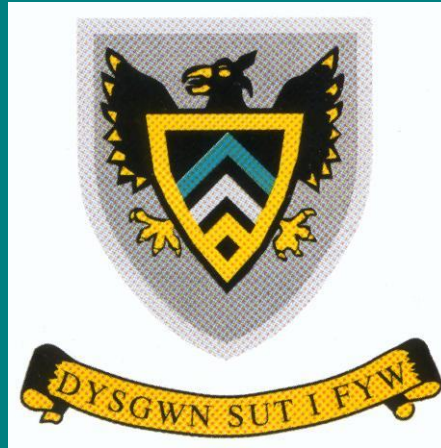


# HEALTH & SAFETY POLICY



**BRYNTIRION COMPREHENSIVE SCHOOL**  
**HEALTH AND SAFETY POLICY**

This statement of policy is produced in respect of Bryntirion Comprehensive School only and forms the basis of future planning and implementation of health and safety matters within the school.

**1. STATEMENT OF GENERAL POLICY**

1.1 The Governing Body, working in conjunction with information, procedures and codes of practice as identified in the Health and Safety Manual is responsible for setting out the overall policy insofar as Bryntirion Comprehensive School is concerned.

1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that managers, teachers and supervisors at all levels and all staff fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new appointees and supply teachers.

1.3 The Governors recognise the need to consult staff on health and safety matters and for the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the school's Health and Safety Group.

1.4 It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks.

1.5 The Governors recognise their responsibility under the Health and Safety at Work Act etc so far as is reasonably practicable to:

(a) provide plant, equipment and systems of work which are safe and without risks to health.

(b) make arrangements for ensuring so far as is reasonable, practical and without risks to health, the handling, storage and transportation of articles and substances.

(c) provide adequate training, information, instruction and supervision so far as is reasonably practical to enable all staff employed in the school and pupils to perform their work safely and efficiently.

(d) to promote the development and maintenance of sound safety, health and welfare practices.

(e) to maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.

(f) to provide and maintain a working environment that is so far as is reasonable, safe, without risks to health and adequate as regards welfare facilities for staff and pupils.

(g) to ensure sufficient funds are available to provide as necessary protective clothing and equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

(h) maintain a close interest in all health and safety matters insofar as they affect activities on the premises under the control of the school.

1.6 It is recognised by the Governors that whilst the Local Education Authority, Bridgend County Borough Council, would be responsible for capital expenditure, central administration and subsequent professional advice and information in health and safety matters, any change in those responsibilities may involve the school seeking advice from outside specialists/ consultants.

1.7 The School Governors will require the Headteacher to present an annual management audit on health and safety matters in order to determine the strength and weaknesses and to determine the way forward.

1.8 The health and safety manual and COSHH (Control of Substances Hazardous to Health Regulations) mentioned herein were circulated under the previous Mid Glamorgan County Council and will be used as a source of information until such time as they are suspended.

## **2. ORGANISATION**

2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the school budget reflects the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence organisation and accountability are as follows:

### **2.2 The Headteacher**

(a) The Headteacher is responsible and accountable to the Governors for developing and implementing the school safety policy and for all matters relating to health, safety and welfare within Bryntirion Comprehensive School.

(b) The day to day management of health and safety duties ( but not responsibility) will be delegated to the Deputy Headteacher to be known as the Health and Safety Officer.

(c) The Headteacher must be aware of all contractors and / or third parties entering the school to undertake maintenance, service or works contracts. This duty will be delegated to the Deputy Headteacher.

When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

(d) The Governors will require the Headteacher to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

(e) The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

(f) The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively and cooperate fully with enforcing authorities.

(g) The Headteacher will be a member of the school's Health and Safety Group, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

(h) The Headteacher keeps abreast of the requirements of health, safety and welfare legislation and standards relevant to school premises and activities.

(i) The Headteacher shall have the right to stop what is considered unsafe practices, the use of any plant, tools or equipment, machinery etc, which equally he/she considers to be unsafe.

(j) The Headteacher shall make arrangements for improvements to premises and (with appropriate staff) plant, tools and equipment which are the school's responsibility.

(k) The Headteacher with the Health and Safety Group shall review from time to time:

- (i) the provision of first aid in the school
- (ii) the fire and evacuation procedures.

(l) The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This will include new appointees and transfer of staff within the premises to other functions.

(m) The Headteacher will ensure that in all schemes of work for pupils, including work experience, arrangements are in place regarding the adequate information, instruction training and supervision for health and safety matters.

(n) The Headteacher will consult with the approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

(o) The Headteacher will ensure that local management arrangements are introduced which effectively implement the requirements of corporate, departmental or other policies or procedures of the authority

(P) The Headteacher will ensure that all staff wear appropriate identification

### **2.3 Health and Safety Officer**

(a) To be responsible for co-ordinating all contractual work and maintenance carried out on the school premises. To liaise with Heads of Department and to ensure safety procedures and policy agreements are adhered to.

(b) To ensure that strict procedures are laid down for building work such as roofing, excavation and draining, alterations to building structures, refurbishment and renovations or remodelling schemes.

(c) To ensure good communication exists within the school adhering to principles as laid down in the health and safety manual.

(d) To be responsible for health and safety matters regarding grounds maintenance contracts.

(e) To be responsible for compiling a school buildings register identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).

(f) To be responsible for emergency procedures and bomb warnings and evacuation of school premises.

(g) To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out. The designated person should also be aware of the HSE Guideline HS(G) 70 'The Control of Legionellosis' and of the need to carry out risk assessment of the premises.

(h) To be responsible for repairs and general maintenance of the school's swimming pool. To ensure that procedures are adhered to by the users of the pool in accordance with 'Safety in Swimming Pools'.

(i) To be responsible for ensuring competent person(s) are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

(j) To be responsible for ensuring that a property survey of the school buildings is carried out and that regular termly inspections are completed with defects reported accordingly.

(k) To ensure suitable and sufficient signage is displayed in the premises, the Health and Safety Law poster is displayed in the school and local records are maintained.

## 2.4 Heads of Department

(a) Heads of Department are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. Heads of Year and Teachers in Charge of other areas are similarly responsible and accountable in respect of areas that are designated as opposed to 'departmental' areas.

(b) In exercise of this responsibility Heads of Department must ensure that:

(i) all staff under their control receive instruction in their duties, regarding health and safety matters

(ii) all staff under their control are adequately trained to carry out their duties efficiently and effectively.

This is extremely important for staff who operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances or chemicals.

(iii) they must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas and keep up to date with legislative changes.

(iv) are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants and supply teachers.

(v) is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers etc.

(c) Under Section 6 of the Health and Safety at Work etc Act Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use (Use of Manufacturers Data Sheets).

(d) must report to the Headteacher (or Health and Safety Officer) all problems, defects or hazards.

(e) must carry out regular safety inspections and risk assessment of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

EC Directives require Heads of Department to carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work.

(f) report and if appropriate make recommendations to his/her representative on any practices, premises, equipment etc which give risks to health and safety.

## **2.5 Teachers and Technicians**

(a) Teaching staff and Technicians are responsible and accountable to their Head of Department for the implementation of the school's safety policy in the performance of their duties.

(b) They must:

(i) be familiar with the school's safety policy, the implementations of that policy and equally any procedures, arrangements and practices relating to their department.

(ii) conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

(iii) ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the job training to enable them to operate in a safe and efficient manner.

(iv) report to their Head of Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

(c) Ensure that Supply Teachers are made aware of the school's health and safety policy and of any special arrangements, procedures, relating to their work area before commencing work.

(d) Take reasonable care of themselves and others, particularly pupils.

(e) Not to interfere with anything provided for Health and Safety.

(f) Report any medical condition which makes them unfit for, or at increased risk from, any particular activity.

(g) Discuss training needs with their line manager – attend training courses as instructed.

## **2.6 School Caretaker**

(a) The caretaker is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of his/ her activity.

(b) The caretaker must ensure that he /she is familiar with the school's health and safety policy and that cleaning staff (contractual and directly employed) are equally aware of any implications of the policy as it affects their work activity, storage arrangements, materials, equipment, substances etc.

(c) The caretaker must report to the Health and Safety Officer using the school's procedure when reporting defects, hazards that are brought to his attention.

(d) Under Section 6 of the Health and Safety at Work etc Act the caretaker is responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. (Use of Manufacturers Data Sheets)

(e) In the case of direct labour, the caretaker is responsible for ensuring that staff under his control are adequately informed, instructed and trained in using all such items before action use.

(f) The caretaker must inform the Headteacher or Health and Safety Officer whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

(g) The caretaker is to be responsible for the safe treatment and dosage of the school swimming pool and of plant, equipment and storage of substances used to maintain the swimming pool.

## **2.7 Health and Safety Committee**

(a) Keep under review and assist with the development of the site specific health, safety and risk management arrangements.

(b) Monitor and review statistical (e.g. accident and incident data) audit and inspection reports to identify trends and recommend actions.

(c) Provide a formal means of consulting with employees within school on Health and Safety matters, including introduction of new Health and Safety policies and planning appropriate training.

## **2.8 Kitchen Manager**

(a) Must familiarise himself/ herself with the school's safety policy and what it means to their work activities.

(b) He/ She must work in conjunction with any policy statement, health and safety rules and guidance issued by the facility services officer 'Catering'

(c) He/ She will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

(d) He/ She should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

(e) The kitchen manager must inform the Headteacher of the school of any potential hazard or defects.

(f) It is extremely important that new entrants or employees or part-time staff are aware of health and safety practices and procedures in the kitchen.



## **2.9 Safety Representatives**

(a) The Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on health and safety matters.

(b) He will be entitled to inspect the school in accordance with the agreed trade union procedures/ agreements.

(c) The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Health and Safety Group.

(d) The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

## **2.10 School Staff / Employees**

(a) All staff must be made aware of what is expected of them in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

(b) All staff have responsibilities under the Health and Safety at Work etc Act and are asked to report any possible hazards, defects to the Health and Safety Officer.

(c) All staff will be given access to the school's Health and Safety policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the Health and Safety manual as it relates to their particular work activities.

(d) Copies of the school's Health and Safety Policy will be available at all times in the Staffroom, Secretary's Office, Deputy Headteacher's Office and Headteacher's Office.

## **2.11 Role of Specialist Advisers**

The Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at the school's Health and Safety Group meeting.

## **3. ARRANGEMENTS**

**3.1** The Governing Body recognises that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the school's Health and Safety Group.

The Health and Safety Group will include: See appendix

### **3.2 General Matters**

(a) Accident Reporting & Investigation : The reporting procedure will be in accordance with the guidelines issued by the Directorate of Education, Leisure & Community Services. This procedure must be brought to the attention of Heads of Department.

A copy of the guidelines should be attached to the departmental safety policy.

(b) First Aid Provision : The arrangements for first aid will be in accordance with the Health and Safety manual.

First Aid boxes will be located in high risk areas (e.g. science prep rooms, D&T prep room, PE office, Kitchens etc.).

(c) Fire Precautions : The arrangements for general fire safety will be in accordance with the Health & Safety manual.

The school's 'fire Log Book' will be used to record tests, drills, training, visits by the fire brigade etc. The Fire Log Book will be located in the School Office.

(d) Housekeeping Cleaning Arrangements : Heads of Department will find procedures to be adopted in the Health and Safety manual. They will make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

### **3.3 Training Arrangements**

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New staff entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements in school. They can be defined as induction training, informative / awareness training and specific 'hands on' training.

(a) Induction Training : This will apply to new staff or transfer of staff to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

(b) Informative / Awareness Training : A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures, arrangements and risk assessments as appropriate.

(c) Specific Training : This is a 'hands on' training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

(i) Employees who have recourse to use, instruct and operate dangerous machinery/ equipment i.e. woodwork, metalwork, heat treatment, will be required to hold the AACDT certificate.

(ii) Science; microbiology employees will be requested to be trained in biological hazards and also in accordance with COSHH regulations 1994.

(iii) Radiology - employees will require training to be competent in the use of radioactive sources. This will be in accordance with 'Ionising Radiation Regulations' 1983 and the DES AM 1/92. The school has a radiation protection supervisor.

(iv) First Aid- employees are regularly trained in basic first aid and complete a certified course.

### **3.4 Statutory Requirements**

#### **(a) COSHH (Control of Substances Hazardous to Health)**

The Governing Body recognises the need for the school to carry out risk assessment of all areas in accordance with the regulations.

(b) It is almost certain that the Management of Health and Safety at Work Regulations 1992 made under EC Directives and which came into force in January 1993 will make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. Heads of Department will ensure that assessments have been carried out and that further monitoring is in place as required.

No new substances must be taken into school until they have been cleared with the school's Health and Safety Officer.

Review of practice and procedures must take place periodically in the department.

Heads of Department are advised to follow the information in the Health and Safety manual.

(c) The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc (fume cupboards, woodwork extraction, heat treatment, soldering etc).

Provision will be made to ensure this takes place as required by LEA regulations. A register of all such tests will be kept by the school's Health and Safety Officer.

### **3.5 Checking of Portable Electrical Equipment**

(a) The procedure to be adopted is as specified in the Health and Safety manual.

(b) Future requirement regarding education reforms may require the school to appoint an outside contractor to ensure all portable electrical equipment is checked once per annum.

(c) A second choice would be to require a member of staff to be trained in order to meet this requirement. Heads of Department will be required to maintain a register of all equipment within their department.

### **3.6 Plant / Machinery**

(a) The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for

- (i). adequate and correct guarding of machinery
- (ii) general inspection of plant, equipment and machinery
- (iii) storage transportation of toxic substances and gases
- (iv) disposal of toxic and other waste substances and materials

It is now recognised and reasonable to assume that schools should reserve a budget for health and safety training which will not conflict with funds for curriculum training.

(b) The Head of Department will be responsible for carrying out periodical checks within their department, using the text, checklists and information provided in the Health and Safety manual.

(c) A thorough inspection of departments will take place each term in the presence of the safety representative and other designated person(s) as defined by the school's Health and Safety Group.

(d) It is also recognised that certain items of machinery/ equipment require to be checked and certificated in accordance with the details in the Health and Safety manual.

(e) No new machinery / equipment or substances must be brought into the premises unless it has been cleared through the Health and Safety Group or delegated to the Health and Safety Officer.

(f) Heads of Department will be responsible for defining safe systems of work for cleaning and maintaining plant / equipment,

(g) Heads of Department are required to select and provide suitable protective clothing/ equipment and of the correct type.

### **3.7 Contractors on Site**

(a) All contractors entering or working on school premises will be the responsibility of the Headteacher or the Health and Safety Officer.

(b) It must be conveyed to all known contractors by letter, the point of contact at the school, the safe working arrangements and a copy of the school safety policy.

(c) The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making Governors aware of any specific problems, through the Headteacher.

### **3.8 Arrangements for Safety Representatives**

(a) The arrangements for safety representatives are as outlined in the Health and Safety manual.

(b) The Headteacher and Heads of Department will liaise and communicate to safety representatives problems, hazards, defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Health and Safety Group meetings.

(c) Any specific requirement which requires immediate action will be taken after consultation with the Headteacher.

### **3.9 Field Trips**

(a) Procedures for field trips and extra curricular activities are as outlined in the Health and Safety manual.

(b) Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

### **3.10 Emergency Procedures**

(a) In the event of accidents, fires, explosions and spillage, the Headteacher and the Health and Safety Officer must be informed immediately.

(b) Dependent on the type of incident the appropriate authorities or outside contractor will be informed.

### **3.11 Work Experience**

The Work Experience Co-ordinator will liaise with the Careers Service regarding work experience placements. Reference should also be made to the Health and Safety manual.

### **3.12 Use of the School Premises Outside School Hours**

The Governors recognise the need to set out policy arrangements for this practice and to carry out risk assessments relating to out of hours use including an assessment of the requirement for emergency lighting.

### **3.13 Security to Prevent Unauthorised Access**

(a) The Governors have installed a closed circuit television system monitored by staff in the main office.

(b) The Governors have installed an intruder alarm system throughout the school monitored for 24 hours by an outside contractor in liaison with the police.

In the event of an incident, the Headteacher and the Health and Safety Officer should be notified as soon as possible and appropriate action undertaken.

### **3.14 Noise and Vibration**

The Governors recognise there may be several problems experienced with noise and vibration. Heads of Department will report such cases when, if required, the necessary specialist advice will be sought to monitor the hazard.

### **3.15 Communicating Information to Employees**

(a) The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc received are passed immediately to staff who have a direct interest.

(b) As this will normally relate to a department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

### **3.16 Reference Material**

(a) Heads of Department are reminded that further material and guidance notes are given in the appropriate section of the Health and Safety manual.

(b) The requirements for safety signs, notices, placards etc are shown in the Health and Safety manual.

## **4. MONITORING THE SCHOOL HEALTH AND SAFETY PERFORMANCE**

4.1 The Governors will require in the annual report a commitment by the Headteacher that Departmental self inspection has been carried out and that monitoring to substantiate this has been undertaken by suitably qualified personnel.

4.2 The Governors with the Headteacher will identify from the report, strengths and weaknesses in the conduct of departmental inspections in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

## **AUDITING**

The Governing Body will be provided with an annual report on health and safety matters outlining the completed work to date and other areas of concern.