

DENBIGH HIGH SCHOOL




Health and Safety Policy

Version No	Date Created	Created By	Amendment
1	April 23	Daniel Wilde	Adapting DCC policy for DHS

Workload Impact Assessed By	Date Assessed	Teacher Workload Impact	Line Manager Workload Impact

High Impact – Policy Implemented by teachers and staff on a daily/weekly basis
Medium Impact – Policy Implemented by teachers and staff on a monthly/termly basis

Approved By (Name)	Approved By (Signed)	Date Approved	Date Implemented	Review Date
Mark Young		18.10.2023	October 2023	September 2025

1. Organisation

Specific responsibilities are detailed in appendices.

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 HS&W within the school and during related activities. The Head Teacher and nominated School Governor with specific responsibility for HS&W will sign the Policy statement. See appendix 1

The Head Teacher

The Head Teacher is the senior person with delegated responsibility for the operational control of HS&W matters. The Head Teacher will co-operate with the LA to ensure that the school complies with current HS&W legislation and fulfils its social and moral obligations. The Head Teacher will drive a positive HS&W culture by working with all employees in an inclusive way to develop, adopt and maintain suitable safety management processes. 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. See appendix 2

Heads of Department \ Head of Faculty

The Heads of Department are accountable for ensuring that the necessary management arrangements within their department are in place and maintained so as to 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. See appendix 3

Departmental \ Faculty HS&W co-ordinator

Individuals operating as departmental co-ordinators will support the department head in fulfilling their responsibilities under Health and Safety legislation. See appendix 4

All school employees

Employees are accountable to the Head Teacher via the line management chain for ensuring that rules and procedures in place for HS&W are interpreted and implemented correctly. Employees will work with the Head Teacher to develop, adopt and maintain suitable safety management processes. Staff with specific HS&W management responsibilities are identified below. See appendix 5

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. See appendix 6

Pupils

Pupils will be expected to follow school rules and instructions from school staff.

Parents and visitors

Parents and visitors will be expected to follow any rules or instructions that they are given by school staff whilst on the school premises.

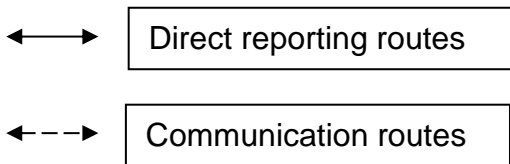
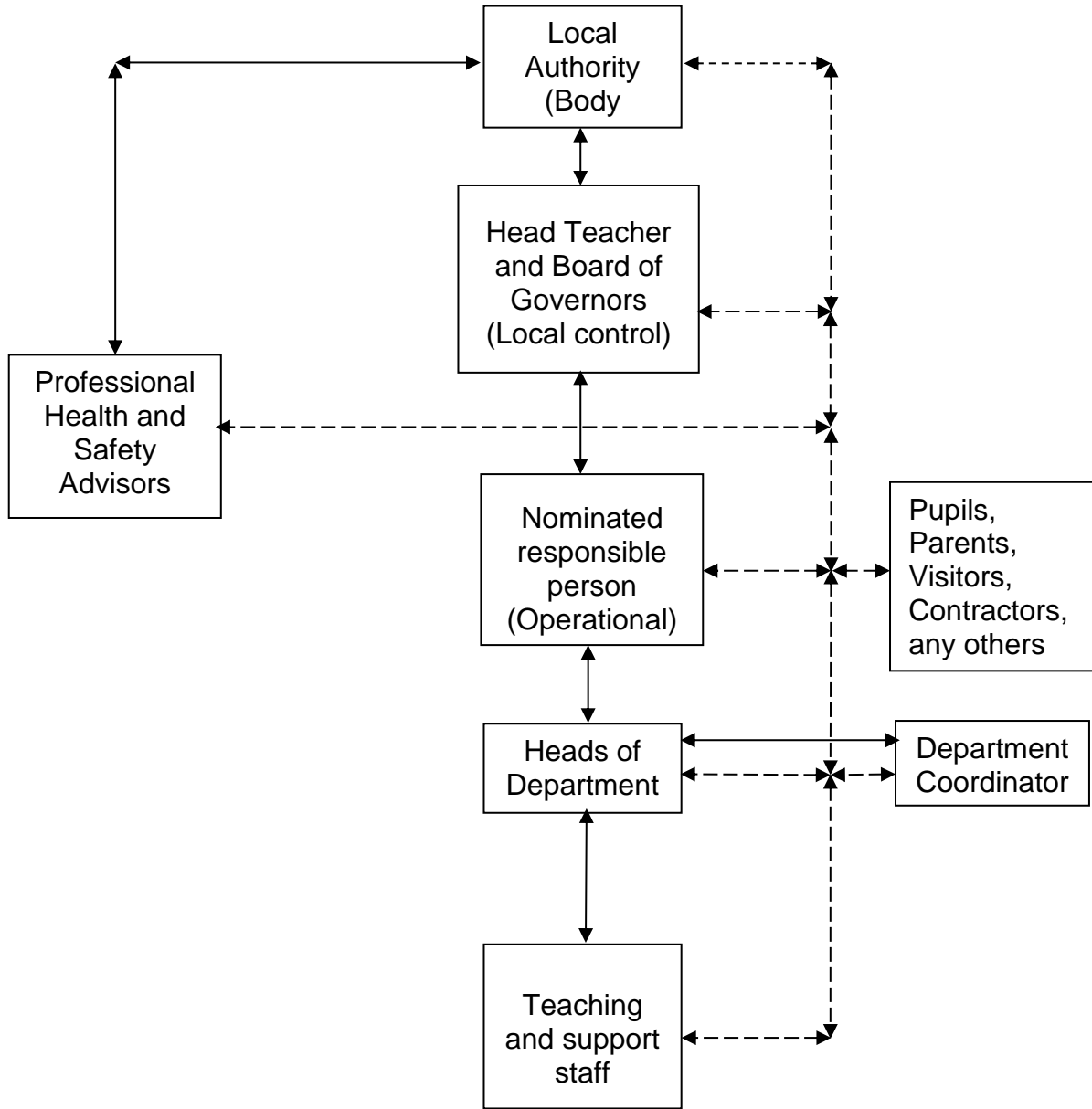
Contractors

Contractors will be expected to follow the site rules, provide risk assessments and method statements for their activities and report any incidents or concerns. Contractors will not fraternise with school pupils.

Named persons

Position \ function	Name	Contact number
Head Teacher	Mr Glen Williams	12
Governor with HS&W responsibility	????	???
Head of Dept. \ Faculty D&T	Mr Gareth Jones	36 / 45
Head of Dept. \ Faculty Science	Mr Simon Jones	34
Head of Dept. \ Faculty PE	Mr Eden Fenlon	40
Head of Dept. \ Languages	Christine Suarez	
Head of Dept. \ Faculty	Jack Cox KS4	42
	George Ryan KS3	27
	Kath Lloyd KS5	31
Union rep. NUT		
Union Rep. Unison		
Union rep GMB		
Deputies?		

Figure 1. School Health and Safety Organisation Diagram.



2. Arrangements for Health and Safety

- Risk management of all activities / operations of the school shall comprise undertaking a systematic program of risk assessments. The outcomes of these shall be safe systems of work. Documentary records will be maintained of all risk assessments, control measures and safe systems of work.
- 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.
- 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.
- A range of guidance documents and templates provided by the LA H&S advisors are available on the intranet, hard copies of relevant documents are held in the school office. This information will be used when developing, implementing and maintaining the Health and Safety systems.
- The school will engage the services of Health and Safety specialists provided by the LA to assist in the development, maintenance, monitoring, auditing and review of the school systems.

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 by the Health and Safety Sub-Committee.

- A Health and Safety plan will be developed to support the Policy. Progress against the plan will be discussed at Health and Safety Sub-Committee meetings and more frequently if required. The plan will be used to identify proposed actions and activities with regard to Health and Safety e.g. safety tours, meetings and major occurrences / projects.
- Health and Safety tour.
 - Formal planned safety tours of the school and its activities will be programmed to take place by a suitable team at least once per term.
 - At least one member of the Health and Safety Sub-Committee will take part in each safety tour.
 - The tours will be recorded and an action list drawn up that identifies actions required, action owners, required resources and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.
- Informal safety checks.
 - On a daily basis all employees will be observant and bring to the attention of the Head Teacher, Site Manager or Caretaker any Health and Safety issues that require action.
 - Where necessary school activities will be halted to prevent unreasonable risk to the Health, Safety or Welfare of anyone who may be affected by the activities.

- Staff meetings and support staff meetings
 - Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have. The meetings will be minuted.
- 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 report form. Reporting forms are available from the school office. As much information as possible will be entered onto the forms to enable investigation and analysis of data.
 - All accidents or incidents other than very minor events (e.g. slips and trips in the playground, pupil collisions etc.) will be recorded on the DCC corporate online reporting system.
 - 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.
 - “Specified” incidents will be reported to the HSE as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

3. Review

This Policy will be reviewed periodically as appropriate. Reviews will also occur if there are any significant changes within the school.

4. Appendices

Appendix 1. The Head Teacher and Board of Governors will:

- Develop, implement, communicate and review a school Health, Safety and Welfare (HS&W) Policy.
- Ensure that the Policy objectives are met
- Ensure that management arrangements exist within the school to ensure compliance with the requirements of Health & Safety Legislation
- Ensure the allocation of resources and time to maintain the Policy arrangements (section 2 of this document).
- Ensure effective communication & co-operation on matters of HS&W during all school related activities.
- Ensure that all members of staff identified within this Policy understand their specific HS&W roles and responsibilities, and make arrangements to monitor their performance.

Appendix 2. The Head Teacher As the senior person with delegated responsibility for the operational control of HS&W will:-

- Provide a focus for HS&W matters for all school activities
- Ensure that effective measures for HS&W are in place. This includes suitable and sufficient risk assessments, safe systems of work, appropriate training, communications, consultation and other necessary control measures.
- Ensure that a programme is in place for Health & Safety training.
- Ensure that all accidents and incidents are reported and recorded.
- Any accidents or incidents that are significant or may be reportable to the HSE under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR) will be recorded on the DCC online reporting system by the quickest practicable means without delay.
- Ensure effective arrangements for accident, and incident investigation is in place.
- Create and chair a regular forum for the discussion of HS&W matters between management, staff and other interested parties.
- Ensure that a programme for HS&W monitoring is in place to encompass all aspects of school related activities
- Produce an annual Health & Safety report that gives an assessment of compliance with statutory regulations.
- Seek expert advice on Health and Safety matters as may be appropriate.
- Ensure that all new employees are provided with induction training that includes Health and Safety related matters.
- Ensure that all employees receive periodic refresher training.
- Ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.

Appendix 3. Heads of Department

- If necessary ensure the appointment of a Health and Safety co-ordinator who will co-ordinate and oversee all matters related to Health, Safety & 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.

Appendix 4. Departmental Health and Safety co-ordinator

- 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.

Appendix 5. All employees will:

- Make themselves aware of the contents of the school HS&W Policy.
- Cooperate with their employer for the purpose of supporting them in fulfilling their duties under Health and Safety legislation
- Take reasonable care of themselves and others who may be affected by their acts or omissions. (pupils, parents, visitors, contractors, members of the public)
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of Health & Safety.
- Report all injuries, incidents and dangerous occurrences to their line manager.
- Make themselves conversant with the school fire safety procedures.
- Ensure that risk assessments are in place and recorded for their activities and that suitable and sufficient control measures are in place as a result.
- In so far as it is within their control, 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.
- Ensure that all equipment provided for personal safety is used in accordance with training received and is maintained in good condition for use with all defects being reported.
- Use any work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- Report any unsafe equipment or situations directly to their line management.

Appendix 6. Trade Union Safety Representatives:

- Make representation to the head teacher or appointed deputy on any general or specific matter affecting the HS&W of employees, pupils, parents, 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).

Appendix 7. School Health & Safety Committee

The Health and Safety Committee will meet Termly to discuss HS&W in the school. Extraordinary meetings may be called where circumstances dictate. The remit of the committee shall include anything that impacts on HS&W at the school. The meeting will be chaired by the Head Teacher or appointed Deputy

and the minutes will be presented at the next full meeting of the Board of Governors and a copy filed. A report from a member of the committee shall be a standing agenda item for all full Board of Governors meetings.

Terms of Reference

This Committee will provide a forum for consultation with regard to all HS&W matters related to the School and its activities, to facilitate this all staff will be kept informed of dates of the committee meetings. A Health and Safety Specialist may be invited to join a particular meeting if the need arises.

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 HS&W.
- 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 will comprise of:

- The head teacher or appointed deputy will chair the meeting
- A member of the school governing body
- ? members of the teaching staff
- ? members of the support staff
- ? member of the PTA
- ? pupil representatives
- A Health and Safety specialist as required.

Meetings of the Committee

- The committee will meet every three months.
- 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.
- Each meeting will be scheduled for two hours duration.

Quorum

The quorum required for each committee meeting will be:

- A chairperson
- A governor
- A member of the teaching staff
- A member of the support staff
- Union representation

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
 - All teaching staff
 - Health and Safety representatives
 - Pupil representatives