



St Brigid's School

To Inspire and be Inspired

Health & Safety Policy
Statement
adopted from DCC

Report Author	A. Spiller
Report Status	Adopted from D.C.C.
Ratified by Governors	15.4.2010
Review date	15.4.2011
Review date	15.4.2012

Health and Safety Policy Statement for St Brigid's School

It is the declared policy of this school to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of its employees at work. The school recognises that it also has a legal obligation to ensure the health, safety and Welfare of pupils, support staff, contractors, visitors, parents and others including the public who may be affected by its operations and activities.

Overall responsibility for the Health, safety and Welfare of those affected by the school operations and activities rests with the Local Education Authority (LEA) some of its functions are delegated through the Head Teacher and the board of Governors. Operational responsibility for safety, Health and Welfare rests with the nominated responsible person and other delegated persons.

The objectives of this policy are:

- To promote standards of Health and Safety that complies with the provisions and requirements of "The Health and Safety at Work, etc. Act" 1974 its subordinate legislation and other statutory provision.
- To provide and maintain safe and healthy workplaces, working environments, safe systems and methods of work and to protect employees and others who may be affected by the school operations and activities.
- To provide and maintain a safe and healthy educational environment for pupils, support staff, contractors, visitors, parents and others including the public who may be affected by the school operations and activities.
- To provide information, instruction, training and supervision to all individuals who may be involved in school related activities in order that their safety and health is not put at unreasonable risk.
- To develop safety awareness and to ensure best practice to maintain a positive safety culture throughout the school and during school related activities.
- To ensure that persons with responsibility for health and safety are consulted with and provided with suitable information, instruction and training as may be appropriate.
- To ensure suitable and sufficient communication and consultation with regard to health and safety between the school, its employees and others affected by school activities.

The school will obtain competent health and safety support and advice to determine the risks to health and safety during its activities and operations and the precautions required to deal with them.

The successful implementation of this policy and compliance with legal duty will require the total commitment of all those employees and others associated with school activities

This policy will be reviewed annually or sooner as appropriate.

Signature----- Name----- Head Teacher Date-----

St Brigid's School Health and Safety

Organisation and arrangements

St Brigid's School as a "Body Corporate" and an employer has a responsibility to comply with the Health & Safety at Work etc. Act 1974 its subordinate legislation and other statutory provision. There is also a moral duty to consider the wellbeing of its employees and others who may be affected by its operations and activities.

The school has a specific duty under the Act to prepare and as often as necessary revise, a written Health & Safety Policy and bring the Policy to the attention of its staff and others who may be affected by its operations and activities.

Organisation

The following individuals and bodies, have specific duties and responsibilities regarding Health, Safety and Welfare for all school related activities.

The Local Authority (LA)

The duty to comply with the statutory requirements of the "Health and Safety at work etc." Act 1974 lies with the LA. This overall duty cannot be delegated however some of the functions under the Act will be delegated to the Head Teacher and the board of governors.

Head Teacher and Board of Governors

The Head Teacher as the senior member of the school staff along with the Board of Governors will identify the line management structure for Health, Safety and Welfare within the school and during related activities.

The Responsibilities of this post are:

- To ensure that adequate management arrangements exist for the school to comply with the requirements of Health & Safety Legislation and to maintain and implement its Health & Safety Policy.
- To ensure the allocation of adequate resources and time to maintain sound and efficient Health, Safety & Welfare Arrangements.
- To ensure effective communication & co-operation on matters of Health & Safety during all school related activities.
- To ensure that all members of staff identified within this Policy understand their specific health & safety responsibilities, and to make arrangements to monitor their performance.

- To ensure that each senior member of staff appoints other members of staff as necessary to assist in the arrangements for implementing Health, Safety & Welfare matters within their respective departments.
- To ensure that the Policy objectives are met and that the Policy is reviewed as appropriate to secure continued compliance with current and modified legislation.

Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters

The person with operational control for Health, safety and Welfare matters will co-operate with the LA and Head Teacher to ensure that the school complies with current health and safety legislation and its moral obligations.

The responsibilities of this post are:

- To provide a focus for health and safety matters and co-ordination of the school Policy, including its formation and review.
- To liaise with the Head Teacher and other senior members of staff to ensure that effective measures for health & safety are in place, including suitable and sufficient risk assessments, safe systems of work, procedures and other control measures.
- To ensure effective arrangements for accident, injury and incident reporting and investigation are in place.
- To understand the requirements of and ensure reporting to the HSE is carried out as required by the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR).
- To ensure that a training programme is in place for health & safety training.
- To create and chair, a regular forum (Health & Safety committee) for the discussion of Health & Safety issues between management, staff and other interested parties.
- To ensure that a programme for annual Health & Safety auditing is in place to encompass all aspects of school related activities
- To produce an annual Health & Safety report that gives an assessment of compliance with statutory regulations.
- To seek expert advice on health and safety matters as may be appropriate.
- To ensure that all new staff are taken through health and safety induction training followed by refresher training at suitable intervals.
- To ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.
- To review accident, injury and incident reports to ensure correct completion and report to the HSE as required.

Heads of Department

The heads of department are accountable for ensuring that the necessary management arrangements within their department are in place and maintained that will allow this Policy to be implemented. This will be achieved by developing and implementing, school specific procedures. The local arrangements will include methods of monitoring, reviewing and auditing the health & safety measures in place.

The specific responsibilities of this post are:

- If necessary ensure the appointment of a health and safety co-ordinator who will co-ordinate and oversee all matters related to health, safety and welfare for all school related activities within their department.

- To ensure that responsibilities for Health & Safety are set out clearly in job descriptions for their staff.
- To ensure that a robust system for carrying out risk assessments and implementing the necessary control measures is in place.
- To ensure that a programme and written procedures exist that details the timescales and arrangements for inspection, audit and monitoring of the department health and safety systems.
- To ensure that all staff are provided with suitable & sufficient information, instruction and training to fulfil their duties safely and are made aware of relevant safety rules & procedures.
- To ensure that effective injury & incident reporting is undertaken within their department and that procedures are in place for reporting hazards and defective equipment.

Departmental Health and safety co-ordinator

Individuals operating as departmental co-ordinators will support the department head in fulfilling their responsibilities under health and safety legislation.

The specific responsibilities of this post are:

- Co-ordinate health and safety related activities within the department.
- Communicate to the department head, department members and others as may be necessary to ensure compliance with health and safety requirements.
- To assist in the co-ordination of risk assessments and in the development of procedures.

Teaching and support staff

Teaching and support staff are accountable to their head of department for ensuring that rules and procedures in place for health & safety are interpreted and implemented correctly.

The specific responsibilities of this post are:

- To ensure that activities carried out by employees or pupils will not create risks to other employees, pupils, members of the general public.
- To ensure that risk assessments are carried out and recorded and that suitable and sufficient control measures are put in place as a result.
- To ensure that the Policy, procedures and relevant rules and regulations are communicated to and readily available to all employees, pupils and others as may be necessary.
- To ensure that pupils understand instructions for health & safety and to monitor their compliance.
- To ensure that the safety, health and welfare of pupils and others who may be affected by activities under their control is not put at unreasonable risk.

All school staff

All staff must ensure that:

- They are fully conversant with the school Health & Safety Policy.
- That they co-operate fully with their employer to allow the school to meet its statutory duties.
- That they take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety.
- All injuries, incidents and dangerous occurrences are immediately reported to the appropriate person.
- They are fully conversant with all Fire procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used in accordance with training received and is maintained in good condition for use with all defects being reported.
- They must use all work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- They must report any unsafe equipment or situations directly to their line management.

Trade Union Safety Representatives:

Staff representatives representing the staff in their workplace regarding matters of health & Safety at work, will consult and co-operate with the Head Teacher and others with specific health and safety responsibilities help to promote and develop measures to ensure the health, safety & welfare of their colleagues.

Specifically they:

Make representation to the Head Teacher or appointed deputy on any general or specific matter affecting the health & safety of employees, pupils, parents, visitors, contractors or the general public in their workplace.

- Investigate in association with the Head Teacher or appointed deputy and a health and safety specialist, any potential or actual hazards in the workplace and examine the causes of accidents.
- Carry out safety inspections with the Head Teacher or appointed deputy in accordance with an agreed program.
- Represent employees in the workplace in consultations with officers of the Health & Safety Executive (HSE).

Pupils, parents, visitors, contractors and others

Every person has a legal and moral responsibility for Health and Safety because their actions or inactions may put themselves or others at risk. The duty of care that rests with all individuals will be clearly communicated throughout the school and during all activities. This message will be regularly reinforced and reiterated in a clear manner that identifies expected standards and methods of reporting issues.

School Health & Safety Committee

A Committee made up of representatives from the board of governors, school management, teaching staff and support staff will meet every three months to discuss any health and safety issues. The meeting will be chaired by the head teacher or appointed deputy and the minutes will be distributed to all teaching staff and support staff representatives. This committee will provide a forum for consultation with regard to all Health and Safety matters related to the School and its activities.

School Health, Safety & Welfare Committee – Constitution

The Committee will be called the School Health, Safety and Welfare Committee.

Terms of Reference

- The committee shall consider all matters relating to the responsibility of the school, its employees, pupils and others under the provisions of the Health and Safety at Work etc. Act 1974 and all related legislation. It shall make recommendations as appropriate for the execution of the school policy for Health, Safety and Welfare.
- In particular, the committee shall examine and review the following aspects:-
 - The training of and the distribution of information to employees, pupils and others on health, safety and welfare.
 - Risk assessment strategies, the development and maintenance of safe systems of work together with the promotion of safety awareness and welfare.
 - The development and maintenance of occupational health and welfare facilities.
 - Changes to health and safety legislation which may affect the school's activities.
 - Accident performance data, and reports concerning serious injuries and or incidents which have arisen.
 - Current effectiveness of the school policy for safety and health.
 - Reports and other relevant information provided by any source which has potential safety and health implications, or are matters which cannot be resolved outside of the committee.
 - Any other relevant matters referred to it.

Membership of Committee

The Committee will comprise of:

- The Head Teacher or appointed deputy will chair the meeting
- The Chair of Governors
- 1 member of the teaching staff
- 1 member of the support staff
- 1 member of the School Association
- 1 pupil representative
- A health and safety specialist as required.

Meetings of the Committee

- The committee will meet every term.
- An agenda will be circulated in advance of the meeting. Items for inclusion on the agenda should be submitted prior to the meeting to the chairperson.
- The date of the next meeting of the committee shall be agreed at the end of each meeting.
- Additional meetings may be convened at other times as circumstances dictate.

Proceedings

- Minutes shall be kept of the proceedings.
- All recommendations of the committee shall be decided by a majority of members present.
- The committee shall, through its Chairperson, seek the attendance of persons with specialist knowledge as necessary.
- Each meeting will be scheduled for two hours duration.

Quorum

The quorum required for each committee meeting will be:

- A chairperson
- A member of the teaching staff
- A member of the support staff

Distribution of Minutes

- Minutes of each meeting will be circulated as soon as is practicable after the meeting
- Minutes will be distributed to:
 - Chairperson
 - Board of governors
 - All teaching staff
 - Health and safety representatives of support staff
 - Pupil representatives

Arrangements for Health and Safety

The arrangements deal with how the functions allocated to individuals are carried out.

- The school will develop through its Health and Safety organisation a systematic program of risk assessments to control the risks from all of its activities and operations.
- Outcomes of risk assessments will be used to formulate safe systems of work and other control measures.

- Documentary records will be maintained of all risk assessments, safe systems of work and other control measures.
- All Health and Safety information will be made available to everyone who has due cause to have knowledge of it. The information will be available through the Admin Office.
- Health and Safety information, instruction and training needs will be identified through the school organisation as detailed in this policy.
- The school manual for Health and Safety explains the key elements of the school Health and Safety policy arrangements. The manual is held Admin office where it may be viewed on request. An electronic version of the manual can be found on the school computer network.
- The school will use the forum of meetings and notice boards to further the awareness and understanding of Safety, Health and Welfare issues
- Arrangements for specific hazards, risks, occurrences, visitors, contractors, major works, emergencies, communications, accident reporting etc are detailed within the manual. The position of this data within the manual is identified on the contents page.
- The manual contains a list of information for reference and where it may be found. This information should be used when developing, implementing and maintaining the health and safety systems. The position of this data within the manual is identified on the contents page.
- The school will engage the services of Health and Safety specialists provided by Denbighshire County Council to assist in the development, maintenance, monitoring, auditing and review the school systems.

Monitoring Health and Safety performance

The effectiveness of the Health and safety policy and the standards of Health and Safety achieved in the school will be actively monitored. Policy issues will be discussed during the Health and safety committee meetings, teaching and support staff meetings to identify whether the policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.

- A Health and Safety plan will be developed to support the policy. Progress against plan will be discussed at Health and Safety committee meetings and more frequently as required. The plan will be used to identify planned actions and activities with regard to Health and Safety such as safety tours, meetings and major occurrences or projects.
- Health and Safety tour.
 - Formal planned safety tours of the school and its activities will be programmed to take place by a suitable team every two months.
 - The inspection team will consist of the Head Teacher or a senior teacher nominated by the head accompanied by members of the teaching and support staff as appropriate for the area, activities and topics being inspected.
 - The tour will not aim to cover the whole of the school activities in one attempt but all areas, activities and topics will be covered within a twelve month period.
 - The tours will be recorded and an action list drawn up that identifies actions required, action owners, resources

- required and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.
- Outstanding safety related actions will be stored in a way that enables easy access and prioritisation.
 - Informal safety inspection.
 - On a daily basis all teaching and support staff will identify Health and safety issues that require action.
 - Staff will report all significant issues to their head of department or safety co-ordinator.
 - Where necessary school activities will be halted to prevent unreasonable risk to the health, safety and Welfare of anyone who may be affected by the activities.
 - Staff meetings
 - Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have.
 - Support staff meetings.
 - Health and Safety will be on the agenda of each support staff meeting. Staff will be free to discuss any issues they have.
 - Pupil information.
 - Pupils will be made aware of the requirement for creating and maintaining a safe and healthy school environment. Pupils will be encouraged to participate in feeding back and supporting health and safety issues.
 - Reactive monitoring.
 - All accidents, injuries, incidents, near misses and complaints will be reported on a report form. Reporting forms are available from the school office and department heads. As much information as possible will be entered onto the forms to enable investigation and analysis of data.
 - All reported accidents, injuries, incidents, near misses and complaints will be investigated to an appropriate level with a view to learning from them.
 - Health and Safety specialists may be brought in to carry out investigations where appropriate.
 - Incidents will be reported to the HSE as defined by the “Reporting of injuries diseases and dangerous occurrences regulations” (RIDDOR)

This policy will be reviewed annually or sooner as appropriate. Earlier reviews will occur if there are any significant changes to the school circumstances.

School Health and Safety Organisation Diagram

