



## **Ysgol Plas Brondyffryn Health and Safety Policy**

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol – Secondary Site- SLD

Gerddi Glasfryn – Residential Site

*Please note that whenever the terms Brondyffryn or School appear they are therefore referring to all of the above sites.*

### **1. Description of School and its Community**

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) and associated specific learning difficulties aged 3-19 years. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language; however, education can be provided through the medium of Welsh if requested by the family and detailed in the Statement of Special Educational Needs. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

### **2. Description of Policy Formation and Consultation Process**

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body.

### **3. Organisation and arrangements**

Ysgol Plas Brondyffryn as a "Body Corporate" and an employer has a responsibility to comply with the Health & Safety at Work Act 1974 (hereafter referred to as the Act) its subordinate legislation and other statutory provision. There is also a moral duty to

consider the wellbeing of its employees and others who may be affected by its operations and activities.

The school has a specific duty under the Act to prepare and frequently review a written Health & Safety Policy and bring the Policy to the attention of its staff and others who may be affected by its operations and activities.

#### **4. Organisation**

The following individuals and bodies, have specific duties and responsibilities regarding Health, Safety and Welfare for all School related activities.

- **The Local Authority (LA)**

The duty to comply with the statutory requirements of the Act lies with the LEA. This overall duty cannot be delegated however some of the functions under the Act will be delegated to the Head Teacher and the board of governors.

- **Head Teacher and Board of Governors**

The Head Teacher as the senior member of the school staff along with the board of governors will identify the line management structure for Health, Safety and Welfare within the school and during related activities.

The responsibilities include:

- To ensure that adequate management arrangements exist for the school to comply with the requirements of Health & Safety Legislation and to maintain and implement its Health & Safety Policy.
- To ensure the allocation of adequate resources and time to maintain sound and efficient Health, Safety & Welfare Arrangements.
- To ensure effective communication & co-operation on matters of Health & Safety during all school related activities.
- To ensure that all members of staff identified within this Policy understand their specific health & safety responsibilities, and to make arrangements to monitor their performance.
- To ensure that each senior member of staff appoints other members of staff as necessary to assist in the arrangements for implementing Health, Safety & Welfare matters within their respective departments.
- To ensure that the Policy objectives are met and that the Policy is reviewed as appropriate to secure continued compliance with current and modified legislation.

#### **5. Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters**

The person with operational control for Health, Safety and Welfare matters will co-operate with the LEA and head teacher to ensure that the school complies with current health and safety legislation and its moral obligations.

The responsibilities include:

- To provide a focus for health and safety matters and co-ordination of the school Policy, including its formation and review.
- To liaise with the head teacher and other senior members of staff to ensure that effective measures for health & safety are in place, including suitable and sufficient risk assessments, safe systems of work, procedures and other control measures.

- To ensure effective arrangements for accident, injury and incident reporting and investigation are in place.
- To understand the requirements of and ensure reporting to the HSE is carried out as required by the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR).
- To ensure that a training programme is in place for health & safety training.
- To create and chair, a regular forum (Health & Safety committee) for the discussion of Health & Safety issues between management, staff and other interested parties.
- To ensure that a programme for annual Health & Safety (all school) auditing is in place to encompass all aspects of school related activities.
- To produce an annual Health & Safety report that gives an assessment of compliance with statutory regulations.
- To seek expert advice on health and safety matters as may be appropriate.
- To ensure that all new staff are taken through health and safety induction training followed by refresher training at suitable intervals.
- To ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.
- To review accident, injury and incident reports to ensure correct completion and report to the HSE as required.
- To liaise with the Governing Body through its Health & Safety Committee.

## **6. Heads of Department**

The heads of department are accountable for ensuring that the necessary management arrangements within their department are in place and maintained that will allow this Policy to be implemented. This will be achieved by developing and implementing, school specific procedures. The local arrangements will include methods of monitoring, reviewing and auditing the health & safety measures in place.

The specific responsibilities include:

- If necessary ensure the appointment of a health and safety co-ordinator who will co-ordinate and oversee all matters related to health, safety and welfare for all school related activities within their department.
- To ensure that responsibilities for Health & Safety are set out clearly in job descriptions for their staff.
- To ensure that a robust system for carrying out risk assessments and implementing the necessary control measures is in place.
- To ensure that a programme and written procedures exist that details the timescales and arrangements for inspection, audit and monitoring of the department health and safety systems.
- To ensure that all staff are provided with suitable & sufficient information, instruction and training to fulfil their duties safely and are made aware of relevant safety rules & procedures.
- To ensure that effective injury & incident reporting is undertaken within their department and that procedures are in place for reporting hazards and defective equipment.

## **6. Departmental Health and Safety Co-ordinator**

Individuals operating as departmental co-ordinators will support the department head in fulfilling their responsibilities under health and safety legislation.

The specific responsibilities include:

- Co-ordinate health and safety related activities within the department.
- Communicate to the department head, department members and others as may be necessary to ensure compliance with health and safety requirements.
- To assist in the co-ordination of risk assessments and in the development of procedures.

### **7. Teaching and support staff**

Teaching and support staff are accountable to their head of department for ensuring that rules and procedures in place for health & safety are interpreted and implemented correctly.

The specific responsibilities include:

- To ensure that activities carried out by employees or pupils will not create risks to other employees, pupils, members of the general public.
- To ensure that risk assessments are carried out and recorded and that suitable and sufficient control measures are put in place as a result.
- To ensure that the Policy, procedures and relevant rules and regulations are communicated to and readily available to all employees, pupils and others as may be necessary.
- To ensure that pupils understand instructions for health & safety and to monitor their compliance.
- To ensure that the safety, health and welfare of pupils and others who may be affected by activities under their control is not put at unreasonable risk.

### **9. All school staff**

All staff have a duty to ensure that:

- They are fully conversant with the school Health & Safety Policy.
- They co-operate fully with their employer to allow the school to meet its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety.
- All injuries, incidents and dangerous occurrences are immediately reported to the appropriate person.
- They are fully conversant with all Fire Procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used in accordance with training received and is maintained in good condition for use with all defects being reported.
- They must use all work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- They must report any unsafe equipment or situations directly to their line management.

### **10. Trade Union Safety Representatives:**

Staff representatives representing the staff in their workplace regarding matters of Health & Safety at work, will consult and co-operate with the head teacher and others with specific health and safety responsibilities help to promote and develop measures to ensure the health, safety & welfare of their colleagues.

Specifically they:

Make representation to the head teacher or appointed deputy on any general or specific matter affecting the health & safety of employees, pupils, parents, governors, visitors, contractors or the general public in their workplace.

- Investigate in association with the head teacher or appointed deputy and a health and safety specialist, any potential or actual hazards in the workplace and examine the causes of accidents.
- Carry out safety inspections with the head teacher or appointed deputy in accordance with an agreed program.
- Represent employees in the workplace in consultations with officers of the Health & Safety Executive (HSE).

### **11. Pupils, parents, visitors, contractors and others**

Every person has a legal and moral responsibility for Health and Safety because their actions or inactions may put themselves or others at risk. The duty of care that rests with all individuals will be clearly communicated throughout the school and during all activities. This message will be regularly reinforced and reiterated in a clear manner that identifies expected standards and methods of reporting issues.

### **12. School Health & Safety Committee**

The Asset Management Committee has overall responsibility for Health & Safety and has its own Health & Safety Sub-Committee which reports back on a termly basis. The Health & Safety Group is made up of representatives from the board of governors, school management and teaching staff.

### **School Health & Safety Committee – Constitution**

A School Health & Safety Committee has been formed.

### **Terms of Reference**

- The committee shall consider all matters relating to the responsibility of the school, its employees, pupils and others under the provisions of the Act and all related legislation. It shall make recommendations as appropriate for the execution of the school policy for Health, Safety and Welfare.
- In particular, the committee shall examine and review the following aspects:
  - The training of and the distribution of information to employees, pupils and others on health, safety and welfare.
  - Risk assessment strategies, the development and maintenance of safe systems of work together with the promotion of safety awareness and welfare.
  - The development and maintenance of occupational health and welfare facilities.
  - Changes to health and safety legislation which may affect the school's activities.
  - Accident performance data, and reports concerning serious injuries and or incidents which have arisen.
  - Current effectiveness of the school policy for safety and health.
  - Reports and other relevant information provided by any source which has potential safety and health implications, or are matters which cannot be resolved outside of the committee.
  - Any other relevant matters referred to it.

### **Membership of Committee**

The Committee comprises:

- A member of the Governing Body (Chair of Committee or nominated Governor)
- A Representative of each site- SLT member or a member of staff
- A member of the school management (Business Manager & School H&S Co-ordinator)
- A health and safety specialist as required

### **Meetings of the Committee**

- The committee will meet every term. This is part of the Asset Management Committee.
- An agenda will be circulated in advance of the meeting. Items for inclusion on the agenda should be submitted prior to the meeting to the chairperson.
- The date of the next meeting of the committee shall be agreed at the end of each meeting.
- Additional meetings may be convened at other times as circumstances dictate.

### **Proceedings**

- Minutes shall be kept of the proceedings.
- All recommendations of the committee shall be decided by a majority of members present.
- The committee shall, through its Chairperson, seek the attendance of persons with specialist knowledge as necessary.

### **Quorum**

The quorum required for each committee meeting will be:

- A chairperson
- A member of the teaching staff
- A member of the Governing Body

### **Distribution of Minutes**

- Minutes of each meeting will be circulated as soon as is practicable after the meeting.
- Minutes will be distributed to:
  - Chairperson
  - Board of governors through the Asset Management Committee
  - All teaching staff
  - Health and Safety representatives of staff
  - Pupil representatives

## **12. Arrangements for Health and Safety**

The arrangements deal with how the functions allocated to individuals are carried out.

- The school will develop through its Health and Safety organisation a systematic program of risk assessments to control the risks from all of its activities and operations.
- Outcomes of risk assessments will be used to formulate safe systems of work and other control measures.
- Documentary records will be maintained of all risk assessments, safe systems of work and other control measures.

- All Health and Safety information will be made available to everyone who has due cause to have knowledge of it. The information will be available through the general office and department heads.
- Health and Safety information, instruction and training needs will be identified through the school organisation as detailed in this policy.
- The school manual for Health and Safety explains the key elements of the school Health and Safety policy arrangements. The manual is held in the general office where it may be viewed on request. An electronic version of the manual can be found on the school computer network.
- The school will use the forum of meetings and notice boards to further the awareness and understanding of Safety, Health and Welfare issues
- Arrangements for specific hazards, risks, occurrences, visitors, contractors, major works, emergencies, communications, accident reporting etc are detailed within the manual. The position of this data within the manual is identified on the contents page.
- The manual contains a list of information for reference and where it may be found. This information should be used when developing, implementing and maintaining the health and safety systems. The position of this data within the manual is identified on the contents page.
- The school will engage the services of Health and Safety specialists provided by Denbighshire County Council to assist in the development, maintenance, monitoring, auditing and review the school systems.

### **13. Monitoring Health and Safety performance**

The effectiveness of the Health and Safety policy and the standards of Health and Safety achieved in the school will be actively monitored. Policy issues will be discussed during the Health and Safety Committee meetings and teaching and support staff meetings to identify whether the policy is being effectively pursued/implemented and whether satisfactory standards of safety performance are being achieved.

- A Health and Safety plan will continue to be developed and revised to support the policy. Progress against plan will be discussed at Health and Safety committee meetings and more frequently as required. The plan will be used to identify planned actions and activities with regard to Health and Safety such as safety tours, meetings and major occurrences or projects.
- Health and Safety tour.
  - Formal planned safety inspections of the school and its activities will be programmed to take place by an inspection team every term.
  - The inspection team will consist of the Head Teacher or a senior member of staff nominated by the Head Teacher accompanied by members of the teaching and support staff as appropriate for the area, activities and topics being inspected.
  - The inspection will not aim to cover the whole of the school activities in one attempt but all areas, activities and topics will be covered within a twelve month period.
  - The inspections will be recorded and an action list drawn up that identifies actions required, action owners, resources required and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.

- Outstanding safety related actions will be recorded in a format that enables easy access and prioritisation.
- Informal safety inspection.
  - On a daily basis all teaching and support staff will identify Health and Safety issues that require action.
  - Staff will report all significant issues to their head of department or safety co-ordinator.
  - Where necessary school activities will be halted to prevent unreasonable risk to the health, safety and welfare of anyone who may be affected by the activities.
- Staff meetings
  - Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have.
- Support staff meetings.
  - Health and Safety will be on the agenda of each support staff meeting. Staff will be free to discuss any issues they have.
- Pupil information.
  - Pupils will be made aware of the requirement for creating and maintaining a safe and healthy school environment. Pupils will be encouraged to participate in feeding back and supporting health and safety issues.
- Reactive monitoring.
  - All accidents, injuries, incidents, near misses and complaints will be reported on a **Significant Incident Form**. Forms are available from the school office and heads of each department. As much information as possible will be entered onto the forms to enable investigation and analysis of data.
  - All reported accidents, injuries, incidents, near misses and complaints will be investigated to an appropriate level with a view to learning from them.
  - Health and Safety specialists may be brought in to carry out investigations where appropriate.
  - Incidents will be reported to the HSE as defined by the "Reporting of injuries diseases and dangerous occurrences regulations" (RIDDOR)

## 15. Review

This policy will be reviewed annually.

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| Policy adopted:  | Summer 2010 |
| Policy reviewed: | Summer 2016 |
| Policy reviewed: | Summer 2017 |
| To be reviewed:  | Summer 2018 |

## Wellbeing Impact Assessment completed

A Wellbeing Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

**Date completed: Summer 2017**

Please also see:

- Emergency Evacuation Policy Plans
- Emergency Evacuation Policy- Fire Exits
- First Aid Policy

**School Health and Safety  
Organisation Diagram**

