

Ysgol Maesydderwen



Health and Safety Policy

Polisi Iechyd a Diogelwch

Type: Statutory Policy

Adopted / Reviewed On	Signed	Next Review
08/12/2020	 	Autumn Term 2022

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

INTRODUCTION

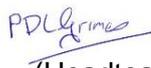
The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

This policy will support the school in ensuring the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name Hugh Patrick **Signature**  **Date** 8 December 2020
(Chair of Governors)

Name Phil Grimes **Signature**  **Date** 8 December 2020
(Headteacher)

HEALTH AND SAFETY*

The relevant regulations are

Health and Safety at Work Act 1974: section 2(3), 3 and 4) and Risk Assessments: *Management of Health and safety at Work Regulations 1999* SI 1999/3242;

Health and Safety (Offences) Act 2008 became law on 19 January 2009. Raised maximum fine imposed in lower courts from £5k to £20k for most breaches of the H&S offences. Makes imprisonment an option for more H&S offences

The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007

The Control of School Premises (Wales) Regulations 2008

The Control of School Premises (Wales) (Amendment) Regulations 2008

1. General Statement

1.1 The School is a community school within Powys LA. The LA is ultimately responsible for health and safety in community and voluntary controlled schools.

1.2 All governing bodies have a responsibility for the implementation of health and safety policies and procedures within the school and on authorised activities outside the school.

1.3 The school acts in accordance with the guidance set out in the Powys Health and Safety Manual for Schools.

1.4 This guidance document requires schools to 'produce a local Health and Safety policy ... (which) ... will be specific to each school and will contain information on who will do things and how'.

2. Aims:

2.1 The Governing Body of the school confirms that it aims to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work;
- All pupils and members of the public, including parents, visitors and contractors' employees who enter school premises, are safeguarded and are not exposed to any Health and Safety risks during the course of their business;
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors on the school site are able to demonstrate that they have suitable arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.

2.2 The school's objectives are to:

- Provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public

- Provide means of access and egress which are safe and without risks to health
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees and pupils
- Ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances
- Ensure that the school will have and maintain up-to-date fire procedures and documentation and that all employees and pupils are familiar with them
- Develop safety awareness among all employees and pupils and to promote individual responsibility for Health and Safety at all levels

3. Responsibilities

3.1 This policy is largely dependent upon the total co-operation of every person who works in the school. All members of staff have a legal duty to:

- Take reasonable precautions to safeguard the health and safety of themselves and others;
- Observe all Health and Safety rules and procedures as laid down by the school
- Use appropriately all Health and Safety equipment provided;
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine;
- Ensure that no person under the age of eighteen is allowed to dismantle or clean a prescribed dangerous machine.

3.2 The Governing Body

The Governing Body has the overall responsibility within the school for:

Implementing the LA policies;

- Establishing, maintaining, monitoring and reviewing the Health and Safety policy of the school in order to meet the health, safety requirements of the LEA;
- Agreeing and maintaining any necessary health, safety and security contracts with contractors;
- Appointing a Governor to be responsible for liaison on Health and Safety issues with the Head and Staff;
- Ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- Ensuring that standards of welfare are established and maintained for staff, students and visitors;
- Ensuring that staff are trained in Health and Safety as appropriate

- Providing adequate resources to enable the Health and Safety policy to be carried out;
- Ensuring that Health and Safety issues are put on the agenda of all appropriate meetings throughout the school.
- Carry out regular checks of the school's accident log through the Governors Premises panel.

3.3 Designated Governor for Health and Safety

This Governor is responsible for:

- Liaising with the Head and the Health and Safety Co-ordinator between meetings of the GB to ensure that the governing body's policies are carried out
- Ensuring that proper oversight of any contract with contractors is maintained
- Participating in a site inspection at least once a year
- Being available when possible to the Staff Health and Safety Committee;
- Inspecting the accident/incidents books at least once a term.

3.4 The Head

The **Head** (or, when absent, his/her deputy) will be responsible for the overall implementation of the Governors' policy.

The Head is responsible for:

- The health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, pupils etc);
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Ensuring that the welfare of staff and students is seen as a priority by all staff;
- Consulting with members of staff on health and safety issues;
- Arranging for appropriate supervision of pupils;
- Carrying out periodic safety reviews and audits;
- Identifying the training needs of all staff and pupils, and ensure, within the financial resources available, that adequate and appropriate training is provided;
- Encouraging staff, pupils and others to promote Health and Safety and to suggest ways of reducing risks;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Delegating to the Health and Safety Co-ordinator appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate.

3.5 The Health and Safety Co-ordinator

The Health and Safety Co-ordinator will be responsible to the Head for:

- Co-ordinating and monitoring health and safety matters within the school;
- Ensuring that the school's Health and Safety Policy is implemented;
- Reporting directly to the Head on health and safety issues;

- Liaising with any contractors and making reports to the Head on the progress of the contractual requirements;
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff Health and Safety representatives and committee;
- Advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the school);
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- Ensuring that contractors and persons hiring any part of the school premises are aware of the school policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the school's Health and Safety Policy as appropriate.

3.6 Staff with Departmental responsibilities will:

- Be responsible to the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Make and regularly review a departmental health and safety policy;
- Set up and implement safe methods of work;
- Apply effectively all relevant Health and Safety regulations, rules procedures and codes of practice;
- Instruct all staff, pupils and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate Health and Safety information to relevant persons;
- Report any Health and Safety concerns to the Health and Safety Co-ordinator.

3.7 All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, and pupils in their care;
- Carry out all supervisory duties at such times as set out in the school's staff duties requirement and duty roster;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the school's and any departmental Health and Safety Policies;
- Observe all Health and Safety rules and procedures set out by the school and use all health and safety equipment provided;
- Alert the Health and Safety Co-ordinator or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- Report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine;
- Ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

The school recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk assessment and control measures.

3.8 The Health and Safety Committee has a duty to consider Health and Safety issues and to raise concerns and give advice as appropriate. A governor and an employee of the leisure centre will be invited to be on the panel and attend the meetings.

3.9 Trade Unions have the right to appoint their own representatives and to form a Safety Committee should they so wish. If such a committee is formed then its role will be advisory.

3.10 Head Cook

In addition to the above as relevant the Head Cook will also be responsible for:

- Implementing the LEA policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the Health and Safety Co-ordinator of any issues of concern;

- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues.

4. Consultation

4.1 Staff

Health and Safety will be a regular item on the agendas of Departments and Pastoral groups. Any points raised will be duly minuted and reported promptly to the Health and Safety Co-ordinator.

4.2 Students

Students also play a part in overall Health and Safety and welfare of the school and will be encouraged to discuss Health and Safety issues at Year and School Council meetings, and raise concerns which will be reported to the Health and Safety Co-ordinator.

Pupils are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions given by staff in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

5. Organisation

5.1 Structure

- The Governing Body with a Designated Governor for Health and Safety who is a member of the appropriate school committee with health and safety responsibility;
- The Head with overall responsibility for the implementation of the policy and reporting to the Governing Body;
- Health and Safety Co-ordinator with responsibility for the day to day co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Head;
- Heads of Areas/Departments with responsibility for Health and Safety within their areas and for reporting to the Health and Safety Co-ordinator;
- Regular (at least termly) Department and Team meetings;
- A Health and Safety Committee with an advisory role

6. Risk Assessment

6.1 All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.

6.2 The school's risk assessment pro forma must be used by school staff, and completed assessments must be retained in the 'Safety Area' and made accessible to all relevant staff. Copies must also be held by the Health and Safety Co-ordinator.

6.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

7. Measuring Performance

7.1 The HSC will ensure that the following are carried out and logged as appropriate:

- Regular documented audits
- Site inspections
- Review of risk assessments and the subsequent control measures
- Surveys by the Premises Committee of the Governing Body
- Attendance at health and safety meetings
- Information coming out of department meetings, and how it is dealt with
- Results of any external reviews/investigations
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
- A system of reviewing and developing improvement plans as identified
- Sharing experiences, findings and good practice inside the school.

8. Status Review

8.1 The school will, at the end of each year or appropriate period, draw up a status report. This could cover:

- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy or structure
- New processes and new technology
- External influences - legislation/guidance/British standards/auditors reports
- Proposals for improvements

8.2 Copies of the Status Review will be sent to all governors and staff, and parents where this is seen to be advantageous.

9. Staff Training and Involvement

9.1 All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

9.2 The school management undertakes to keep staff informed of any changes through Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

9.3 The school undertakes to provide extra training for staff where a need is identified.

9.4 The school Health and Safety Co-ordinator is responsible for involving external experts where necessary.

10. Equal Opportunities

In making, reviewing and implementing this policy the school's equal opportunities policies must be taken into account. In particular the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled

staff, pupils and visitors to make use of the school's facilities and curriculum as far as is reasonably practicable.

11. Monitoring and Review

11.1 The Governing Body will receive termly reports on health and safety and security in the school.

The GB will review this policy annually or as necessary if circumstances change. It will ensure that the school maintains monitors and reviews its Health and Safety policy, procedures and organisational arrangements, in liaison with the LEA.

11.2 The Head has the responsibility for monitoring the implementation of the governors' policy and for ensuring that the school's procedures are fit for purpose.

The Head is also responsible for keeping Governors up to date with changes in Health and Safety law, regulations and guidance and any changes in the school organisation that require a fresh look at Health and Safety.

11.3 The school's **HSC** is responsible for monitoring the implementation of the policy and reporting to the Head.