



Health & Safety

Llanwern High School

November 2016

Date Agreed:

Chair of Governors: Ann Lewis

Headteacher: Robert King

Date to be Reviewed:

Health, Safety & Wellbeing Policy Statement

Llanwern High School recognises that health, safety and well-being are integral to the organisation's work of delivering a better environment and improving people's lives.

By keeping our staff, pupils and visitors safe we protect our greatest assets. By working together we can create a safer, greener and healthier environment.

Author: S Littlejohn, Facilities Assistant (Health & Safety)



Safety must be at the centre of everything that we do;
If it isn't safe then don't do it. Do what is right and report it.

Everyone has a stake:

Every employee of Llanwern High School has a responsibility for health and safety, to make sure that you, and the people around you are safe.

Health and safety is often seen as a barrier that stops work from happening; in reality if a safe and healthy way of working is integrated into everyday activities it is an effective way of ensuring that services are maintained.

You will be provided with the training that you need in order to carry out your work safely; in return we ask you to think about safety and health as a fundamental part of your job and incorporate it in to your everyday working practices.

Governors have a vital role to play in leading health and safety and well-being.

Working with others:

It is not just employees who have a responsibility for health, safety and well-being. We will ensure that we are talking to all of our partners to make certain that 'My Well-being' message is communicated effectively.

Health and safety representatives, trades unions, suppliers, visitors and contractors all have an important role to play in ensuring that work is undertaken in a safe and healthy way. Clear and honest communication is key to achieving this.

Clarity in communication:

We must ensure that people understand what they must do in order to stay safe and healthy. It is therefore very important that policies, risk assessments, procedures, safe systems of work and any other document designed to communicate a safety or health message are clear, uncomplicated and intelligible.

Must be re-written to be clear and precise

Being open and honest:

Employees are our key asset and are vital in ensuring that health, safety and well-being issues are reported. Hiding concerns only makes things worse and has the potential to cause serious accidents.

Only if we know where the problems are can we make changes to make sure accidents and incidents do not happen, or do not happen again.

Similarly, we will all be honest where there have been failings and share our experiences so that lessons can be learnt.



You can be confident that there will not be a 'blame culture'. People who speak up about health, safety and well-being issues are the ones preventing tomorrow's accidents from happening.

Robert King, Acting Headteacher
Stephen Littlejohns, Health and Safety Officer

Ann Lewis, Chair of Governors

Date adopted:

Review Date:



Statement of Health & Safety Policy

Llanwern High School recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and the supporting legislation, to conduct its affairs in such a way that risks to the health and safety of employees, and other people, who may be affected, are properly managed and controlled.

Health & Safety Standards

The School is committed to continuous improvement and will work towards “best practice” in all its activities.

Arrangements will be made in all areas to achieve the following standards.

- 1.1 All hazards that present a risk to employees and/or other people’s health and safety will be subject to a risk assessment.
- 1.2 The significant findings of risk assessments will be recorded reviewed periodically and will be revised if circumstances change.
- 1.3 Following risk assessments measures will be taken to eliminate hazards or to reduce risks to the lowest level reasonably practicable. Measures taken shall follow the preferred hierarchy of risk control as set down in the Management of Health and Safety at Work Regulations 1999.
- 1.4 Managers will ensure that arrangements are made to implement the health and safety measures that are identified in risk assessments and will monitor and review the effectiveness of the measures.
- 1.5 Risk Assessments, the Health and Safety Policy, subject area policies and any other appropriate documents will be brought to the attention of all relevant employees.
- 1.6 All employees will receive comprehensible information, instruction and training relevant to the work they undertake and their knowledge, experience and abilities.
- 1.7 Employees who are line managers will be trained so that they are competent to discharge their health and safety responsibilities.
- 1.8 Emergency procedures will be devised and staff instructed accordingly.
- 1.9 Adequate first aid arrangements will be made for all staff.
- 1.10 Health surveillance of employees will be arranged where identified as being necessary in the risk assessment.
- 1.11 All accidents will be investigated, recorded and reported with the aim of improving health and safety measures.
- 1.12 Measures will be taken to ensure that appropriate work equipment is selected, used and maintained in such a way that risks to health and safety are minimised.

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Organisation (People & Responsibilities)

This section provides the principal roles and responsibilities for health, safety and well-being in Llanwern High School.

Health, safety and well-being must be treated as an integral part of the management function within the School and as such must be managed like any other process.

Members of the Governing Body shall:

- Ensure that suitable resources and strategic direction are available to discharge the School's health, safety and well-being responsibilities.
- Monitor, via reports, the overall performance of the School's health, safety and well-being arrangements.
- Challenge, consult and communicate with Headteacher on matters relating to health, safety and well-being.

The Headteacher shall:

- Take overall responsibility for health, safety and well-being across Llanwern High School.
- Promote the implementation, monitoring and reviewing of health, safety and well-being policies and arrangements.
- Ensure all work related hazards are identified and suitable and sufficient risk assessments are undertaken including identifying suitable control measures.
- Ensure that all employees, or others involved in their undertaking, comply with the local health, safety and well-being arrangements including emergency procedures, safe working procedures and use of personal protective equipment.
- Monitor and enforce the identified control measures, safe working procedures and use of personal protective equipment.
- Ensure employees have adequate levels of competency and training to complete their work tasks safely and where necessary are provided with appropriate health, safety and well-being training relevant to the identified hazards in their work.
- Report and investigate incidents as required.
- Ensure that accurate records are kept.
- Maintain close liaison with safety representatives to promote co-operation on health, safety and well-being issues.
- Inform key personnel of any health, safety and well-being issues i.e. SLT, Leader of Learning and members of the Health and Safety Team.
- Support his/her staff to meet their health, safety and well-being responsibilities.

The Senior Leadership Team shall:

- Provide strategic direction and ensure effective, robust health, safety and well-being arrangements exist in all areas of the school.
- Promote health, safety and well-being as a vital component of efficient and effective service delivery.

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- Promote continuous improvement and consistent health, safety and well-being standards across all areas of the school.
- Support Managers and the Site Teams to address health, safety and well-being throughout Llanwern High School, in line with best practices and legislative requirements.
- Support the Headteacher in meeting their health, safety and well-being responsibilities.

Leaders of Learning/Subject Areas shall:

- Ensure the implementation of policies and associated documents in their service areas.
- Ensure the competence of their staff within their area by directing them to identify and attend appropriate health, safety and well-being training courses.
- Monitor performance by receiving relevant health, safety and well-being information from their managers including accident statistics and results of audits or inspection and ensure appropriate action has been undertaken.
- Consult with and be advised as appropriate by the Health and Safety Team.
- Ensure sufficient resources are allocated to meet the health, safety and well-being requirements in their service areas.
- Incorporate health, safety and well-being into their plans.
- Ensure employees or others who may be affected, are involved and consulted on relevant health, safety and well-being matters in good time and that their views are considered.
- Support the Senior Leadership Team to meet their health, safety and well-being responsibilities.

Facilities and Premises Managers (or those with premises responsibilities) shall:

- Complete the relevant Premises Managers' training.
- Familiarise themselves and implement the appropriate health and safety policies/guidance relevant to their role as Premises/Facilities managers, as well as any specific departmental requirements.
- Ensure the competency of the first point of contact at the premises by arranging appropriate health and safety and/or building related training.

Other School Staff:

- Take reasonable care of their own health, safety and well-being and that of others who may be affected by their actions.
- Read and understand the School's Health and Safety Policy and the relevant health and safety documents.
- Co-operate with management and others on health, safety and well-being matters including:
 - Following risk control measures and safe working procedures
 - Reporting any accident, incident or dangerous occurrence to enable prompt investigations to prevent recurrence
 - Carry out and document relevant user checks and inspections
 - Report any hazards or defects associated with plant and equipment, and ensure its proper use

- Attend suitable and appropriate training relevant to the job role
- Support managers and others in meeting their health, safety and well-being responsibilities

Newport City Council Corporate Roles and Responsibilities:

People & Transformation (Human Resources) Team shall:

- Promote continuous improvement in the health, safety and well-being standards.
- Assist managers who are dealing with employee relation issues which arise from health, safety and well-being matters.
- Participate in the development, application and review of health, safety and well-being, Occupational Health and Employee Assistance Programme standards, policies and arrangements.

Health and Safety Team shall:

- Provide appropriate advice and guidance in line with health, safety and well-being legislation and best practice.
- Assist and support School Officers with Health and Safety Executive (HSE) or other Enforcement Officers' visits and investigations
- Provide a range of services for areas in relation to their health, safety and well-being responsibilities including:
 - Departmental Areas with risk assessment, development of safe working procedures and accident/incident investigations
 - Assist with audits and inspections and ensure appropriate action plans are produced
 - Monitor and support the School's Health and Safety Groups/Meetings
- Provide constructive and appropriate feedback, interventions / training requirements on health, safety and well-being matters
- Promote continuous improvement in the health, safety and well-being standards

Property Services Team shall:

- Liaise, monitor and provide support to facility/premises managers on specific health and safety responsibilities as set out in NCC documentation including, but not restricted to:-
 - Legionella
 - Asbestos
 - Electricity
 - Gas
 - Fire
 - Glazing



Trade Union Safety Representatives shall (with reasonable time off):

- Inspect the workplace, investigate accidents and represent employees at health, safety and well-being groups / meetings in accordance with their statutory functions. (Safety Representatives and Safety Committees Regulations 1977)

Arrangements

The arrangements provided in this Policy are not exhaustive and specific documents, arrangements and/or guidance may be issued.

Supplementary Policies and Guidance

Specific topic related policies may be produced where there is legislation attributed to the subject matter, e.g. Asbestos, Fire, or specifically identified need for policy arrangements.

Where there is no specific legislation or identified need then subject related guidance or procedures may be produced.

Health, Safety and Well-being Information

Health, Safety and well-being related documentation can be found on the Newport City Council intranet/my work/my well-being, the P drive under T/Estate Maintenance/Health and Safety or from the Health and Safety Team.

Information will be circulated as required via the School communication mediums including display screens, noticeboards, e-mails, P - Drive and school bulletin.

Risk Assessments

There is no specific risk assessment legislation, however the Management of Health and Safety at Work Regulations 1999 place a duty on employers to make suitable and sufficient assessments of the health and safety risks to which employees (and others not in its employment e.g. contractors, visitors, service users and members of the public) may be subjected due to its work activities, work organisation or premises.

Risk management is the foundation of health and safety. To enable the School to develop a good risk management culture, the School has a health and safety risk assessment procedure which has been developed in line with Health and Safety Executive's guidance '5 Steps to Risk Assessment'.

Specific policy, guidance and associated forms have been developed to support managers in meeting the school's duty.

Specialist or individual risk assessments must be carried out in circumstances where a generic risk assessment is not suitable or sufficient. These are either linked to specific legislation e.g. new and expectant mother assessments, or where the risks presented by the activity are of greater

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severity/there are unique circumstances which are presenting transient hazards e.g. pupil's or staff medical condition.

Training

The School recognises its responsibility to provide health, safety and well-being information, instruction and training relevant to the employee's job role. Managers must identify any training requirements and maintain appropriate records to ensure any refresher or requalification training is kept up to date.

Induction training for new employees must take place, within 1 week of arrival (preferably 1 day).

Work related training for new and existing employees must be carried out to ensure employees are competent to undertake the tasks required as part of their job role. Managers must ensure that all training provided is documented and include any refresher or requalification dates.

Accident/Incident and Violence at Work Incident Reporting

To enable the School to meet its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and to assist with preventing recurrence of incidents, an incident reporting and investigation procedure has been developed.

All incidents including injury to person, damage to articles or property, near misses, acts of violence towards employees and dangerous occurrences must be reported using the accident forms found on the T Drive or available in the staffroom and sent to the Facilities Officer (Health & Safety) and Headteacher.

Where required, a member of the Health and Safety Team will submit the relevant reporting form to the Health and Safety Executive to meet the Council's duties under RIDDOR.

Violent incidents must be reported to the Health and Safety Team using the violent incident reporting form.

First Aid

The School has a duty to ensure that there are sufficient numbers of trained first aiders, suitable provision of equipment and sufficient facilities available to provide adequate first aid cover across all areas of the school.

All Facilities and Premises Managers must complete a First Aid Provision assessment to ensure that there are adequate first aid arrangements. The provision assessment must take account of any third parties or services that share the building to ensure that there is adequate first aid equipment and qualified first aiders for all foreseeable injuries and events.

The maintenance and restocking of first aid facilities may be delegated by the Facilities/Premises Manager to a nominated First Aider. The Facilities/Health and Safety officer will ensure adequate and timely arrangements are in place for purchasing replacement first aid supplies.



Fire and Emergency Procedures

A specific fire policy is in place to provide advice and guidance to managers. The school provides a framework for managing fire safety using the fire risk assessments which have been undertaken for the school in general and specific areas of learning.

Facilities and Health and Safety officer must ensure that the fire and emergency procedures are in place in line with the risk assessment and that processes and equipment are regularly tested e.g. weekly fire alarm tests, fire drills. The Facilities and Health and Safety officer will also ensure all documentation including on-site log books and electronic recording systems are kept up to date.

All staff must co-operate with any provisions put in place to mitigate the risk of fire and participate with any training and evacuation drills

Joint Consultation

The School recognises the importance of, and its legal duties around, consultation on health, safety and well-being matters. The School has various consultation forums including a health and safety committee that meets on a termly basis. Leaders of Learning and trade union safety representative are able to attend.

Purchasing / Hire of Machinery (including second hand)

Areas of learning that are considering purchasing or hire of new or second hand equipment must carry out an assessment of the equipment's intended use, training, specific hazards (e.g. vibration) and maintenance requirements prior to purchasing. Before staff or pupils purchase any equipment, it is strongly advised to consult with a member of the Health and Safety Team, before purchasing/hiring any machinery/equipment that is likely to have any significant effect on the health, safety or well-being of staff or pupils.

Personal Protective Equipment (PPE) and Clothing

Where identified as part of the risk assessment process, the School will provide the appropriate protective equipment and clothing at no cost to the member of staff. However, an employee may be charged in the event of loss or damage due to neglect or abuse.

All staff and pupils are required to wear, use and store the provided safety equipment in accordance to the information and instructions received. Staff and pupils must report any damaged or defective equipment immediately to line managers, Health and Safety officer and where appropriate the Headteacher.

Occupational Health and Employee Assistance Programme

The School has access to Occupational Health advice to assist and support staff.

The Occupational Health provision provides health surveillance, information to assist in the



employee's' sickness management and guidance on rehabilitation back to work.

The Newport City Council's Employee Assistance Programme gives employees access to counselling service via a management referral or self-referral.

Musculoskeletal Disorders / Mental Health Conditions

The School recognises its responsibility to support and assist employees with diagnosed medical conditions. A referral system is in place, enabling employees to access Occupational Health and obtain specialist assessments to assist managers in making reasonable adjustments within the workplace.

Welfare Provisions

The School will ensure that welfare provisions including toilets, rest areas, access to water etc. comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended).

Monitoring and Review

The School is committed to promoting a positive health, safety and well-being culture and a process of continuous improvement.

Managers and supervisors have a responsibility on a day to day basis to monitor the workplace conditions and systems of work and, where things have gone wrong, investigate and put in place remedial actions. Leader of Learning will carry out workplace inspections periodically, with assistance upon request from a member of the Health and Safety Team.

A programme of audits will be carried out by the Health and Safety Team on a risk prioritised basis.

Key performance measures will be submitted to the School Senior Leadership Team, reporting to the school's Governors Health and Safety meeting, matters of health, safety and well-being.