



# Health & Safety Policy

August 2017

This document is produced in respect of Monmouth Comprehensive School only and is published in addition to the Council's Statement of Safety Policy and in conjunction with the Children and Young People policy statement.

## Statement of Intent

The governing body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health and safety and welfare of employees, and (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, students and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of the safe methods and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

**Signed:**



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Mrs Vicky Smith  
(Chair of Governors)

**Date: 25<sup>th</sup> August 2017**

**Signed:**



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Mr Vaughan Davies  
(Headteacher)

**Date: 25<sup>th</sup> August 2017**

### **Duties of the Governing Body**

1. In the discharge of its duty the governing body, in consultation with the Headteacher, will:
  - a) make familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
  - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
  - c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
  - d) identify and evaluate all risks relating to:
    - accidents
    - health
    - school-sponsored activities, including work experience
  - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
  - f) create and monitor the management structure
  
2. In particular the governing body undertakes to provide:
  - a) a safe place for staff and students to work including safe means of entry and exit
  - b) plant, equipment and systems of work which are safe
  - c) safe arrangements for the handling, storage and transport of articles and substances
  - d) safe and healthy working conditions which take account of all appropriate
    - statutory requirements
    - codes of practice whether statutory or advisory
    - guidance whether statutory or advisory
  - e) supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
  - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
  - g) adequate welfare facilities



3. So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary, and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
  - a) this policy
  - b) all relevant and health and safety matters
  - c) instructions and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk

### **Duties of the Headteacher**

1. Responsible for advising the Chief Officer for Children and Young People, in writing of any improvement necessary where these cannot be progressed through usual reporting procedures.
2. To encourage those with delegated managerial responsibilities to observe high standards of health, safety and hygiene and should review their performance regularly.
3. As well as the general duties which all members of staff have the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Subject Leaders, senior members of staff, teaching and others as appropriate.
4. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at times.
5. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
6. Ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
7. Ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
8. Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled.

9. Consult with members of staff, including the safety representatives, on health and safety issues.
10. Arrange systems of risk assessment to allow the prompt identification of potential hazards.
11. Carry out periodic reviews and safety audits on the findings of the risk assessment.
12. Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
13. Encourage staff, students and others to promote health and safety.
14. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
15. Encourage all employees to suggest ways and means of reducing risks.
16. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
17. Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
18. Monitor first aid and welfare provision.

### **Delegated Responsibilities**

It is the Head of Services (Health and Safety Co-ordinator) who has delegated responsibility for Health and Safety, to ensure procedures are carried out in accordance with the Headteacher's instructions.

### **Supervisory Staff**

1. All supervisory staff (e.g. Subject Leaders, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.



2. In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day to day responsibility for the implementation and operation of the school's health and safety policy within their relevant Faculty/departments and areas of responsibility
3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
  - a) safe methods of working exist and are implemented throughout their Faculty/department
  - b) Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
  - c) staff, students and others under their jurisdiction are instructed in safe working practices
  - d) new employees working within their Faculty/department are given instruction in safe working practices
  - e) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
  - f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
  - g) all plant, machinery and equipment in the Faculty/department in which they work is adequately guarded
  - h) all plant, machinery and equipment in the Faculty/department in which they work is in good and safe working order
  - i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the Faculty/department in which they work
  - j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the Faculty/department in which they work
  - k) toxic, hazardous and highly flammable substances in the Faculty/department in which they work are correctly used, stored and labelled
  - l) they monitor the standard of health and safety throughout the Faculty/department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - m) all the signs used meet the statutory requirements
  - n) all health and safety information is communicated to the relevant persons

- o) they report, as appropriate, any health and safety concerns to the appropriate individual

### **Duties of All Members of Staff**

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the Faculty/department in which they work. They should:
  - a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
  - b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
3. In particular all members of staff will:
  - a) be familiar with all safety policies and regulations as laid down by the governing body
  - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students so that wellbeing is supported.
  - c) see that all plant, machinery and equipment is adequately guarded
  - d) see that all plant, machinery and equipment is in good and safe working order
  - e) not make unauthorised or improper use of plant, machinery and equipment
  - f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
  - g) ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
  - h) report any defects in the premises, plant, equipment and facilities which they observe
  - i) take an active interest in promoting health and safety for yourself and others and suggest ways of reducing risks

All policies can be viewed at:

[\MONStaffShare\Policies \(MCC and School Based\)](#)





## Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe premises.
2. The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
4. When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
  - a) introduce equipment for use on the school premises
  - b) alter fixed installations
  - c) remove fire and safety notices or equipment
  - d) take any action that may create hazards for persons using the premises or the staff or students of the school
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
7. The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.