



Coleg Llanymddyfri  
Llandovery College

## **Health & Safety Policy**

September 2019

**LLANDOVERY COLLEGE**  
**HEALTH AND SAFETY POLICY**  
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### DISTRIBUTION OF COPIES

Master Copy	Warden
Copy One	Chair of Governors
Copy Two	Premises Manager
Copy Three	Staff Room – all staff
Copy Four	Administration Office for Visitors, Contractors & Parents Viewing

**REVIEW PROCEDURES**

The Health and Safety Policy for Llandovery College will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

**STATEMENT OF INTENT**

**LLANDOVERY COLLEGE**

Llandovery College recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the College.

We are committed to:

- a. Providing a safe and healthy working and learning environment
- b. Preventing accidents and work related ill health
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks
- e. Ensuring safe working methods and providing safe work equipment
- f. Providing effective information, instruction, training and supervision
- g. Consulting with employees and their representatives on health and safety matters
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective
- i. Setting targets and objectives to develop a culture of continuous improvement
- j. Ensuring adequate welfare facilities exist throughout the school
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**(Chair of Governors)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**(Warden)**

**Date** \_\_\_\_\_

## **ORGANISATION**

### **1.0 INTRODUCTION**

- 1.2 In order to achieve compliance with the Statement of Intent the College's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### **2.0 THE GOVERNING BODY**

- 2.1 The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils
- b) The Warden is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted
- d) Sufficient funds are set aside with which to operate safe working practices
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

### **3.0 THE WARDEN**

- 3.1 Reporting to the Governing Body, the Warden has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this

- a) The Warden will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant
- b) The Warden provides the final authority on matters concerning health and safety at work
- c) The Warden will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner
- d) The Warden delegates specific responsibility for the implementation and monitoring of the Health & Safety Policy to Kit Lawson, Estates and Operations Manager

#### **4.0 ESTATES AND OPERATIONS MANAGER**

4.1 The Estates and Operations Manager, working in conjunction with the College's Health & Safety Consultants, Judicium and the Health & Safety Committee, will advise the Warden on health and safety policy. Acting for and on behalf of the Warden, the Estates and Operations Manager has the responsibility for implementing and monitoring the policy through the organisational structure.

The Estates and Operations Manager achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives
- d) All staff are provided with adequate information, instruction and training on health and safety issues
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them
- f) Risk assessments of the premises and working practices are undertaken
- g) Safe systems of work are in place as identified from risk assessments
- h) Emergency procedures are in place
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the school is completed termly.

**5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

5.1 This includes the Senior Leadership Team, Housemasters/mistresses, Prep and Faculty Leads. They must:

- a) Apply the College's Health & Safety Policy to their own department or area of work and be directly responsible to the Warden for the application of the health and safety procedures and arrangements
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Warden
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Warden any problems to which they cannot achieve a satisfactory solution within the resources available to them
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- h) Ensure all accidents are investigated appropriately
- i) Include health and safety in the annual report for the Warden

**6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the health and safety procedures applicable to their area of work
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- d) Ensure the use of personal protective equipment and guards where necessary



- e) Make recommendations to the Warden or the Estates and Operations Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with statutory requirements for safety education
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the College without prior authorisation
- i) Regularly check their classrooms for potential hazards and report any observed to the the Warden or the Estates and Operations Manager
- j) Report all accidents, defects and dangerous occurrences to the Warden or the Estates and Operations Manager

## **7.0 OBLIGATIONS OF THE KITCHEN MANAGER**

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the College Health & Safety Policy
- b) Prepare risk assessments for all catering activities
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- d) Inform the Warden or the Estates and Operations Manager of any potential hazards or defects
- e) Be familiar with the current Food Safety legislation and the implications so far as the College is concerned

College staff must not use the catering facilities and equipment without the prior agreement of the Estates and Operations Manager and Kitchen Manager.

## **8.0 HEALTH AND SAFETY COMMITTEE**

The College's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative

- 8.1 The Committee will review all health, safety and security matters, including a review of

policy at least annually.

- 8.2 The Committee will advise the Warden and the Estates and Operations Manager, of any current issues in respect of health, safety and security.
- 8.3 The Health and Safety Committee will comprise of the Deputy Warden, the Estates and Operations Manager, academic, boarding and Prep leaders and other staff as appropriate

## **9.0 OBLIGATIONS OF ALL EMPLOYEES**

9.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- b) Observe all instructions on health and safety issued by the Governing Body, College or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific H&S training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- g) Inform the Warden or the Estates and Operations Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- h) Inform the Warden or the Estates and Operations Manager of any shortcomings they identify in the Academy's health and safety arrangements
- i) Exercise good standards of housekeeping and cleanliness
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

## **10.0 OBLIGATIONS OF CONTRACTORS**

- 10.1 When the premises are used for purposes not under the direction of the Warden e.g. the provision of school meals, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control

- 10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Warden or the Estates and Operations Manager of any risks that may affect College staff, pupils and visitors
- 10.3 All contractors must be aware of the Health & Safety Policy and emergency procedures and comply with these at all times
- 10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Warden, the Estates and Operations Manager or other senior staff will take such actions as are necessary to protect the safety of College staff, pupils and visitors

#### **11.0 PUPILS**

- 11.1 Pupils, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others
  - b) Observe standards of dress consistent with safety and/or hygiene
  - c) Observe all the health and safety rules of the College and in particular the instructions of staff given in an emergency
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

## PROCEDURES AND ARRANGEMENTS

### Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Warden or Estates and Operations Manager who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

### Asbestos

The Estates and Operations Manager is responsible for ensuring that the College Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the the Warden or the Estates and Operations Manager.

Staff must report any damage to asbestos materials immediately to the Warden or the Estates and Operations Manager.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Warden will immediately notify the Head of the Governing Body.

### Contractors

The Estates and Operations Manager is responsible for the selection and management of contractors in accordance with the College policy.

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

All staff as appropriate are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

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**

The Estates and Operations Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

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

### **Educational Visits and Journeys**

The Deputy Warden and the Estates and Operations Manager are responsible for ensuring that all school trips are managed in accordance with the College policy for educational trips which all teachers must be familiar with.

### **Electrical Safety**

The Estates and Operations 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.

The Estates and Operations Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with College procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Warden.

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

The Warden is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually
- b) That the College emergency plan and evacuation procedures are regularly reviewed
- c) The provision of fire awareness training to all staff
- d) That an emergency fire drill is undertaken every half term
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs

The Estates & Operations Manager is responsible for:

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- a) The formal maintenance and regular testing of the fire alarm and emergency lighting
- b) The maintenance and inspection of the firefighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

### **First Aid**

The names of the College's qualified First Aiders are displayed on the notice board in the Scruffery.

First Aid supplies are kept in the Medical Centre and it is the responsibility of the Medical Centre Manager (Nurse) to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the College arrangements for First Aid.

### **Hazardous Substances**

The Estates and Operations 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 Warden. The Estates and Operations Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **Inclusion**

Llandoverly College complies with the College policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Warden is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

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The Inclusion lead/SENCO and academic leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Deputy Warden.

### **Lettings/shared use of premises/use of Premises outside School Hours**

The Warden is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the College Health & Safety Policy and other appropriate policies.

The Estates and Operations Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **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 Warden or the Estates and Operations Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines & Drugs**

No pupil is allowed to take medication on the College site without appropriate consents from his/her parent/carer.

Staff must notify the Warden if they believe a pupil to be carrying any unauthorised medicines/drugs.

The College policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estates and Operations Manager.

Where staff 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 Estates and Operations Manager. Staff must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

The Estates and Operations Manager 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 Estates and Operations Manager for assistance.

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

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

### **PE Equipment**

The Head of Sport is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils, ensuring:

- Risk assessments have been completed for all PE activities and all staff must be familiar with these
- Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor
- All PE equipment is visually checked before lessons and returned to the designated store area after use

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Estates and Operations Manager.

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

Where the need for PPE has been identified in Risk Assessments, it is the Estates and Operations Manager's responsibility to ensure adequate supplies of suitable PPE.

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

Any staff member or pupil 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 Estates and Operations Manager.



### **Risk Assessments**

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

The Warden is responsible for undertaking general risk assessments with the exception of the following:

Appropriate staff will undertake risk assessments for their specialist areas.

The Estates and Operations Manager will undertake risk assessments for maintenance and cleaning.

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

### **Security/Violence**

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

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

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the College 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 College where assistance is available. The Warden should be notified in advance of these meetings where possible.

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

### **Site Maintenance**

The Estates and Operations Manager is responsible for ensuring the safe maintenance of the College premises and grounds and for ensuring cleaning standards are maintained.

The Estates and Operations Manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Warden.

All staff are responsible for reporting any damage or unsafe condition to the Estates and Operations

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Manager immediately. Staff will contact the Estates and Operations Manager by mobile if the matter is urgent.

### **Smoking**

It is not permitted to smoke anywhere on the College premises.

### **Staff Training & Development**

The Warden 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 College induction process.

All staff will receive fire awareness training on an annual basis.

Staff 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.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **Stress**

The College Governors and Warden 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

### **Swimming**

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers.

Deep and shallow ends must be clearly marked and ideally divided by a rope wherever possible. Lifesaving devices must be located around the poolside. All teachers and pupils must be made aware of facility Emergency Evacuation Procedures.

### **Visitors**

All visitors must sign in and out at the College reception desk. This includes parents and peripatetic

teachers/specialists. A badge will be issued which must be worn at all times in College.

Visitors to the College will be made aware of the emergency procedures and other safety information as is relevant. Visitors 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 Estates and Operations Manager is responsible for the purchase and maintenance of all ladders in the College.

All ladders must conform to BS/EN standards as appropriate.

The Estates and Operations Manager is also responsible for completing risk assessments for all working at height tasks in the College.

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 Estates and Operations Manager 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 yourself.

**Appendix 1 – Organisational Chart**

**Appendix 2 – Supporting Policies and Procedures**

**Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet**

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safe Guarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
6. Fire risk assessment and procedures