



## **Health and Safety Policy**

### **1. Policy Statement**

1.1 Trinity Specialist College takes maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All learners, staff and sub-contractors will be familiarised with the provision contained within this policy and be expected to act in accordance with them at all times. Additionally, all staff will be made aware of this Health and Safety Policy at induction.

1.2 We are committed to ensuring the health and safety of our service users, staff, sub-contractors and visitors and to providing a safe environment for all those attending our premises.

1.3 In particular we are committed to maintaining safe and healthy working and learning conditions through control of the health and safety risks arising from our work activities, conducting with our staff and providing appropriate information, instruction, inspection, training and supervision.

1.4 Trinity Specialist College is committed to providing services to our service users in a safe and secure environment. All staff and other people connected with Trinity Specialist College have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all service users at all times.

### **2. Who is covered by the policy?**

This policy covers all individuals working at all levels and grades, including Trustees, Directors, Learners, Staff and sub-contractors, and at any premises that Trinity Specialist College may operate from.

### **3. Who is responsible for the implementation of the policy?**

3.1 The Operations Manager has overall responsibility for the health and safety and the implementation of this policy. The Operations Manager and the nominated Health & Safety Representative have day-to-day responsibility for health and safety matters. The Health and Safety Representative undergoes annual Continual

Professional Development reviews. Trinity Specialist College may also use a third party Health and Safety Consultant as required.

3.2 All learners, staff and sub-contractors must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. All service users, staff and sub-contractors must ensure that they familiarise themselves with this policy and consider the health and safety implications of their acts and/or omissions and take reasonable care for their health and safety and that of others.

3.3 Any health and safety concerns should be reported to the Health and Safety Representative.

3.4 The Health and Safety Representative will forward updates to this policy to all learners and staff.

#### **4. Scope and purpose of the policy**

In accordance with Trinity Specialist College's health and safety duties, we are responsible for:

(a) Assessing risks to health and safety arising from service related activities and identifying ways to overcome them, minimising risks.

(b) Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.

(c) Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.

(d) Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.

(e) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all learners, service users, staff and sub-contractors and carrying out an annual review of this policy.

#### **5. Standards of workplace behaviour**

5.1 You must co-operate with the Health and Safety Representative on health and safety matters and comply with any health and safety instructions.

5.2 You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for Trinity Specialist College activities including community visits.

5.3 Any health and safety concern, such as near misses, reportable accidents and incidents, however trivial they might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the Health and Safety Representative.

5.4 You must co-operate in the investigation of any accident or incident that has led to, or which we consider might have led to injury.

5.5 Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

5.6 Sub-contractors' implementation of their health and safety procedures regarding learners and service users is monitored by discussion and Risk Management.

## **6. Information and consultation**

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

## **7. Accidents, Near Misses and First Aid**

7.1 Any accident at work involving personal injury should be reported to the Health and Safety Representative. All staff must co-operate with any resulting investigation.

7.2 First Aid facilities are located in each classroom, the reception and the kitchen. Qualified first aiders are named on a First Aid Notice in the foyer by reception.

7.3 All accidents or near misses must be reported. If you suffer an accident or near miss at work you (or someone on your behalf) must report that fact to the Health and Safety Representative as soon as possible. All accidents or near misses should be reported, however trivial. The accident or near miss will be recorded in our Accident Book or on a Health and Safety Accident/Incident Recording Form.

7.4 All accidents or near misses will be monitored by the Operations Manager and reviewed at SMT meetings on a termly basis or sooner should the need become apparent.

7.5 Staff should inform the parents/carers of the service user concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

## **8. Emergency evacuation and fire**

8.1 You should familiarise yourself with the instructions about what to do in the event of a fire at Trinity Specialist College premises which can be found in the Fire Evacuation Procedure. You should also know where the fire extinguishers are; ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

8.2 If you are visiting another location on behalf of Trinity Specialist College, a risk assessment should have been carried out either by yourself or a member of staff prior to your attendance. You should have a copy of the risk assessment document prior to your visit. It is important that you familiarise yourself with the fire and emergency evacuation procedures for the location you are visiting.

8.3 You should notify the Health and Safety Representative as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

8.4 For people who need specific support in the event of an evacuation, a Personal Emergency Evacuation Procedure (PEEP) should be carried out.

8.4 On hearing the fire alarm you should remain calm and moving quickly, not running, evacuate the building immediately following the instructions given to you. Do not stop to collect personal possessions, do not use lifts, and do not re-enter the building until you are told that it is safe to do so.

8.5 All staff, learners and visitors coming on and off our premises must sign in and out, for fire evacuation and risk management purposes.

## **9. Risk Assessments**

At Trinity Specialist College, we understand the importance of ensuring that systems are in place for checking that our environments are a safe and secure place for learners, staff, sub-contractors and visitors. Our risk assessment procedures are part of a continuous process to minimise the risk of any dangerous occurrences from taking place. They are the responsibility of all staff and sub-contractors as part of their daily duties.

The Health & Safety Representative for each area is responsible for making sure that fire, environmental and equipment risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment, resources, or premises. When a particular need of a member of staff necessitates a review, this will be the responsibility of the relevant class teacher or service manager.

Teachers/Tutors/Deputy Managers are responsible for ensuring risk assessments are completed, logged, effectively monitored and reviewed for all learners in their care.

The Health and Safety Representative will monitor Trinity Specialist College sub-contractors risk assessments.

The Health & Safety Representative is further responsible for bringing to the attention of the Operations Manager any potential risks that they or other learners, staff or sub-contractors discover to enable the Operations Manager to conduct any necessary reviews of policies or procedures.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out weekly. This will, ordinarily, be carried out by a designated member of staff on an agreed day.

Staff and Sub-Contractors should be vigilant and continuously aware of any potential risks to health and safety arising from:

- Trinity Specialist College environment, both indoors and outdoors.
- All surfaces, both indoors and outdoors.
- All equipment used by learners, service users, staff and sub-contractors.

On discovering a hazard, staff and sub-contractors will take all steps necessary to making themselves and any other people potentially affected, safe. They will then notify the Health and Safety Representative and ensure that a record is made in the Health and Safety College Maintenance Log.

The Health and Safety Representative is then responsible for ensuring that they are reported to the Operations Manager.

All learners will be supervised at all times by their nominated members of staff as set out in their Individual Learning Plan.

### **Recording accidents, incidents and dangerous occurrences (RIDDOR)**

According to the Health and Safety Executive publication, *Successful Health and Safety Management(HS(g)65)*, an accident is defined as “*any undesired circumstances which give rise to ill health or injury; damage property, plant, products or the environment; production losses, or increased liabilities*”.

The same publication suggests that the related term “incident” includes undesired circumstances and near misses with the **potential** to cause accidents.

A dangerous occurrence is described on the Health and Safety Executive website as “*if something happens which does not result in a reportable injury, but which clearly*

*could have done then it may be a dangerous occurrence which must be reported immediately”.*

Trinity Specialist College has a legal duty under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) to report and record some work related accidents. These include work-related deaths, major injuries, over seven-day injuries, work related diseases and dangerous occurrences.

All accidents, incidents, near misses and dangerous occurrences will be recorded on the Accidents Incidents and Dangerous Occurrences Form and accidents should be recorded also in the Accident Record Book on the same day as the event took place.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Where it occurred.
- The cause of the accident/incident.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- Treatment given and by whom.
- The signature of staff member or sub-contractor who dealt with the event, and any witnesses.
- Ideas on how to reduce the likelihood of such an occurrence happening again.
- Reporting procedures followed.
- Any other relevant information.

## **COSH H**

Control of Substances Hazardous to Health which is commonly known as COSH H places a legal obligation upon Trinity Specialist College to control the risks to service users, staff, subcontractors and members of the public who could be exposed to hazardous substances through the college work activities. Trinity Specialist College undertakes to store all hazardous substances in locked cupboards.

The use of such substances/materials which fall into the COSH H category will be subject to the appropriate risk assessments before learners, staff and sub-contractors are expected to use them and where appropriate, training will be provided.

## **Medication**

All medications stored on Trinity Specialist College premises are subject to controlled measures. Please see Medication Policy for further details.