

YSGOL
BRYNTEG
SCHOOL



A fo ben bid bont

Health and Safety Policy

Date adopted: 1st December 2016 (TBC)

Headteacher Signature.

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Chair of Governors Signature:

A handwritten signature in black ink that reads 'Linda H Lewis'.

To be reviewed: in accordance with BCBC guidance





1 GENERAL STATEMENT

- 1.1 The governing body is responsible for setting out the overall policy for Brynteg School.
- 1.2 The planning and implementation of the policy is the direct responsibility of the headteacher, who will ensure that all staff are aware of their duty to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new staff and supply teachers.
- 1.3 The governors recognise the need to consult staff on health and safety matters and for the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the schools safety committee procedure.
- 1.4 It is the governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the governors' policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks.
- 1.5 The governors recognise their responsibility under the Health and Safety at Work Act, so far as is reasonable practicable, to:
- provide plant, equipment and systems of work which are safe and without risks to health
 - make arrangements for ensuring the handling, storage and transportation of articles and substances without risks to health,
 - provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently
 - promote the development and maintenance of sound health, safety and welfare practices
 - maintain the premises in a condition that is safe and without risks to health
 - provide and maintain a working environment that is safe without risks to health
 - ensure sufficient funds are available to meet the health and safety needs of the school
 - maintain a close interest in all health and safety matters insofar as they affect activities under the control of school.
- 1.6 The school governors will require the headteacher to present an annual management audit on health and safety matters in order to determine the strengths and weaknesses and to determine the way forward.

2 ORGANISATION

2.1 The Governing Body

The governing body will ensure that the school has adequate arrangements in place to comply with the Health and Safety at Work Act 1974 and any regulations made under the Act. Specific responsibilities include ensuring that

- a Health and Safety Policy specific to Brynteg is in place and brought to the attention of all staff
- suitable organisational arrangements are in place and brought to the attention of staff



- measures are in place for effective consultation with staff regarding health and safety issues
- the school budget reflects the finance required for addressing any health and safety issues
- referrals from the School Safety Committee are addressed by the Governing Body

2.2 The Headteacher – Mr. DH Jenkins

The headteacher is responsible and accountable to the governors and the Director of Education for all matters relating to health, safety and welfare within the establishment. He will ensure the following.

- The provision of a Brynteg safety policy together with detailed arrangements for its effective implementation.
- The policy is brought to the attention of all employees
- That Corporate and Directorate policies, and health and safety guidance issued, are implemented where relevant, and legal obligations made under health and safety or fire regulations are complied with
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others while they are on the school premises and of staff and pupils on school organized activities off site. As far as practicable he will ensure that activities and premises are safe and without risks to health and safety and are adequately supervised.
- That arrangements are in place for the effective consultation with staff, and in particular approved trade union representative, regarding health and safety matters.
- That adequate information and training are provided to staff
- That accidents, incidents and complaints pertaining to matters of health and safety are investigated appropriately
- That health and safety information is communicated freely through the school from management to staff and the reverse
- That measures are in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks
- That the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters function efficiently and effectively.

In practice the day to day management of health and safety matters will be delegated to the Business and Finance Manager and Site Manager.

2.3 Business and Finance Manager - Martin Donovan and Site Manager – Mr. Byron Brinkley.

The Headteacher, whilst retaining overall responsibility, will delegate the day to day management of these health and safety issues to the Site Manager.

- Co-ordinating all contractual work and maintenance, including grounds maintenance, carried out on school premises.
- Ensuring that contractors comply with health and safety regulations and with school policies.
- Liaising with heads of department to ensure safety procedures and policy agreements are adhered to.



- Ensuring that strict procedures are laid down for building work such as roofing, excavation and draining, alterations to building structures, refurbishments and renovations or remodeling scheme.
- Maintaining a school “buildings register” identifying known hazardous substances and materials and in particular ensuring that school staff and contractors comply with asbestos regulations.
- Monitoring and reviewing emergency procedures and the evacuation of school premises.
- Undertaking risk assessment of the premises arising from the control of Legionella and in particular arranging for treatment of water tanks and the flushing of showers, which have not been used for two days.
- Taking responsibility for repairs and general maintenance of a school swimming pool, if one is built at Brynteg, and ensuring that procedures are adhered to by users of the pool in accordance with regulations
- Ensuring competent persons or specialists are consulted as necessary; to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- Ensuring that a property survey of the school buildings is carried out and that regular termly inspections are completed with defects reported to the Headteacher and the Governing Body.

2.4 Senior staff - Heads of Department – Heads of Year

These senior and middle managers are responsible to the Headteacher for the effective implementation of the Corporate, Directorate and school policies and procedures within their area of control.

Specific responsibilities include ensuring so far as is reasonably practical that

- Hazards arising out of activities are adequately assessed and controlled and where necessary a specific safety policy is produced
- First aid equipment, protective clothing and equipment, registers and log books are provided and maintained where appropriate.
- Relevant statutory notices, regulations and safety signs are displayed
- Adequate information and training are identified and arranged for staff for whom they are responsible and in particular staff are made aware of guidance issued by the Directorate
- Risk assessment activities are coordinated and subsequent control measures are monitored
- Equipment provided is in safe working order
- Workplace monitoring and inspections are carried out to ensure compliance with legislation, policies and guidance.
- Accidents are investigated, reported and appropriate control measures introduced to prevent reoccurrence
- Effective liaison with trade union representatives is undertaken
- Defects and hazards are reported to the Business and Finance Manager, Site Manager or the Headteacher

2.5 Caretakers / Security and Maintenance Officers



These members of the support staff have specific responsibilities in addition to those listed for other employees below. They are responsible to the Business and Finance Manager (BFM) or Site Manager for the following.

- Reporting any health and safety issues which arise from the work and practices of contractors' staff, including cleaners.
- Ensuring that the BFM or Site Manager is aware whenever contractors are on site and in his absence ensuring that regulations, in particular those concerned with asbestos, are complied with.

2.6 All Employees - Teachers and Support Staff

All staff have responsibility to

- Work safely and with due regard of their actions for others
- Carry out instructions and training regarding safe working conditions and practices
- Use approved protective clothing and equipment where provided
- Report any equipment or work practice regarded as unsafe to the line manager
- Attend any health and safety training which has been identified as essential for safe working

2.7 Kitchen Managers – not currently employed by the school

They are responsible to their current employer and line managers for health and safety issues in the kitchens and canteens, but are also expected to liaise with the school on the following matters.

- They should be aware of the school's health and safety policy and practices, what that means for the working practices of kitchen staff, and inform their own staff accordingly.
- They should inform the BFM/Site Manager or the Headteacher of potential hazards or defects.
- They should inform the BFM/Site Manager or the Headteacher of any issues arising from Food Safety legislation and help to identify remedial measures, which will be funded from the funds delegated to the school

3 ARRANGEMENTS

3.1 Health and Safety Committee

The governors recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfill the obligation is through the school's Health and Safety Committee.

The Committee will include:

Jon Catton	Chairman
Martin Donovan	BFM (minutes)
Rob Hopkins	Deputy Headteacher
Byron Brinkley	Site Manager
Jennifer Jones	Pupil Wellbeing Officer

And representatives of office staff, learning support, technicians and the seven subject groupings



Union Safety Reps have the right to attend meetings if they wish.

It will meet at least once a term and more often when necessary. All staff will be notified of the date and time of a meeting and have the right to bring items to the attention of the Committee. Staff are encouraged to report specific concerns immediately to the BFM/Site Manager via the 'pink slip' system or by Email and not to wait until the next meeting.

3.2 General Matters

Accident Reporting and Investigation

The reporting procedure will be in accordance with the guidelines issued by the Directorate of Education, Leisure & Community Services. This procedure is brought to the attention of heads of department and a copy of the guidelines should be attached to the departmental safety policy.

Accidents will be reported to Mrs Jennifer Jones, Pupil Health and Wellbeing Officer (PHWB). The BCBC Incident Accident Form will be completed by the person reporting the accident and returned to Mrs Jones in LS. She in turn will inform the relevant Deputy Headteacher in Lower School and Upper School. She will follow the BCBC guidelines and inform BCBC H&S department when criteria are triggered.

Notifiable accidents will be reported by telephone initially to the Health & Safety Officer for Education, Sunnyside, followed by a form. The form will be returned to the County, and a copy retained on the appropriate site. Reportable accidents to pupils will be recorded and reported on the revised accident form and following the guidelines established by the BCBC.

All head injuries to pupils will be reported to parents.

If a pupil requires hospital treatment then attempts will be made to contact parents as soon as possible, to inform them of the nature of the injury. Parents have the choice to accompany the child or request immediate ambulance service. The school nurses may transport and / or accompany pupils to hospital. For any severe injury an ambulance will be called.

All reported accidents will be investigated by one of the Deputy Heads or the Premises Manager together with the relevant union safety representative, to try to establish the cause and contributing factors. Remedial measures will be taken to prevent a similar occurrence, when this is shown to be necessary.

Near misses should also be reported, and these will similarly be investigated and remedial measures taken as appropriate.

Asbestos

The Headteacher and Premises Manager have been trained in the management of asbestos in buildings.

There are two asbestos registers covering the upper and lower school buildings and these are located in the two school offices. The two caretakers, the groundsman and the office staff have been informed about the requirements for employees and contractors to consult the register before commencing work on the fabric of the building. The Premises Manager will put procedures in place to ensure that the BCBC's authorization to work forms are completed.

No contractors will be allowed to work on asbestos without the knowledge and approval of BCBC.

The BFM/Site Manager will ensure that asbestos labels are in place. He will monitor the condition of asbestos left in situ and inform BCBC of any deterioration.

Boilers

All boiler houses will be kept clear of combustible materials.



Safe systems of working will be followed and kept under review.

Building Defects

There will be regular formal inspections of buildings and these will include walls and fences. The BFM/Site Manager will draw up an annual action plan and implement it within budgetary constraints.

Where a building defect poses a health and safety risk, the school must do what it can to reduce the risk to as low a level as possible. The Premises Manager in consultation with one or more members of the Leadership Team may restrict access to parts of the premises.

The BFM/Site Manager will notify the BCBC of building defects which fall within the area of BCBC responsibility.

Building works

The BFM/Site Manager will ensure that any building works or alterations receive prior approval from BCBC, and that relevant guidelines are followed.

The school will normally appoint BCBC personnel to manage a building works project. If the school assumes responsibility then it will comply with all the requirements of the Management of Contractors Policy and Management Arrangements.

If school based staff undertake work on the buildings the BFM/Site Manager will ensure that

- Staff are competent and trained
- The right equipment is available
- Risk assessments and method statements are undertaken
- Advice is sought from professional, where appropriate
- All work complies with legislation and Bridgend CBC policy

Caretakers / Security and Maintenance Officers

The BFM/Site Manager will ensure that

- BCBC's generic risk assessment pack is adapted for use at Brynteg
- Risk assessments for other activities will be carried out , documented, and a safe system of working will be developed
- Procedures specific to Brynteg are developed for lone working
- That all staff work within their capabilities.

Catering

The BFM/Site Manager will liaise with the head cooks to ensure that

- Kitchen staff are aware of fire and emergency evacuation procedures



- Kitchen staff know the location of gas, electricity and water shut off points
- Requirements made by the Environmental Health Officers are implemented
- Requests made by Catering Services are implemented where practicable

Cleaning

BCBC cleaning services now have responsibility for cleaning all areas of the school premises. The BFM/Site Manager will liaise with BCBC Cleaning Manager and Cleaning Supervisor on matters of concern.

Control of infection

The School Pupil Well Being Officer will ensure that clinical waste is disposed of appropriately.

The Headteacher will ensure that

- There are appropriate facilities for hand washing and changing
- Incidents of exposure to infection are reported to BCBC
- Guidelines on communicable diseases are implemented

Electricity

Fixed electrical installations and portable appliances will be checked by external contractors at regular intervals.

Staff will make a visual check of electrical equipment before use.

Defective and worn equipment will be withdrawn from use

Only competent persons will be allowed to work on electrical installations

Emergency Procedures

The Headteacher will ensure that

- a school emergency plan is in place and that a copy is lodged with BCBC.
- that key staff know what to do in an emergency including shutting off gas, electricity and water
- fire risk assessments are in place

Falls from heights

School displays will be placed appropriately to avoid working at height

Steps and not furniture must be used when displays are mounted.

Employees must not work at heights without adequate training and cleaners must clean no higher than arms reach.

Employees should avoid going on the roof. If access to the roof is required then a safe system of working will be devised.

Measures will be taken to limit access of pupils and trespassers to the roof.



Fire Precautions

The School will conduct an Annual Inspection of all matters relating to fire safety on both sites. The resulting recommendations will be put into effect.

The BFM/Site Manager will undertake fire risk assessments and make recommendations to the School Safety Committee.

All fire extinguishers and hoses will be inspected and maintained on an annual basis by an independent company.

Fire exits in all rooms will be kept clear of desks and chairs at all times.

There will be a fire drill carried out at least once a term on both sites without prior warning to staff or pupils.

All staff and pupils will be made aware of exit routes and assembly points in the event of fire. If fire breaks out anyone can sound the alarm by breaking one of the fire glasses.

During fire drills and in a real emergency, senior members of staff will sweep the area to check that all rooms have been vacated.

The Headteacher will ensure that the responsibilities of senior staff during an evacuation are clearly defined and understood. Class teachers will maintain a register in each lesson, so that pupils may be checked during an evacuation.

Instructions on fire procedures are included in the Staff Handbook.

First Aid Provision and the Administration of Medication

A list of trained first aiders and their contact phone numbers are kept in the two school offices.

The designated first aiders and the Deputy Heads in the event of a serious accident will take the decision to call an ambulance and ensure the parents of a pupil are contacted. When parents cannot be contacted a school representative will follow the ambulance to the hospital.

First aid boxes will be accessible in various parts of the school and will be maintained. A copy of the location of the boxes is kept in the school offices.

The PHWB Officer, Mrs Jennifer Jones will deal with pupil and teacher sickness and injury. She will follow BCBC guidance on Administration of Medicines. She will provide staff with relevant information about the medical conditions of individual pupils and advise the Headteacher on related arrangements for supporting these pupils.

The school will ensure that appropriate numbers of staff are trained with specific reference to school trips and sports events. The school will fund the training of designated first aiders.

Glazing

The BFM/Site Manager will identify the risks to people of falling against or through glazing and ensure remedial measures are taken. He will arrange for vulnerable areas to be replaced by safety glass or covered in film.

Grounds Maintenance

The school Site Team maintains the school grounds and as such are provided with appropriate training .



All equipment used must comply with Provision and Use of Work Equipment Regulations.

Appropriate secure storage will be provided for the storage of equipment and chemicals.

Housekeeping

Good standards will be maintained in all school areas including storeroom, corridors, and workshops.

Appropriate secure storage will be provided for chemicals and dangerous substances.

Fire exits and escape routes will be kept clear.

Broken and surplus furniture will be disposed of or stored appropriately.

Legionella

The school will take up BCBC arranged contract for sterilization.

Water storage temperatures will be below 20 degrees or above 60 degrees.

Water systems will be flushed through after periods of non-use such as school holidays.

Lifts

Lifting equipment will be inspected regularly through a central contract arranged by the BCBC..

Items of lifting equipment will be marked with the safe working load and examined visually before each use.

Lone working

The Leadership Team will identify staff who may be at risk from lone working.

Measures will be put in place to manage risks and this will include

- What could go wrong
- How help can be summoned
- Who knows where the member of staff is at any one time
- Who would know if the lone worker did not return home and what action would be taken

Manual handling

The Headteacher and BFM/Site Manager will undertake manual handling assessments on specific activities.

Where a risk of injury is identified safe systems of working will be identified.

Manual handling training needs will be identified and staff released to attend BCBC training.



Needle sticks

The school grounds will be regularly checked for needle sticks.

Sharps will be disposed of appropriately.

Noise

Where the school identifies a noise problem a full noise assessment will be undertaken.

Where ear protection is required it will be provided and must be worn by employees.

Pregnancy

Once a pregnancy has been notified the school will undertake a risk assessment on the member of staff or pupil.

Working practices will be changed if a risk is identified.

Assessments will be reviewed throughout pregnancy and after the new mother returns to work.

Radiation

The school's nominated Radiation Protection Supervisor is Steve Jones.

He will ensure that the school complies with current CLEAPPS guidance and the Ionising Radiation Regulations.

All Science staff using radioactive materials must comply with the regulations and with the procedures agreed by the Science Faculty. In particular sources must not be removed from the Science block for teaching purposes.

Scalding

The BFM/Site Manager will arrange for risk assessments to be made on all hot surfaces including radiators, pipe work and hot water supplies. Where risks are identified steps will be taken to eliminate the risk.

School trips and outdoor activities

The school will follow the guidance issued by BCBC. This was revised in May 2009.

Staff organizing trips and activities will be informed by Assistant Headteacher Caroline Nightingale that health and safety issues must be considered.

Organisers will complete a risk assessment where relevant at the time they make an application to the governors.

The governors expect that adequate first aid cover will be provided on all Category B trips and activities.

Smoking

The school operates a non smoking policy. This applies to its own employees and to visitors and contractors working on site. Pastoral staff will take steps to minimize smoking by pupils.



Stress

The Headteacher will undertake generic risk assessments on stress at school and introduce practicable measures to reduce the risks.

When necessary a risk assessment will be undertaken on individual members of staff and measures put in place to reduce the risks.

Traffic

The BFM/site Manager will carry out a risk assessment on pedestrian – vehicle segregation. He will make recommendations to the Headteacher and the Governors' Buildings Committee.

Speed restrictions and traffic calming measures will be put in place.

There are well established procedures for controlling contractor's vehicles during times of maximum pupil movement.

Trapping points – doors and gates

The BFM/Site Manager will arrange for risk assessments to be carried out on the danger of trapping fingers in doors and gates.

Finger guards will be fitted where appropriate.

Transport of pupils

The school will comply with BCBC guidance on the use of minibuses.

Brynteg's vehicle will be maintained and examined regularly and appropriate insurance taken out.

All drivers will receive safe driver training.

Daily log sheets will be completed

Minibuses hired by staff must be fitted with seat belts.

The deputy heads will liaise with the daily school bus providers on safety issues, including pupil behavior.

Trees

The BFM/Site Manager will inspect the trees on the school premises annually. He will call in specialist advisors if necessary. If remedial action is required the advice of a competent person will be taken.

A comprehensive tree survey was carried out in 2016. See attached report Appendix A.

Vermin

Areas of possible points of entry for vermin will be identified and measures taken to block them.

The school currently has a contract with Rentokil which sets bait and traps.

Violence and aggression

The Headteacher will arrange for a generic assessment of the risk of violence and aggression to staff and pupils.



All incidents of violence and aggression are reported to BCBC.

Volunteers

Before any volunteers undertake any work at the school a risk assessment must be undertaken on the activity. If a risk is identified a safe system of working will be developed.

A member of the Leadership Team must be reasonably satisfied that a volunteer is competent to undertake the task identified and will monitor the work.

Window cleaning

The school will employ contractors to clean windows and will follow the set procedures.

If a school employee undertakes window cleaning the school will carry out a risk assessment and develop a safe system of working. Employees will not be allowed to work at heights.

Work Experience

The school will arrange for a risk assessment to be made on activities pupils are expected to undertake while on work experience.

3.3 Training Arrangements

Training will be viewed as a constant requirement, based on the ability to recognise who requires it and when. New staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and possibly a re-training programme for existing staff.

There are various categories of training requirements in school. They can be defined as induction training, awareness training and specific “hands-on” training.

Induction Training

This will apply to new staff. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

Awareness Training

A more in-depth approach of in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.

Specific Training

This is a “hands-on” training approach where it is recognised by the governors that employees will require an accepted level of competence to perform their tasks.

D & T - Employees who have recourse to use, instruct and operate dangerous machinery / equipment i.e. woodwork, metalwork, heat treatment, will be required to hold the AACDT certificate.



Science; All employees adhere to CLEAPSS guidelines and procedures in accordance with COSHH regulations for biological and chemical hazards.

Radiology - Employees will require training to be competent in the use of radioactive sources. This will be in accordance with "Ionising Radiation Regulations 1983" and the DES AM 1/92. Steve Jones will be responsible for Ionising Radiation regulations and will keep the Health and Safety Committee informed of any relevant changes to the regulations, which will affect the school.

3.4 Use of School Premises outside Hours

The governors recognise the need to set out policy arrangements for this practice and to carry out risk assessments relating to out of hours use including an assessment of the requirement for emergency lighting.

3.5 Security to Prevent Unauthorised Access

The Governors have arranged for the installation of security cameras and video recording to help protect the premises and staff. Security alarm systems are in place and reviewed annually. Gates and fencing has been up-graded to remove many vulnerable access points.

4 MONITORING AND AUDITING HEALTH AND SAFETY PERFORMANCE

- 4.1 The governors will require in the annual report a commitment by the head that departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).
- 4.2 The governors with the head will identify from the report, strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.
- 4.3 The Governors will use an independent organization to conduct fire risk assessments.
- 4.4 Accidents are audited by the Childrens' Directorate Health and Safety Committee (set up in 2008). This Committee has been pro-active in identifying risks and trends and issues guidance at regular intervals. Serious incidents are investigated by officers lead by . He is also able to provide advice on any issue to the Premises Manager and headteacher.

Linda Lewis Chair of Governors

David Jenkins Headteacher

Last updated November 2016