

Cyngor Bwrdeistref Sirol



# **HEALTH & SAFETY**

## **MANUAL**

**3**

### **Creating a School Health & Safety Policy**

**Personnel and Governor Support Unit**  
**SUNNYSIDE, BRIDGEND, CF31 4AR**

## Creating a School Health and Safety Policy

### **At a Glance action:**

1. Develop a School specific health and safety policy using the template attached.
2. Ensure that the statement of intent is signed by the head teacher and chair of Governors
3. Ensure that the procedural arrangements identified in part three are documented.
4. Where individuals have responsibilities under this policy they should be made aware of these and held accountable to them.
5. The policy should be brought to the attention of all staff including support staff
6. The policy should be regularly reviewed. If changes have been made it is particularly important that part three is kept up to date.

# CREATING A SCHOOL HEALTH AND SAFETY POLICY

## GUIDANCE

### INTRODUCTION

All schools are required to produce a local Health and Safety Policy. This Policy will be specific to each school as it will contain information on who will do things and how they will be done. The LEA has produced a “model” policy that each school can customise to fit their own situation.

### HOW TO ADAPT THE MODEL POLICY

An effective policy will address three main areas:

Part One	Statement of Intent
Part Two	Means of Organising
Part Three	The procedures and arrangements for implementing the policy.

#### Part One

Bridgend LEA requires all community and controlled schools to operate to the Statement of Intent as laid down in part one of the model. Voluntary Aided schools are recommended to accept the model policy, but are free to create their own.

#### **Actions Required:**

##### **Community and VC Schools;**

The Governing Body accepts the Statement and the Chair of Governors and The Head teacher signs at the bottom of the page

Schools are recommended to include this Statement in their school Prospectus

##### **Voluntary Aided Schools**

Either accept the model or create their own.

#### Part Two

Bridgend LEA requires all community and controlled schools to operate to the organisation and responsibilities as laid down in part two of the model. VA schools are recommended to accept, but are free to create their own.

#### **Actions Required:**

##### **Community and VC Schools;**

The school creates an organisational chart setting out its management hierarchy for safety

## **VA Schools**

Recommended to follow as above or create own organisational system.

### **Part Three**

This part of the document states **how** the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks involved in the range of hazardous activities in the school.

Again, Community and VC schools must follow the advice given here. VA schools are free to create their own.

#### ***Actions Required:***

Specific arrangements should be produced for the subjects outlined in part three.

For example:

Risk assessment – you must draw up a procedure for completing these that details who will do it, when, and how they will be processed.

This applies to all subjects mentioned. However, it may be that not all will apply to your school. The number of procedures in a large school may require that an appendix to the main policy be set up.

It is very important to ensure it is clear to members of staff what their roles and responsibilities are. In addition it will be valuable in defending any prosecution or civil claims following incidents.

## **CONCLUSION**

Once completed the Policy should be communicated to all staff in school. The document will form part of the portfolio of documentation required.

**BRIDGEND COUNTY BOROUGH COUNCIL**

**SCHOOL HEALTH AND SAFETY POLICY**

**PART ONE**

**STATEMENT OF INTENT**

<b>SCHOOL NAME</b>	Porthcawl Comprehensive School.
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**INTRODUCTION**

The School and the Governing Body believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Providing safe buildings, plant and systems of work.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Providing a safe means of use, handling, storage and transportation of articles and substances.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far, as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name M. Carlson Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Governors)

Name K.Dykes Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Head teacher)

## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

This policy is created under the Bridgend County Borough Council Health and Safety policy and the Health and Safety Policy for the Directorate of Education, Leisure and Community Services. It is not a stand-alone policy.

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached.

#### **THE GOVERNING BODY**

The Governing Body will ensure:

1. A clear written policy statement is developed, implemented and communicated to all staff.
2. Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
3. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school's health and safety policy and performance is reviewed annually.

#### **THE HEAD TEACHER**

**The Head teacher retains ultimate responsibility for health and safety at the school and is responsible for ensuring that the following are implemented. If any of these functions are delegated on a day to day basis, the person nominated must be appropriately trained and have sufficient time and resources to undertake the role.**

The Head teacher will ensure:

1. That Corporate and Directorate policy together with health and safety guidance issued is implemented at school level where relevant.
2. That any staff with identified health and safety responsibilities are formally notified and adequately trained and resourced.
3. The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable. This includes:
  - activities and premises that are safe and without risks to health and safety and are adequately supervised
  - adequate information, instruction and training and supervision
  - compliance with relevant legal obligations including health and safety and fire.
4. That arrangements are in place for the effective consultation with staff and nominated trade union representatives regarding health and safety matters.

5. An appropriate level of investigation into accidents, incidents and complaints pertaining to matters of health and safety is undertaken.
6. That appropriate measures are in place to ensure that health and safety information is communicated freely throughout the school either from management to staff or vice versa.
7. That measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
8. Adequate resources are made available for health and safety
9. An annual report on the health and safety performance of the school is developed for the Governing Body

#### **HEADS OF DEPARTMENT AND SENIOR STAFF, will:**

1. Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the application of health and safety procedures and arrangements.
2. Develop a departmental health and safety policy detailing the roles and responsibilities for health and safety and the organisational arrangements in place for achieving this. (*Secondary only*)
3. Carry out regular health and safety risk assessments of the activities for which they are responsible
4. Ensure that all staff under their control are familiar with the health and safety Code of Practices, if issued, for their area of work and to ensure adherence to recognised health and safety standards for subject areas.
5. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. 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.
8. Investigate any accidents, which occur within their sphere of responsibility.
9. Keep up to date on health and safety developments within their subject area. (This may involve trade journals, ESIS, British Standards, internet CLEAPSS etc.)
10. Prepare an annual report for the Head teacher on the health and safety performance of his/her department or area of responsibility. Include Health and safety at Departmental meetings.

#### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

1. Exercise effective supervision of pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
2. Ensure that all LEA health and safety advice and guidance is implemented in their subject area together with ensuring adherence to recognised health and safety standards within subject areas.
3. Give clear oral and written instructions and warnings to pupils as often as necessary.
4. Follow any safe working procedures issued.
5. Require the use of and to use protective clothing and guards where necessary,
6. Make recommendations to their Head teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with National Curriculum requirements for safety education.

8. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. Report all accidents, defects and dangerous occurrences to their Head teacher or Head of Department.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Head teacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time.

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 functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head teacher or Governing Body.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities that may have been delegated to them, all employees must:

1. Act, in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents in accordance with current procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their line manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
7. Inform their line manager of any shortcomings they consider being in the school's health and safety arrangements.
8. Exercise good standards of housekeeping and cleanliness.
9. Know and apply the procedures in respect of fire, first aid and other emergencies.
10. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
11. Ensure that if authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
12. Ensure that if entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

### **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

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

## PART THREE PROCEDURES AND ARRANGEMENTS

### INTRODUCTION

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

**The school should detail the organisational arrangements and named individuals responsible for implementing these arrangements. This should be attached as an Appendix. Some of the issues below are subject to Corporate Policies and you should have access to these already, if not they can be found on the Bridgend Intranet Site. Some topics are subject to LEA policies or guidance, contained in your H&S Manual or subject to additional circulars. Please note that the LEA is currently in the process of updating the H&S Manual for schools; in the meantime if you have any queries please contact the LEA's H&S Officer.**

- Risk assessments
  - General
  - Fire
  - Display screen equipment
  - Manual handling (pupils and inanimate loads)
  - Hazardous substances
  - Violence and Aggression
  - Stress
  - Lone working
  - New and expectant mothers
  - Challenging behaviour
  - Vehicle and pedestrian movement on school sites
  - Care taking activities (e.g. use of ladders)
- Emergency procedures:
  - Fire
  - First Aid
  - Accident and incident reporting
- Administration of medication
- Communicable diseases
- Inspection and testing of equipment e.g.
  - Portable electrical appliances
  - Hoists
  - Pressure vessels
  - Outdoor and indoor play equipment
  - Ladders and access equipment
  - Fume cupboards / LEV
- Management of contractors
- Asbestos management
- Offsite Educational visits / Activities
- Work experience
- Management of Legionella
- Maintenance of trees on school sites
- Traffic management on School Sites
- Finger trap assessments
- Security and Trespass Assessments
- Use of minibuses
- Management of slips, trips and falls
- On site swimming pool management
- Storage and Use of LPG

- Use of electric kilns
- Inspection of Premises
- Performance Monitoring
- Safety arrangements specific to subject areas e.g. D&T, Drama, Art, PE and Science

**Additional Corporate Policies which you should be aware of are:**

- Young persons at work
- Control of infectious diseases
- Noise at work
- Smoking
- Council employees and sun safety
- Use of mobile communication devices when driving
- Hand / arm vibration
- Alcohol and drug misuse in the workplace
- Personal protective equipment at Work

Please note the above is not an exhaustive list, nor will everything above apply to all schools. In the case of some issues detailed arrangements may not be required.

**TABLE OF SCHOOL ORGANISATIONAL ARRANGEMENTS**

<b>POLICY / ISSUE</b>	<b>SCHOOL ORGANISATIONAL ARRANGEMENTS INCLUDING NAMED PERSONNEL</b>	<b>ACTION DATE</b>
General Risk Assessments (Premises and Activity)	D.Parker, J. Richards, A. Callaghan, A. Slade and G. Wellington.	Started summer 2005 and ongoing.
Fire Risk Assessment	A. Slade and D. Parker With LEA	Ongoing
Display Screen Equipment	A.Slade and M.Evans.	To be completed.
Manual Handling – Pupils  Manual Handling – Inanimate Loads	A.Slade, D.Parker and M. Evans.	Training completed spring/summer 2006.
Hazardous Substances – storage and use (COSHH)	G. Wellington and P. James	Ongoing and as required.

Violence and Aggression	A.Slade	Completed 2005
Stress	K.Dykes.	N.B. Still waiting for the B.C.B.C. Policy document.
Lone Working	A.Slade and M.Evans	To be completed.
New and Expectant Mothers	A. Slade	Ongoing.
Challenging Behaviour	A. Slade and A.Dilley.	Ongoing as needed.
Care taking Activities	D.Parker and B. Piejko	Commenced spring 2005
Emergency Plan	K.Dykes, A.Slade and S.M.T.	Completed November 2006.
Fire Arrangements	A. Slade and D.Parker.	Ongoing.

First Aid	Training J. Sloggett	Training commenced summer 2002, ongoing.
Accident and Incident Reporting	A.Slade	Ongoing
Administration of Medication	J. Dee	
Communicable Diseases	<b>K.Dykes</b>	As required in conjunction with Health trust.
<p>Inspection and Testing of Equipment</p> <ul style="list-style-type: none"> <li>• Portable electrical appliances</li> <li>• Hoists</li> <li>• Pressure vessels</li> <li>• Outdoor and indoor play equipment</li> <li>• Ladders</li> <li>• Fume cupboards</li> <li>• Workshop machinery</li> <li>• Fire equipment</li> <li>• Boilers</li> <li>• Lifts</li> </ul>	A. Slade, D. Parker, A. Callaghan, G. Wellington and C. Jenkins	Ongoing annually.

<ul style="list-style-type: none"> <li>• Fume cupboards</li> <li>• Gas appliances</li> <li>• Ventilation systems</li> <li>• Kilns</li> <li>• Trees</li> <li>• Gas</li> <li>• Kitchen equipment</li> <li>• Playgrounds</li> <li>• PE equipment</li> <li>• Pool plant machinery</li> </ul>		
Management of Contractors	D. Parker and A. Slade	Completed and in use since 2004
Management of Asbestos	D. Parker and A. Slade	Completed and in use since 2004
Off site Activities	K. John	Ongoing as required
Work Experience	C. Williams	Ongoing as required.
Management of Legionella	D. Parker.	Commenced spring 2006

Management of Trees on School Sites	<b>Mr Parker</b>	<b>Annual inspection</b>
Finger Trap Assessment	Mr Parker, Mr Richards and Mr Callaghan	November 2006
Security and Trespass Assessments	Mr Slade, Mr Parker and Mr Dykes	Ongoing.
Minibus Safety	Current advice being sought	Training began summer 2005.
Management of slips, trips and falls	Mr Slade	Ongoing, part of the D.D.A. audit.
Management of on Site Swimming Pools	Mr Parker and Mr B. Piejko	Weekly checks, ongoing.

Storage and Use of LPG	Non on site	N.A.
Use of Electric Kilns	Mr Roach and Mr Parker	Annual inspection to commence 2007.
Site Inspections	Mr Slade and Mr Parker	Annually summer term
Performance Monitoring	Mr Dykes	Annually
Safety Representatives	Mr C. Jenkins, Mrs J Pearce, Mr Parker, Mr Richards, Mr Callaghan and Mr Slade	Termly meetings
Arrangements specific to subject areas e.g. Design and Technology	Mr M. Evans	Ongoing