Health and Safety Policy

Ysgol Uwchradd **Llanidloes** High School

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Part 1: Policy Statement

The Local Authority (LA) is responsible for setting the health and safety policy of community schools. Therefore this policy is derived from and supplements rather than replaces the LA health and safety policy.

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

a) A healthy and safe environment throughout the school;
b) Safe working practices for staff and pupils;
c) Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school;
d) Provision and dissemination of health and safety information that is received from the LA and other sources;
e) Access to health and safety training;
f) Safe means of access and egress;
g) Welfare facilities for all staff;
h) Procedures for emergencies such as fire and first aid;
i) Monitoring of health and safety standards in the school, together with a review of accident and near-miss statistics;
j) Access to specialist help with reference to health and safety matters;
k) Encouragement for staff to participate in the promotion of health and safety standards in the school.

Part 2: Organisation and Responsibilities

The family tree of health and safety responsibility is shown below:

Level 1	Governors
Level 2	Headteacher
Level 3	Curriculum Area Leaders (CALs)
Level 4	All other school employees

Level 1 Draw up school health and safety policy, and monitor health and safety standards in the school. Liaison with LA and others regarding matters of policy.

Level 2 Take day to day responsibility for matters of health and safety.
Arrange for staff to be informed and trained.
Monitor health and safety standards in the school.

Level 3 Draw up Curriculum Area health and safety policy.
Arrange for staff in their Curriculum Area to be informed and trained.
Monitor health and safety standards in the Curriculum Area.

Level 4 Check that classroom and work area is safe.
Check that equipment used is safe (within their ability).
Ensure that safe procedures are followed.

Ensure that protective equipment is used.
Report defects.
Carry out special tasks (for example, First Aid).

Governing Body

The statutory responsibility for health and safety is shared between the LA (or in aided schools, the governing body), the governing body and school staff.

The governing body must comply in so far as it is within their power to do so with the LA policy on health and safety, including the arrangements set out in the written statement.

Headteacher

The Headteacher is responsible to the governing body and to the Director of Education for the implementation of this policy. In the absence of the Headteacher, the Deputy Headteacher will assume the responsibilities of the Headteacher.

In addition to the responsibilities listed under section 6 of the Health and Safety Policy for schools, the Headteacher shall:

1. Set up and maintain a health and safety file on the premises and ensure all the necessary information is passed on to all those who need to know.

2. Report perceived or suspected dangers which are outside their control to the Director of Education, Governing Body, Architects Department and if necessary, the Emergency Services. If necessary, advice should be sought from the County Safety Officer. Take any necessary immediate action to remove or protect pupils, staff and other occupiers from any imminent risk of injury. Warn all those that need to know that a temporary hazard exists.

3. Make regular observations of safety practices, buildings, premises, equipment, facilities etc. and act on complaints received.

4. Monitor the entries made in the accident books and medical log book.

5. Set up emergency procedures, for example, fire evacuation drills and the procedure for contacting emergency services. At least once a term, conduct an emergency evacuation practice, keeping a record of events including date, evacuation time, etc.

6. Prepare and implement clear-cut accident procedures to cover the reporting of any accident, first aid treatment given, transfer to surgery or hospital, notification to parents and other relevant agencies. Keep records and ensure all accidents are reported to the LA Safety Officer according to the LA Policy.

7. Ensure that adequate training is given to all persons having specific responsibilities under this policy so that they can discharge their responsibilities in a competent manner. Provide any necessary training to those concerned with use of plant, equipment and substances.

8. Monitor the procedures established under this policy.

9. Prepare and maintain an inventory of all items of loose electrical equipment.

10. Ensure regular electrical safety checks of portable electrical appliances are undertaken in line with the LA Policy.

11. Ensure that all other equipment is inspected and maintained on a regular basis. Keep records.

12. Arrange for faulty equipment to be put out of use and subsequently repaired or removed from the premises.

13. Ensure limited access by nominated persons to areas of high risk.

14. Draw up policies to cover all forms of pupil or staff risk activities, behaviour, school excursions or lessons.

15. Ensure the provision of appropriate and adequate first aid equipment and any necessary expertise readily available at all times.

16. Monitor, on a regular basis, the premises' more hazardous areas to ensure that all necessary precautions are being exercised.

17. Prepare and maintain an inventory of all hazardous substances on the premises which are used by persons under your control.

18. Ensure that all hazardous substances are securely stored and kept to a minimum provision.

19. Ensure that the use of all hazardous substances is adequately assessed in order to establish risk, that sufficient instruction and training is given to all users of such substances, and in the control measures laid down to limit exposure.

20. Provide and circulate relevant information to staff and other persons who need to know.

21. Encourage attendance at and request relevant training in health and safety concerns, first aid courses, etc.

22. Draw up a management structure of health and safety responsibility to cover all who use the premises.

23. Circulate information via the management structure.

24. Monitor the performance of this policy and make any necessary modifications.

25. Ensure, so far as is reasonably practicable, when having regard to health and safety matters, and when acting in a client capacity, the competency of contractors who are employed to work on the premises.

26. Take adequate steps to ensure the health and safety of any other persons authorised by yourself to undertake work on the premises.

Curriculum Area Leaders (CALs)

1. Set up and maintain a health and safety file on the premises and ensure that all the necessary information is passed on to all those who need to know. This will include written risk assessments where required by law.

2. Report perceived or suspected dangers

   Take any necessary immediate action to remove or protect pupils, staff and other occupiers from any imminent risk of injury. Warn all those that need to know that a temporary hazard exists.

3. Make regular observations of safety practices, buildings, premises, equipment, facilities etc and act on complaints received.

All teaching and non-teaching staff

All employees have the responsibility to co-operate with the Headteacher and to comply with the requirements of this policy, in order to achieve a healthy and safe workplace and in doing so, to take reasonable care of themselves and others.

Whenever any employee notices a health and safety problem which they are unable to put right, they must straight away tell their Curriculum Area Leader or in their absence the Headteacher. They may also tell the school's safety co-ordinator.

Specific responsibilities are:

1. To carry out, at all times, instructions, directions and advice regarding safe working practices.

2. Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues, and any other person attending or visiting their establishments.

3. To use and ensure others use any necessary protective clothing and equipment and ensure that such is maintained in a clean and usable condition. Report any defects to the Curriculum Area Leader.

4. To report to Curriculum Area Leader all equipment and working environments which they consider to be unsafe.

5. Report to the Headteacher all accidents to themselves and pupils under their control and fill an Accident Report form.

6. Not to use any hazardous substance that has not been properly assessed and where adequate training has not been given.

7. Do a visual check on all equipment before use even if it has been formally inspected (for example, plugs become loose and cables fray) and not to use any item of electrical equipment which has not been inspected within the specified period.

8. To make themselves familiar with this policy, together with the LA's Statement of Safety Policy and the Health and Safety Policy for Schools.

School Safety Co-ordinator – Mr Simon Creasey

The School's Safety Co-ordinator will be trained for the task and keep abreast of new safety arrangements, thus attendance at various courses on Health and Safety will be essential.

Tasks:

1. To give advice to the Headteacher on Health and Safety issues.

2. To work within the guidelines of the School and LA's safety policies.

3. To use the LA's audit pack where appropriate to audit the School's safety.

4. To distribute Health and Safety mail.

5. To ensure that the check on electrical appliances and firefighting equipment is conducted at appropriate intervals.

6. To review fire drill and fire precautions at regular intervals with the Headteacher.

7. To check that departments have appropriate safety files (for example, science, D&T, P.E. etc.) and are aware of risk assessments. To keep a central file of copies of all risk assessments.

Monitor the entries made in the accident book and medical log book.

Set up emergency procedures, for example, fire evacuation drills and the procedure for contacting emergency services.

At least once a term conduct an emergency evacuation practice, keeping a record of events including date, evacuation time, etc.

Prepare and implement clear-cut accident procedures to cover the reporting of any accident, first aid treatment given, transfer to surgery or hospital, notification to parents and other relevant agencies. Keep records and ensure all accidents are reported to the LA Safety Officer according to the LA Policy.

Ensure the provision of appropriate and adequate first aid equipment and that any necessary expertise are readily available at all times.

Part 3: Arrangements

The following is a list of arrangements and areas that the governors of Llanidloes High School will implement and oversee carefully in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

- First Aid
  Three staff will be trained as 'First Aid at Work' level (three day training, followed by updates every three years)
- Fire Safety
  Fire drills will be held once a term with records being kept (refer to document headed Arrangements for Evacuation in the Case of Emergency)
  Fire alarm control points will be tested weekly and a suitable record kept
  Water hydrant is along the path opposite the headteacher's office
- Lockdown drills
- Design and Technology department
- Science department
- Physical education departments
- Resource departments
- Kitchens
- Glazing
- Stairs and Corridors
- Construction sites and building work
- Boundaries
- Visual Display Unit (VDU) work stations
- Furniture and equipment
- Traffic management
- Protective Clothing
- Control of hazardous substances (COSHH)
- Manual handling
- Caretakers are trained
- Heating and ventilation
- Electricity at Work
- Gas and pressure vessels
- Accident reporting
- Occupational health training
- Out of school visits and activities approved using EVOLVE
- Smoking not permitted on site
- Major and minor building maintenance works
- Noise
- Good housekeeping
- Safety representatives
- Health and Safety Executive, Environmental Health Officer and Fire Officer visits
- Asbestos annually inspected
- Drugs and medication kept in safe
- Visitors to school sites sign in and out and wear a visitor badge
- Hygiene
- Work Experience - Mrs Thomas Young coordinates
- Violence and aggression
- Lone worker activity

- Risk Assessment
- School minibus safety (when applicable)
- School lettings regulated by lettings policy (when applicable)
- Temporary emergency heating: from time to time it may be necessary to install, on a temporary basis, an emergency heating system fuelled by Liquefied Petroleum Gas (LPG). When this is so the guidelines issued by the Education Service Advisory Committee should be followed. In addition to these guidelines no temporary LPG heating system is to be installed unless additional guarding is used to prevent children falling against the heating panels, and good ventilation is ensured.

The above policy statement, defined responsibilities and arrangements will be reviewed, added to, or modified as and when the need arises. Any changes made will be brought to the attention of the staff concerned and the safety pack and file amended accordingly.