Polisi Iechyd a Diogelwch

Policy for Health and Safety

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HEALTH AND SAFETY POLICY

PART ONE - GENERAL

1. GENERAL STATEMENT AND COMMITMENT

1.1 The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school and the conduct of its activities.

Overall and final responsibility lies with the Headteacher.

(a) The Governing Body has designated that Mike Pearson is the named governor or established a committee to have particular responsibility for matters of health and safety.
(b) The annual risk assessment and safety audit process is led by the headteacher and findings are reported to the Governing Body and Chief Officer.
(c) Termly Health and Safety reports are presented to the Governing Body to ensure monitoring of health and safety.

In particular,

(a) to establish and maintain a safe and healthy environment throughout the school and for all school activities;
(b) to establish and maintain safe working procedures among staff and pupils;
(c) to make arrangements for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
(d) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
(e) to maintain a safe and healthy place of work with safe access and egress;
(f) to provide and maintain adequate welfare facilities.

1.2 **Health and Safety Management**

The school 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.

1.3 **Coronavirus (COVID-19)**

In line with Welsh Government Guidance, the school has undertaken a risk assessment prior to increased operations which should be read and adhered to in conjunction with this Policy. The assessment directly addresses risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for students and staff.

1.4 **Planning**

The school will identify and assess the risks from hazards associated with all its work activities, with the aim of eliminating and 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. It will also monitor and review such standards to ensure that they are being met and maintained.

1.5 **Health and Safety Assistance**

Without detracting from the primary responsibility of Governors and teaching staff for ensuring safe conditions of work and, in compliance with legislation, the school will provide on-site competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

The Council's LA Health and Safety Advisor, Kate Thompson, will also be available to provide competent assistance.

1.6 **Co-operation and Consultation**

This Health and Safety policy will only be effective if it actively involves the employees themselves. The school recognises the contribution that employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The school will actively encourage and support consultation with Trade Unions, and other 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.

1.7 **Co-ordination**

Where the school shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall 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 departmental premises, such as contractors, cleaning staff and maintenance personnel.

1.8 **Information to Staff**

This Health and Safety Policy and any Supplementary Guidance Documents, Codes of Practice etc., must be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

1.9 **Review of Policy**

This school's Health and Safety Policy will be regularly reviewed and amended as necessary. Supplementary Guidance Documents and Codes of Practice will be regularly reviewed and, where appropriate, further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

CONCLUSION

It is the responsibility of everyone to make these arrangements work to ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free. Any person noticing a failure to comply with the Health and Safety Policy should immediately report the circumstances to the Headteacher who should then take appropriate action to resolve the situation and notify the LA, as appropriate. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

PART TWO: ORGANISATION AND RESPONSIBILITIES

1. Introduction

It is a requirement that school staff, the Governing Body and the Local Authority work together to ensure the health, safety and welfare objectives are achieved.

2. The Governing Body

The Education Reform Act 1988 gives Governing Bodies powers and duties in controlling school premises and managing schools, including health, safety and welfare responsibilities towards employees, pupils and visitors. The Governing Body is responsible for ensuring that a Health and Safety Management System is in place within the School. Such a system will ensure:

(a) a clear written policy statement is created;
(b) that responsibility for health, safety and welfare is allocated to specific people who should receive specific, relevant information and training in order to ensure competence.
(c) that information is displayed throughout the school confirming who has responsibility for health, safety and on the school website;
(d) the involvement of everyone in making the policy work is important and the Health and Safety committee plays a key role in this;
(e) that all staff have sufficient experience, knowledge and training to perform the tasks required of them;
(f) the specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
(g) that everyone has sufficient information about the risks they run and the preventable measures they should take to minimise the risks;
(h) 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 pupils;
(i) health and safety performance is monitored by the use of inspections, checks and the recording of accidents;
(j) that a review of the school's Health and Safety Policy and performance takes place at least annually.

3. The Headteacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher who will:

(a) ensure arrangements are in place to address day-to-day health, safety and welfare matters;
(b) co-ordinate the implementation of the Governor's health, safety and welfare procedures of the school;
(c) make clear any duties in respect of health and safety, which are delegated to members of staff;
(d) 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;
(e) put in place procedures to monitor the health and safety performance of the school;
(f) 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;
(g) ensure that all accidents are reported and investigated and any remedial actions required are taken;
(h) review from time to time (e.g. annually)
- the emergency procedures,
- the provision of first aid in the school,
- the risk assessments;

(i) review regularly the dissemination of health and safety information, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
(j) ensure that all equipment used in the school is adequately maintained and inspected in accordance with the 'Provision and Use of Work Equipment', guidance and procedures contained in the departmental Health and Safety manual;
(k) report to the Governing Body annually on health and safety performance of the school;
(l) co-operate with and provide the necessary facilities for employee Health and Safety representatives.

4. School Health and Safety Co-ordinator Team

The nominated co-ordination team in the school includes Rachel Davies (Acting Headteacher), Heidi James (Business Manager) Mary Rea (Administrator) and Simon Rattue (Caretaker). The nominated team is overall responsible to the Headteacher for co-ordinating, reporting and advising on aspects of health, safety and welfare within the school. The nominated officers are able to visit all personnel within the school freely to discuss any matters arising with regard to health and safety. Adequate time and resources are allocated to this role to undertake these duties.

The School Health and Safety Co-ordinator Team will require being trained in health and safety in order to ensure competence. The minimum level of competence must be IOSH (Institution of Occupation, Safety and Health) 5 days 'Managing Safely'.

The school Health and Safety Co-ordinator Team has the following responsibilities:

(a) To co-ordinate and manage the annual risk audit process for the school.
(b) To ensure the termly general workplace monitoring inspections are carried out.
(c) To monitor the provision for the inspection and maintenance of work equipment throughout the school.
(d) To ensure adequate records of the above processes are kept on the school premises.
(e) To advise the Headteacher on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
(f) To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of Department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
(g) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
(h) To carry out any other functions devolved by the Headteacher or Governing Body.
(i) To act as a point of contact between the school and the LA Health and Safety Advisor.
(j) To provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
(k) To ensure that Part 3 of the Health and Safety Policy is current and is periodically brought to the attention of the School Safety Committee.

5. Teaching/Non-Teaching Staff holding Posts/Positions of Special Responsibility

This includes Deputy Headteachers, Curriculum Co-ordinators, Pathway Leaders, Subject Leaders, Clerical Managers/Supervisors, Caretakers and other supervisory staff.

They will:

(a) have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work, and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
(b) establish and maintain safe working procedures, including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, sharp tools);
(c) resolve health, safety and welfare problems that members of staff or pupils may refer to them;
(d) carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher or the School Health and Safety Coordinator Team;
(e) carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
(f) ensure that all staff are familiar with the health and safety policy and associated documentation, as appropriate;
(g) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
(h) where appropriate, ensure relevant advice and guidance on health and safety matter is sought;
(i) investigate any accidents, which occur within their sphere or responsibility;
(j) prepare an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

6. Special Obligations of Class Teachers

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or line manager before allowing work to take place.

Class teachers are expected to:

(a) exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out;
(b) follow particular health and safety measures adopted for their own teaching areas as laid down in the relevant policy;
(c) give clear oral and written instructions and warnings to pupils as often as necessary;
(d) follow safe-working procedures;
(e) ensure the use of protective clothing and guards where necessary;
(f) make recommendations to their Headteacher or Subject Leader on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery;
(g) integrate all relevant aspects of safety into the teaching process;
(h) avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
(i) report all accidents, defects and dangerous occurrences to their Headteacher or Subject Leader.

7. School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents, potential hazards and pursue employee complaints and carry out school inspections. 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 role.

8. Obligation of All Employees

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

(a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons;
(b) observe all instructions of health and safety issued by the LA, school or any other person with delegated responsibility for health and safety;
(c) follow any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices;
(d) use and maintain correctly, all Personal Protective Equipment in accordance with any instruction and/or training received;
(e) report all accidents in accordance with current procedure;
(f) co-operate with other persons to enable them to carry out their health and safety responsibilities;
(g) inform their Line Manager of any potential hazards to health and safety, in particular, those which are of a serious or imminent danger;
(h) inform their Line Manager of any shortcomings they consider being in the school's Health and Safety arrangements;
(i) exercise good standards of housekeeping and cleanliness;
(j) know and apply the procedures in respect of fire, first aid and other emergencies; (k) co-operate with appointed Health and Safety representatives.

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 purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriately re-assigned in their absence. Such re-assignments must be approved by the employee's line manager.

9. Visitors and Other Users of the Premises

Visitors and other users of the premises are required to observe the health, safety and welfare policies of the school. This applies particularly to parents and volunteers helping out in school, and especially those associated with undertaking self-help schemes.

10. Site Security

Ysgol Gymraeg Y Fenni ensures the following measures are in place to support the provision of a safe and secure environment for pupils, staff and visitors:

(a) Routine security checks are carried out by the Caretaker on an on-going basis and records are kept.

(b) The school has comprehensive intruder alarm and CCTV systems, as well as security lighting.

(c) The school has a perimeter fence which is well-maintained.

(d) Appropriate fire precautions are in place. The building has adequate fire compartmentation, fire doors, automatic fire detection and sprinkler system to limit fire damage. Records of staff, pupils and visitors on site are maintained.

(e) Staff appreciate the importance of security and have a responsibility for buildings and property to include locking of doors of classrooms, offices, workrooms, store rooms, cleaning cupboards and fastening of windows when not in use. Staff are aware that they should report any concerns to the Business Manager or Health and Safety Officer.

(f) Secure access and egress control procedures are in place. The main access and exit is via Reception which has a security access control system. Reception areas are manned by a member of the Administrative Team. Visitors must sign in and out and must wear a visitor's badge. Contractors comply fully with the school's procedures. Staff take responsibility for challenging visitors who are not wearing a visitor's badge.

(g) The school operates an efficient attendance/registration system which allows the careful monitoring of absenteeism and truancy. There is a signing in and out system at Reception for pupils who arrive late or have permission to leave early.

(h) Traffic is not permitted on site, with the exception of the emergency services.

(i) Staff duty rotas are in place to ensure pupils are fully supervised at break and lunchtimes to cover both inside and outside areas. The school is patrolled throughout the school day by senior staff. Duty staff also supervise pupils' safe entry and exit to and from the site, monitoring the use of school transport. Staff communicate via mobile/walkie talkie communication systems.

(j) Pupils are discouraged from bringing valuable items to school.

(k) The school has close links with the local police via the School Police Liaison Officer.

(l) There are appropriate arrangements for safeguarding as outlined in the school's Safeguarding Policy and the school adheres to MCC Safer Recruitment Policy.

(m) Appropriate arrangements are in place for the handling of cash, staff safety and reporting of incidents as outlined in MCC Violence to Staff Policy.

(n) The school carries out a security risk assessment on a regular basis; formal risk assessments continue to be conducted on a cyclical basis by the Local Authority and outside bodies e.g. fire and legionella risk assessments.

PART THREE: ARRANGEMENTS

This section covers the arrangements that must be in place to ensure that the school complies with any statutory duties and/or LA advice, guidance and other relevant standards.

The following list represents a range of health and safety topics, where it is necessary to have controls and procedures in place. Please note this list is not exhaustive.

SECTION ONE: HEALTH AND SAFETY MANAGEMENT

Health and Safety Policy
LA Safety Audit Scheme
Control of Hazardous Substances (COSHH Register)
Communication, Reviewing and Consultation with Employees (and others): Department Meetings, Voluntary Health and Safety Forum, Buildings Sub Committee
Risk Assessment Package
Risk Assessment Package for the Manual Handling of Children and Young People
Specific Safety Guidance as detailed in Department Handbooks and Risk Assessments

SECTION TWO: BUILDINGS AND SITE SAFETY

Asbestos - School Management System (NB: Not applicable in this school)
Contractors in Educational Establishments
Electrical Safety
Fire Safety
Gas Safety
Glazing
Grounds' Maintenance
Legionella
Prevention of slips, trips and falls
Safety in Caretaking and Maintenance Activities
Premises Security Issues
Traffic Management
Tree Management
Working at Height

SECTION THREE: CURRICULUM SAFETY

Guidance on Educational Visits and Journeys (and Risk Assessments) via EVOLVE.
ICT Acceptable Use Policy
Physical Education Safety
Science Safety
Swimming Policy
Design Technology Safety

SECTION FOUR: EMERGENCIES

Accidents – Reporting and Investigation
Control of Major Accident Hazards (COMAH)
Critical Incident Plan
Emergency Evacuation Procedures
First Aid Policy

SECTION FIVE: GENERAL SAFETY ISSUES

Bullying and Harassment
Behaviour and Discipline Policy (for pupils)
Bullying Prevention Policy (for pupils)
Staff Grievance Procedure
Staff Disciplinary Policy
Prevent Policy
Control of Substances Hazardous to Health (COSHH)
Inspection and Monitoring
Kitchen Safety/Hygiene (Policies and Procedures held by Aramark)
Lifts and Lifting Equipment

Lone and Peripatetic Workers
Organising Major Events on Educational Premises
Manual Handling
Personal Protective Equipment
Pressure Vessels
Safety Signs and Signals
Violence at Work
Volunteers – Safety Considerations and Expectations
Safe Use of Mobile Phones
Safe Use of Projectors and Interactive Whiteboards

SECTION SIX: HEALTH
COVID-19 Increased Operations Guidance and Risk Assessment
Be Kind, Stay Safe: **COVID-19** Guide for Students, Staff and Families First Aid Policy
Supporting Pupils with Medical Needs and the Administration of Medicines in Educational Establishments
Personal Emergency Evacuation Plans and the Use of Emergency Evacuation Chairs
Alcohol and Substance Misuse
Concussion Guidance Document
Clinical Sharps
Immunisation Arrangements Guidelines
Controls to Prevent the Spread of Infection
Health Issues for Employees (Occupational Health):
Wellbeing at Work
Eye Examinations and Eye Sight Tests
New and Expectant Mothers' Policy/Paternity/Adoption Leave
Smoking
Stress Management
Flexible Working

SECTION SEVEN: GENERAL LA FORMS
Accident Forms
Secondary Risk Assessment pack
School's Self Audit Pack
Standard Risk Assessment Format
Annual Risk Assessment Package