
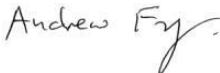




Ysgol Uwchradd Crughywel
Crickhowell High School

Health & Safety Policy 2023-2024

| | |
|---|----------------|
| Reviewed by LT (name and date): | |
| Date of Issue: | |
| Reviewed / adopted by Governor Committee: | |
| Ratified by the full Governing Body: | September 2020 |

| | | | | |
|---------------|-----------------------|---|-------|---------|
| MISS C. JONES | ACTING HEADTEACHER |  | DATE: | Sept 23 |
| MR A. FRYER | CHAIR OF GOVERNORS |  | DATE: | Sept 23 |

Health & Safety Policy

1.0 Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

2.0 Responsibilities and Organization

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

2.1 The Governing Body

The Governing Body is responsible for ensuring that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

2.2 The Headteacher

The Headteacher has the following responsibilities:

- Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local health and safety policy is created.
- Ensure that the Policy is communicated adequately to all relevant people.
- Ensure appropriate information on significant risk activities is given to visitors and contractors
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Arrange for risk assessments of the premises and working practices to be undertaken
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that suitable emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.
- Report to the Governing Body annually on the school's health and safety performance.

2.3 School Health & Safety Co-ordinator

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

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

2.4 Teaching and Support Staff Holding Positions of Special Responsibility

This includes Deputy/Assistant Headteachers, Curriculum Coordinators, Heads of Faculty, Heads of Departments, Business Managers, Technicians and Caretakers. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.

- Ensure that all staff under their management are familiar with the Health and Safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so 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.
- Investigate any accidents that occur within their area of responsibility.
- Prepare an annual report for the Headteacher on the health and safety performance of his / her department or area of responsibility.

2.5 Radiation Protection Officer – Ms A Burbridge

- Ensure radioactive sources within the school are recorded and stored safely.
- Liaise with Radiation Protection Supervisor appointed by the LA.

2.6 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

2.7 Health & Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

2.8 All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Union Health and Safety Representative(s).

2.9 Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.0 Procedures and Arrangements

3.1 Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

3.2 Administration of Medicines

See the Medical Needs Policy.

3.3 Asbestos

The school has a duty to manage the asbestos detected on the site as a result of a survey undertaken by the LA in August which is annually updated. All of the asbestos detected was deemed to be 'very low' in terms of risk and is dealt with through the Management Action Plan (MAP). The caretaker, under the direction of the Headteacher, will inspect these labelled sites on an annual basis.

Any contractor carrying out work on the site will be given the Asbestos Survey and Management Action Plan prior to commencing any remedial/maintenance work.

The survey of asbestos on the premises is conducted as per Powys County Council's Schools Asbestos Management Plan.

3.4 PAT Testing

PAT testing is conducted on the premises annually and is covered under Powys County Council's Service Level Agreement for statutory testing.

4.0 Control of Contractors

4.1 Statement

The aim of this Policy is to provide guidance to all staff within Crickhowell High School who are directly involved in the appointment, use and management of contractors.

The Policy will be most applicable for premises related departments. However, other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

4.2 Introduction

The Health and Safety at Work Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust or its undertakings. This includes contractors or sub-contractors.

4.3 Scope

Crickhowell High School uses contractors to undertake a wide variety of different tasks. This ranges from support services such as cleaning and catering, security and waste disposal through to technical works such as electrical or building repairs and major construction.

4.4 Objectives

The purpose of this policy is to ensure that contractual arrangements comply with National and Trust policies and procedures and with legislation. It shall ensure all parties to fulfil their legal duties as well as contractual obligations.

4.5 Summary

The policy and procedure gives guidance on how to manage and control contractors in relation to services provided on Trust premises or to Trust departments.

4.6 Responsibilities

The Headteacher has overall responsibility for Health and Safety within Crickhowell High School. The responsible people also hold specific responsibilities throughout the school and assist in ensuring that the policy is implemented as appropriate.

The school's health and safety co-ordinator must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/organisations. Throughout the contract period the health and safety co-ordinator will monitor the standard of the contractor's work and the progress made.

It is also the duty of the health and safety co-ordinator to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may come into contact with the school and its undertakings. The school has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and visitors.

The health and safety needs of any contract must be assessed. Resources such as additional training, equipment and in some cases staffing will be provided as required. Any equipment provided to contractors must be managed appropriately.

Some contractors on site will have duties under The Construction (Design and Management) Regulations (CDM Regulations). These will generally be Estates and Facilities contractors or those who undertake large construction projects. In some cases, works will require more than one contractor at a time to be working in the same area or on the same premises. It is vital that the parties share relevant information under the statutory requirements of the CDM regulations.

To achieve this the health and safety co-ordinator must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically, they should undertake a risk assessment and set out suitable control measures in order to manage any significant risk.

The provision of this information will enable the contractor/s to plan for costs etc.

It is the duty of the health and safety co-ordinator to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area (This may include Control of Substances Hazardous to Health – CoSHH assessments) for example, gases, chemicals or biological hazards.

The school will set out standards for working in high risk areas. Information on specialist hazards such as Asbestos, contaminated land or high risk activities must be supplied by the employing manager. In some cases, work in these areas will require a permit to work. (See permit to work policy.)

4.7 Contractors

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information from Crickhowell High School as it is for the health and safety co-ordinator to inform them. Once this information has been obtained by the contractor they must then develop safe systems of work relevant to the

premises and work activities. The health and safety co-ordinator should be made aware of the impact of the systems of work on the health and safety and normal systems of work within the area in which work is being carried out.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others. For example, school staff, students, visitors or passer's by (the general public).

It is the contractor's responsibility to make their own provisions for first aid. (This includes trained/competent first aiders and equipment.)

4.8 Sub-Contractors

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

5.0 Educational Trips and Visits

Each teacher in charge of each visit will:

- Ensure that a risk assessment has been carried out prior to the visit.
- Ensure that a parental consent form has been completed.
- Ensure adequate supervision available.
- Ensure emergency communication is available together with a contact list.
- Ensure competent and properly qualified leader for activity/activity license if appropriate.
- Ensure First Aid is available.
- Ensure transport/driver complies with safety legislation.
- Comply with the guidelines contained within the school Visits and Excursions Policy document.

The range of responsibilities/duties will be adjusted according to the type of visit/activity.

6.0 Emergency Procedures

6.1 Fire

See the fire policy

6.2 First Aid

First Aiders:

- Mrs C Mutlow
- Mrs E Ebbatson
- Mr A York
- Mr N Carter
- Miss L Bethel
- Mr A Treharne

The First Aider (or the Appointed Person in the absence of the First Aider) will:

- Ensure that First Aid Boxes are appropriately stocked and regularly checked.
- Accidents and incidents are recorded in the Accident Book and LA Accident Forms to be forwarded to the County Safety Department.
- Summon an Ambulance as appropriate or ensure that the injured person is taken to the local surgery or hospital, if necessary.
- Those first aiders authorised by the Headteacher to administer drugs or medication to a specific pupil will be made aware of the LA guidelines on this issue, e.g. EpiPen protocol.

The Defibrillator is located outside the General Office. The members of staff who have received defib training are as follows:

- Mrs E Ebbatson
- Mrs C Mutlow

INJURIES SUSTAINED ON THE SCHOOL SITE OR OFF SITE WHEN CHS STAFF ARE IN LOCO PARENTIS.

If a student sustains any injury, no matter how minor, they must report to Reception or General Office where they will be assessed by a qualified first aider and their parents informed.

6.3 Accident Reporting

All accidents should be reported to representatives in the General Office. These representatives will then assess the incident and log it in the online reporting system.

Staff who were present when the accident took place, or when the injury was sustained, should make a report for the accident log.

The accident log is held on the online System, and should follow the accident flow chart. Serious incidents should be reported to the HSE under RIDDOR.

If students are off-site, then the teacher responsible for the visit/residential activity will contact the parents as soon as practicably possible as well as informing the emergency contact member of staff (out of hours) or school office.

6.4 Gas Leaks

In the event gas is detected, staff should contact a member of the premises team, and vacate the area. The premises team will conduct a first assessment and call the relevant emergency team.

Safety cut off valves are located in all areas where gas supplies are present. Premises staff should have a knowledge of and access to where the mains cut off valves are.

If a whole site evacuation is called for the Emergency Evacuation Policy should be followed.

6.5 Inspection and Testing of Equipment

All staff should inform a responsible person if they believe a piece of equipment is faulty.

All equipment onsite is inspected and tested annually by certified engineers, notes are made in the relevant logs when and who conducted the inspection.

7.0 Risk Assessments

The following Risk Assessments are available as separate documents:

- General
- Curriculum
- Fire
- Computers and Workstations
- Manual Handling
- Hazardous Substances

8.0 Site Security

It is the responsibility of the premises team to ensure site security. As Crickhowell High School is a shared site with Crickhowell Sports Centre, these responsibilities are also shared by the Duty Manager on shift.

Current arrangements are for the Caretaker, or nominated person, to secure the school site at the end of the cleaning shift, or out of hours' event (parents evening, governors meeting, etc), and ensure that the school premises are alarmed. It is the responsibility of the Sports Centre Duty Staff to ensure that the Sports Centre rooms which are being used are secured at the end of the shift, and for leaving that section of the building secured. If a cross over occurs, the person who is on site later, or by prior arrangement, is responsible for ensuring that the building is secured and alarmed.

If in the event that person is not able to fulfil their duties, their emergency contact person should be called and alternative arrangements made.

With the demountable classrooms onsite, security is of paramount. Any external door which should not be open should remain locked, however certain access routes are required to be open to ensure egress and access to these demountable classrooms, which mean extra caution and monitoring of these entrances is performed by staff.

All staff should wear photo IDs with a staff lanyard. All visitors should be wearing a visitor lanyard and ID and have signed in at reception. Staff should, if they feel confident, confront any adult who is not wearing a visitor or staff lanyard and escort them to reception.

CCTV operates onsite.

9.0 Traffic on School Sites

Unless otherwise directed, all members of the teaching and non-teaching staff are expected to be on site by 8.30 am, i.e. 10 minutes before the start of the school day. They should use the designated car parking spaces available in the main car park and at the rear of the site. Students who arrive on site via car, foot and school transport should use the footpaths available to make their way to the appropriate entrance.

All vehicles on site should not exceed a speed of 5 mph. At the end of the school day the procedures are reversed and staff are requested not to leave the school site before 3.45 pm when the school transports have left the site. It is also recommended that parents collecting students not arrive onsite until after this time.

10.0 Definitions and Acronyms

“Contractor” means an individual, company or organisation engaged by the School (other than an employee) to carry out work for gain or reward.

“Sub-contractors” are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

“All Contractors” are both Contractors and Subcontractors

“Responsible Person/Competent Person” individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

“HSE” The Health and Safety executive

“HASWA” The Health and Safety at Work Act 1974

“DSE” Display screen Equipment Regulations

“COSHH” Control of Substances Hazardous to Health

“CDM” Construction, Design and Management Regulations

“PPE” Personal Protective Equipment