

Health and Safety Policy

SMT owner	Bursar
Reviewed by SMT	Y
Effective from	December 2020
Next review	December 2021
Governor approval (Y/N)? Approved by Board of Governors (if Y)	Y Y

1.1 THE GOVERNING BODY

The Governing body have overall health and safety responsibility. They need to ensure that effective structures are in place for managing health and safety risks at the school. Discharge of this responsibility is ensured through the appointment of a governors' H&S representative who attends the H&S committee meetings and reports directly to governors (see H&S Committee).

The Health and Safety at Work Act 1974 (HASWA) places duties on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees (section 2 HASWA) and the health and safety of persons not employed (section 3) but who may be affected by the work activities such as pupils and visitors. Employers have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations (COSHH).

1.2 THE HEAD

The School Head is responsible for making sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of the Senior Management Team to carry out her duties.

The School head has delegated Health and Safety duties to the Senior Management

Team while keeping overall responsibility.

1.3 SENIOR MANAGEMENT TEAM

The Senior Management Team (SMT) has accepted the duties from the School Head and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly, at least once per term.
- The health & safety policy statement reflects current SMT priorities.
- The management systems allow health & safety performance to be reported effectively. Issues and concerns are reported through the departments to the health and safety committee. Issues for action are then referred to SMT. This is in addition to urgent items which would be included on weekly meetings.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in Christ College, Brecon's annual report.
- There is time at all meetings, including SMT meetings, where health & safety is a standing agenda item.
- Managers may delegate Health and Safety responsibilities however they remain accountable.

1.4 DEPARTMENTAL MANAGERS/HOFS/HOMS/DIRECTOR OF SPORT/SUBJECT LEADERS

Departmental managers/Heads of Faculties' health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Pupils and staff in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Supervision, instruction and information is provided to pupils and staff in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from school activities in their area of responsibility.

- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the school is maintained at all times (Estates only).
- All pupils and staff receive adequate and appropriate health & safety training in their tasks.

Throughout this policy, 'management' means the person in charge of the Department/work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, team and so on.

Some of the above duties may be devolved by management although they remain accountable.

1.5 TEACHERS and SUPPORT STAFF

The health & safety responsibilities of teachers and support staff are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees and pupils about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their line manager and complete the accident form.

1.6 CONTRACTORS

- Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that the Christ College, Brecon may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public.
- Their employer must inspect scaffolding used by subcontractors employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The subcontractor must give the Facilities Manager information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition.
- Subcontractors must report any injury or damage caused by their employees to the Operations Manager or Project Manager.
- Subcontractor's employees must follow any safety instructions that the Operations Manager or Project Manager gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Subcontractors must carry a risk assessment on any substance or process that could harm health, and give the risk-assessment report to the Operations Manager before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Contractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the Project Manager before work starts and copies must be available on site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and this will be managed by the Christ College, Brecon nominated authorised person.
- Contractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health & safety file.
- The contractor's senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will

be the main way of transferring information.

- The subcontractors must make sure that they follow Christ College, Brecon contractor safety procedures.

1.7 DRIVERS OF VEHICLES SUPPLIED BY CHRIST COLLEGE, BRECON

Driver's health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow the road traffic regulations at all times.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the safety policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

1.8 COMPETENT PERSONS

Bursar

The Bursar fulfils the role of Competent Person¹ and is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the Competent Person may include:

- Co-ordinating the Christ College, Brecon's risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, Christ College, Brecon's insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

¹ As defined in the Management of Health and Safety at Work Regulations 1999.

- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of the Christ College, Brecon's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Ensuring that H&S Induction Checklist for new starters and long-term temporary employees are completed.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

CCHA coordinator

CCHA is a subsidiary of Christ College whose aim is to hire college premises for profit. This therefore entails third parties coming onto site which entails safeguarding and other risks. The Co-ordinator's responsibilities are to:

- Ensure that each those letting from the school are risk assessed
- Ensure that those letting from the school are aware of measures to ensure site safety and abide by them
- Ensure that those letting from the school have their own H&S arrangements in place.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an appropriate training course.

Supervision of first aid provision is the responsibility of the San.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure their own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Keep their manager informed of annual leave dates, wherever possible.
- Upon receiving first aid the patient will routinely be referred to the San for checking and possible referral to hospital or their GP. If the incident does not require this then the first aider will report the injury/accident to the San.

The San will:

- Oversee the training of all first aiders
- Act as the hub for all first aid provision

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- Identify and prioritise safety issues.
- Identify training requirements for employees.
- Review safety records including accidents and incidents.
- Agree changes in working practices, if required.
- Review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a cross-section of the Christ College, Brecon's activities and therefore have a wide practical knowledge of the processes and activities undertaken within the Christ College, Brecon.

The H&S committee will include a governor's representative who will report to the GP committee and, in turn, will report to the full governing body.

Appendix 1: H&S Statement

Health and Safety Policy Statement

Christ College, Brecon is committed to pursuing excellence in everything it does and this includes the management of health and safety.

Christ College, Brecon (CCB) will comply with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to its operations.

Occupational health and safety policy and arrangements will be proportionate to the level of safety and health risks arising from CCB's activities.

CCB accepts the duty to prevent injury and ill health to employees, students, visitors, contractors and temporary workers, as well as any members of the public who might be affected by its activities.

This policy will be communicated to all employees and stakeholders who may be affected by CCB's operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health and Safety policies and procedures have been developed for our activities. All relevant information is available from the Bursar.

The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

CCB is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every two years, or when there are changes in the nature and scale of our operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

Commitment

I and the other members of the governing body are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the School. We expect every member of the School to share this commitment and to work together to achieve it.

Signed: *Michael CR Davies*

Professor Michael Davies (Chair of the Board of Governors)

December 2020