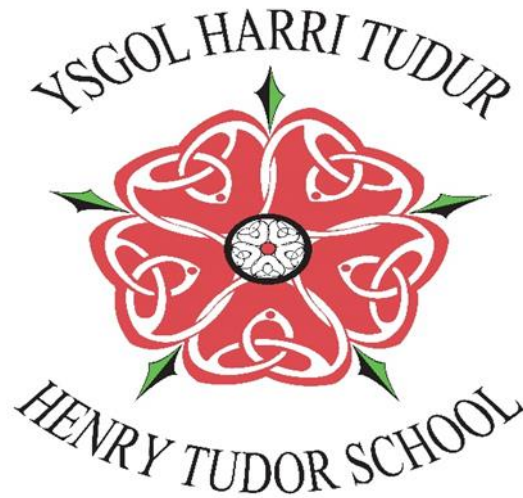


# **Ysgol Harri Tudur**



## **Henry Tudor School**

### **Health & Safety Policy**

PLEASE ALSO REFER TO THE LA CORPORATE HEALTH & SAFETY POLICY

Adopted by Resources Committee: Autumn 2015

Last Reviewed: 2020

Review every annually

Next Review: Autumn 2021

## Health & Safety Policy 2020-21

## General Statement of Policy

## Section A

### RESPONSIBILITIES

**Overall and final responsibility for health and safety policy in the school is that of:**

Chair of Governors on behalf of all governors:

Mrs P Thomas

**Responsibility for this policy being carried out is that of:**

Headteacher:

Mrs F Kite

**Responsibility for Health and Safety:**

#### Health & Safety Team

Health & Safety – General Management and Administration:

Mr N Makin

Health & Safety – Premises:

Mr R Laugharne

## Responsibility for safety in departments

### Heads of Faculties

Departments here include teaching faculties, year teams and other organisational departments such as office staff, caretakers and laboratory technicians.

**All employees** have a statutory duty to comply with Health and Safety rules by co-operating with HoD's and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

**All employees** should be familiar with this policy and the document "Health and Safety – Staff Handbook" which should be read in conjunction with this policy.

*Whenever any employee notices a health or safety problem that they are not able to put right, they must immediately tell the appropriate person named above. They may also tell a safety representative if they wish.*

Any employee has the right and duty to stop others engaging in what he/she considers to be unsafe practices, or the use of any plant, tools, equipment, machinery etc., which are considered unsafe. This duty extends to the power to stop the work of contractors if that work is hazardous to employees or visitors.

**Consultation** between the Governing Body, school management and all employees is provided by the Health and Safety Committee and Union Health and Safety Representatives. Such consultations will inform decisions as to what constitutes a reasonable and practical measure to improve the working environment and to prioritise such decisions.

A Health & Safety report is issued to Governors on a termly basis through the Headteacher's report to Governors.

## **Responsibility of all Heads of Faculties /Pastoral Managers (teaching and non-teaching):**

1. To carry out an annual risk assessment of their own departmental activities, equipment, access stairs and corridors and to review as often as may be necessary (This task should be carried out as a whole department exercise).
2. To ensure that the Health and Safety risk assessment and risk review should form part of the agenda for departmental meetings, at least once a term.
3. To produce a departmental Health and Safety Policy.
4. To ensure that all staff in their department are familiar with this departmental policy.
5. To ensure that all staff in their department are adequately trained in health and safety matters.
6. To make frequent checks of their department, ensuring tidiness, cleanliness and safe and healthy storage.
7. To report inadequate maintenance /cleaning to the Facilities Manager.
8. To ensure that hazard warning sheets are prominently displayed wherever an identified hazard exists; and that copies are kept with departmental Health and Safety documentation.
9. To ensure that where the manufacturer has provided guidance in the use of hazardous materials/equipment this guidance should also be made available/ visible to all users and kept in an agreed location.
10. To ensure that emergency notices, fire signs etc. are in place and visible.
11. To ensure that appropriate protective clothing is available as required and that equipment is properly maintained and replaced when necessary.
12. To monitor on a regular basis, the department's compliance with the Health and Safety Policy.
13. To report problems in writing to the Health and Safety Manager.

## **Additional Responsibilities - Housekeeping and Premises**

### **Responsibility of Facilities Manager**

(Responsibility may be delegated to an assistant caretaker in certain areas)

1. Waste disposal and skip hire - contracted service.
2. Pest Control, Environmental Health, Pembrokeshire County Council, Tel. 01437 775489.
3. Safe stacking and storage of caretaking equipment and materials - *Stocks kept in locked delivery stores.*
4. Safe stacking and storage of cleaning equipment and materials (*cleaner's cupboards to be kept locked during school day*).

5. To oversee and report on cleanliness and hygiene.
6. Control of special access to particular places, e.g. roofs.
7. Checking equipment, e.g. ladders.
8. Ensure marking and keeping clear roads, corridors, gangways, exits etc.
9. In the case of direct labour (i.e. contractors employed on premises related work) the facilities manager is responsible for briefing of employees in Health and Safety matters and should confirm that they are adequately qualified/trained for the task in hand.
10. The site manager should be familiar with LA guidance on Health and Safety (currently Section C1 of the Health and Safety Manual) and follow its guidance.
11. To carry out duties required in the Fire Risk Assessment Policy and keep a Fire Log Book.
12. To monitor provision of emergency fire signs and extinguishers on a monthly basis.

**Other responsibilities:**

**Safety training:** CPD Co-ordinator, Business Manager / Facilities Manager as appropriate.

**Carrying out Risk Assessments and/or safety inspections:** Business Manager, Facilities Manager, HoD's, trade union H&S representatives, all staff

**Investigating accidents:** Business Manager

**Investigating complaints:** Business Manager

**Monitoring maintenance of non-educational plant and equipment:** Facilities Manager

**Fire Risk Assessments:** Business Manager, Heads of Departments, Facilities Manager

**First Aid Arrangements:** First Aid Officer

**School trips:** Educational Visit Coordinator

**Child Protection:** Designated Teacher (plus 2 named deputies)

**Child Protection Training for all staff:** Designated Teacher & Personnel Officer

**Positive Handling:** Headteacher

*Although a Risk Assessment may have been prepared in a department (etc.) every member of staff implicitly undertakes a risk assessment by taking the decision that the general risk assessment applies to that activity in the particular circumstances relating to pupil/student grouping, age ability.*

# Section B

## GENERAL ARRANGEMENTS

The governors will provide sufficient funds to address Health and Safety needs and will see Health and Safety as a priority area for the allocation of funds.

The school Health and Safety Committee assist in achieving effective management of Health and Safety. The committee will include: Chair of Governors (or member responsible for Health and Safety matters), Headteacher, Business Manager, Educational Visit Coordinator, Facilities Manager, HoDs (as necessary) and Union H&S Representatives.

### Accidents

Accidents and injuries should be dealt with and reported in line with guidance contained in the Staff Health and Safety Handbook, section "Health Safety and Welfare at Ysgol Harri Tudur / Henry Tudor School".

Accident record sheets are kept in the First Aid room (copies are available on P:\Staff\Dept-Health & Safety). Completed forms are updated on the on-line Accident Reporting system found on the PCC Intranet, and then filed with the First Aider.

*Failure to comply with RIDDOR (Reporting of injuries, diseases and dangerous occurrences Regulations 2013) is a criminal offence.*

First Aid boxes are provided in high-risk areas and the school ensures an appropriate number of staff are first aid trained.

### General Fire Safety

A Fire risk assessment is carried out annually.

The caretakers make checks on fire equipment and systems at regular intervals, to comply with statutory requirements.

The Fire Log Book is kept in the fire alarm panel and updated by the Facilities Manager

Fire Extinguishers are maintained by **UK Fire Ltd., Tel. 01646 601420**

Fire Alarms are maintained by **OCON 01646 601100**

**Problems with:** Escape routes, Fire extinguishers, Fire alarms, or other equipment **Report immediately to:** Facilities Manager

## **Advice and Consultancy**

Health and Safety advice is requested, where necessary.

### **Health and Safety**

Paul Eades – Risk Manager 01437 776291

Simon Nicholls – Safety Adviser 01437 775509

Frank Amies – Fire Safety Adviser

Doctor: Patient's own doctor

Nurse: School Nurse, 01646 682461 ext. 2282 (school), 01646 624641 (clinic)

Drugs: Community Drugs Team, Milford Haven, 01646 690327

Fire: Mid and West Wales Fire Authority, Haverfordwest, 01437 762131

Police: Community Police Officer, Pembroke Dock, 0845 330 2000

Stress: Teacher Support Network (details on internet)

### **Safeguarding in Education Manager – Cheryl Loughlin – 01437 776549**

### **Training**

The Governors will reserve a budget for Health and Safety training and employees will receive all the training necessary to ensure that they are able to do their job safely. Staff to contact the following for any Health & Safety training:

- a) the INSET Co-ordinator
- b) Heads of Department

*New staff will receive Health & Safety information and training as necessary.* The Business Manager will arrange for training in September and January for new starters. Staff beginning work at other times will receive basic information and H & S advice related to their roles.

### **Special Training**

Hazardous jobs or those that involve handling potentially hazardous materials/equipment may need special training, especially in higher risk areas. Advice must be sought from:

- a) Science: Ed Male - Radioactivity, Dave O'Toole – Bio hazard,  
Lyned Mackeen – Chemical hazard
- b) Technology: James Bodinger
- c) Art: Jon Jones/Hannah Lowe
- d) Physical Education: Andrew Davies
- e) Out of School trips: Jon Jones, Educational Visit Coordinator
- f) Drama: Jon Jones
- g) Premises Care: Facilities Manager, R Laugharne

### **Security – Staff, Contractors and Visitors**

The Business Manager will ensure that contractors have safe systems of vetting for employees who attend the site when pupils/students are present.

1. Contractors and visitors must first report to Reception where they will be issued a visitor's ID pass and their names entered in the appropriate register. This pass should be returned at the end of their visit.
2. Visitors are the responsibility of the member of staff with whom a meeting has been arranged or of the office staff, either until contact has been made with another member of staff or until they have left the building. In the event of emergency visitors must follow the instructions of the member of staff. In evacuation, visitors should accompany the member of staff to the assembly point.
3. To ensure the welfare of contractors and other people using the school at the same time the following must be observed:
  - a. Contractors liaise with the Facilities Manager who will give a Health and Safety briefing as appropriate.
  - b. Contractors must observe good practice regarding Health and Safety having due regard for their own safety as well as that of others who may be affected by their activities.

### Refectory Staff

#### **Responsibilities of Refectory Manager**

These are contracted from the local authority, which is responsible for all aspects of their training, including safeguarding. The school is responsible for providing information about internal procedures and contacts.

1. To familiarise him / herself with the school's Health and Safety Policy.
2. To work in conjunction with any policy statement, Health and Safety rules and guidance issued by the Direct Services officer "Catering".
3. To liaise with the school's Health and Safety Team with regard to health and safety matters concerning pupils/students and staff in the school.
4. To ensure that all kitchen staff work in accordance with this document.
5. To be familiar with current food legislation and the implications as far as school is concerned.
6. To inform the Headteacher of the school and the Direct Services Officer of any potential hazard or defect.
7. To ensure that new employees or assistants are aware of Health and Safety practices in the kitchen.

#### **Trade Union Health and Safety Representatives**



1. The representative(s) will be encouraged by the Headteacher to fulfil their duties and will be entitled to train for and carry out their safety duties. The Headteacher and/or the Business Manager will consult with the representatives on Health and Safety matters.
2. The representative(s) will be entitled to inspect the school in accordance with the agreed Trade Union procedures/agreement. Inspections of areas or systems, which are the subject of concern to union members, may be carried out as required by that union's Health and Safety representative.
3. The representative should receive any subsequent reports regarding accidents, injuries and inspections carried out by the HSE or other authoritative bodies.

## Section C

### HAZARDS and RISKS

The Headteacher will pass on any hazard information received to the appropriate Head of Department and will notify them of any hazards or risks that have been brought to his attention.

#### Electrical Equipment

1. The Fire Risk Assessment should be completed annually. **Responsibility** for this is shared between the Business Manager and Facilities Manager. Routines stated in this Risk Assessment should be followed.
2. Plugs and cables should be visually checked for loose connections and faults before usage. **Responsibility** for this - all staff. Thorough inspection should take place according to the school's Fire Risk Assessment.
3. Extension leads should only be used as a temporary measure. Extensions must not be overloaded – the current / power ratings must be checked. Coiled extension leads must be uncoiled before use. Trailing leads must not be allowed to form a tripping hazard. If permanent use is desirable, a request should be made for work to be carried out under "Minor Building Works". **Responsibility** for this – all staff and head of department.
4. Electrical contractors, or a trained member of staff, will carry out periodic checks in line with the Fire Risk Assessment requirements.
5. Qualified contractors will conduct an annual electrical safety check, including visual inspection and earth leakage/continuity. **Responsibility** – LA contractor.
6. Staff guidelines in "Health & Safety Handbook" must be followed.
7. Staff must not use domestic appliances in school unless they have been safety checked.
8. Donated equipment and equipment sent away for repair must also be safety checked before use.

#### Machinery and other Equipment

1. Guidelines in the staff Health and Safety handbook must be followed. **Responsibility** for this – all staff.
2. Protective clothing and or equipment will be provided and maintained where necessary. **Responsibility** for this – Heads of Faculties.
3. It is the responsibility of the Heads of Faculties to ensure that appropriate risk assessments are carried out on departmental equipment.

4. Heads of Faculties should ensure that routine inspection and maintenance is carried out even when this is arranged by other agencies, e.g. annual fume cupboard maintenance inspection organised by the LA.

## **Hazardous Substances**

1. Guidelines in the staff Health and Safety handbook must be followed.
2. Recommendations on manufacturers data sheets must be observed
3. Protective clothing and or equipment will be provided and maintained where necessary.
4. Risk Assessments must be carried out by the user and reviewed in line with COSHH (Control of Substances Hazardous to Health) regulations.
5. Routine checks will be made by the Health and Safety Committee to ensure that rules are effective and maintained.
6. HSE guidance describing a range of substances that have specific legal exposure limits will be observed.
7. It is the responsibility of every member of staff to find out the risks of using any substance before it is used.

## **Fluids Under Pressure**

1. Manufacturer's instructions and HSE requirements regarding the storage, labelling, operation, use and maintenance of compressed gasses must be observed.
2. Adequate precautions will be taken when using water under pressure.

## **Other Hazards**

1. **Signposts** and road markings direct and control road traffic on site. Duty staff should ensure that regulations/restrictions are observed. Maintenance is the responsibility of the county council, the Facilities Manager and his staff.
2. **Parking** - During the school day, when pupils/students are on site, vehicles must only be parked in designated areas; this includes disabled parking which only Blue Badge holders are to use (exemptions to this are to be cleared by the Head or the Business Manager only). On special occasions, e.g. Parents' Evenings, additional parking is available in bus bays and playgrounds. Note that the parking area adjacent to the Leisure Centre is NOT available to school staff.
3. **Aggressive/ violent visitors** – there is an on-call emergency support system to provide backup for staff who are threatened. Violence is referred to local police and prosecutions are pursued.

4. **Positive Handling** – The use of restrictive physical intervention as a Positive Handling Strategy is a health and safety issue. The Local Authority expects the Restrictive Physical Intervention to be positive handling techniques. Schools are legally obliged to take reasonable steps to safeguard the health and safety of pupils/students and staff.

The Management of Health & Safety at Work –Operative (Section 2(2)c) 1st January 1993 states that an employer “Has an absolute obligation irrespective of cost, time or inconvenience to provide such supervision, instruction and training to ensure the health & safety at work of employees.”

Teachers, employers are required to do all that is reasonably practicable to safeguard the health and safety of pupils/students whose actions are putting themselves and others at risk.

### **Grounds**

The majority of playing surfaces, grass surrounds, lawns, trees, shrubs are currently maintained by contract; this is subject to regular review and alternative options could be undertaken. The Facilities Team manage grass cutting within the school compound. Dog exercising is not allowed. Contracts are put out to tender for maintenance work. The contractors must take the Health and Safety of pupils/students and other staff into consideration.

#### **The campus also encompasses:**

- a) a small farm: this is out of bounds to pupils/students unless on directed duties.
- b) a residential home for the aged: this is out of bounds to pupils/students at all times.
- c) a sports centre, an all weather pitch and a 3G pitch: separate risk assessment applies.
- d) a garden centre: this is out of bounds to pupils/students.
- e) a vocational site which was formerly run by the Green Links Community Interest Company: this is available to specific pupils/students and controlled by the school.

All are subject to Pembrokeshire County Council Establishment Health and Safety Policies. As county council employees we are all able to prevent unsafe working practices throughout the grounds and we have a duty to report observed defects to our employer – the County Council.

### **MONITORING SCHOOL HEALTH AND SAFETY PERFORMANCE**

1. The Governors will require an annual report from the Headteacher indicating that departmental self-inspection has been carried out. This will be coordinated by the Business Manager and based upon an annual risk assessment carried out by all departments.
2. The Governors, with the Headteacher, will identify Health and Safety problems or areas of concern on an annual basis, acting on the advice of the Health and Safety Committee.
3. The Governors, with the Headteacher, will prioritise future objectives/spending to remedy problems and areas of concern and will ensure that the school’s budget reflects the finance necessary to implement health and safety matters.
4. The Governors will also require in the annual report an audit on Health and Safety matters, following an examination of records:

- a. Are all accidents being recorded and investigated?
  - b. Are all reported accidents being included?
  - c. Are accident statistics being made?
  - d. Have preventative measures been taken to avoid recurrence?
5. The Governors will need to discuss the policy – is it working, how effective is it and at what levels?
6. The Governors will need to decide whether the organisation of Health and Safety policy and procedures functions properly – does it plan and implement and does it monitor and control?
7. The Governors will decide who inspects policy and procedures, to what standards and with what training.
8. Premises related Health and Safety matters will be referred to the Governors' Resources Committee. Staffing issues will be referred to the Pay & Personnel Committee.

**STRESS – see note in handbook**

**POSITIVE HANDLING – see note in handbook**

**VISION CHECKS & VDU OPERATIVES – see note in handbook**

## **CONCERNS**

If you have concerns over health and safety issues, you should refer them in the first instance to the Business Manager who will direct them to the appropriate person.

If you believe that there is deliberate malpractice in health and safety, you could instead refer this through your union representative or to the Governing Body through its Whistleblowing Policy.