



HEALTH & SAFETY POLICY

Approved by the Governing Body

9th October 2019

1. Employer's Safety Statement

The School is keen to promote best practice in all areas of health and safety. We regard this as a priority not an imposition since we aim to put the welfare of our students and staff at the centre of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this Policy, which sets out our broad aims, individuals' responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

We aim not merely to fulfil the legal requirements on us but also where possible to seek continuous improvement in the safety of our workplace and in our activities. It requires resources, of time as well as money and equipment, to obtain the necessary professional advice and provide the appropriate instruction and training which will enable staff at all levels to fulfil their obligations and minimise health and safety risks. We are committed to providing those resources.

In accordance with the HEALTH and SAFETY at WORK ACT 1974

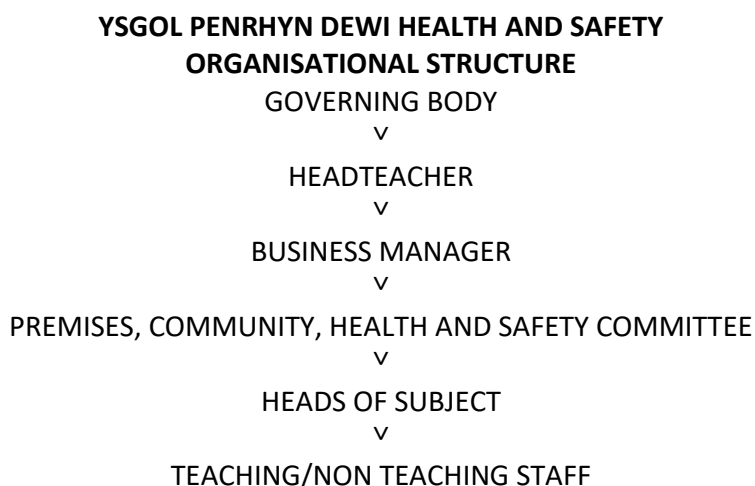
1. The Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:
 - the health and safety of students and staff
 - the protection of others from health and safety risks arising from our activities
 - the provision of safe and healthy premises
2. No safety policy can be successful unless it actively involves employees themselves. In this connection the School reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work for their own safety and that of other employees, for the safety of students and the public, and to co-operate with the School authorities so as to enable them to carry out their responsibilities.
3. The School will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations made in the following areas:
 - management of health and safety, especially via risk assessment
 - control of substances hazardous to health
 - first aid equipment, facilities and staff
 - fire precautions
 - maintenance of electrical systems
 - personal protective equipment (PPE)
 - use of display screen equipment
 - Manual Handling Operations
 - Asbestos
 - Legionella

- working at heights
 - noise
4. In addition, there are vital areas such as road safety, educational visits and sport, in each of which there can be a high degree of risk and in which the School's policies will have regard to guidance issued by the DfE or equivalent bodies.
 5. Details of the responsibilities under this Safety Policy and the organisation and arrangements for carrying them out are set out below.
 6. The School will be responsible for the provision of competent technical advice on health and safety matters where this is necessary to assist those responsible, and for the provision of information, instruction, supervision and, where relevant, training, to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others.
 7. A copy of this statement will be made available to all employees and it will be reviewed, added to, or amended from time to time. Supplementary documentation relating to the work of particular faculties or groups of staff will be issued as required.

2. Organisation

This section of the policy defines the names, positions and duties of those within Ysgol Penrhyn Dewi that have responsibility for health and safety.

The Headteacher has overall responsibility to the Governing Body for the Management of the School



The nominated Governor is responsible, as far as is reasonably practicable, for

- ensuring that health and safety matters are regularly and appropriately reported and considered by Governors.
- ensuring that the Headteacher, Business Manager and senior staff are effectively developing and implementing the School's health and safety policies in such ways as the Governors may require.
- advising Governors of their responsibilities and obtaining or authorising such professional assistance as may be required.

The Business Manager is responsible for

- strategic oversight of school safety policies.
- liaison with Pembrokeshire County Council Safety Unit
- liaison with Health and Safety Executive (HSE).
- liaison with designated Governor responsible for health and safety and all other Governors.
- fire safety, as the designated "nominated person" as stipulated in Regulatory Reform (Fire Safety) Order 2005.
- funding of health and safety and associated insurance matters.
- personnel matters for support staff including the monitoring of illness, working arrangements and deployment.
- site security and workplace safety for staff, students and visitors.
- all reporting of RIDDOR accidents.
- legal advice and meeting statutory responsibilities.
- conditions applying to those using or hiring school premises.
- use of vehicles and minibus safety.

- will seek specialist advice as necessary for particular areas.
- producing an outline plan for meetings, together with issues which need to be addressed and a list of staff whose attendance will be necessary for a particular meeting, stating the purpose for their attendance.
- overseeing the health and safety induction of new staff
- preparing a termly health and safety report for Premises, Community and Health and Safety Committee.
- design and implementation of Emergency Plan
- provision and display of fire evacuation procedure notices.
- provision and display of statutory notices.
- safety when working at height for the Caretaking staff.
- safe practice by contractors working at the school under his remit.
- management of asbestos and legionella testing.
- receiving and holding accident/near miss forms and reporting to the Pembrokeshire County Council Safety Unit and Health and Safety Executive when required
- informing and advising those staff that are entitled and need to know about risks to be avoided by particular students.
- monitoring the eligibility of staff to drive Pembrokeshire County Council mini buses/hired mini buses.
- collation and analysis of accident records.

The Premises, Community, Health & Safety Committee.

- is integral to the health and safety management for Ysgol Penrhyn Dewi.
- aims to comprise of key academic and support representatives from across the School.
- meets at least once a term to discuss and review the effectiveness of the School's arrangements.
- aims to assist in and to encourage the taking forward of good practice in health and safety across the school.
- assists in the implementation and monitoring of action points arising from matters raised by external health and safety audits and internal monitoring.
- members act as a channel of communication for members of staff wishing to raise issues of concern beyond those for which routine reporting procedures are appropriate.
- raises and discusses health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure.
- has an important role in informing and consulting with all staff on health and safety matters and ensures that its minutes are published to all staff.
- members ensure that up to date copies of the minutes of the Committee are on display and accessible to staff to read, and to remind staff to do so.
- monitoring the effectiveness of health and safety procedures.

Premises, Health and Safety & Community Governing Body Members are made up of the Headteacher, Business Manager and selected members of the governing body.

Contact details are available from the school office.

The Headteacher is responsible for

- personnel matters for academic staff such as monitoring illness, working arrangements and deployment.
- regular updating of all health and safety policies in conjunction with the Business Manager.
- approving school visits and expeditions subject to the Education Visits Coordinator's scrutiny and guidance.
- ensuring regular health and safety audits and fire risk assessments are carried out in conjunction with the Health and Safety Coordinator.
- liaising with the Local Health Board through Pembrokeshire County Council with regards to Pandemic situations.
- oversight of health and safety training for teaching and support staff in conjunction with the Business Manager.
- emergency evacuation procedures.
- road safety guidance.
- communication of safety matters to staff (including part-time), students and parents.
- risk assessment compliance.
- designation of staff to be first aiders in the school in conjunction with the Business Manager.
- oversight and organisation of all health and safety qualifications for support staff.
- maintaining details of all health and safety training delivered across the Foundation.
- compilation and circulation of school safety policies.

Some of the above tasks may be delegated to the Business Manager.

Heads of Subject Areas are responsible for

- identifying and controlling hazards within their areas of responsibility.
- preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the subjects.
- ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference.
- being aware of any specific legislation and official guidance relevant to the subject area and ensuring it is complied with.
- monitoring of safe practice by all who use the subject area.
- provision of personal protective equipment (PPE).
- manual handling safety.
- distribution of and ensuring subject staff members' understanding of COSHH assessments.
- examination of faculty premises

- assessing and endeavouring to have met their own training needs and those of their staff with regards to health and safety.
- ensuring that health and safety is a standing item on subject meeting agendas.
- delegating the above responsibilities to a senior colleague in their absence.

The Health and Safety Unit at Pembrokeshire County Council is responsible for

- providing specialist information to those with specific health and safety responsibilities.
- keeping abreast of changes in health and safety requirements and disseminating this information.
- provision of advice to those directly in charge of other areas such as laboratories, technology, Art and Design.

Pembrokeshire County Council Building Maintenance are responsible for

- regular testing of fire alarms, including residential buildings.
- fixed electrical wiring testing, gas boiler inspections and the examination and testing of premises.
- lifts and pressure systems, & ladders.
- specific oversight of safety matters in plant rooms.
- management of the provision and maintenance of all firefighting equipment.

Educational Visits Coordinator (EVC) is responsible for

- management of staff in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site.
- developing expertise in the field and being aware of current legislation and regulation.
- advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas.

Caretaking Staff is responsible for

- attending all fire practices; planning, monitoring and keeping records of fire practices for non-teaching buildings where required.

Nominated person in charge of public performances and “out of hours” events

- The nominated person for each event must presume responsibility for informing staff and all visitors to the school of the relevant emergency procedures and practices.

The First Aider is responsible for

- provision of on-site medical support; assessment and treatment or referral of illness and injury.
- liaising with the School Nurse when further medical advice is required.
- checking of the need of restocking of first aid boxes.

All employees are responsible for

- identifying hazards and reporting them promptly to the Business Manager.
- avoiding all possible risks in working practice, considering the safety of themselves and others.
- Reporting promptly any accidents
- Being familiar with this policy, with fire precautions and evacuation procedures and with other safety rules and emergency arrangements applicable to them
- Wearing any PPE provided and ensuring the regular maintenance thereof.
- Ensuring safe Health and Safety at any school event.

3. Procedures and Arrangements

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent. A number of the arrangements in place for managing health and safety across the school will have been covered in Section 2: Organisation

Any reference in bold italics refers to a health and safety policy document or school guidance document listed in full on the SharePoint - Health and Safety

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

- The Health and Safety Committee meets at least once every term to discuss health, safety and welfare issues affecting staff, students or visitors.
- Committee members are listed in Section 2: Organisation.

Communication of Information

- The Headteacher ensures that systems are in place so that staff and students are familiar with the arrangements set out in this document.
- Information for **staff** is principally communicated by the following means
 - induction programme for new teachers/staff
 - dedicated health and safety section on the sharepoint
 - notices and committee minutes on staff notice boards
 - announcements in staff and department meetings
 - training activities for individuals and groups.
- Information for **students** and **parents** is principally communicated by the following means

- School Information and Newsletters and the School Rules
- announcements at year group and school assemblies
- notices in classrooms and on school notice boards
- example and instruction of staff and students and by the imposition of sanctions for breaches of safety rules.

- Health and Safety Law posters are displayed in all communal areas.

Raising Health & Safety concerns across the School

- Rectifying straightforward day-to-day problems is not the purpose of the Health and Safety Committee and such matters should be drawn straight away to the attention of the member of staff in accordance with the ***Health and Safety Reporting Procedures***.
- Staff are encouraged in the first instance to raise any safety concern directly with the Business Manager but should not hesitate to inform the Headteacher in writing of any shortcomings which continue to concern them.
- Health and Safety is a standing item on the agenda of all appropriate Subjects and the School.
- Health and safety advice is available from the Business Manager or by reference to the number of websites listed on the Staff Intranet - Health and Safety.
- **EMERGENCY PROCEDURES**
- Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the Foundation.

Critical Incident Management

The ***Critical Incident Management*** guidelines must be followed in the event of any serious accident/incidents, and staff are made aware of these procedures which are displayed in prominent positions across the Foundation.

Emergency Plan

The ***Emergency Plan*** sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of students and staff.

An annual training day is organised which brings together senior staff who are allocated to each of the emergency teams, with external advisors and experts.

Fire and Evacuation

Fire safety practice and guidance are documented in ***Ysgol Penrhyn Dewi - Fire Policy and Procedure***.

Detailed evacuation procedures are placed in prominent positions in classrooms and study rooms, with notification of evacuation points placed in all corridors).

First Aid

First Aid notices summarising the actions to be taken in the event of someone needing first aid assistance are displayed around the school. Relevant personnel are listed.

Transport to hospital

If an ambulance is required, call "999".

No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted.

Accident/Incident/Near Miss Reporting

Accident/Incident/Near Misses must be reported to the Business Manager.

Accidents, Incidents and Near misses are reported to Governors on a regular basis.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately to raise an alarm to evacuate the building.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent, call the Business Manager.

The Headteacher will disseminate further instruction to staff in the affected area.

Chemical Spills

All Science teachers and technicians should follow guidance in their departmental handbook.

Where relevant, managers of support departments must have written procedures in place and the appropriate equipment in place to deal with any spillage.

Any chemical spills must be reported as a near miss, using **Accident Report** form.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the Business Manager. The purpose of such training is to ensure all new members of staff have a good understanding of the health and safety ethos of Ysgol Penrhyn Dewi, will understand the basic health and safety procedures in place, and will be given an introduction to the health and safety section on the staff network area.

Health and safety training is available to all staff where the need is identified by Head of Subject or Manager.

Specific health and safety training requirements are outlined in individual policies, but staff may receive generic health and safety training in the following areas:

First Aid - Emergency First Aid for Children, First Aid at Work

Fire Fighting Equipment

Manual Handling

Minibus Use and Training

Minibus driver training and examination is provided by Pembrokeshire County Council and is provided for those nominated by their Head of Subject or Manager.

HEALTH AND SAFETY MONITORING

Inspection of Premises

- Classroom and Subject inspections will be carried out annually by the Headteacher.
- Any matters requiring action will be monitored closely by the Business Manager in liaison with the Head of Subject or Manager.
- Full inspections of specialist equipment will be carried out annually by an external consultant as part of the Health and Safety Servicing.
- Interim inspections may be carried out by an external consultant to monitor progress and compliance.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

- All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through Pembrokeshire County Council Building Maintenance and in compliance with *Lifting Operations and Lifting Equipment Regulations 1998* and *Provision and Use of Work Equipment Regulations 1998*.
- A full register of all relevant items and associated testing records is available from Pembrokeshire County Council Building Maintenance.

Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out across the school by fully trained external staff.
- Full records are maintained with all tested pieces given an inspection label.
- Subject Areas and Managers are responsible for identifying and recording all pieces of equipment within their departments that require testing and for managing the introduction of “personal” electrical equipment that may not be listed on a register.

Equipment Maintenance - Curriculum

- Subject Areas are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented.
- Maintenance is carried out by external specialists, in accordance with regulatory requirements under for example *Provision and Use of Work Equipment Regulations 1998* and records maintained by the local authority.

Ladders and Access Equipment

- The Maintenance Team is responsible for the inspection and maintenance of ladders and other access equipment in accordance with the regulation listed above.

PREMISES MANAGEMENT

Supervision of Students

- Arrangements for supervision of students are detailed in the staff handbooks.
- Copies are available on the staff intranet site and a hard copy of the handbook is distributed to all staff at the beginning of each academic year.

Security and Visitors

- All staff are provided with and are asked to wear a Ysgol Penrhyn Dewi staff identification badge.
- During term time, access to all buildings is either operated under Reception/School Office supervision or via key pad.
- All visitors must report to Reception where they will be asked to sign the visitors' book and wear a visitors identification badge.
- During the holiday periods ALL people accessing school buildings or the school site are asked to sign in at Reception. All visitors will be asked to sign the visitor's book and wear an identification badge.
- All building contractors come under the supervision of the Business Manager/Caretaker.

Vehicles on Site/Parking

- There is limited visitor parking available at the School.
- There is a designated disabled parking bay near to the School Reception.

Building Maintenance

- General building maintenance is carried out by Pembrokeshire County Council Maintenance Team.
- Where required, external specialists/consultants will be used.
- The Business Manager is responsible for ensuring that all identified general building maintenance and compliance with all statutory requirements pertaining to buildings maintenance is carried out.

Asbestos

- The asbestos register is held at the Asbestos Unit, Pembrokeshire County Council, Thornton Industrial Estate, Thornton, Milford Haven, Pembrokeshire.
- The Business Manager is responsible for ensuring that contractors who disturb the fabric of the building have submitted an Asbestos Information Request, have produced a Method Statement for the work, and have an Authorisation for Work Certificate from the Asbestos Unit to carry out the intended work.
- The Register must be updated immediately if any new Asbestos Containing Materials have been identified.

Legionella

- An external consultant, Aquatreat, has been employed to regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the *HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'*.

Control of Contractors

- All contractors must report to Reception to meet with the Business Manager prior to commencing works. They will be asked to sign the visitors' book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures.
- The Business Manager is responsible for monitoring areas where the contractors' work may directly affect staff and students and ensuring that the appropriate precautions are taken to ensure the safety of staff and students whilst work is carried out.

Lettings

- The School permits a very limited number of external lettings.
- Lettings are managed by the Business Manager and follow the Pembrokeshire County Council Terms & Conditions.

RISK MANAGEMENT

Risk Assessments are a legal requirement under *The Health & Safety at Work Act 1974* and *Management of Health and Safety at Work Regulations 1999*.

Training

- A comprehensive step by step training guide is documented in ***Guidance on carrying out a suitable and sufficient risk assessment*** which follows closely the HSE Guidelines - Five Steps to Risk Assessment.

Generic

Generic Risk Assessments are coordinated by the Headteacher in conjunction with the Business Manager.

These generic documents address safety issues with regards to:

Classrooms

Traffic on the School Site/Access to Sports Hall

Crossing to School Field

Maternity

Using the generic ***Maternity Risk Assessment*** as a starting point, a risk assessment will be carried out by the Headteacher.

This encourages reference to the specific needs of the individual member of staff, taking into consideration subject factors that may increase the risk of harm to mother and baby.

Curriculum Activities

- Risk Assessments for curriculum activities will be carried out by Heads of Faculties in liaison with departmental members.

- Specific reference, where applicable will be made to statutory guidelines e.g. CLEAPPS for science.
- Departmental Risk Assessments form an integral part of every department hand book, a copy of which is distributed to every member of staff.

Fire

A Fire Risk Assessment is carried out by the Business Manager every two years in accordance with the requirements of the *Regulatory Reform (Fire Safety) Order 2005*. Any resulting comments form part of an action plan, and an interim audit is carried out every year to monitor progress.

Manual Handling

Using a generic ***Manual Handling Risk Assessment*** as a starting point, an individual assessment must be carried out by the Head of Subject or Line Manager and the risk assessments adapted accordingly.

This allows for subject specific manual handling risks to be addressed.

Display Screen Equipment

Display Screen Equipment practice and guidance risk assessments are carried out in accordance with the *Health and Safety (Display Screen Equipment) Regulations 1992*.

Hazardous Substances

Departmental risk assessments will identify hazardous substances and the appropriate control measures required for their safe management.

OTHER

Educational Visits

- Any educational visit will be organised in accordance with *Educational Visits Guidelines*.

Minibuses

- The use of minibuses should be organised through the Business Manager. This will ensure the correct Insurance is in place, and that is it the most financial viable option.
- Records of staff trained and tested in minibus driving and therefore eligible to drive minibuses with passengers are monitored and maintained by the Business Manager.

This policy and all others are available on Staff SharePoint - Health and Safety. It is reviewed at least annually, prior to the start of each academic year, or in the event of any change to procedures and/or personnel. If at any time, a member of staff has any concerns regarding the content of this policy they are asked to contact the Business Manager.