



# Holyhead

Teach What Matters

## Health and Safety Policy

**Review Date:**  
**To Be Reviewed:**  
**Approved:**  
**Ratified**  
**Policy Lead:**

**Spring 2021**  
**Spring 2022**  
**Governors' Finance & General Purposes, Spring 2021**  
**Full Governors, Spring 2021**  
**S Laundon**

## **STATEMENT OF INTENT**

Our policy attempts to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

We are committed to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and students
- Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work
- Ensure there is sufficient information, instruction and supervision to enable all people and students to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training
- Maintain a safe and healthy place of work, with safe access to and from site
- Formulate procedures to be used if there is a fire or other emergency and for evacuating the school
- Lay down procedures to be used if there were an accident.
- Provide and maintain adequate welfare facilities
- Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- Teach safety where appropriate in the curriculum, and in enrichment
- Consult with employees and give access to competent persons
- Ensuring competent persons are appointed to carry out their roles in relation to Health and Safety
- Promote partnership and co-operation between management and trade unions in matters of health and safety

**Signed By:**



.....  
**Mr D Bradley**  
**Chair of Governors**



.....  
**Mr R Trafford**  
**Principal**

## **Health and Safety Policy**

The Health & Safety at Work Act 1974 requires governors and employees according to their particular roles, to take the initiative on certain matters.

The school will use its lines of responsibility and organisation to authorise and give executive direction to its policy for Health and Safety. Specific responsibilities cannot be delegated or evaded to others.

The day to day responsibility for Health & Safety in Holyhead School shall be the Principal and his delegated person's.

### **The Governing Body**

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, students and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the governing body or others, will appreciate that their own safety and that of all in the school, depending on their individual conduct as well as this policy.

Governors will:

- Ensure that all resourcing decisions take into account health and safety matter
- Delegate to the Head Teacher a contingency budget to cover Health and Safety matters as appropriate to the schools scheme of internal delegation
- Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety
- The Principal or the responsible person's. Ensure that students and staff have suitable health and safety provisions.
- Ensure that safety standards for purchased goods and equipment are met.
- The Principal and the nominated educational visits coordinator ensure that approved school trips are arranged and supervised in accordance with educational visits guidance
- Ensure that the school has appropriate monitoring systems

### **The Principal**

The Principal is the person responsible for achieving the objectives of the Health & Safety Policy in his school

The Principal delegates responsibility for the management of health & safety throughout the School to the Business Manager and Facility Manager.

The Business Manager and the Facility Manager shall:

- Ensure that the school meets as far as is reasonably practicable the requirements of the health & safety legislation
- Ensure that all staff know, accept and are trained in their responsibilities regarding health and safety
- Liaise with the governing body on health and safety matters in the school via termly governors meetings
- Encourage and promote a positive health and safety culture in the school
- Ensure staff and students comply with agreed procedures
- Ensure Risk Assessments are in place for all departments
- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Communicate up to date legislation as needed to the departments it affects
- Safe systems of work are in place as identified from risk assessments and or external agencies, i.e. the HSE
- Ensure that recommendations or reports are presented to the governing body, that the reports are followed up and the required action taken
- Emergency procedures are in place
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc
- Arrangements are in place to inspect the premises
- Accidents are investigated and any remedial actions required are taken or requested
- The activities of contractors are adequately monitored and controlled

### **Teaching Staff /Support Staff /Positions of Special Responsibility**

This includes the Senior Leadership Team, Facilities Manager, Directors of Learning, Subject Leads, Site Supervisors, First Aid etc.

They must:

- Be directly responsible to the Principal for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instruction given by the Principal, Business Manager and Facilities Manager
- Ensure that persons reporting to them know and accept their responsibilities under the Schools Health and Safety Policy
- Ensure that the areas for which they are responsible for are maintained to high standards, carry out regular checks of the area and activities. Report any unsafe practices or breach of statutory regulations to the Facilities Manager
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety
- Ensure all accidents are investigated appropriately and reported immediately to the Facilities Manager

## **Special obligations of Classroom Teachers**

The Class Teacher is responsible for the safety of students in the classrooms, laboratories and workshops; Teachers have traditionally carried this responsibility.

Class Teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- Follow the health and safety procedures applicable to their area of work and setting a good example
- Give clear oral and written health and safety instructions and warnings to students as often as necessary
- Ensure the use of personal protective equipment and guards where necessary
- Make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation
- Report all accidents, defects and dangerous occurrences to the Facilities Manager

## **Obligations of all Employees and Volunteers**

Apart from any specific responsibilities which may have been delegated to them, all employees and Volunteers must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- Carry out all work in accordance with the policy and risk assessment any tasks that form part of the response to COVID 19
- Be responsible for reporting any health and safety risks related to COVID 19
- Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety
- Act in accordance with any specific H&S training received
- Report all accidents and near misses in accordance with current procedure
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Report to the Facilities Manager all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## Obligations of Contractors

- When the premises are used for purposes not under the direction of the Principal e.g. The provision of facilities for Lettings, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Facilities Manager of any risks that may affect the school staff, students and visitors
- All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher or their representative will take such actions as are necessary to protect the safety of school staff, students and visitors

## PARENTS

- Adhere to any recommendations from the school to help reduce the risk of transmission.
- Keep their child at home, if they or anyone within the household display symptoms of COVID 19 or if advised by the school or another appropriate Body (GP or NHS Track and Trace)
- Adhere to drop off and collection points as per school arrangements.
- Ensure their child understands and is aware of any protective measures put into place by the school and encourage them to comply.
- Ensure their child does not mix socially outside of school, other than permitted by the current government guidance

## Students

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, including new arrangements in response to COVID 19, in particular making staff aware if they feel unwell.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

## **ARRANGEMENTS**

### **Introduction**

The designated responsible person for Health and Safety is the Business Manager and the Facilities Manager.

All staff should read the complete Health and Safety Policy and a record must be retained to evidence it has been read / received by the staff. This should include part time staff and volunteers.

While under the Covid 19 pandemic restrictions everyone who comes onto site is expected to wear a face mask; (unless medically exempt), wash and sanitize their hands on a regular basis. Hand sanitiser is available at various locations within the buildings and hand wash stations are placed by external doors.

### **Monitoring Arrangements**

The Governing body recognises the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways: -

The governing body will be given termly reports on:

- Accidents/incidents, results of internal or external Health and Safety inspections, maintenance reports and defects reports
- A Governor on behalf of the governing body shall carry out an annual visual inspection of the school and report any issues, which arise to the governors' committee
- Safety representatives, as appointed by staff, shall be allowed time to inspect/monitor the school and report any issues to the Facilities Manager

In order to help this process the Governing Body will ensure that:

- Appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- All reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and any other bona fide Health and Safety Officials

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported. The Facilities Manager will ensure that the accident is investigated and reported to the Health and Safety Executive as appropriate.

#### **Reporting Defects Procedure**

- Any member of the school staff who discovers any defect shall contact the site supervisors or the facility manager via the School Support Request System.
- The site supervisors will take the necessary steps to:-
  - have the defect rectified either by local repair or by an external contractor
  - Ensure, as far as is reasonably practicable, that no accident happens prior to the correction of the defect. If necessary, all staff will be informed of the possible hazard and/or the area concerned will be taken out of use
  - If the defect is likely to affect the "normal" running of the school the Head teacher (if he/she is not the person responsible), shall be informed immediately and he/she shall in turn inform the Governing Body

## **Asbestos**

The Facilities Manager is responsible for ensuring that the school Asbestos Log is available to all contractors prior to starting any work on the premises.

Asbestos is present in the older buildings and mostly confined to ceiling tiles, floor tiles, and core building fabric. Staff must not affix anything to ceilings etc. without first obtaining approval from the Facilities Manager. Areas containing Asbestos are identified with warning stickers.

Staff must report any damage to asbestos materials immediately to the Facilities Manager.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Facilities Manager will then arrange for the area to be made safe before use may recommence.

## **Cash Handling**

In order to minimise the risk of theft, the following guidance will be followed:

- The Finance Manager should arrange to have cash deposited in a bank once per week (or more often if the amount of cash approaches our insurance limit)
- Ensure that any cash to be stored on the school premises overnight is stored in the school safe
- Safe keys should not be left on the school premises at night and must only be carried by authorised staff
- Money should not be stored in teachers/office desks under any circumstances
- It is advisable that when money is being counted, that the door to the room is locked

## **Cash Transportation**

Every care must be taken to safeguard staff when money is being taken to the bank.

- A secure means of transporting is to be used via a security collection company for the main banking
- If transporting money by car, all doors should be locked and out of sight in the rear of the car
- Avoiding regular and predictable procedures
- When large amounts of cash are involved, an escort will be used.

## **Catering**

The Catering Manager is responsible for the safe operation of the catering facilities.

They must:

- Be familiar with the school Health and Safety Policy
- Make reference to any safety documents issued
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents

- Inform the Business Manager or Facilities Manager of any potential hazards or defects
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned

School staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.

## **CCTV**

A CCTV system is installed for the purpose of monitoring the school, its car parks and surrounding areas to identify criminal activity occurring and for the purpose of securing the safety and well-being of the school community and its visitors.

External cameras are primarily focussed on entrances and exits or traffic routes around the site, internal cameras cover general areas such as corridors, dining areas and classrooms where CCTV has been deemed as required, such as IT suites.

Cameras are focused where-ever possible to cover just the school premises. Where this is not possible, privacy filters are installed to ensure recording residential premises does not take place.

Warning signs are displayed across the school in accordance with the Data Protection Act that are covered by CCTV.

## **Cleaning**

The Facilities Manager is responsible for ensuring the safe maintenance and cleaning of the school premises in accordance with the Head teacher's instructions.

Cleaning Staff have been issued with correct PPE and COSHH information is readily available for each cleaning solution in use.

## **Contractors**

The Business Manager and the Facilities Manager are responsible for the selection and management of contractors in accordance with the school policy.

## **Transport**

Minibuses are used by members of staff to transport students only when they have taken a Drivers Assessment and been certificated, a copy of which is kept in the Finance office.

## **Curriculum Safety** (including out of school learning activities)

All Directors of Learning and Subject Leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

### **Display Screen Equipment**

A self-assessment form for DSE is available for use by teachers and admin support staff from the Facility Manager; this should be returned to the Facility Manager for evaluation once completed.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Educational Visits**

The Principal and the Educational Vocational Coordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits. All staff must be familiar with this policy when undertaking a visit.

### **Electrical Equipment**

The Facilities Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

All staff must be familiar with the school procedures and report any problems on the Facilities Support desk. Staff are reminded that they must not bring electrical equipment into school without the permission of the Facilities Manager or Principal.

### **Fire Precautions and Emergency Procedures**

The Facilities Manager will ensure that:

- A Fire Risk Assessment is completed and reviewed regularly
- The school Critical Incident Plan and evacuation procedures are regularly reviewed
- That an emergency fire drill is undertaken every term
- The preparation of specific evacuation arrangements for staff or students with special needs
- The formal maintenance and regular testing of the fire alarm and emergency lighting
- The maintenance and inspection of the fire fighting equipment
- The maintenance of exit/escape routes and signage
- Supervision of contractors undertaking hot work

All staff must be familiar with the school fire safety policy, the emergency management plan and evacuation procedures.

## **First Aid Provision**

The following principles apply to the provision of First Aid:

- The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents
- Staff will follow the procedure in dealing with accidents
- Any cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'
- A record must be made of all accidents, which require first aid to be administered to a member of staff, student or other person - either on the School premises or engaged in activities sponsored by the school (including visits). This applies to every case where first aid is given whether from a remote first aid location or the medical room
- First-aid materials are held at various locations throughout the school at locations determined by the Principal or the School Business Manager. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked regularly for stock level, use by date, contamination, etc. by the school lead First Aider
- Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities
- The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained in first-aid and hold the appropriate qualifications with these being renewed as appropriate
- Staff are NOT allowed to administer any medicine or tablets unless authorised to do so by a written letter of consent held on the students file.
- All first Aid is administered following the School First aid policy and Supporting Students with Medical Conditions Policy

## **Grounds Maintenance**

The Facilities Manager is responsible for grounds maintenance, which is outsourced on the school site.

## **Hazardous Substances (COSHH)**

The Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head teacher or Facilities Manager

Products with low toxicity routinely used in the classrooms must be stored securely and only used under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in Technology and Science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

## **Insurance**

The School Business Manager will ensure that insurance is in place to cover both the cost of loss or damage to property and its contents.

## **Use of the Premises outside School Hours**

The Facilities Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy.

## **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Site Supervisors / Facilities Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. There is separate guidance available for staff undertaking home visits including risk assessments.

## **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are under the control of the Business Manager and the Facilities Manager.

Where Directors of Learning hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Facilities Manager and Director of Learning. Staff must not attempt to repair equipment themselves unless they are trained to do so.

## **Manual Handling and Lifting**

The Principal will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Manager to provide staff that are trained in manual handling.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff that assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **PE Equipment**

The Head of PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of PE.

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

The need for PPE has been identified in Risk Assessments. It is the Head of Departments responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head of Department.

Face masks are mandatory while on the school site for all staff, visitors and students; unless they have a medical exemption.

All contractors are expected to wear PPE while working within the school site, this includes masks and gloves.

## **Risk Assessments**

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school by the various departments.

Directors of Learning, Assistant Directors of Learning and Subject Leaders will undertake risk assessments for their specialist areas.

The Facilities Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff that organise and lead school visits.

## **Trades Union Safety Representatives**

The Trades Union school safety representatives can be contacted through your respective union.

Safety representatives have the following major functions:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive

## **Security/Violence**

The Facilities Manager is responsible for the security of the school site and will arrange for regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Facilities Manager is also responsible for the security of the site during and after school use.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Principal.

## **Site Maintenance**

The Business Manager and Facilities Manager are responsible for the maintenance of the school premises.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Principal.

All staff are responsible for reporting any damage or unsafe condition to the Facilities Manager immediately via the support desk.

## **Smoking**

It is illegal to smoke anywhere on the school premises, this includes e-cigarettes. Please see the ' Drugs Education Policy'.

## **Staff Training & Development**

The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

## **Stress**

The Governing Body and Principal are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect
- Training to enable them to carry out their jobs competently
- Control to plan their own work and seek advice as required
- Involvement in any major changes
- Clearly defined roles and responsibilities
- Consideration of domestic or personal difficulties
- Individual support, mentoring and referral to outside agencies where appropriate

## **Supervision of Students**

The supervision of students before and after school and at break times is organised by a duty rota.

Staff on duty are responsible for ensuring that:

- All areas of the school are effectively patrolled
- That all members of staff are aware of their individual responsibility
- That new members of staff are instructed in the procedures
- That provision is made for staff absence

- Members of staff are responsible for ensuring that their duty is performed diligently and effectively by:
  - Patrolling throughout the entire time of the duty
  - Being vigilant throughout the time of the duty
  - Asking for cover of known absences in advance
- Students should only remain on site after the end of the school day if they are taking part in an organised activity, or have been placed in detention by a member of staff. In these instances they are the responsibility of the member of staff organising the activity or the detention.

## **Visitors**

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists etc. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

## **Working at Height**

The Facilities Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Facilities Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Supervisors to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady you.