



Ysgol Melyd

Health and Safety Policy

Date approved by Board of Governors		19/09/23
Chair of Governors	Mr N. Watts	
Head Teacher	Mr D. Jones	
Health and Safety Governor	Mrs L. Lea	
This policy will be reviewed in:		Autumn Term 2025

Organisation and arrangements

Ysgol Melyd 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.

The administration of medicines and managing healthcare needs is covered in a separate policy (reviewed annually).

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 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.

Teaching and support staff

Teaching and support staff are accountable to their head teacher 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.

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

Mrs Lea undertakes annual audits and, where appropriate provides classes with ways in which to improve their Health and Safety procedures in their classes.

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 and Mrs Lea.
- Health and Safety information, instruction and training needs will be identified through the school organisation as detailed in this policy.

- Arrangements for specific hazards, risks, occurrences, visitors, contractors, major works, emergencies, communications, accident reporting etc are detailed.
- 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.
- A Fire Risk Assessment and Traffic Risk Assessment will be kept current and updated annually, with support and advice from D.C.C. where required.

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 at least twice per year.
- 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 staff meetings on a regular basis. Staff will be free to discuss any issues they have.

Support staff meetings

- Health and Safety will be on the agenda of support staff meetings on a regular basis. 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 via the School Council.

Reactive monitoring

- All accidents, injuries, incidents, near misses and complaints will be recorded within phase incidents books. As much information as possible will be entered into the books to enable investigation. A copy of the report goes home.
- 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)
- The INTRANET is used to report serious injuries and the Health and Safety website.
- Accident Report Forms are also filled in, the incident report number from the INTRANET is annotated on the forms.

Review

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

Next Scheduled Review Date: Autumn Term 2025

REVISED

February 2020

MONITORING AND REVIEW

This policy is monitored by the Governing Body biennially