

Health and Safety Policy Statement

For Prestatyn High School

Prestatyn High School is in Denbighshire, the Local Authority (LA) is Denbighshire County Council (DCC) and they are the employer of all staff employed at the school. Overall responsibility for the HS&W rests with the LA. The LA recognises its social and moral obligations to keep people safe and its statutory duty to comply with the requirements of the “Health and Safety at work etc. Act 1974” (HASWA). The LA will provide the necessary resources and support to the school that is required to help protect “so far as is reasonably practicable”, the Health safety and Welfare (HS&W) of their employees and others who may be affected by their operations and activities.

The day to day running of Prestatyn High School is under the direct control of the Head Teacher and Governing Body, they are the “controlling mind” and will be collectively accountable for HS&W management in the school environment.

The school policy is to:

- To promote standards of HS&W that comply with the requirements of HASWA and its subordinate legislation.
- To promote a fire safety standard that complies with the requirements of “The Regulatory Reform (Fire Safety) Order 2005”
- To provide and maintain safe and healthy workplaces, working environments, safe systems and methods of work and to protect all 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, parents, visitors, contractors and any other people who may be affected by the school operations and activities.
- To provide appropriate information, instruction, training and supervision to all individuals who may be involved in school related activities.
- 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 suitable and sufficient communication and consultation with regard to HS&W between the employers, the employees and others who may be affected by school activities.
- The school will obtain competent health and safety support and advice.
- All employees will be made aware of this policy.
- To ensure the successful implementation of this policy and compliance with legal duties, we require commitment and support from all employees and others associated with school activities
- This policy will be reviewed periodically as appropriate.

1. Organisation

Specific responsibilities are detailed in appendices.

Head Teacher, nominated SLT member and Board of Governors

The Head Teacher (or nominated SLT member) as the senior member of the school staff along with the Board of Governors will identify the line management structure for HS&W within the school and during related activities. The Head Teacher and nominated School Governor with specific responsibility for HS&W will sign the Policy statement. See appendix 1

The senior person with designated responsibility for the operational control of Safety, Health and Welfare matters

The Business and Finance Manager is the senior person with delegated responsibility for the operational control of HS&W matters, supporter by the Site Manager. They will co-operate with the LA to ensure that the school complies with current HS&W legislation and fulfils its social and moral obligations. They will drive a positive HS&W culture by working with all employees in an inclusive way to develop, adopt and maintain suitable safety management processes. 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. See appendix 2

Heads of Department

The Heads of Department are accountable for ensuring that the necessary management arrangements within their department are in place and maintained so as to 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. See appendix 3

All school employees

Employees are accountable to the Head Teacher via the line management chain for ensuring that rules and procedures in place for HS&W are interpreted and implemented correctly. Employees will work with the Head Teacher to develop, adopt and maintain suitable safety management processes. Staff with specific HS&W management responsibilities are identified below. See appendix 5

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. See appendix 6

Pupils

Pupils will be expected to follow school rules and instructions from school staff. All pupils are expected to follow the Ready to Learn policy.

Parents and visitors

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. Parents and visitors will be expected to follow any rules or instructions that they are given by school staff whilst on the school premises.

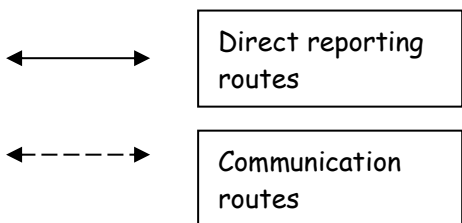
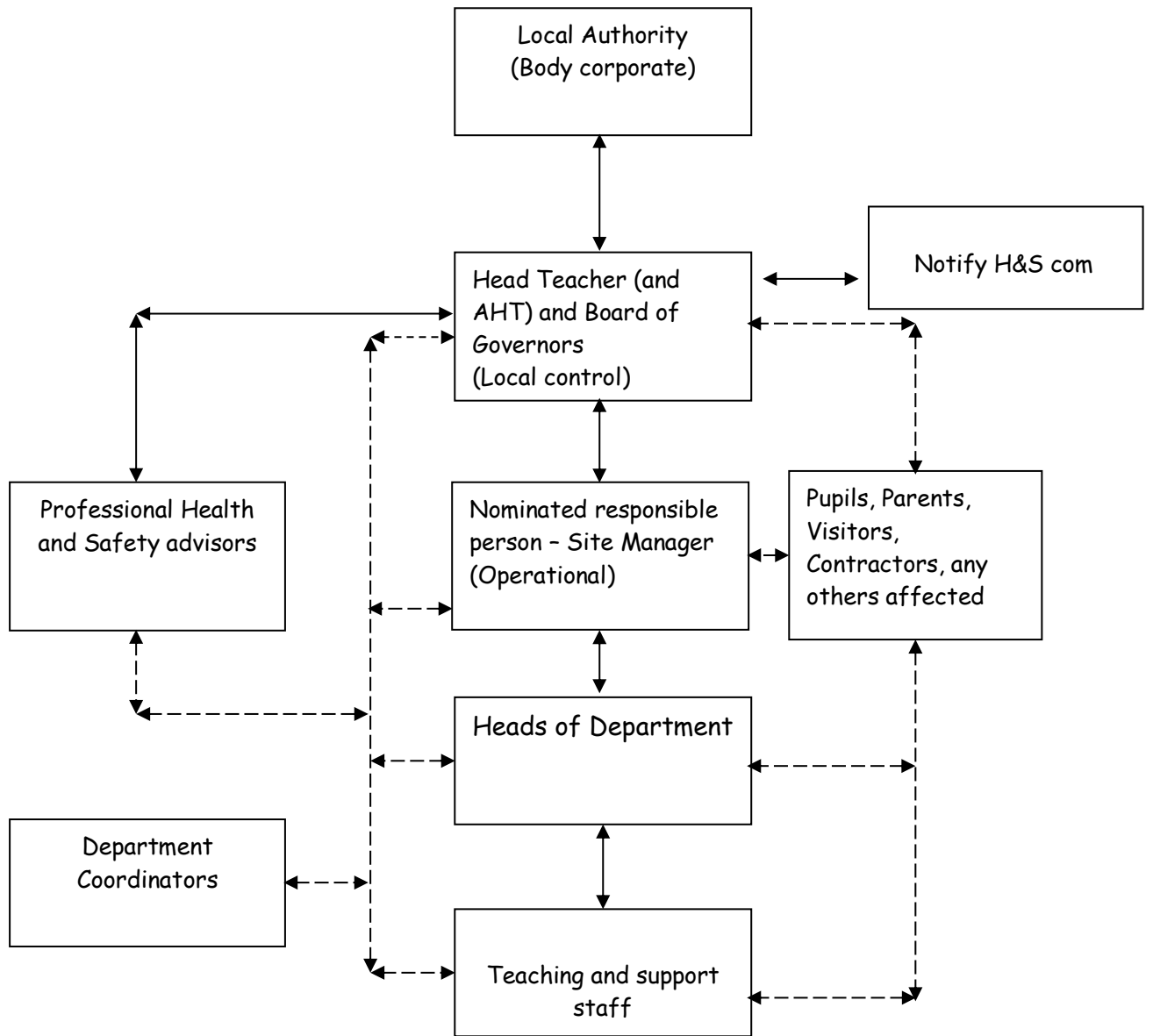
Contractors

Contractors will be expected to follow the site rules, provide risk assessments and method statements for their activities and report any incidents or concerns. Contractors will not fraternise with school pupils.

Named persons

Position \ function	Name
Head Teacher	Neil Foley
Governor with HS&W responsibility	Richard Yates
Teacher governor on H&S Com	Gareth Bennett
AHT with HS&W responsibility	Claire Turner
Senior persons with HS&W responsibility: B&F manager and site manager	Honora Jones Stephen Dennis
DCC H&S advisor	Richard Williams
Head of Dept. D&T	Tracey Vaughan
Head of Dept. Science	Maureen Morecombe
Head of Dept. PE	Ceri Evans
Union rep. NEU	Rachel Haydock
Union rep. Unison	Tracey Parry
Union rep. NASUWT	No rep
Union rep. ASCL	No rep

School Health and Safety Organisation Diagram



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 general 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 in the main office where it may be viewed on request. The risk assessments for the buildings are kept with Liz Thomas and available on request.
- 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 by the Health and Safety Sub-Committee.

- Health and Safety action points will be developed to support the Policy. Progress against the plan will be discussed at Health and Safety Sub-Committee meetings and more frequently if required. The plan will be used to identify proposed actions and activities with regard to Health and Safety e.g. safety tours, meetings and major occurrences / 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 at least once per term.

- At least one member of the Health and Safety Sub-Committee will take part in each safety tour.
- The tours will be recorded and an action list drawn up that identifies actions required, action owners, required resources and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.
- Informal safety checks.
 - On a daily basis all employees will be observant and bring to the attention of the Head Teacher, Site Manager or Caretaker any Health and Safety issues that require action.
 - Where necessary school activities will be halted to prevent unreasonable risk to the Health, Safety or Welfare of anyone who may be affected by the activities.
- Staff meetings, support staff meetings and School Council meeting.
 - Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have. The meetings will be minuted and fed back by the HoD to the H&S sub-committee. H&S will also be on the agenda for each School Council meetings where pupils will be able to discuss any issues they have through this forum and it will be fed back through the appropriate channels.
- 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. One of the three school rules is to be safe.
- 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. As much information as possible will be entered onto the forms to enable investigation and analysis of data.
 - All accidents or incidents other than very minor events (e.g. slips and trips in the playground, pupil collisions etc.) will be recorded on the DCC corporate online reporting system.
 - 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.
 - “Specified” incidents will be reported to the HSE as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Other health and safety considerations

– all policies and procedures are available on request to Liz Thomas and available on the m drive

Safeguarding and child protection

The school’s safeguarding and child protection policy outlines in detail the procedures and practices adopted by all school staff to ensure the safety and wellbeing of all pupils on school roll. The school fully complies with all elements of the policy.

Fire and lock down procedures

Fire evacuation and lockdown procedures are outlined in the school’s Emergency Plan. Regular rehearsals of these procedures take place and records kept of this.

Educational Visits in the UK and abroad

When organising school visits and activities the school follows LEA Guidelines and Structures for Educational Visits and Journeys. A member of the SLT oversees all applications for Educational Visits and Journeys and all staff use the Evolve website.

Use of School Computer Network and Internet Access

The school has an Acceptable Use for ICT policy which is relevant to pupils and to staff. The school's network has a firewall which can block inappropriate access to the web. The school also uses Impero as a method of further monitoring internet use and helps monitor for safeguarding purposes.

First Aid and healthcare

The school has a new policy which focus on managing healthcare and first aid procedures within the school. This is a comprehensive policy which is regularly monitored by all relevant parties and staff training maintained to support the policy.

Manual Handling

There are appropriate risk assessments in place to account for manual handling and training requirements in this area are met.

Infection control

The school is fully compliant with Hygiene and Infection control measures.

Physical restraint

The school adheres to the DCC use of reasonable force and physical intervention policy for the rare incidences when physical intervention is required to deal with a pupil behavioural issue. The school fully complies with recording and reporting requirements of this policy.

Accessibility Plan

The school has an Accessibility Plan in place.

Review

This policy will be reviewed periodically as appropriate. Reviews will also occur if there are any significant changes within the school.

Appendices

Appendix 1. The Head Teacher, nominated SLT member and the Board of Governors will:

- Develop, implement, communicate and review a school Health, Safety and Welfare (HS&W) Policy.
- Ensure that the Policy objectives are met
- Ensure that management arrangements exist within the school to ensure compliance with the requirements of Health & Safety Legislation
- Ensure the allocation of resources and time to maintain the Policy arrangements (section 2 of this document).
- Ensure effective communication & co-operation on matters of HS&W during all school related activities.
- Ensure that all members of staff identified within this Policy understand their specific HS&W roles and responsibilities, and make arrangements to monitor their performance.

Appendix 2. 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, supported by the site manager, 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 undertake regular Health & Safety monitoring and reviews.
- 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.

Appendix 3. Heads of 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.

Appendix 4. 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.

Appendix 5. All employees will:

- Make themselves aware of the contents of the school HS&W Policy.
- Cooperate with their employer for the purpose of supporting them in fulfilling their duties under Health and Safety legislation
- Take reasonable care of themselves and others who may be affected by their acts or omissions. (pupils, parents, visitors, contractors, members of the public)
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of Health & Safety.
- Report all injuries, incidents and dangerous occurrences to their line manager.
- Make themselves conversant with the school fire safety procedures.
- Ensure that risk assessments are in place and recorded for their activities and that suitable and sufficient control measures are in place as a result.
- In so far as it is within their control, 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.
- Ensure that all equipment provided for personal safety is used in accordance with training received and is maintained in good condition for use with all defects being reported.
- Use any work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- Report any unsafe equipment or situations directly to their line management.

Appendix 6. Trade Union Safety Representatives:

- Make representation to the Head teacher or appointed Deputy on any general or specific matter affecting the HS&W 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).

Appendix 7. School Health & Safety Committee

The Health and Safety Committee will meet half-termly to discuss HS&W in the school. Extraordinary meetings may be called where circumstances dictate. The remit of the committee shall include anything that impacts on HS&W at the school. The meeting will be chaired by the Site Manager and the minutes will be presented at the next full meeting of the Board of Governors and a copy filed. A report from a member of the committee shall be a standing agenda item for all full Board of Governors meetings.

Terms of Reference

This Committee will provide a forum for consultation with regard to all HS&W matters related to the School and its activities, to facilitate this all staff will be kept informed of dates of the committee meetings. A Health and Safety Specialist may be invited to join a particular meeting if the need arises.

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 HS&W.
- 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 Site Manager who will chair the meeting
- The Head teacher or appointed Deputy
- A member of the school governing body
- A member of the teaching staff
- A member of the support staff
- A Health and Safety specialist from DCC
- Union representatives are welcome to attend the H&S committee meetings should they wish to

Meetings of the Committee

- The committee will meet every half 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 governor
- 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
 - Health and Safety representatives
- All staff will be able to access minutes on request to Liz Thomas