

# Ysgol Pentrehafod

## Pentrehafod School



# Health and Safety Policy

## *Polisi Iechyd a Diogelwch*

Reviewed October 2023

Next Review October 2024

Reviewed by: Mr Andrew Barrett

### Health Safety & Wellbeing Team

- **Headteacher** – Mr. Matthew Goulding
- **School Business & Finance Director** – Mr. Andrew Barrett
- **Health, Safety & Wellbeing Manager** – Mr. Andrew Barrett
- **Operations Coordinator** – Ms. Tracey Evans
- **Caretakers** – Mr. Mike Evans, Mr. Mark Dutch, Mr. Gerry Cammack



## Contents

1. Introduction .....	
2. Policy Statement .....	
3. Scope .....	
4. Definition of Manager .....	
5. Responsibilities .....	
6. Health & Safety Committee .....	
7. Review and Monitoring .....	
8. Arrangements .....	

## **1. Introduction**

1.1 Pentrehafod School is fully committed to its responsibilities under the Health and Safety at Work, etc. Act 1974 and all other relevant statutory provisions.

1.2 This policy will set out objectives for health, safety and wellbeing for staff, students and visitors. It provides general information regarding the school's structure, roles and responsibilities.

1.3 Pentrehafod School fully accepts that effective health and safety management, with full employee engagement, has a critical role to play in the process for identifying hazards, evaluating risks and ensuring appropriate controls are applied for staff, students and visitors' safety.

1.4 Pentrehafod School regards the management of health and safety to be an operational priority.

1.5 This policy has been written in conjunction with the City and County of Swansea's Corporate Health and Safety Policy. It will be kept under review and updated to reflect any changes within the school or arrangements.

## **2. Policy Statement**

2.1 Pentrehafod School will work in conjunction with the Governing Body, recognises and accepts its duties and responsibilities to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its staff, students and others who may be at risk from its activities.

2.2 This policy reflects the principles of the City and County of Swansea's Corporate Health and Safety Policy.

2.3 Professional, competent advice and support will be provided to assist the school in all aspects of health, safety and wellbeing.

2.4 Health, safety and wellbeing will be imbedded into all management systems and processes across the school.

2.5 All staff and contractors will be provided with information, instruction and training with regards to hazards and risks they may face in their job role, and appropriate control measures to reduce such risks. Control measures are to be adhered to at all times.

2.6 Pentrehafod School will have adequate systems in place to allow for the communication of health, safety and wellbeing information to staff, students and visitors.

2.7 Pentrehafod School will have a health, safety and wellbeing action plan in place for risk management. It will focus on life, property, and operational risks.

2.8 Pentrehafod School will demonstrate compliance with this policy via audit.

2.9 Serious and deliberate violation of this policy, health and safety rules and standards may be viewed as gross misconduct under Pentrehafod School's Disciplinary Policy.

2.10 School Business and Finance Director may choose to delegate their duties but cannot delegate their responsibilities.

### **3. Scope**

3.1 This policy applies to staff, students and other stakeholders all of which are required to comply.

3.2 Agency workers are also deemed staff. However, the originating Agency should deliver certain aspects e.g. health surveillance, training, protective clothing etc.

### **4. Definition of Manager**

4.1 For the purpose of this policy a manager can be any of the following: (this list is not exhaustive)

- Headteacher
- School Business and Finance Director
- AOLE
- Operations Coordinator
- Section or Department Manager
- Any Officer given manager responsibilities in full or in part (such as Supervisors and Team Leaders) by their line manager

4.2 Any person appointed in the role of 'manager' by the SLT, must in all cases, comply with the requirements of this policy, all subordinate policies and arrangements.

### **5. Responsibilities**

#### **5.1 Governing Body**

5.1.1 The Governing Body will nominate one of its members as link for health, safety and wellbeing issues.

5.1.2 The Governing Body will promote this policy and comply with its provisions.

5.1.3 Will ensure Governors are aware of the key health, safety and wellbeing issues that affect the school and liaise regularly with the school's Health, Safety and Wellbeing Manager.

5.1.5 Will undertake appropriate health and safety training provided through the Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.1.6 Will support the school's health, safety and wellbeing targets for accident and ill-health prevention. Evaluate and contribute to the health, safety and wellbeing reports where necessary.

## **5.2 Headteacher**

5.2.1 The Headteacher is directly responsible for the health, safety and wellbeing of all staff, students and others who may be affected by the schools undertakings.

5.2.2 Will be accountable to Governing Body and overall policy compliance and review processes.

5.2.3 Will nominate the School Business and Finance Director to be Health, Safety and Wellbeing Manager.

5.2.4 Will ensure health, safety and wellbeing is an agenda item at the termly governing body meetings.

5.2.5 Address any health, safety and wellbeing issues identified by the Health, Safety and Wellbeing Manager.

5.2.6 Ensure that the Health and Safety Policy and associated documents are regularly reviewed and updated as and when necessary.

5.2.7 Ensure that Health, Safety & Wellbeing reports are prepared for presentation to the Governing Body as required.

5.2.8 Ensure the resource needs for the Health, Safety and Wellbeing statutory obligations are identified for consideration by the Governing Body.

5.2.9 Attend any mandatory health, safety and wellbeing training identified for their job role and any health, safety and wellbeing training identified through training need analysis.

5.3.10 The Headteacher, may choose to delegate health, safety and wellbeing delivery but retains ultimate responsibility.

## **5.4 School Business & Finance Director/Health and Safety wellbeing manager**

5.3.1 To promote a positive health, safety and wellbeing culture throughout the school.

5.3.2 Ensure delegated staff deliver in line with their responsibilities under this policy and report any failings or barriers that may affect compliance.

5.3.3 Establish a Health and Safety Committee. The frequency of the meetings to be determined by the health and safety risks presented but no less than twice a year.

5.3.4 Attend mandatory health, safety and wellbeing training identified for the job role and training identified through training need analysis.

5.3.5 Ensure delegated staff are trained.

5.4.1 Ensure suitable and sufficient arrangements, funds and resources are in place to manage health, safety and wellbeing within the school

5.4.2 Ensure risk assessments are undertaken and risks are minimised.

5.4.3 Ensure adequate monitoring systems are in place to evaluate the effectiveness of arrangements to minimise the risks with reference to health, safety and wellbeing.

5.4.4 Review health, safety and wellbeing data, identify trends and take action as appropriate.

5.4.5. Ensure there is effective consultation, and communication between management, trade unions and staff to address risks, and raise awareness of risks e.g. SMT, Team Briefs.

- 5.4.6 Ensure staff attend all mandatory health, safety and wellbeing training.
- 5.4.7 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.
- 5.4.8 Establish arrangements for the undertaking of risk assessments. Where such duties are allocated to staff, they must be provided with the necessary training and are competent to do so. Those responsible for carrying out risk assessments must be given sufficient time and resource to undertake this role.
- 5.4.9 Ensure staff are aware of this policy and understand their roles and responsibilities with regards to health, safety and wellbeing.
- 5.4.10 Responsible for ensuring that suitable and sufficient arrangements are in place to implement this policy.
- 5.4.11 Promote and conform to the corporate accident, incident and near miss reporting system.
- 5.4.12 Inform Corporate Health, Safety, Emergency Management & Wellbeing Service of any visit, inspection or formal request for interview by any enforcing authority (e.g. Health and Safety Executive; Fire & Rescue Service) without delay.

## **5.5 Operations Co-ordinator**

- 5.5.1 Ensure risk assessments are undertaken and that suitable and sufficient control measures are put in place to control the risk.
- 5.5.2 Provide clear direction and take responsibility for the work environment. Set high standards of health and safety and encourage the development of risk assessments and safe systems of work.
- 5.5.3 Will not, without authorisation, undertake alterations to any facility, property or asset without first securing authorization from the School Business and Finance Director/Headteacher.
- 5.5.4 Ensure that preventative and protective measures are identified in the risk assessments, and are appropriately delivered via the provision of physical, engineered and safety management systems.
- 5.5.5 The Operations Co-ordinator will be expected to liaise and engage with the staff, and their representatives, on the process of hazard identification and risk control, and encourage employee involvement.
- 5.5.6 Provide induction sessions for all new persons employed or visiting, which will cover normal access and egress routes, emergency fire and first aid arrangements, and welfare facilities.
- 5.5.7 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.
- 5.8.13 Ensure staff attend health, safety and wellbeing training identified for their role.

## **5.6 Employee**

5.6.1 Be aware of and understand their responsibility for reducing the risks of injury and ill-health in the workplace. Staff will cooperate and comply with any instruction given by management regarding health and safety.

5.6.2 Staff will comply with this policy, related policies and procedures.

5.6.3 Staff have a duty to work in a safe manner in relation to themselves, their colleagues, students and members of the public who may be affected by their acts or omissions.

5.6.4 Where identified through risk assessment as a control measure, staff will attend any health and safety training provided and adopt the working practices.

5.6.5 Staff will be responsible for familiarising themselves with Pentrehafod School's risk assessments which are applicable to their job role.

5.6.6 Staff will be responsible for incorporating the control measures into their working practice and if unable to do so, discuss with the Health, Safety & Wellbeing Manager how this can be resolved.

5.6.7 Staff have a responsibility to inform the Health, Safety & Wellbeing Manager if they think that existing risk assessments are not sufficient for a particular working situation that has emerged. This may be particularly relevant for working in an environment with a specific client rather than equipment.

5.6.8 Wear the Personal Protective Equipment (PPE) provided to minimise associated risks when carrying out their duties. They are further responsible for the reporting of damaged PPE or unsuitable for use.

5.6.9 Have a duty to report to the Health, Safety & Wellbeing Manager in the first instance, a work situation where there is a risk to themselves or others which has not been adequately addressed. They may also opt to raise the issue with their trade union representative.

5.6.10 Staff will not engage in unsafe practices and take unnecessary risks which have the potential to harm themselves, colleagues, students or members of the public.

5.6.11 Staff will immediately inform the Health, Safety & Wellbeing Manager of any visit, inspection or formal request for interview, or information made by any enforcing authority.

5.6.12 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.

## **5.7 Trade Union Safety Representatives**

5.7.1 To be formally appointed in writing by their respective trade union before undertaking the role of trade union safety representative.

5.7.2 To independently investigate workplace incidents, near misses, complaints and potential hazards, presenting the findings to the manager and the Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.7.3 To undertake independent inspections of the workplace, presenting the findings to the manager and Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.7.4 To represent staff if necessary when dealing with the HSE Inspectors or other regulatory bodies.

5.7.5 To attend health and safety committee meetings to represent members and feedback outcomes.

## **6. Health & Safety Committee**

6.1 Pentrehafod School will develop a suitable health, safety and wellbeing committee structure. By doing so it will provide a two-way communication flow for all health, safety and wellbeing related topics. It should consist of senior managers, teachers and associate staff, trade union representative or nominated employee safety representatives.

6.2 The Committee will provide the structure for information flow to all levels of employee across the school, to encourage employees to become engaged and empowered with regards to all things health, safety and wellbeing related.

6.3 The health, safety and wellbeing committee are to be made up of management, employees and trade union representatives equally; with the aim of working together to identify and resolve health and safety problems in the work place. The primary purpose of the committee is to facilitate and standardise the communication process for health, safety and wellbeing across the school in accordance with the Authorities model.

## **7. Review and Monitoring**

7.1 The requirements of this policy will be monitored. Pentrehafod School must be able to demonstrate compliance with this policy.

7.2 The training of employees will be monitored by section managers through its management and appraisal processes.

7.3 Where necessary the Health, Safety & Wellbeing Manager will take appropriate action to ensure that this policy is adhered to.

7.4 This policy will be reviewed by the Health, Safety & Wellbeing Manager every 3 years or if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required

## **8. Arrangements**



The procedures and arrangements set out in this section have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

### **8.1 Accident /Incident and Physical/Verbal Abuse Reporting**

The Health, Safety & Wellbeing Manager will ensure that accidents and cases of physical or verbal abuse are reported to the Corporate Health, Safety, Emergency Management & Wellbeing Service (CHSEMWS) by completing the HS1, HS2 or HS3 form as soon as is possible. (These forms can now be completed on line)

Any serious injury or incident (including any “near miss” incident) must be reported immediately to the CHSEMWS and the appropriate HS form completed. The details will then be forwarded to the HSE. All “RIDDOR” reportable accidents/incidents will also be investigated by the CHSEMWS, and a written report will be sent to the affected person(s) line manager

Details of all accidents must be kept at school and these must be available for audit purposes and inspection.

### **8.2 First Aid**

The following staff members at Pentrehafod School are the named first aiders and will be responsible for the maintenance and upkeep of the first aid provisions:

- Sian Bennett
- Doug Thomas
- Carol Ridgway
- Victoria Beynon
- Emily Valintine

The location of the first aid box/provisions are:

- Medical Room
- ALN Office
- Reception
- Sports Hall

A defibrillator unit can be located in the waiting area of Reception and on the outside wall of PACE, adjacent to 3G football pitch. A list of qualified staff can be located in key areas around the school. They are as follows;

#### **8.00-4.00pm**

- Sian Bennett
- Doug Thomas
- Carol Ridgway
- Victoria Beynon
- Emily Valintine

#### **4.00-10.00pm**

- Doug Thomas

- Ellie Goss

See “Policy for the Use of Medication in School” for the use of medication in the school. This outlines specific arrangements that include: Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements and recording administration.

In the event where an ambulance needs to be called it will be necessary to inform CHSEMWS via the relevant HS form. (In schools it is the responsibility of the school clerk to call for an ambulance).

### **8.3 Asbestos**

The Authority and the School Business and Finance Director are responsible for the management of asbestos. Information must be cascaded to all employees on the location of asbestos within the premises and how it will be managed. Also arrangements to ensure contractors and any other person who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises. Information and instruction must be provided to employees and contractors.

### **8.4 Contractors**

When managing contractors at the school, the following information should be provided at a minimum that includes:

- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and out procedures
- Arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, and duration of the visit

Employees should report concerns to the Operations Co-ordinator and if required Corporate Health Safety, Emergency Management & Wellbeing Service and Facilities management.

### **8.5 Curriculum Safety**

Curriculum safety includes out of school learning activity/study support. All employees/teaching staff must, where appropriate undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT and reviewed at periodic intervals. The Operations Co-ordinator will support staff in completing the risk assessments.

### **8.6 Drugs and Medications**

See separate policies for the use of drugs and medication

- Policy for the Use of Medication in School
- Policy for Emergency Asthma Inhaler

### **8.7 Inspections and Servicing of Electrical, Water, Gas Systems and Equipment**

The Authority will undertake detailed inspections of the fixed installations at the agreed set scheduled frequency by suitably qualified persons. The Health, Safety & Wellbeing Manager/Operations Co-ordinator must ensure that all related documentation is maintained on site as a point of reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc All portable electric equipment must be subject to testing by a competent person. Trained are allocated to specific areas of the school

- Gill Martin & Nicola James – Science
- Jon Kidwell – ICT Rooms
- Chris Lomax, Gareth Tanner – STF, D&T, Cookery Rooms, General classrooms, Offices, Sports Hall, PACE

8.7.1 Visual Inspections and examinations are carried out by a competent person during annual testing. Information will be retained on site in the form of documentary evidence i.e. the records of inspection and any limitations on using personal items in the school must be kept on site.

### **8.8 Fire Precautions & Procedures**

A review of the fire risk assessment and arrangements will be undertaken by the Health, Safety & Wellbeing Manager at least annually or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) will include the arrangements for periodic drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. The Fire Risk Assessment, NOP and EAP are located on the J drive in the FIRE file. All staff must ensure that they are fully conversant with the documentation.

### **8.9 Fire Risk Assessment**

Health, Safety & Wellbeing Manager will be required to undertake a Fire Risk Assessment, of the premises and undertake a review at least annually. Guidance and assistance in this undertaking can be sourced from Corporate Health, Safety, Emergency Management & Wellbeing Service. The content of the risk assessment and development plan must be communicated to all employees, including temporary/ agency workers. The Fire Risk Assessment is located on the J drive in the FIRE file.

### **8.10 Hazardous Substances (COSHH)**

Health, Safety & Wellbeing Manager will need to be provided with full information of chemical substances present at their premises or facility. Records must be kept that will assist Managers with the related responsibilities – to themselves, their staff members and visitors to the Authority’s premises. Information on site should include Substance Data Sheets provided by manufacturers or suppliers, an Inventory of Substances, and suitable and sufficient risk assessments. Managers have the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances. Staff will attend COSHH training as required and when deemed necessary. Any chemicals or substance used on the premises must be approved by the Health, Safety & Wellbeing Manager and where required Corporate Health Safety, Emergency Management & Wellbeing Service.

### **8.11 3rd Party Letting /shared use of premises**

Any 3rd party letting of the premises must be registered with Facilities Management. The Operations Co-ordinator must ensure that all operating procedures and risk assessments are reviewed as part of the 3rd party letting agreement. This includes fire risk assessment, lone working, building security etc.

### **8.12 Lone Working**

All reasonable steps will be taken to ensure the safety of staff and others working in isolation within the school. All works carried out in isolation need to be risk assessed by the Health, Safety & Wellbeing Manager and a safe working procedure developed for all such tasks. Lone Working Policy and risk assessment covers such working activities. Information will be provided for all staff who may work alone.

### **8.13 Maintenance/Inspection of Work Equipment (including selection of equipment)**

All work equipment within premises will be subject to an inspection and testing.

- Sports equipment, (gym and sports hall)  
Subject to annual inspection
- Outside play equipment i.e basketball hoops, climbing wall  
Subject to annual inspection
- D&T machinery (room 21)  
Subject to annual inspection, Monthly inspection by D&T technician
- D&T dust extractor (room 21)  
Subject to annual inspection
- Fume cupboard (Science prep room) Subject to annual inspection
- Gas taps (Science class rooms)  
Subject to annual inspection
- Kiln (Kiln room)  
Subject to annual inspection

- Boilers (Boiler house)  
Subject to annual inspection
- Fan heaters (Classrooms)  
Subject to annual inspection
- Gas heaters (Classrooms)  
Subject to annual inspection
- Pool plant (Filter plant room)  
Subject to annual inspection
- Air conditioning  
Subject to annual inspection
- Lift (Atrium)  
Subject to six monthly inspection
- Burglar alarm (Reception)  
Subject to annual inspection
- Fire alarm (Reception)  
Termly inspection, daily test of alarm by school staff
- Emergency lighting six monthly inspection
- BGU  
Quarterly inspection, monthly tests by school staff
- Stage lighting (Room 50)  
Subject to annual inspection
- Fire extinguishers  
Subject to annual inspection. Monthly check by caretaker
- Fire doors  
Monthly check by caretaker
- Evac chairs (Top of stairs)  
Subject to annual inspection, Monthly inspection by caretaker
- Auditorium seating (Main hall)  
Subject to annual inspection
- Dining room tables (Main hall)  
Subject to annual inspection
- Main gates  
Subject to annual inspection
- 3G pitch  
Quarterly inspection

#### **8.14 New & Expectant Mothers**

Specific assessments for new and expectant mothers must be undertaken by the Health, Safety & Wellbeing Manager and reviewed at pre-determined intervals. Personal risk

assessments will be stored securely with the Health, Safety & Wellbeing Manager on school site and copies will be provided to the HR department.

### **8.15 Personal Protective Equipment (PPE)**

Where required and through the process of risk assessment, PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use, maintained in good repair. Defective equipment must be reported to the Operations Co-ordinator and decommissioned where applicable. All PPE must be used in conjunction with instruction and training. Necessary PPE will be provided free of charge where risk assessment determines to be necessary.

### **8.16 Reporting Defects**

All employees have a responsibility to report any defective equipment to the Health, Safety & Wellbeing Manager/Operations Co-ordinator or their line manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

### **8.17 Risk Assessments**

The Health, Safety & Wellbeing Manager/Operations Co-ordinator and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

### **8.18 School Trips/ Off-Site Activities**

Any school trips or off site activities must be planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Educational Visits Coordinator (EVC Andrew Barrett). An online EVOLVE form has to be completed for all visits.

### **8.19 Use of Transport vehicles – e.g. minibuses**

Any employee who is required to drive any minibus must be suitably trained and approved by the transport department. The Operations Co-ordinator will make arrangements to undertake annual inspections of driving licenses where required. Staff transporting students require a Midas certificate. See Minibus Policy for guidance.

### **8.20 Use of Display Screens (DSE)**

Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the Operations Co-ordinator.

### **8.21 Working at Height**

Restrictions apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity.

### **8.22 Work Experience**

The Health, Safety & Wellbeing Manager/Operations Co-ordinator must ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

### **8.23 Instruction and Training**

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure the health, safety and wellbeing of its employees at work. The Authority has put in place mandatory Health and Safety training for all levels of employment within organisation. Additional training and instruction is the responsibility of the line Managers, who will assess the Health and Safety training needs of the employee.

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary
- On the job H&S instruction and training
- Specialist H&S training according to need of Corporate Health, Safety, Emergency Management & Wellbeing Service Competent Health & Safety