

## INTRODUCTION

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking ( e.g. students, visitors, contractors).

The policy is in three main parts -

The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.

The **organisation** for implementing the policy, including allocation of functions to individuals.

The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

In accordance with the provisions section 2 (3), YSGOL JOHN BRIGHT has prepared a policy statement in respect of safeguarding the health and safety of employees and others in YSGOL JOHN BRIGHT **See Policy Statement.**

## **GENERAL SAFETY POLICY**

### **Ysgol John Bright**

#### **1.0 STATEMENT OF POLICY**

This is the health and safety policy of **YSGOL JOHN BRIGHT** which should be read in conjunction with the health and safety policies of Conwy LEA and Conwy County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, students, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LEA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.
- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.
- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LEA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

**For and on behalf of the Board of Governors** .....

**Headteacher** .....

**Date** .....

*The second section of the policy details the Organisation, where areas of responsibilities are clearly set out in an organisational hierarchy, with a précis of the levels of responsibility placed upon the designated persons.*

**Roles and responsibilities**

<b>Area of responsibility</b>	<b>Title/ position</b>	<b>Name</b>	<b>Have been delegated in writing and appropriate training given</b>
Senior responsible site manager	Head teacher	WGD	Yes
Site safety coordinator	Business Manager	RJD	Yes
DSE assessor	Business Manager	RJD	Yes
Fire coordinator	Business Manager	RJD	Yes
First aid -Appointed person -First aider	Pupil advisory link	LH	Yes
Legionella Co ordinator	Sodexo Site Manager	JM	Yes
Pregnancy Risk Assessor	Business Manager	RJD	Yes
<b>Asbestos Co ordinator</b>	<b>Not applicable</b>		
Control of Contractors	Sodexo Site Manager	JM	Yes
Inclement weather Co ordinator	Head teacher	WGD	Yes
Emergency planning Co ordinator	Business manager	RJD	Yes

N.B. The responsible manager must ensure that delegated essential duties are covered at all times when the site is operational.

If duties have not been delegated the senior responsible site manager assumes all roles.

## **2.0 ORGANISATIONAL STRUCTURE**

As previously mentioned, the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Education Authority (LEA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

### **2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS**

Governors have duties and responsibilities under the Education Reform Act 1988 with regard to the control and overall effective management of the school. The responsibility for the day to day management of YSGOL JOHN BRIGHT is delegated under the Local Management of Schools scheme to Governors, Headteacher and staff, and for areas under their control they should comply with the LEA's policies.

**N.B.** Health and Safety responsibilities will be viewed in the same light and as such liability remains with the LEA, if with respect to this school's health and safety management the governing body as far as is reasonably practicable had complied with such policies. However should the governing body not comply with LEA policy, the LEA could in order to meet its statutory obligation under the Health and Safety at Work Act 1974 intervene in the health and safety management of the school.

Therefore the statutory responsibility for health and safety under LMS in YSGOL JOHN BRIGHT is shared between the LEA and the School (Governing Body, Headteacher and staff).

### **2.2 RESPONSIBILITIES - HEADTEACHER - (School Health and Safety Co-ordinator) Health and Safety Co-ordinator is Becky Davies.**

(Normally the headteacher adopts the role of the Health and Safety Co-ordinator. In some cases the role of H&S Co-ordinator may be delegated to e.g. Deputy / Senior Teacher to assist the head teacher)

The role of the Headteacher in YSGOL JOHN BRIGHT is to comply with LEA policies with respect to his/her delegated responsibilities, and to prepare and implement local health and safety procedure for his/her area of control.

The Headteacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc.

Duties and responsibilities are defined as follows -

- i) Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LEA (e.g. the requirement to carry out risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).

- ii) Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe working procedures at a local level.
- iii) Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school)..
- iv) Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. property section) for remedial works.
- v) To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LEA procedure, in order to comply with requirements of legislation.
- vi) To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LEA guidance, and in order to comply with Health and Safety (First Aid) Regulations 1981.
- vii) Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, students, visitors) are given the appropriate information and instruction. Refer to the LEA school Critical Incident Plan.
- viii) To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data).
- ix) Establish monitoring procedures to ensure compliance at all levels (all school staff, students) with LEA policies, procedures and guidance and with local school site health and safety procedures.
- x) To ensure that health and safety issues are discussed at School Governor Meetings, and appropriate action taken in respect of ensuring continuous compliance with LEA policies, procedures and guidance.
- xi) To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.
- xii) To ensure that all contractors on site liaise with the Headteacher and follow county and LEA guidance on the guidance "Control of Contractors".
- xiii) Responsibility of the school to ensure that the Headteacher participates in health and safety training courses arranged by the LEA.

**2.5 GENERAL**

This policy incorporates the aspects of the LEA health and safety policy that are relevant to the school. However, the requirements of the LEA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and trade union safety representatives and/or staff representatives, the policy should be ratified by the governing body or a sub-committee of governors.

The policy should address those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

**Arrangements**

This is the largest section of the policy, and details how the commitment given in the policy statement is to be carried out.

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements from the LEA policy, and these can be adopted to suit local needs. This list is not exhaustive, and can be added to if there are issues pertinent to the school. The LEA policy will be reviewed and amended as necessary, and such amendments should then be reflected in the school policy.

The following is a list of arrangements which the governors of YSGOL JOHN BRIGHT will implement in order to ensure the health, safety and welfare of all staff, students, contractors and visitors as far as reasonably practicable.

**Section 3 ARRANGEMENTS****Accident Reporting**

- The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LEA Accident Reporting information pack.

**Administration of Medication**

- The school will comply fully with the LEA policy / guidance on the "Administration of medication" pack.
- The Governors and headteacher will produce a school safety policy on the administration of medication.
- The LEA will monitor compliance.

**Building / Premises defects**

- The school will ensure that regular formal inspections of buildings, premises (including walls and fences) and written records of defects are logged with the Sodexo helpdesk, the facilities site management company.
- The school will maintain a digital record of events logged with Sodexo. Continual monitoring will take place to ensure defects are remedied.

**Particular matters requiring attention:**

- School will ensure that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained by Sodexo in a condition which is safe.
- Regular inspections of the school site will be carried out (defects noted with Sodexo and remedial measures put in place)
- Matters such as e.g. spillages / wet floors / trailing cables etc. as identified will be logged with Sodexo and rectified.
- Maintenance regimes by Sodexo must ensure a standard of adequate lighting particular to stairwells, external steps etc.
- Arrangements will be in place by Sodexo for treating pedestrian thoroughfares when ice, snow, leaves etc. cause a slipping risk.
- The LEA will monitor for compliance.

**Cleaning & the Use of Substances Hazardous to Work**

- School will ensure that Sodexo use only approved cleaning materials and premises are kept in a clean, hygienic condition.
- All cleaning materials will be kept under locked storage.

**Contractors**

- School will ensure that all small works commissioned by the school will be monitored and direct liaison with the contractors will ensure a safe interface between school and contractor.
- Any problems regarding health and safety of the works will be referred by the school to the Property Services Section and where appropriate to the Site Management Division.



- Large scale works will be undertaken under the control of Sodexo.
- The LEA will monitor for compliance.

### **Design & Technology**

- The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document.

### **Display Screen Equipment**

- The school will ensure full compliance with LEA Guidance sheet.

### **Electricity**

- The school will comply with the LEA H&S policy on Electricity at Work and will periodically monitor compliance.
- School will ensure only "approved" appliances are used and all repairs and maintenance are carried out by a competent person.

### **Emergency Situations**

- School must ensure that immediate access to LEA guidance " Critical Incident Plan" and that the plan is tailored to the specific school site.

### **Fire**

- The school will ensure a Fire Safety Risk Assessment has been carried out by a competent person (Central Safety Unit).  
N.B. Enquiries to Site Management Division regarding the programme for fire safety risk assessments.
- The school will action any shortfalls resulting from the Risk Assessment
- The school will ensure compliance with termly fire drills in accordance with LEA guidance.

### **First Aid**

- School must ensure the provision of First Aid is in accordance with LEA guidance which covers the number of Certificated First Aiders / Appointed Persons etc.

N.B. Site Management hold a database of all First Aiders and reminders for recertification.

### **Furniture / Equipment**

- The School will ensure that Sodexo complete formal checks on the condition of furniture / equipment and any defects found rectified / taken out of use.

### **Gas**

#### **Other Gas Equipment:**

- School will ensure that Sodexo regularly have all gas equipment inspected by a competent engineer e.g. CORGI engineer as per LEA policies.

#### **Gas Leaks:**

- The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak - refer to LEA Critical Incident Manual.

### **Inadequate Heating**

- School will ensure Sodexo remain compliant with such matters as temperature and ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

### **Kitchen Safety / Hygiene**

- School will ensure Sodexo maintain the kitchens in a safe and hygienic condition. (N.B. Any concerns must be raised a.s.a.p. with the PFI Management).

### **Manual Handling**

- School will ensure that if applicable (in relation to Manual handling) activities are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from Site Management Division.
- School will ensure that a Care Plan / Individual Action Plan is in place, which has carefully Risk Assessed the moving and positioning of students and all the necessary control measures in place.

### **Out of Hours**

- School will ensure that Sodexo maintain the premises to be safe for out of hours letting and the necessary security measures are in place (refer to LEA guidance "Securing the Future").

### **Out of School Visits**

- School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

### **Physical Education**

- The school will ensure that all P.E. activities fully comply with the standard as set out in the current BAALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.
- These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

### **Pregnant / Nursing mothers / staff undergoing I.V.F. (In vitro fertilization treatment)**

- The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

N.B. Further advice and guidance may be sought from " New and expectant mothers health and safety information" booklet.

### **School Minibuses**

- School minibuses must be operated strictly in compliance with the LEA Guidance "Safe Operation of Mini buses) and specific on site responsibilities for the safe condition of the vehicle.
- School must ensure all drivers are assessed and trained to the MIDAS ( Minibus Drivers Assessment Scheme) standard.

### **Science**

- School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (as per LEA policy)
- School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".
- In the event of a health and safety issue school should refer the matter to the Science Advisors CSS / Cynnal and/or the Education Safety Co-ordinator.

### **Smoking**

- Ysgol John Bright is strictly a non smoking site.

### **Stress**

- Schools to comply with the advice and guidance package produced by the LEA. Any specific problem regarding stress should be referred to Personnel section of the LEA.

**Swimming**

- School must ensure that a copy of the Risk Assessment for students attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.
- School should contact Site Management and where there are safety implications that require to be resolved. (A copy of HSE document Safety in Swimming Pools is held in Site Management section).

**Traffic on School Sites**

- School must comply with the requirements of the LEA Traffic Management Guidance (appendix of LEA Health & Safety Policy) and compile a specific risk assessment on the management of traffic at the school site .
- School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

**Violence**

- School will ensure that the information contained in the "Violence in Educational Establishments" information pack is followed and brought to the attention of all employees.
- School will ensure that the LEA guidance document "Securing the Future" is followed and where appropriate implemented.

**Volunteers**

- Schools will ensure the safety of all volunteers on site and must make reference to the LEA guidance which covers controls in respect of using volunteers.

**Young Persons on Work Experience**

- Where the school has a work experience placement then a specific Risk Assessment must be undertaken and the hazards to the individual identified and the risk controls measures put in place.
- School must comply with LEA policy - a copy of which can be obtained from Site Management.

**Monitoring the health and safety policy**

The LEA has a legal duty to monitor its safety policy, and this will be done by receiving the results of the annual health and safety audit. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or sub-committee) to complete the audit at a convenient time in the year. (The LEA has provided the Audit proforma for the school to use, a copy of which must be readily available for monitoring by the LEA).

Governors may also wish to monitor the policy as follows -

- a. As an agenda item during governing body meetings.
- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections (this may be done jointly with the trades union health and safety representatives if so desired).
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

*Further information regarding monitoring of the health and safety policy is given on page 7 of the HSE publication "The Responsibilities of School Governors for Health and Safety", a copy of which is available from Site Management.*