



# HEALTH & SAFETY POLICY 2019

Responsibility:	
Review:	

## **1. General Statement**

1.1 The School is a Community School within the Vale of Glamorgan Local Authority.

1.2 The Local Authority is ultimately responsible for the health and safety arrangements in all its schools.

1.3 The school has adopted the Health and Safety Policy developed and recommended by the Vale of Glamorgan LEA.

1.4 In accordance with the LEA policy the Governing Body of the school confirms that it is, through all levels of management and governance, committed 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 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
- All contractors are able to demonstrate that they have suitable arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.

1.5 In accordance with the Health and Safety at Work Act 1974, relevant regulations and codes of practice and advice and information provided by approved consultants, the Governing Body has the ultimate responsibility, within the school, for the implementation of this policy and, through the Chairperson, will ensure that the requirements for all Health and Safety legislation are established.

1.6 The Head is responsible to the Governing Body for the overall implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

1.7 Day to day responsibility for Health and Safety matters is delegated to the Health and Safety Coordinator responsible to the Head.

1.8 The Governing Body will make available adequate resources for Health and Safety which will include not only premises and facilities but also training in appropriate Health and Safety for staff.

1.9 The Governing Body 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 Local Authority. It will receive an annual Health and Safety report from the Head.

1.10 The Head has the responsibility 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.

1.11 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

## **2. Responsibilities**

2.1 This policy is largely dependent upon the total cooperation of every person who works for the school and Local Authority. All employees 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 and use 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. No person under the age of eighteen should be allowed to dismantle or clean a prescribed dangerous machine

## **2.2 The Governing Body**

### **Governing Body Responsibilities**

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

- Establishing, maintaining, monitoring and reviewing the Health and Safety policy of the school taking into account the Local Authority policies;
- Agreeing and maintaining the health, safety and security contract with the Local Authority and any contractors;
- Appointing a Governor to be responsible for liaison on Health and Safety issues with the Head and Staff;
- Ensuring that appropriate risk assessments are carried out, recorded and regularly reviewed;
- Carrying out suitable and sufficient site inspections;
- Ensuring that standards of welfare are established and maintained for both staff and students;
- 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.

### **2.3. Designated Governor for Health and Safety**

This Governor is responsible for:

- Liaising with the Head and the Health and Safety Manager (HSM) between meetings of the Board to ensure that the governing body's policies are carried out;
- Advising, or obtaining advice for, the Governing Body on health, safety, welfare and security issues;
- Ensuring that proper oversight contracts with contractors is maintained;
- Participating in site inspections;
- Being available to the Staff Health and Safety Committee;

- Inspecting the accident/incidents books at least once a term.

## 2.4 The Head

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

He is responsible for:

- The health, safety and welfare of employees, 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 the Local Authority and any 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 suitable and sufficient risk assessments are carried out and effective control measures are determined and carried out;
- Determining the levels of competence required for 'competent persons' to carry out risk assessments;
- Delegating to the Health and Safety Manager 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.

## 2.5 The Health and Safety Manager (HSM)

The Health and Safety Manager/Coordinator will be responsible to the Head for:

- Coordinating 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 appropriate officers in the Local Authority and any LA contractors and making reports to the head on the progress of the contractual requirements;
- Ensuring that contractors and persons hiring any part of the school premises are aware of the school policy;
- 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 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.

#### **2.6 Staff with Departmental responsibilities will:**

- Be responsible to the Health and Safety Manager 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 responsibilities;
- 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 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 Manager/Coordinator

Similar responsibilities are assigned to the Business Manager

### **2.7 All members of staff** have a duty to:

- Take all reasonable steps to safeguard the health and safety of all pupils in their care;
- Carry out all supervisory duties before the beginning of the school day, at break times and 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 Health and Safety Policy;
- 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 Manager, Leaders of Learning responsible for Departments or the Business Manager 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. No student should be allowed to dismantle or clean a prescribed dangerous machine;
- Ensure that students 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.

2.8 The Staff Health and Safety Committee has a duty to consider Health and Safety issues and to raise concerns and give advice as appropriate.

## **3. Consultation**

### **3.1 Staff**

Health and Safety will be a standing item on the agendas of all Departments and

Pastoral groups. Any points raised will be duly minuted and reported promptly to the Health and Safety Manager/Coordinator.

### **3.2 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 Manager.

## **4. Organisation**

### 4.1 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 Manager with responsibility for the day to day co-ordination and implementation of the policy and for liaising with the Local Authority and any contractor, and reporting to the Head;
- Heads of Areas with responsibility for Health and Safety within their areas and for reporting to the Health and Safety Manager;
- Regular (at least termly) Department and Team meetings;
- A Health and Safety Committee with an advisory role, responsible to the Head.

## **5. Risk Assessment**

5.1 Risk Assessments must be made by 'competent persons'. The Head will determine the levels of competence required. All members of staff in charge of 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Where there is any doubt the advice of the HSM should be sought.

5.2 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 Manager.

5.3 Risk Assessments must be reviewed regularly by those who make them, and at least once a year, with a view to ensuring that the control measures have been effective.



5.4 The HSM will ensure this is carried out and determine which can be done locally or at school level and which by a contractor. Such reviews will then be considered by the Health and Safety Committee, and recommendations will go to the governing body via the Head.

5.5 The HandSaM system will be used by staff with health and safety responsibilities to record checks and actions taken.

5.6 The HSM will track the completion of health and safety tasks and records on the HandSaM system,

5.7 The Head will check the school's compliance with the HSM at least once per term, and will inform the governing body of the state of compliance. (A print-out of the HandSaM record might be used)

## **6. Security**

**The school's security arrangements for the areas below are available from the HSM's Office:**

- The site
- The buildings
- Notices
- Control of visitors to the college
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and pupil property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at College in the morning and leaving in the afternoon
- Responsibilities for security aspects

## **7. Health and Safety Management Arrangements**

7.1 The school is using the HandSaM system of health and safety management. All relevant staff and governors will be trained in its use.

The HSM will be the Administrator of HandSaM, and will make regular reports to the Head on the progress of the annual cycle of health and safety management.

7.3 The school will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

## **8. Measuring Performance**

8.1 The school will use the HandSaM system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

8.2 The HSM will ensure that the following are carried out as appropriate, using the HandSaM system for logging purposes:

- Regular documented audits
- Site inspections
- Review of risk assessments and the subsequent control measures
- Surveys by the health and safety committee, if formed
- 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.

## **9. Status Review**

The school will, at the end of each year or appropriate period, draw up a status report on each Safety Management Area covered by the School's review. The review will draw off the information on the HandSaM system and will comprise:

- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the HandSaM system
- 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

Copies of the Status Review will be sent to all governors and staff and possibly parents if this is seen to be advantageous.

## **10. Staff Training and Involvement**

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.

All relevant staff will be trained to use the HandSaM system.

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.

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.

When in doubt members of staff should always seek guidance from their line managers or HSM.

The school undertakes to provide extra training for staff where a need is identified. The school Health and Safety Manager is responsible for involving external experts where necessary.