

HEALTH and SAFETY POLICY



Ysgol Borthyn Health and Safety Policy

I. Responsibilities and Organisation

Ysgol Borthyn as a "Body Corporate" and an employer has a responsibility to comply with the Health & Safety at Work etc. Act 1974, its subordinate legislation and other statutory provision. There is also a moral duty to consider the wellbeing of its employees and others who may be affected by its operations and activities.

The school has a specific duty under the Act to prepare and as often as necessary revise, a written Health & Safety Policy and bring the Policy to the attention of its staff and others who may be affected by its operations and activities.

Local Authority (LA) has a duty to comply with the statutory requirements of the "Health and Safety at work etc." Act 1974. Some functions (but not the *duty*) are delegated to the Head teacher and Board of Governors.

Head Teacher and Board of Governors

The Head Teacher as the senior member of the school staff along with the Board of Governors will identify the line management structure for Health, Safety and Welfare within the school and during related activities.

Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters (Head Teacher)

The person with operational control for Health, safety and Welfare matters will co-operate with the LA to ensure that the school complies with current health and safety legislation and its moral obligations.

Teaching and support staff

Teaching and support staff are accountable to the head for ensuring that rules and procedures in place for health & safety are interpreted and implemented correctly.

Pupils, parents, visitors, contractors and others

Every person has a legal and moral responsibility for Health and Safety because their actions or inactions may put themselves or others at risk. The duty of care that rests with all individuals will be clearly communicated throughout the school and during all activities. This message will be regularly reinforced and reiterated in a clear manner that identifies expected standards and methods of reporting issues.

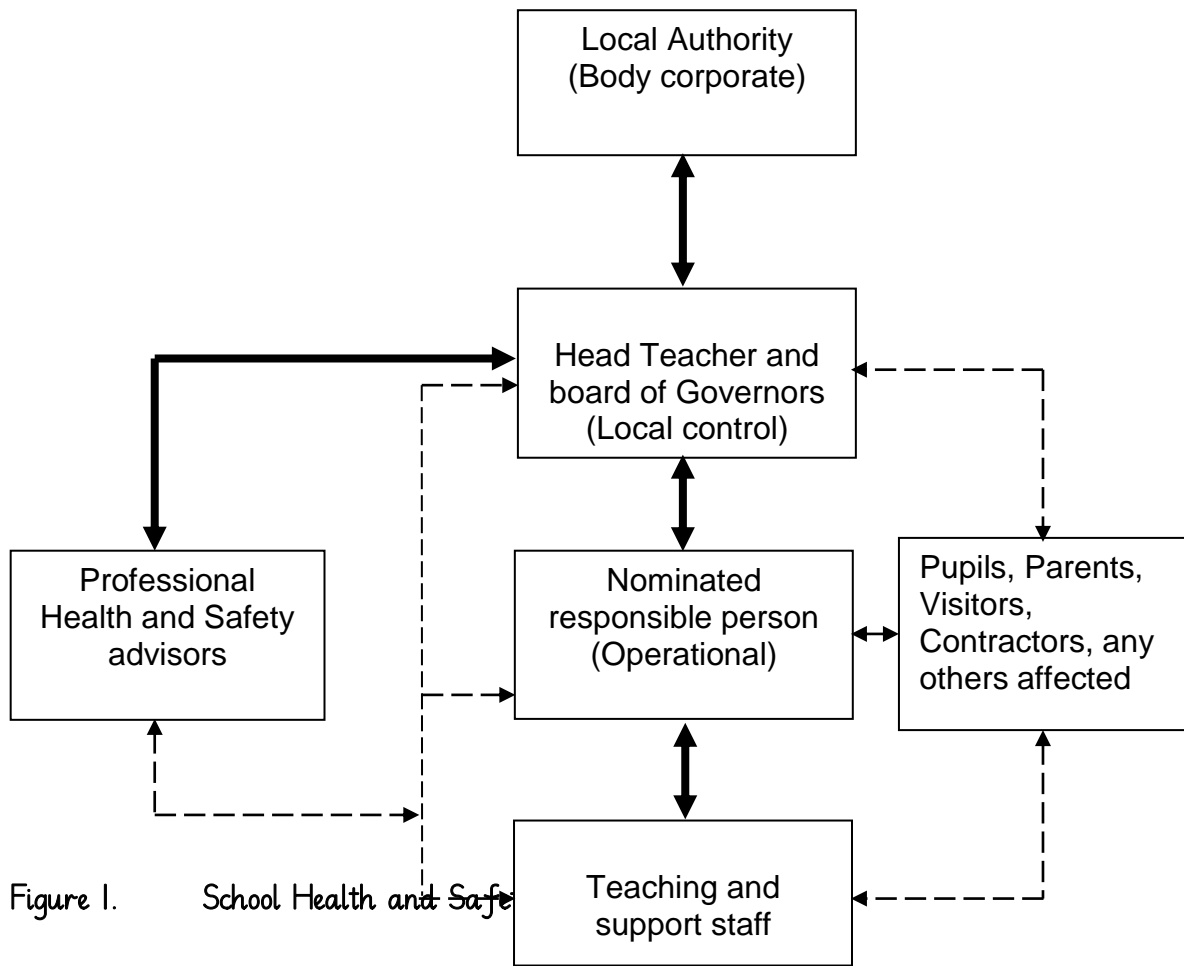
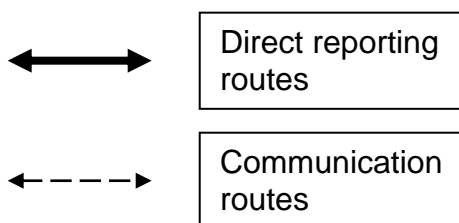


Figure 1. School Health and Safety

The organisation is summarised in figure 1, above.



SPECIFIC RESPONSIBILITIES OF EACH INDIVIDUAL OR GROUP ARE DETAILED IN APPENDICES R1 TO R3.

All school staff must ensure that:

- They are fully conversant with the school Health & Safety Policy.
- That they co-operate fully with their employer to allow the school to meet its statutory duties.
- That they take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety.
- All injuries, incidents and dangerous occurrences are immediately reported to the appropriate person.
- They are fully conversant with all Fire procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used in accordance with training received and is maintained in good condition for use with all defects being reported.
- They must use all work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- They must report any unsafe equipment or situations directly to their line management.

School Health & Safety Sub-Committee

The Buildings and Finance sub committee will take responsibility of discussing any health and safety issues. Extraordinary meetings may be called where circumstances dictate. The minutes will be presented at the next full meeting of the Board of Governors and a copy filed. A report from a member of the sub-committee shall be a standing agenda item for all full Board of Governors meetings.

This sub-committee will provide a forum for consultation with regard to all Health and Safety matters related to the School and its activities; to facilitate this all staff are to be kept informed of dates of the sub-committee meetings. A Health and Safety Specialist may be invited to join a particular meeting if the need arises.

The remit of the sub-committee shall include:

- The training of and the distribution of information to employees, pupils and others on health, safety and welfare.
- Risk assessment strategies, the development and maintenance of safe systems of work together with the promotion of safety awareness and welfare.

- The development and maintenance of occupational health and welfare facilities.
- Changes to health and safety legislation which may affect the school's activities.
- Accident performance data and reports concerning serious injuries and or incidents which have arisen.
- Current effectiveness of the school policy for safety and health.
- Reports and other relevant information provided by any source which has potential safety and health implications, or are matters which cannot be resolved outside of the committee.
- Any other relevant matters referred to it.

Quorum

The quorum required for each committee meeting will be:

- A chairperson
- An appointed representative from the Board of Governors

2. Arrangements for Health and Safety

- Risk management of all activities / operations of the school shall comprise undertaking a systematic program of risk assessments. The outcomes of these shall be safe systems of work. Documentary records will be maintained of all risk assessments, safe systems of work and other control measures.
- The school manual for Health and Safety explains the key elements of the school Health and Safety policy arrangements. The manual is held in the general office where it may be viewed on request.
- Arrangements for specific hazards, risks, occurrences, visitors, contractors, major works, emergencies, communications, accident reporting etc are detailed within the manual. The position of this data within the manual is identified on the contents page.
- A library of reference information provided by the County is held in the school office in both paper and electronic formats. This information should be used when developing, implementing and maintaining the health and safety systems.
- The school will engage the services of Health and Safety specialists provided by Denbighshire County Council to assist in the development, maintenance, monitoring, auditing and review the school systems.

3. Monitoring Health and Safety performance

The effectiveness of the Health and safety policy and the standards of Health and Safety achieved in the school will be actively monitored by the Health and safety sub-committee.

- A Health and Safety plan will be developed to support the policy. Progress against the plan will be discussed at Health and Safety sub-committee meetings and more frequently if required. The plan will be used to identify proposed actions and activities with regard to Health and Safety e.g. safety tours, meetings and major occurrences / projects.
- Health and Safety tour.
 - Formal planned safety tours of the school and its activities will be programmed to take place by a suitable team at least once per term.
 - The inspection team will consist of any two members of the Health and Safety Sub-Committee.
 - The tours will be recorded and an action list drawn up that identifies actions required, action owners, resources required and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.
- Informal safety inspection.
 - On a daily basis all teaching and support staff will identify Health and safety issues that require action.
 - Staff will report all significant issues to the Head Teacher.
 - Where necessary school activities will be halted to prevent unreasonable risk to the health, safety and Welfare of anyone who may be affected by the activities.
- Staff meetings
 - Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have.
- Support staff meetings.
 - Health and Safety will be on the agenda of each support staff meeting. Staff will be free to discuss any issues they have.
- Pupil information.
 - Pupils will be made aware of the requirement for creating and maintaining a safe and healthy school environment. Pupils will be encouraged to participate in feeding back and supporting health and safety issues.
- Reactive monitoring.
 - All accidents, injuries, incidents, near misses and complaints will be reported on a report form. Reporting forms are available from the school office. As much information as possible will be entered onto the forms to enable investigation and analysis of data.

- All reported accidents, injuries, incidents, near misses and complaints will be investigated to an appropriate level with a view to learning from them.
- Health and Safety specialists may be brought in to carry out investigations where appropriate.
- Incidents will be reported to the HSE as defined by the "Reporting of injuries diseases and dangerous occurrences regulations" (RIDDOR)

4. Review

This policy will be reviewed annually or sooner as appropriate. Earlier reviews will occur if there are any significant changes to the school circumstances.

5. Appendices

Appendix R1. The *Head Teacher and Board of Governors* will:

- ensure that adequate management arrangements exist for the school to comply with the requirements of Health & Safety Legislation and maintain and implement its Health & Safety Policy.
- ensure allocation of adequate resources and time to maintain sound and efficient Health, Safety & Welfare Arrangements.
- ensure effective communication & co-operation on matters of Health & Safety during all school related activities.
- ensure that all members of staff identified within this Policy understand their specific health & safety responsibilities, and make arrangements to monitor their performance.
- ensure that the Policy objectives are met and that the Policy is reviewed as appropriate to secure continued compliance with current and modified legislation.

Appendix R2: The *Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters (Head Teacher)* will:

- provide a focus for health and safety matters and co-ordination of the school Policy, including its formation and review.
- ensure that effective measures for health & safety are in place, including suitable and sufficient risk assessments, safe systems of work, procedures and other control measures.
- ensure effective arrangements for accident, injury and incident reporting and investigation are in place.

- understand the requirements of and ensure reporting to the HSE is carried out as required by the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR).
- ensure that a training programme is in place for health & safety training.
- create and chair, a regular forum (Health & Safety sub-committee) for the discussion of Health & Safety issues between management, staff and other interested parties.
- ensure that a programme for annual Health & Safety auditing is in place to encompass all aspects of school related activities
- produce an annual Health & Safety report that gives an assessment of compliance with statutory regulations.
- seek expert advice on health and safety matters as may be appropriate.
- ensure that all new staff are taken through health and safety induction training followed by refresher training at suitable intervals.
- ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.
- review accident, injury and incident reports to ensure correct completion and report to the HSE as required.

Appendix R3: The Teaching and support staff will:

- ensure that activities carried out by employees or pupils will not create risks to other employees, pupils, members of the general public.
- ensure that risk assessments are carried out and recorded and that suitable and sufficient control measures are put in place as a result.
- ensure that the Policy, procedures and relevant rules and regulations are communicated to and readily available to all employees, pupils and others as may be necessary.
- ensure that pupils understand instructions for health & safety and to monitor their compliance.
- ensure that the safety, health and welfare of pupils and others who may be affected by activities under their control is not put at unreasonable risk.

This policy is an abridged and modified version of the Denbighshire County Council document.