate specific tasks), who will:

- 4.4.1 implement this Policy.
- 4.4.2 assist the Governing Body with the production of internal Health and Safety procedures documents stating the organisational and other arrangements for implementing this Policy.
- 4.4.3 ensure that all members of staff (including supply staff, together with staff contracted to work in the school but not directly employed by the school) have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
- 4.4.4 ensure that health and safety forms an integral part of the induction programme of all newly appointed staff.
- 4.4.5 be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice.
- 4.4.6 co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
- 4.4.7 make clear any duties in respect of health and safety that are delegated to members of staff.
- 4.4.8 stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
- 4.4.9 put in place procedures to monitor the health and safety performance of the school.
- 4.4.10 make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- 4.4.11 put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
- 4.4.12 receive and respond positively to health and safety problems reported to him/her by school staff and generate co-operation from all employees under his/her direction.

- 4.4.13 ensure that all accidents are reported and investigated, and that any remedial actions required are taken or requested.
- 4.4.14 ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
- 4.4.15 review from time to time:
 - the emergency procedures
 - the provision of first aid in the school
 - the risk assessments
- 4.4.16 review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
- 4.4.17 ensure that all equipment used in the school is adequately maintained and inspected.
- 4.4.18 ensure that the Business Manager reports to the Governing Body each term on the health and safety performance of the school.
- 4.4.19 co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
- 4.4.20 consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
- 4.4.21 ensure that contractors are made aware both of this Policy and of the Health & Safety Procedures documentation, and that health and safety matters are formally discussed at any pre-contract site meetings.
- 4.4.22 ensure that all volunteers who may have significant unsupervised access to students are suitably DBS checked.
- 4.4.23 ensure, as far as is reasonably practicable, that the health, safety and welfare of students, visitors and members of the public are safeguarded.

4.5 Business Manager (School Health and Safety Co-ordinator) (Level 2)

The School Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator has the following duties:

- 4.5.1. co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006) etc., and to ensure that where control measures are required, requests for funding are fed into the Management System.
- 4.5.2. identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
- 4.5.3. ensure the annual general workplace monitoring inspections are carried out.
- 4.5.4. make provision for the inspection and maintenance of work equipment throughout the school.

- 4.5.5. ensure adequate records of the above processes are kept on the school premises.
- 4.5.6. advise the Co-Headteachers on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors.
- 4.5.7. maintain continuing observations throughout the establishment and make relevant comment to the Co-Headteachers, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed.
- 4.5.8. ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
- 4.5.9. ensure that adequate records are kept of specific health, safety and induction training.
- 4.5.10. ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
- 4.5.11. act as the school's nominated Educational Visits Co-ordinator.
- 4.5.12. report to the Governors each term on the health and safety performance of the school.
- 4.5.13. identify health and safety training needs and arrange for all associated training.
- 4.5.14. undertake any other functions devolved to him/her by the Co-Headteachers or Governing Body.

4.6 Other Posts with Specific Health and Safety Responsibilities (Level 3)

These posts are responsible for resolving health, safety and welfare problems that may be referred to them in relation to their areas of activity, or for referring these problems to the Co-Headteachers, Business Manager or, where relevant, external contractor, where they cannot achieve a satisfactory solution within the resources available to them. They have the specific responsibilities set out below:

The Facilities Manager will:

- 4.6.1. be responsible for ensuring that appropriate tests/checks are carried out on the fire alarm system.
- 4.6.2. be responsible for ensuring the appropriate tests/checks are carried out on the fire extinguishers and fire blankets.
- 4.6.3. be responsible for ensuring the appropriate tests/checks are carried out on the emergency lighting system.
- 4.6.4. be responsible for ensuring that details of the tests/checks are recorded in the Fire Log Book, and that this book is kept up to date.
- 4.6.5. be responsible for maintaining the Ladder Register.
- 4.6.6. be responsible for maintaining the Defect Report Book and for ensuring that defects are repaired/replaced/removed as appropriate.
- 4.6.7. be responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing.
- 4.6.8. be responsible for checking and ensuring the maintenance/repair of security and external lighting.

- 4.6.9. be responsible for undertaking risk and COSHH assessments in respect of premises-related issues other than cleaning.
- 4.6.10. be responsible for ensuring that the Asbestos Register is kept up to date.
- 4.6.11. be responsible for carrying out regular checks of areas known to contain asbestos.
- 4.6.12. be responsible for arranging regular checks and servicing relating to legionella control, and for ensuring that appropriate and up to date records are kept.
- 4.6.13. be responsible for carrying out regular inspections of the school site and buildings and recording the results of those inspections.

The Pastoral Leader (Alternative Provision and Behaviour/Medical Unit) will:

- 4.6.14. be responsible for ensuring that first aid boxes are kept fully stocked.
- 4.6.15. be responsible for maintaining and distributing the First Aiders List.
- 4.6.16. be responsible for holding and maintaining the Accident Book.

Curriculum Leaders, Senior Support Staff and Heads of House will:

- 4.6.17. be responsible for ensuring that appropriate and up to date risk and COSHH assessments are available for their departments, that relevant staff are made aware of these assessments, and that all staff adhere to all identified control measures.
- 4.6.18. be responsible for providing the Business Manager with annual reports on health and safety issues within their department.
- 4.6.19. be responsible for ensuring that safety checks are regularly carried out on all equipment (both fixed and portable) within their departments.

The Assistant Head (Pastoral) will:

- 4.6.20. be responsible for ensuring that appropriate supervisory arrangements are in place for break and lunch times.
- 4.6.21. act as designated Child Protection Officer.

The Catering Manager will:

- 4.6.22. be responsible for ensuring that appropriate, extensive and up to date risk and COSHH assessments are available for the kitchen and dining areas, that all catering staff are made aware of these assessments, and that all staff adhere to all identified control measures.
- 4.6.23. be responsible for ensuring that the school catering operation fully complies with food hygiene regulations at all times.

The Cleaning Supervisor will:

- 4.6.24. be responsible for ensuring that appropriate and up to date risk and COSHH assessments are available for all cleaning activities, that all cleaning staff are made aware of the assessments, and that all staff adhere to all identified control measures.
- 4.6.25. ensure that cleaning equipment is checked on a regular/ongoing basis and that it is fit for purpose.

The Health and Safety Governor will:

- 4.6.26. be responsible for ensuring that an annual health and safety inspection of the school site and buildings is undertaken.
- 4.6.27. act as first point of contact on the Governing Body in relation to health and safety issues.
- 4.6.28. be a member of the group carrying out the annual review of Health and Safety Policies and Procedures and, together with the Business Manager, report to the Premises Committee on the outcome of this review.

The Adult Education Centre Manager will:

- 4.6.29. be responsible for checking satellite centres and for ensuring that they provide an appropriate and safe environment.
- 4.6.30. be responsible for ensuring that appropriate fire evacuation procedures are in place for adult education activities, both on the main school sites and in satellite centres.
- 4.6.31. be responsible for ensuring that appropriate and up to date risk and COSHH assessments are available for all adult education activities, that all adult education staff are made aware of the assessments, and that all identified control measures are complied with.

The Deputy Head will:

- 4.6.32. act as Fire Safety Manager in the absence of the Co-Headteachers.

The Radiation Protection Supervisor will:

- 4.6.33. ensure that termly monitoring and annual leak testing is carried out in relation to the school's radioactive sources.

The Design Technology Technician will:

- 4.6.34. be responsible for carrying out weekly checks on school vehicles and advising the Business Manager on any necessary maintenance.

The Leisure Centre Manager will:

- 4.6.35. ensure that (as part of the contract between the school and Culture Leisure Life) all necessary health and safety procedures and practices are in place within the swimming pool areas and the fitness suite.

4.7 Special Obligations of Class Teachers (Level 4)

The health and safety of students in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Co-Headteachers or Health and Safety Coordinator before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, and to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

- 4.7.1. exercise effective supervision of the students and know, and where appropriate carry out, the emergency procedures in respect of fire, first aid and other emergencies.

- 4.7.2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the departmental risk/COSHH assessments, relevant National Guidelines, or in the KAHSC Safety Series.
- 4.7.3. give clear oral and written instructions and warnings to students as often as necessary.
- 4.7.4. follow safe working procedures personally.
- 4.7.5. require the use of protective clothing and guards where necessary.
- 4.7.6. make recommendations to their Curriculum Leader, the Co-Headteachers or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 4.7.7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
- 4.7.8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- 4.7.9. report all accidents, defects and dangerous occurrences to the Co-Headteachers or Curriculum Leader.
- 4.7.10. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

4.8 School Health and Safety Representatives

The Governing Body and Co-Headteachers recognise the role of Health and Safety Representatives appointed by a recognised trade union or staff organisation. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Co-Headteachers or Governing Body.

4.9 Obligations of All Employees

Notwithstanding any specific duties that may have been delegated to them, all employees must:

- 4.9.1. make themselves familiar with the contents of this Policy.
- 4.9.2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
- 4.9.3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
- 4.9.4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- 4.9.5. observe all instructions on health and safety issued by or on behalf of the school.
- 4.9.6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.

- 4.9.7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- 4.9.8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
- 4.9.9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
- 4.9.10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
- 4.9.11. exercise good standards of housekeeping and cleanliness.
- 4.9.12. know and apply the procedures in respect of fire, first aid and other emergencies.
- 4.9.13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public, to co-operate with the school on health and safety matters, or to misuse safety equipment provided may justify disciplinary action being taken against the employee concerned.

4.10 Students

Students, in accordance with their age and aptitude, are expected to:

- 4.10.1. exercise personal responsibility for the health and safety of themselves and others.
- 4.10.2. observe standards of dress consistent with safety and/or hygiene.
- 4.10.3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 4.10.4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

4.11 Contractors, Visitors and Other Users of The Premises

Contractors, visitors and other users of the premises are required to observe the health, safety and welfare rules of the school. In particular, all parents/carers and other volunteers helping out in school must be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/rented out to other users, these users must be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

4.12 Procedures for the Implementation of this Policy

Procedures and arrangements for the implementation of this policy are set out in the Trinity School Health and Safety Procedures Manual.

All members of staff (including temporary staff and staff contracted to work in the school) are required to familiarise themselves with all sections that are or might be relevant to them, and to confirm that they have done so.

Appendix I: Management Chain for Health & Safety 2014/2015

Initial	Title	Forename	Surname	Role
Governing Body: Health & Safety Governor				
CJe	Mr	Colin	Jefferson	Governor, Chair Premises Committee
DLi	Mrs	Daphne	Libby	Health & Safety Governor
Level 1: Co-Headteachers and Senior Leadership Team				
SJT	Mrs	Sheila	Johnston	Co-Headteacher
DKA	Mr	Derek	Kay	Co-Headteacher
JHW	Mrs	Jo	Hawkin	Deputy Head
PCH	Mr	Paul	Charnock	Assistant Head Behaviour & Safety
DMC	Mr	Declan	McArdle	Assistant Head Closing Gaps
AOR	Mr	Andrew	Orton	Assistant Head Raising Standards
AWI	Mr	Andrew	Winter	Assistant Head Sixth Form/ Curriculum Leader ICT and Business Studies
Level 2: Business Manager				
KRO	Mrs	Karen	Rosary	Business Manager
Level 3: Other Posts with Specific Health & Safety Responsibilities				
GAR	Mrs	Gillian	Armstrong	Head of Everest House
SBM	Mrs	Sandra	Bamber	Curriculum Leader - Learning Support
SBY	Mrs	Susan	Barry	Senior Librarian
DBI	Mr	David	Birch	Curriculum Leader – Design & Technology
GCR	Mr	Gordon	Crawshaw	Catering Manager
RDI	Mr	Robert	Dixon	Curriculum Leader - Maths
CDO	Mrs	Christine	Dockerty	Administration Manager
GED	Mr	Gerard	Edwards	Facilities Manager
NFO	Mr	Norman	Foster	Curriculum Leader - PE
SFR	Mr	Stuart	Frizzel	Radiation Protection Supervisor
AHA	Mr	Andrew	Hall	Head of Nile House
AHY	Mrs	Anne	Hemingway	i/c Early Years Care and Education
AHP	Mr	Andy	Hopkins	Curriculum Leader – English
RKV	Mr	Richard	Kavanagh	Cleaning Supervisor
SMA	Mrs	Suzanne	McArdle	Curriculum Leader MFL
AMC	Mrs	Ali	McCulloch	Adult Education Centre Manager
SMC	Miss	Sarah	McLeod	Curriculum Leader – Science
JMY	Mrs	Jennifer	Moody	Head of Kilimanjaro House
AMU	Mr	Andrew	Murray	Design & Technology Technician
ARI	Mrs	Alison	Richardson	Curriculum Leader for The Arts/Music
SSM	Mr	Sutherland	Smith	IT Services Manager
GSB	Mr	Geoff	Stables	Curriculum Leader – Humanities/Geography
TST	Mrs	Tracy	Studholme	Senior Pastoral Tutor
	Mrs	Sarah	Swindlehurst	Leisure Centre Manager
JWA	Mrs	Julie	Walton	Head of Amazon House
NWA	Mr	Nigel	Watchman	Pastoral Leader (Alternative Provision & Behaviour)/Medical Unit

List as at 28/1/15