



WELSHPOOL HIGH SCHOOL

Health and Safety Policy

(To be read in conjunction with Powys County Council Health and Safety Policy for Schools – held in Main Office)

DATE REVIEWED; February 2022

DATE FOR REVIEW; February 2023

SIGNED _____ **Date** 24/3/22
Chair of Governing Body

SIGNED _____ **Date** 24/3/22
Acting Headteacher

STATEMENT OF INTENT

SCHOOL NAME	WELSHPOOL HIGH SCHOOL
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INTRODUCTION

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work-related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.

- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Attend County Council organised courses as required.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- l) Ensure records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated, and any remedial actions required are taken or requested.
- o) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR (if in place, otherwise the following will come under the responsibilities of the Headteacher)

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

TEACHING/SUPPORT STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteacher, Assistant Heads, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Caretakers. They will have the following responsibilities:

Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the

- a) Health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator, as necessary.
- c) Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- e) 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.

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) Give clear oral and written instructions and warnings to pupils as often as necessary.
- c) Follow safe working procedures personally.
- d) Require the use of protective clothing and guards where necessary.

- e) Make recommendations to their Headteacher or Head of Department 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 National Curriculum requirements for safety education.
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities, which may have been delegated to them, 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 County Council, School 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 in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the Enforcement Officers of the Health and Safety Executive.

CARETAKING/CLEANING STAFF

- a) Have the responsibilities to report potentially hazardous situations that might affect staff and pupils to the Business Manager (Health and Safety Coordinator).
- b) To conform to the policy on Health and Safety as laid down by Powys County Council.

CATERING MANAGER AND CANTEEN STAFF (Employees of Powys Catering).

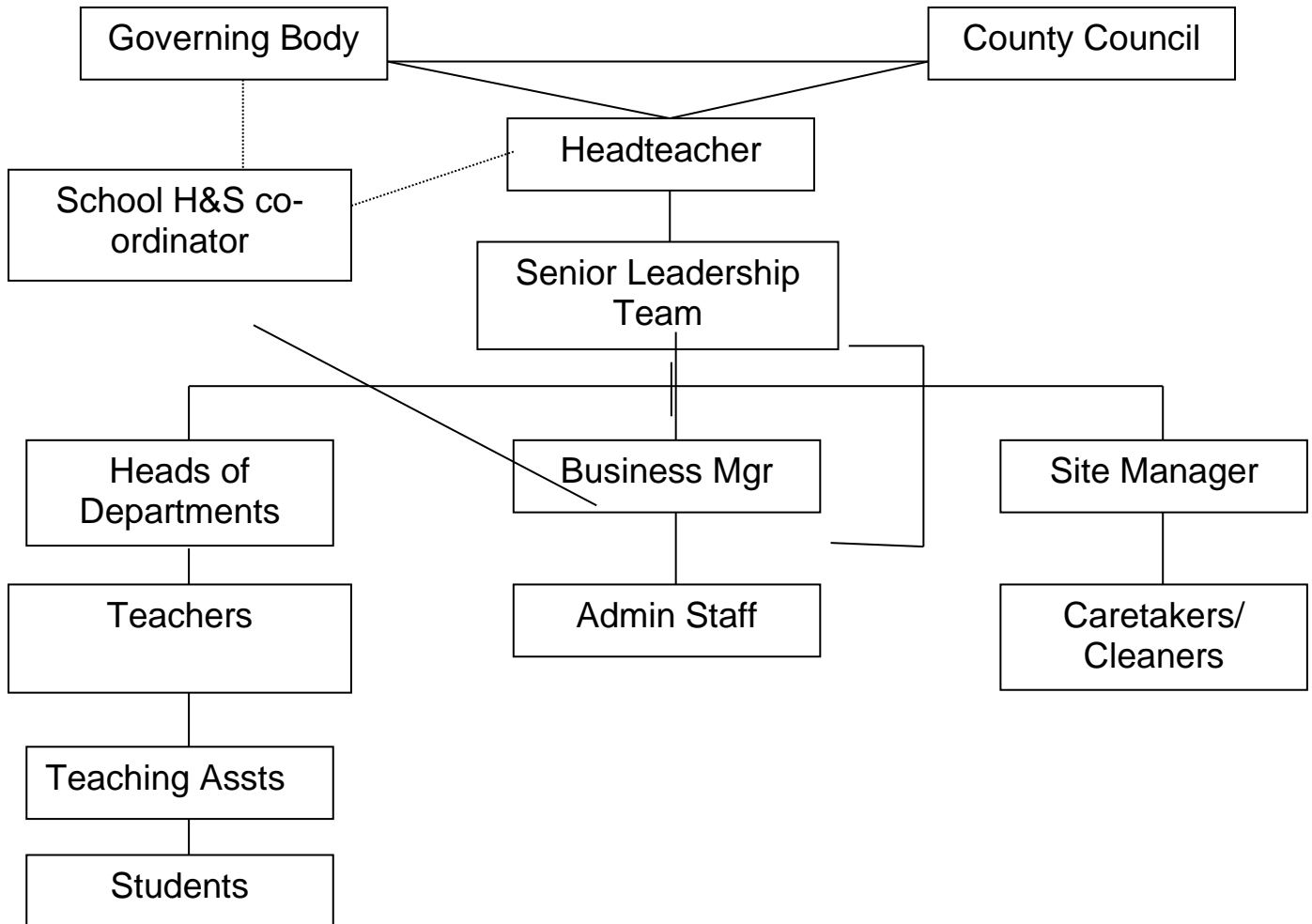
- a) Have responsibility to report potentially hazardous situations that might affect staff and pupils to The Business Manager who is Health and Safety Coordinator.
- b) To conform to the policy on Health and Safety as laid down by Powys County Council.

PUPILS

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 school 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.

ORGANISATIONAL CHART



GUIDELINES FOR STAFF ON HEALTH AND SAFETY

There are many Health and Safety issues which you may need to address. The list below gives examples of these:

1. Inadequacy of Fire Extinguishers and First Aid Boxes.
2. Unsafe portable electrical appliances.
3. Unsafe fixed electrical appliances.
4. Broken furniture and fittings where these might cause a hazard.
5. Pupils who have illnesses/diseases which are felt to be of potential danger to the community.
6. Unsafe working practices.
7. Chemicals which are known to be a hazard.
8. Unsafe paths/walkways.
9. Loose and dangerous masonry/slates.
10. Unsafe equipment.
11. Solvent Abuse.

WHO DO I REPORT A HEALTH AND SAFETY ISSUE TO?

The overall responsibility for Health and Safety issues lies with Mr Kinsey, Acting Headteacher.

If in doubt report the issue in writing and clearly date the report.

For less urgent safety issues report to your Head of Department, or if the problem can be solved by the caretaker, either email them or enter it in the faults book in the Staff Room.

HEALTH AND SAFETY RESPONSIBILITIES

The day-to-day responsibility for implementing the Health and Safety Policy rests with Health and Safety Coordinator and Business Manager, Mrs C M Jones. The staff below have specific responsibility within their departments or year groups.

Design Tech	Mrs R Lewis
ICT	Mrs D Smith
English	Mrs S Hamer
Music	Mrs Christine Evans
Welsh	Mr S Monk
French	Mrs E Winter
Spanish	Miss N O'Sullivan
Geography	Mr R Pengelly
History	Mrs K Grindley
Religious Studies	Mrs P Watts
Art	Miss N. Atkin
Physical Education	Mrs W Jones
Science	Mrs S Phillips
Mathematics	Mr R Powell
Dept Learning Support	Mrs Joanne Baines
Drama	Miss A. Fletcher
Year 7	Miss J. Haycock
Year 8	Ms J. Arnott
Year 9	Mrs G. Charles
Year 10	Mrs V. Jones
Year 11	Mrs M. Poulton
Year 12	Mrs W. Jones
Year 13	Mrs W. Jones

Staff have responsibilities set down in the section Duties and Responsibilities of Heads of Department.

FIRST AID

In the event of an accident, the following action should be taken.

1. Make sure you or the casualty is in no further danger.
2. Phone 222 and ask the office for a first aider, giving them the following information:
 - a) Name and form of the casualty
 - b) Nature of the injury.
 - c) Location of the casualty.
3. Do not phone 999 unless there is an obvious injury requiring an ambulance. Leave the decision to the first aider at the scene.
4. Stay with the casualty until help arrives.
5. Deal with the emergency to the best of your ability.
6. Report the incident in written form at the School Office- they hold the school accident report book and If necessary complete the accident report form.

FIRST AID BOXES ARE SITUATED

Block A	Maths Office
Block B	Chemistry and Physics (Prep Rooms)
Staff Room	
Girls and Boys Gym (Staff Changing)	
Block D	D6, D9, D10 D12 and Tech Office
Main Office (2)	
Kitchen	
Partnership Centre	

Defibrillator Located in Front Reception on Wall

IMMEDIATE REMEDIAL MEASURES

WHAT SCIENCE STAFF SHOULD DO WHILE WAITING FOR FIRST AID.

The First-Aid Regulations do not necessarily require there be a qualified first aider among science staff, yet this is clearly desirable. Nevertheless, all staff will wish to carry out remedial measures immediately while waiting for first-aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance of dealing with non-laboratory events e.g., epileptic fits.

CHEMICAL SPLASHES IN EYES

Immediately wash the eye under running water from a tap for at least 10 minutes. The flow should be slow, and eyelids should be held back. Afterwards, the casualty should be taken to hospital.

CHEMICAL SPLASHES ON SKIN

Wash the skin for 5 minutes or until all traces of the chemical have disappeared, remove clothing, as necessary. If the chemical adheres to the skin, wash gently with soap.

CHEMICALS IN THE MOUTH, PERHAPS SWALLOWED

Do no more than wash out the casualty's mouth. After any treatment by the First Aider, the casualty should be taken to hospital.

BURNS

Cool under gently running water until first aid arrives.

TOXIC GAS

Sit the casualty down in the fresh air.

HAIR ON FIRE

Smother with a cloth.

CLOTHING ON FIRE

Smother by pushing the casualty to the ground, flames underneath. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

ELECTRIC SHOCK

Taking care of your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves.

BAD CUTS

Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Leave any embedded large bodies and press around them. Lower the casualty to a chair or the floor and raise the wound as high as possible.

Fire Evacuation Plan

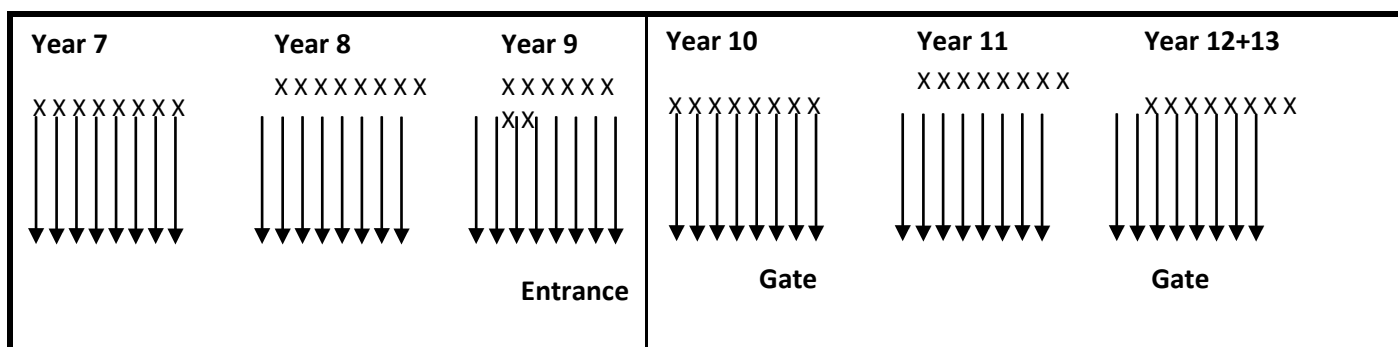
ALARM

The alarm is sounded by the prolonged and continuous ringing of the school bell. When the Alarm sounds;

1. Immediately close all windows.
2. Pupils will evacuate the buildings silently and in single file, by the exit indicated on the school plan. **DO NOT RUN.** If the exit is blocked by fire, leave by the nearest alternative exit.
3. Last person to leave must close classroom doors.
4. Pupils should assemble in a single file in the Assembly Area allocated to them, as shown below.
5. Pupils should make their way to the Fire Assembly points by an outside route - under no circumstances should they 'cut through' school buildings.
6. No lifts to be used during the evacuation of disabled staff/pupils.

MUGA 2 (Formally the RED GRA)

MUGA 1 – TENNIS COURTS



TECHNOLOGY

BOILER HOUSE BOYS GYM

GIRLS GYM

7. Roll call is to be taken by Form Tutors who must stay with their forms and insist on silence. (In the absence of a Form Tutor, the person asked to deputise for morning and afternoon registration will be responsible for the form during the fire drill).
8. Year Tutors will collect names of pupils unaccounted for from

Form tutors and then report to AW.

9. Peripatetic staff and non-form tutors (unless deputising for absent Form Tutor) must report their presence to Mrs H Muir.
10. Staff requested to check clearance of school buildings are to report the clearance of the buildings to AW and then report their own presence to Helen Muir.

EXAMINATION ROOM EVACUATION

Should it be necessary to evacuate the examination rooms for any reason, the following procedure should be adopted.

- a. The invigilator should note the time at which the examination was stopped.
- b. Girls Gym- evacuate to the quadrangle outside Girls Gym.
- c. Boys Gym- evacuate to Tennis courts (Keep separate from other pupils)
- d. Theatre- evacuate to area immediately in front of main theatre doors.
- e. Candidates should not be allowed to communicate with each other.
- f. When the emergency is over the invigilator should note the time the examination was restarted and tell the candidates to rule a line across their scripts at the point where the work is resumed.
- g. The candidates should be allowed the correct time for the examination.
- h. As soon as possible the invigilator should inform the school office who will;
 - i. Arrange for the examination board to be informed of the emergency and procedures employed.
 - li Arrange for transport for candidates if this is necessary.

FIRE DRILL

In the event of a fire, break the fire alarm glass and push the button. This will activate the fire alarm which is a continuous ringing of the school bell. You should then go to the nearest telephone and inform the office, using the emergency number 222, of the problems.

The buildings should be evacuated immediately with years 7, 8, 9 assembling on MUGA 2, formally the red gra at the back of the school. Year 11, 12 and 13 should assemble on MUGA 1 formally known as the Tennis Courts at the back of the school. The sheet 'Fire Drill' explains our responsibilities.

Fire blankets, extinguishers and sand buckets are located in different parts of the school for use on minor fires. If in doubt, ring the fire alarm.

If a pupil deliberately misuses the fire alarm, this should be treated as a serious incident and referred to a senior member of staff.

FIRE DRILL

When the fire bell is triggered both locked gates at the front of the school will be unlocked immediately. Mrs Andre Davies and RPE (reserve Mrs Karen Davies) will unlock and open the gates in front of the F block. Mrs Karen Morris (reserve Ms Megan Robins) will unlock and open the gates at the side of the maths block. The 'road gates' at the Erw Wen entrance will be unlocked by DP (reserve JK) to enable emergency services to enter the rear of the school.

Date	Alarm Given	Roll Call completed
Form tutors	Report to Year Tutors	Lower School report to NF Upper School report to JL 6 th Form Report to AW
Non-Form Tutors		Report to DP
Peripatetic Staff		CEV/GC will Report to Mrs H Muir
Technicians		Report to Mrs H Muir
Secretaries/Admin Staff		Report to Mrs H Muir
Canteen Staff	Report to Mrs M. Jones	Report to Mrs H Muir
Caretakers		Report to Mrs C Jones
Clearance of Buildings		Report to Mr D Phillips

Mrs Muir/ Mrs Jones to report clearance of the above staff from school buildings to **AW**.

Checking of Buildings

The following staff are asked to check.

1. That the buildings are properly cleared
2. That a note is made of any windows/doors left open.
3. Whether the fire alarm has been heard in their respective areas.

	Normal arrangements	COVID arrangements
Admin Block	Helen Muir /Liz Hughes	Helen Muir /Liz Hughes
Block A	RP/KP	If staff are teaching in different areas of the school, this responsibility will fall to the HoF/HoD of the subject being taught in that block at that time.
Block B	SP/DB	
Block C	EG and SM	
Block D- Upstairs & Downstairs	SH and BC & RL/ST	
Block E	JB/ Mandy Davies	
Block F	RPE and PW	
Gyms- girls	WL/JL	WL/MP
Gyms- boys	AH/JL	AH/JL
Partnership Centre	CMJ/LH	CMJ/LH

After reporting the proper clearance of their areas to CMJ the staff listed should then report their own presence to JK.

When all checks are completed JK, AW, CMJ, and Mrs H Muir to report to JK immediately.

WHAT DO I DO IF AN ACCIDENT OCCURS?

ACCIDENT REPORTING

When any accident occurs;

1. Deal with the accident and seek help from the school office. They will contact emergency services, doctors and parents where necessary.
2. Report the accident in written form at the school office. They hold the school accident report book.
3. The office will fill in a form to be returned to the Health and Safety Executive in Llandrindod Wells if this is necessary.

IT IS IMPERATIVE THAT YOU DISCHARGE YOUR RESPONSIBILITIES CORRECTLY.

INCIDENT TYPES

The generic term “incident” includes the following:

Accident: - An incident where a PCC employee or third party (pupil, visitor, etc.) is injured and/or there is damage to equipment, property or premises.

Near Miss: - An incident where injury did not occur but had the potential to do so. For example, a pane of glass falls from a first floor window onto a path below.

Dangerous Occurrence: - An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the Health and Safety Executive (HSE).

Violent Incident: - Violence to staff must always be reported in the following situations:

- Any incident involving physical assault
- Involvement of the police or other agencies
- Any other violent incident that the employee assaulted feels should be reported.

Work Related Ill Health: - Where an employee considers the ill health to be work related, or if an Occupational Health Specialist confirms this.

ACTION REQUIRED BY OFFICE STAFF IF AN INCIDENT IS REPORTED (PUPILS OR ADULTS)

1. Take action where necessary to contact a Doctor or ambulance.
2. Contact a school certified first-aider (see below) if this is required.
3. Ensure details of the incident are recorded. This may involve reminders to staff.
4. If the incident is reportable fill in the appropriate form, now online, within 3 days to the Health and Safety Section, County Hall. This should also be done for near misses.
5. In the case of an accident to a pupil report the accident to the parents either by
 - Phone)
 - By member of staff) depending on nature
 - By Letter) accident

ANNUAL CHECKING OF BUILDINGS AND EQUIPMENT

HEALTH AND SAFETY

SAFETY INSPECTION:

The responsibility for Health and Safety rests with **all staff, at all times**. All hazards should be reported and responded to immediately.

A formal Health and Safety inspection will be undertaken by the Health and Safety Coordinator each year.

Statutory testing is carried out by the Local Education Authority. All equipment needs to be checked at least annually and it's the responsibility of each department to ensure that their equipment has been checked and is fit for purpose.

Any equipment deemed unsafe or not regularly tested should be reported to the appropriate HOD who in turn should inform the Business Manager who is the Health and Safety Coordinator.

SERVICE PRODUCT	SERVICE PROVIDER	WHEN	DATE COMPLETED	SERVICE REPORT	NEXT SERVICE
Lift (library) ref:2601956	Cardiff Lift 02920404404	4 Months	2 nd Dec 2021	On site with Lift	Feb 2022
Lift (wing) ref:2601964	Cardiff Lift	4 Months	2 nd Dec 2021	On site with Lift	Feb 2022
Lift (Canteen) ref:2601955	Cardiff Lift	4 Months	2 nd Dec 2021	On site with Lift	Feb 2022
LEGIONELLA	H of W	Monthly		In Folder/office	
LEGIONELLA	H of W	Annually	July 2021	In Folder/Office	July 2022
Fat trap x 3. 4/4/19 x2. 3rd not being used.	Metro Rod	3 Months	28 Nov 2021	NO REPORT	Feb 2022
Water Machines	Wenlock Water	Annually	20 th Dec 2021	NO REPORT	Dec 2022
Fire DOORS	H o W	Annually	20 Aug 2021	H o W	Aug 2022
Sports Equipment	Gymnasium Servies	Annually	13 Mar 2021	In Office	Mar 2022
Lab Testing	Buftons	Annually	2 nd June 2021	H o W	June 2022
Air Con (hospitality)	Riverside	Annually	4 th Aug 2021	H o W	Aug 2022
Air Con (wing)	Riverside	Annually	4 th Aug 2021	H o W	Aug 2022
Air Con (Science)	Riverside	Annually	4 th Aug 2021	H o W	Aug 2022
Main Electrics	EOM	3 YEARS	Feb 2022	H o W	Feb 2025
BOILERS – MAIN x3	Buftons	Annually	6 th Oct 21	H o W	Mar 2022
MATHS	Buftons	Annually	6 th Oct 21	H o W	Oct 2022
Cookery D6	Buftons	Annually	6 th Oct 21	H o W	Oct 2022
Partnership	Buftons	Annually	6 th Oct 21	H o W	Oct 2022
Wing	Buftons	Annually	6 th Oct 21	H o W	Oct 2022
Sound / Lighting	Stage Electrics	Annually	6 Apr 2021	H o W	Apr 2022
Rake Seating	Audience Systems	Annually	17 th June 2021	H o W	Jun 2022
ASBESTOS	H of W	Annually	3 rd Aug 2021	Online Register	Aug 2022
Shutters Canteen/Reception	01606 871832	Annually	3 Nov 2021	H o W	Feb 2022 new shutters being installed.
Water Machine (OLD)	Waterlogic	Annually	20 th Oct 2021	On Service Card	Oct 2022
Electric Appliances	Sound In (pat test)	Annually	23 rd Aug 2021	No Advisory sheet	Oct 2022
Smoke Detectors	Chubb (Ben)	Annually	20 th August 21	In Office/Folder	Aug 2022
Emergency Lighting	Chubb	Annually	20 th August 21	In Office/Folder	Aug 2022
Fire Equipment	Chubb	Annually	6 th Dec 2021	In Office/Folder	Dec 2022
Fire Alarm points	Chubb	Annually	20 th August 21	In Office/Folder	Aug 2022
CCTV – Toilet area	Chubb	Annually	7 th Oct 2021		Oct 2022
Intruder Alarm	Chubb	Annually	8 th March 2021	In Office/Folder	Mar 2022
Access door points	Security wise	Annually	2 nd Nov 2021	In Office/Folder	Nov 2022
Canteen Equipment	Lorne Stewart	Annually	4 th Feb 2021		Feb 2022
Cookers D6/Hospitality	Lorne Stewart	Annually	3 rd Aug 2021	H o W	Aug 2022
Extractor Fans Kitchen	Powys	Annually	27 th Aug 2021	H o W	Aug 2022
Tallescope Platforms x 2	PSR – 01952 671400	Annually	19 th Oct 2021		Oct 2022
Fume Cupboards & Dust Extraction. B4 B5 B6 D12 D9 DT Rm. Kitchen	ERD Engineering	Annually	26 th Oct 2021	H o W	Oct 2022

Green Automatic Doors x 3	Assa Abloy 084504504633	Annually	5 th Aug 2021	N/A	Aug 2022
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HEALTH AND SAFETY COMMITTEE MEMBERS

- Mrs S Phillips
- Mrs C M Jones
- Mrs R Lewis
- Mrs W. Jones
- Mr A Macdonald
- Mrs R Hughes

Health and Safety Representatives of Unions - Mrs H Muir

Governor -

QUALIFIED FIRST AIDERS

- Mr R Pengelly
- Mrs H Evans
- Mrs A Davies
- Mr A Whitley
- Mrs C M Jones
- Mrs R Bartley