

YSGOL RHOSNESNI HIGH SCHOOL



HEALTH AND SAFETY POLICY

This policy was adopted/updated by the Governing Body on: March 2012

The policy will be reviewed: Annually

Introduction

Statement of Intent

The Governing Body of Ysgol Rhosnesni recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act 1974 and other relevant legislation. The Governing Body has delegated operational responsibility for the health and safety management of the School to the Headteacher.

Aims

The Governing Body and Headteacher consider the health, safety and welfare of staff, students and others to be of paramount importance and that creating and maintaining a healthy and safe working environment is a prerequisite to achieving the stated goals of Ysgol Rhosnesni to promote excellence in teaching and learning. To this end they are committed to achieving the effective implementation of the Ysgol Rhosnesni health and safety policy and the objectives.

Definition of Health and Safety

The objectives of the school policy are:-

- To put in place effective arrangements to achieve a safe and healthy working environment, which secures legal compliance.
- To set out a clear structure of responsibilities and accountabilities for health and safety, so that individuals at all levels know what is expected of them and what they must do to discharge their responsibilities.
- To put in place arrangements to ensure that all staff can acquire the necessary health and safety competences and feel confident to discharge effectively the responsibilities assigned to them.
- To establish a framework for a systematic approach to identifying and controlling risks to the health and safety of staff, students and other persons who may be affected by the School's activities.
- To facilitate a continuous improvement in performance standards through effective monitoring.

- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the safety policy.

Policy Elements

- Wrexham County Borough Council Policy Statement
- Aims and definition of policy
- Statement of WCBC Policy Arrangements
- Organisation of People and Responsibilities
- The Role of Line Manager
- Employees
- Students
- Contractors
- Arrangements – documentation and procedures
- Health and Safety Advisor
- Responsibility and Accountability
- Monitoring and Review

Procedures

SECTION 2 ORGANISATION (people and responsibilities)

All site users have a duty and responsibility for the health and safety of themselves and others. The organisation of responsibilities can be summarised as follows:-

- 2.1 **WREXHAM COUNTY BOROUGH COUNCIL**
Are responsible for the overall Health and Safety Policy for the Council. (Available from the Wrexham County Borough Council Website or school office).
- 2.2 **DIRECTORATE OF EDUCATION AND LEISURE SERVICES**
Are responsible for the Health and Safety Policy for schools within the council (available from the school office)
- 2.3 **BOARD OF GOVERNORS FOR YSGOL RHOSNESNI**
 - Are responsible for the Health and Safety Policy for the School and liaise with the Director of Education and Wrexham County Borough Council over matters of policy.
 - In conjunction with the Headteacher, monitor the standards within the School, and ensure the provision of adequate resources to ensure that Health and Safety duties maybe discharged and prioritise budget expenditure to maintain such standards.
- 2.4 **HEADTEACHER**
Is responsible for all matters of health and safety within school and ensures that all policies are updated, implemented and monitored. The Headteacher can appoint a delegated member of the school to undertake the health and safety role.
- 2.5 **BUSINESS MANAGER**
Has a delegated responsibility from the Headteacher to update, implement and monitor the Health and Safety for the school.
- 2.6 **SENIOR LEADERSHIP TEAM (SLT)**
The Team will support and advise the Headteacher in efforts to implement the School's health and safety policies by ensuring that health and safety implications are taken into account in planning the strategic development of the School.
- 2.7 **HEALTH AND SAFETY RESPONSIBILITIES IN DEPARTMENTS**
Learning & Progress Managers have overall responsibility for
 - assuring themselves that there are arrangements in place to comply with the School's safety policy.
 - for the day-to-day management of health and safety matters relating to the activities of the department.
 - For conducting: Risk Assessments, using the standard school pro-forma, for all curriculum areas.
 - for reviewing department health and safety policies annually.
 - for reporting all health and safety issues following the school procedure.

SECTION 3 YSGOL RHOSNESNI SITE

i) INJURY, ACTS OF VIOLENCE OR AGGRESSION INVESTIGATION

All injuries and acts of violence or aggression must be reported, investigated and recorded. Injury investigation is carried out to establish cause and initiate preventive action. Initial investigations are carried out by Supervisors and monitored by Management. All reportable injuries, dangerous occurrences and notifiable diseases will be investigated by the Headteacher. All investigation reports will contain details and timescale of proposed remedial action.

ii) PLANNING AND DESIGNING OF PLANT EQUIPMENT AND PROCESSES

All Departments, assisted by the Business Manager or by Health and Safety specialist, will take account of Health & Safety needs at the planning and design stage of a new plant, equipment and processes. This ensures that hazards are identified and safeguards are introduced at the earliest stage of development so reducing the need for later modifications.

iii) INSTRUCTION AND SUPERVISION

Each employee should be instructed in Health and Safety risks associated with his/her job and trained in the necessary working methods and procedures to safeguard themselves and others. The school's management and supervisory arrangements, will control Health and Safety risks.

iv) WORKPLACE INSPECTION

Managers and supervisors have a responsibility on a day to day basis to monitor workplace conditions and systems of work and where necessary take remedial action. Departmental managers will carry out systematic inspections of the workplace to ensure the highest possible standards are achieved and maintained. Wrexham County Borough Council Health and Safety Officers will also periodically inspect premises.

v) SAFE WORKING PROCEDURES AND RULES

Developing and applying safe working methods, procedures and rules is a continuing responsibility of the School's Managers and Supervisors. At key work place locations give guidance applicable on the precautions to be taken relating to a wide range of potential hazards:- eg

- Machinery guarding
- Guidance on chemicals and substances
- Electrical power tools
- Fire procedures

Managers must ensure that employees are fully aware of safety rules and procedures. Each employee must conform to the School's safety rules and procedures communicated to him/her and co-operate with management in developing and following these rules and procedures.

vi) FIRE

The School places great emphasis on the importance of fire prevention and pays particular attention to the following aspects:-

- a) Fire drill and emergency evacuation procedures.
- b) Notices are prominently displayed and brought to attention of those concerned.
- c) Management and all staff ensure that all means of escape are properly maintained and kept free of obstruction.
- d) All firefighting equipment and alarm sounders will be properly maintained and serviced with records kept.
- e) Regular drills and training will be performed and records kept.
- f) Fire/smoke doors will be maintained in good condition.

vii) FIRST AID

The School will provide adequate first aid equipment and will endeavour to ensure that qualified first aiders are available in key workplace locations.

viii) SAFETY CLOTHING AND EQUIPMENT

The school recognises that safety clothing and equipment can only provide a secondary line of defence against a potential safety hazard. Equipment will be provided as necessary and the school will ensure that adequate supplies are kept available. All employees are reminded that they have a duty to use and take care of such equipment provided to ensure Health and Safety is maintained.

ix) REVIEW OF HEALTH AND SAFETY POLICY

The policy statement will be reviewed annually by the Governor's of the School and revised as appropriate to take into account changes in operational procedures, work methods of legislation.

x) SAFETY REPRESENTATIVES

- a) The School will provide an effective method of consultation with its employees through the appropriate Safety Team and provide adequate information on all matters of Health and Safety .
- b) The name of the safety representatives from recognised Trade Unions will be displayed on the Health and Safety Posters throughout the School.

xi) INFORMAL CONSULTATION

All employees are encouraged to report and discuss Health and Safety matters, relating to their work and associated environment with their Line Manager, Business Manager or Headteacher.

xii) HEALTH AND SAFETY INFORMATION

Information on Health and Safety will be provided on notice boards and in day to day communication between management and employees. Other information circulated can be obtained from, Wrexham County Borough Council's Health and Safety Website.

xiii) SAFETY EDUCATION

- a) The School will provide information, instruction, training and supervision to all employees.

- b) Induction will be provided for all new employees, bringing to their notice the Safety Policy and arrangements approved Codes of Practice and safe systems of work applicable to the school.
- c) Employees will be instructed in accident and incident reporting procedures, where to obtain any necessary treatment and the procedure to be adopted in case of fire.
- d) Where specialised training is required, the Headteacher will make arrangements through the Training Manager, Human Resource Department.

SECTION 4 THE ROLE OF LINE MANAGERS

(This includes any member of staff who directly supervises one or more individuals.)

- 4.1 Line managers are expected to co-operate with the Headteacher/Business Manager to ensure that the School's health and safety policies and procedures are implemented in the activities they manage.
- 4.2 Line managers will, where appropriate, develop safe working procedures for the activities they manage to ensure that any hazards arising from the activities are adequately controlled. They will ensure that all safe working procedures are understood and followed by the individuals undertaking the work.
- 4.3 Line managers will ensure that persons they supervise receive appropriate supervision, instruction, information and training to enable them to be competent to undertake safely the tasks assigned to them.

SECTION 5 EMPLOYEES

- 5.1 All employees, regardless of their position within the School have the following legal responsibilities under 'The Health and Safety at Work Act 1974' and 'The Management of Health and Safety at Work Regulations 1999':
 - to take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions;
 - to co-operate with their employer and others in fulfilling statutory responsibilities;
 - to immediately notify their employer of any situation, which they have reason to believe might present a serious and imminent danger to their own or others' safety.
 - to notify their line manager of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken.
- 5.2 The School requires all employees to fulfil their legal responsibilities in 4.1 by co-operating in all matters concerning health and safety by:
 - Adhering to the School's arrangements and procedures for fire and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors.
 - Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their line manager so that appropriate remedial action may be taken.
 - Notifying their line manager if they experience ill health that they have reason to suspect may be work-related, eg musculoskeletal problems as a result of using a

- computer or lifting, dermatitis from using chemicals, etc.
- Carrying out, as appropriate regular visual checks of equipment before use, to identify any obvious defects, such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps they themselves can safely take, employees should report any defect in equipment, plant etc to their line manager, who will be responsible for taking the necessary steps to ensure that the equipment is removed and/or repaired.
- Using any equipment or items provided for work, correctly and in accordance with manufacturer suppliers' instructions and any training received.

SECTION 6 STUDENTS

- The School expects all students to co-operate with its efforts to implement preventive and protective measures to secure their health, safety and welfare.
- Students must take reasonable care of their own safety and not place others at risk by their actions.
- Students must not engage in reckless or careless behaviour that might compromise the School's preventive and protective measures, (eg letting off fire extinguishers without good cause or maliciously setting off the fire alarm.)
- Students must not intentionally damage or misuse any equipment and must report defects or unsafe situations to the appropriate member of staff.
- Students must adhere to the School's fire and emergency procedures, by evacuating the building if the fire alarm sounds, and going to the emergency assembly point. They must follow any instructions given to them by members of staff.

SECTION 7 CONTRACTORS

- 7.1 The School employs contractors engaged on a wide range of tasks ranging from building maintenance and cleaning to training. All contractors must adhere to the School's health and safety procedures and ensure that their activities do not place the School's employees, students or visitors at risk.

The School will ensure that all contractors are provided with relevant information relating to the School's health and safety procedures, particularly the arrangements for action to be taken in the event of fire or other emergency.

SECTION 8 ARRANGEMENTS (documentation and procedures)

The health and safety documentation is structured as follows:-

1. Wrexham County Borough Council – Health and Safety Policy
2. Directorate of Education and Leisure Services
3. Ysgol Rhosnesni

Level 1 WCBC – Health & Safety Policy

The Corporate documentation takes the form of Policies and Standards. The policies set out the overall position the Council takes on the issue covered. The Standards set out who is responsible and what must be done to meet the Policy. In addition there are Corporate Procedures where cross-departmental systems and documentation are

needed. The Policies and Standards have been developed to meet the minimum statutory requirements and compliance is mandatory. (Refer to the policy documents on file).

Level 2 Directorate of Education

Departmental documentation meets as a minimum the standards and requirements outlined in the corporate documentation and takes the form of detailed procedures and guidance for managers and staff to implement. (Refer to the policy documents on file).

Level 3 Ysgol Rhosnesni

Local documentation covers any health and safety procedures and requirements specific to the site e.g. local fire procedures and first aid arrangements.

Support

HEALTH AND SAFETY ADVISER

- The School's Health and Safety Adviser is appointed under the provisions of regulation 7 of the Management of Health and Safety Regulations 1999 which require the School to appoint one or more competent persons to advise and assist them with measures to comply with health and safety legislation.
- The role of the Health and Safety Adviser is to advise on strategic and operational health and safety issues, and develop and recommend policies, procedures and compliance strategies in line with best practice to ensure that the school complies with its obligations under health and safety legislation.
- The Health and Safety Adviser will provide advice and support to safety co-ordinators and managers and supervisors on day-to-day health and safety issues, assisting with risk assessments, inspections and accident investigation.

Responsibility and Accountability

The policy outlines the responsibility for Health and Safety under Section 2 of the Procedures.

Monitoring and Evaluation

This safety policy will be reviewed annually by the School Board of Governors. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary.

A representative sample of organisational units will be audited by the School's Health and Safety Adviser on an annual basis to assess compliance with the School's health and safety policies and procedures, and the findings of the audit will be reported to the Head of Department and Business Manager, with any recommendations for improvements.

The Headteacher will report annually to the Board of Governors on the progress made to implement the safety policy and achieve compliance with health and safety legislation.

CONCLUSION

The objectives of the School's safety policy will only be realised and the arrangements successfully implemented with the full co-operation and support of the whole School community.