

St David's College

— Est. 1965 —

Health and Safety Policy

Health and Safety

Date	Review Date	Monitoring	Coordinator	Nominated Governor
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ST. DAVID'S COLLEGE

HEALTH AND SAFETY

INTRODUCTION

1. The Health & Safety at Work Act 1974 (HASAWA) requires the Governors of St. David's College (the College) to ensure, so far as is reasonably practicable, the health, safety and welfare of the College's employees, pupils and visiting members of the public.

2. Specifically, the HASAWA requires:

   a. The provision and maintenance of plant and systems of work that are safe and without risks to health.

   b. Ensuring that the use, handling, storage and transport of goods is safe and without risk.

   c. The provision of such information, instruction, training and supervision as is necessary to ensure that employees and pupils can carry out their work and play safely.

   d. The maintenance of the College in a safe and healthy condition and the provision and maintenance of safe means of access and egress.

   e. The provision and maintenance of a safe and healthy working environment, with adequate facilities and arrangements for employees' and pupils' welfare.

3. Whilst the Governors are ultimately responsible for the implementation of the HASAWA and associated legislation, this responsibility is discharged by the Headmaster, Bursar and Heads of Department through compliance with the Management of Health and Safety at Work Regulations 1999 (MHSWR) and appropriate statutory instruments. The Bursar is responsible for coordinating these requirements.

4. The Governors of St. David's College recognises their corporate responsibility as an employer to provide a safe and healthy environment for staff, pupils and visitors to the college premises.

5. The Governors will take all reasonably practicable steps to fulfil this responsibility, paying particular attention to the requirements of the HASAWA and all relevant statutory provisions.

6. The Governors require college management and staff at all levels to pursue and monitor the Governors' objectives in respect of health and safety.

7. Where necessary, the Governors will employ or summon professionally qualified health and safety consultants or departments (e.g. fire, environmental health officers) to provide advice on effective implementation of policies and objectives.

8. The School Leadership Team (SLT) is required to draw up the necessary arrangements for compliance with the HASAWA and all relevant statutory provisions, and to circulate and publish this information to all staff and pupils of the College.

STATEMENT OF GENERAL HEALTH & SAFETY POLICY

It is the policy of the College, so far as is reasonably practicable, to provide for the health and safety of its staff, students, visitors and members of the public using its premises and facilities and other persons who may be affected by its activities. The College's intention is to apply and maintain as a minimum the standards necessary to meet statutory requirements while seeking to achieve best management practice in accordance with education sector guidance.

The College seeks to provide and improve working conditions and accommodation to support its teaching and research activities in accordance with its declared objective of achieving excellence in these areas.

It is the College's intention, so far as is reasonably practicable, and in accordance with legal obligations and standards, to provide:

- premises maintained in a safe condition and without risks to health and adequate with regard to the provision of welfare facilities.
- safe access to its premises for all staff, students and visitors, including subject to reasonable adjustments those who are disabled, together with adequate and safe means of egress.
- buildings and building services, plant and equipment that ensure safe and healthy working conditions.
- arrangements for the safety and absence of health risks from the receipt, storage, transportation, use, maintenance and disposal, where appropriate, of articles, equipment, machines, substances and tools.
- arrangements to ensure that articles designed, modified or constructed by employees or students in the course of their work or study for use in connection with College activities are safe and without health risks when being used, cleaned or maintained, that such articles are examined and tested by a competent person as necessary to ensure safety and that adequate information is provided to users to ensure their health and safety.
- arrangements to ensure that risks to the health and safety of employees, students and other persons who may be affected by the College's activities are identified and assessed by competent persons and that control measures determined by such assessments are provided, used and maintained.

- arrangements to manage emergencies or unintentional events to protect the health and safety of staff, students and other persons and to mitigate damage or loss of College assets and harm to the environment.
- suitable personal protective clothing and equipment for use by employees and to ensure that students, if not supplied with or loaned such items, are informed of the type of clothing or equipment required.
- relevant and comprehensible information to employees, students and visitors to ensure their health and safety.
- training for employees and students to enable them to carry out competently their duties and to work or study safely.
- supervision by competent persons to ensure that employees and students undertake safely their work or study and to ensure compliance with general College or local procedures.

The College will consult and co-operate with the Estates Manager and contractors operating on its sites to ensure that safety arrangements and standards are consistent with this general policy.

The College may issue Codes of College Practice or Advisory Notes to further define the standards necessary to give effect to this policy. It may require members of the SLT to draw up local arrangements, rules or procedures to control those activities under their overall control and direction.

The College will establish and maintain arrangements to consult employees and students or their elected Trades Union or other representatives. Employees will be consulted in making, monitoring and promoting this policy and be encouraged to participate actively in reviewing safety arrangements.

The College will ensure that the responsibilities and procedures for the management of risks to health, safety or the environment are consistent with other risk management policy and practices and that management keeps under review the appropriateness and effectiveness of risk control measures.

The College will ensure that appropriate advice and assistance on health, safety and environmental issues are provided by appointing the Bursar as the College Safety Officer within the School Leadership Team together with procuring expert health and safety consultancy advice to assist in the effective discharge of legal duties and this policy.

The College will allocate funds to maintain and improve safety standards consistent with this policy and with its strategic or financial objectives. Budget holders are responsible, within the College's financial arrangements and regulations, for the direct costs of safety in areas or activities under their control and direction. Funding for the general improvement of the safety of buildings and the common services therein shall be a corporate responsibility.

ORGANISATION OF HEALTH & SAFETY

Overall and ultimate responsibility for health and safety in colleges is that of the employer i.e. the board of governors.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

The Governing Body

- Overall and ultimate responsibility for health and safety in the College is the responsibility of the Board of Governors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the SLT.

Governors: -

- Shall ensure so far as is reasonably practicable the health, safety and welfare of staff.
- shall ensure so far as is reasonably practicable the health and safety of students incollege and on off-site visits.
- shall ensure so far as is reasonably practicable the health and safety of visitors to the College, and volunteers involved in any college activity.
- shall guide and monitor the SLT to ensure that health and safety remains a high priority in the day-to-day management of the College.
- shall appoint one of the Governors to be the Governor for Health and Safety.
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects.
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the college and include this in its annual report.

School Leadership Team and Designated Heads of Departments

Health & Safety matters will be exercised through the School Leadership Team (SLT) and designated Heads of Department, as under:

Head of Art
Head of Design & Technology Head
of Science
Head of Outdoor Pursuits Head
of PE & Games
Property & Estates Manager
Catering Manager
Matron
SENCO

<u>Responsibilities</u>.

The SLT and Designated Heads of Departments are responsible for the day-to-day management of the College and shall so far as is reasonably practicable: -

Establish appropriate Health and Safety governance through two distinct reporting lines:

- The Estates Committee, which meets termly, is responsible for health and safety matters relating to the buildings, grounds, fire safety, plant, and equipment. The Estates Manager provides a written report for each meeting. This committee oversees

- estaterelated risk assessments and compliance, and reports termly to the Governors at the Estates Committee.

- The Education Committee, which also meets termly, oversees operational health and safety across the school's educational and co-curricular activities. This includes departmental risk assessments (e.g., for Outdoor Education, DT, PE, Science), incident monitoring, and day-to-day risk management. The Deputy Headmaster reports termly to Education Committee on these matters, providing updates and analysis to support oversight and ensure appropriate action is taken.
  Both committees serve as mechanisms for consultation with employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Items raised in either forum that fall under the other's remit will be referred accordingly. Minutes will be taken, and actions tracked.

- ensure that the College's Health and Safety Policy is implemented and adhered to at all times.

- ensure implementation of current health and safety requirements in their respective departments and in other areas of the College.

- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities.

- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices.

- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the College budget.

- ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within college and on college trips as appropriate.

- Ensure that new employees are briefed about safety arrangements and provided with a copy of these regulations.

- Ensure that visitors, users of the College site (e.g. Titus trust) and maintenance contractors are made aware of any hazards or work-in-progress likely to affect safety.

- ensure that all machinery, appliances and equipment purchased by or used within college, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate.

- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching.

- ensure that only approved chemicals and substances are used at college and ensure that the appropriate safety information and risk assessment is available to the user.
  ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it and ensure that it is worn when necessary and that it is properly maintained and renewed when required.

- ensure that adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked.

- ensure that accidents are recorded and where necessary, investigated and that all reasonable steps are taken to prevent recurrence. Accidents are reported as soon as possible to the Clerk to the Governors on behalf of the Governing Body and to the HSE's Incident Control Centre if reportable under the Reporting Injuries Diseases and Dangerous Occurrences Regulations (Wales) 2013. In the event of a major injury, the Chairman of the Governing Body shall be informed.

- ensure that a record is kept of any contagious disease that is contracted, also all acts of violence and that they are reported to the Governing Body as appropriate.

- ensure that fire procedures are planned and are rehearsed at least once per term.

- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order.

- ensure that adequate welfare facilities are provided and maintained for staff and students.

- ensure that periodic safety inspections of the College are carried out.

- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare.

- Receive and respond to written reports from the staff, updating any new or perceived risk to staff, pupils or property.

- ensure that contractors working in the College, report to appropriate management personnel before work commences in order to ascertain work details and agree safety procedures.

- ensure that there is an annual appraisal of the College's health and safety performance.

- ensure that risk assessments are undertaken and reviewed as appropriate; and

- ensure the Health and Safety Policy is reviewed and up to date as necessary.

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Competent Persons

The Estates Manager is appointed as the College Safety Officer by the SLT to provide advice and guidance on legislation, safety management systems and best management practice in relation to health, safety and environmental protection. The College Safety Officer will:

- prepare Codes of College Practice and Advisory Notes.
- assist in the development of contingency and emergency plans.
- audit the performance of Schools and other sections of the College and report findings to the Headmaster and Safety Committee.
- initiate accident or incident investigations.

The College Safety Officer will be provided with such assistance and resource as is necessary to undertake these functions including that necessary to provide specialist advice in biological, fire and radiation safety.

The College Safety Officer empowered by the SLT, will take direct action where a situation or condition presents a significant threat to the health or safety of any individual, to the environment, College building or property or if there is a serious breach of any statutory provision that may expose the College to enforcement action.

The College shall seek additional health and safety advice from external health and safety consultancy services.

Headmaster.

The Headmaster is responsible for the following:

- teaching staff and pupil health and safety, as affected by the curriculum and the teaching timetable.
- the management and discipline of teaching staff and pupils, insofar as they impact upon health and safety.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far, as is reasonably practicable: -

- ensure that the College's policies are implemented at all times.
- be responsible for the health and safety of the students they supervise.

- ensure that equipment used at the College is safe and presents no risk to health and ensure that any defects are reported immediately to the relevant head of department so that the equipment can either be repaired or disposed of.
- in the event of a fire, ensure that all students know the fire procedure and are evacuated safely.
- ensure that they maintain a register of a paper list of all pupils in their class/care together with contact details in case of an emergency.
  in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book.
- ensure that all classroom-based activities are carried out in a safe and healthy manner.
- ensure that any violent behaviour is stopped.
- ensure that students are adequately supervised whilst on midday dinner.
- ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- ensure that whilst transporting students by vehicle, safety seatbelts are worn, and the college's guidelines are followed.
- co-operate with the SMT in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- ensure that when undertaking College trips and holidays, specific risk assessments, sufficient research, planning, precautions and supervision are undertaken as laid down in the College's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor.
- ensure that they do not bring into College any potentially dangerous article or hazardous substance without the expressed permission of the Bursar or Headmaster.
- take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- ensure that any agreed security provisions are carried out.
- co-operate with the SMT on all aspects of health, safety and welfare.

Students

All students must: -

- co-operate with college staff on health and safety matters.
- not interfere with anything provided to safeguard their own health and safety.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a member of staff.

ARRANGEMENTS FOR HEALTH & SAFETY

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1.0 Health & Safety Management System

The College operates a documented health and safety management system provided by our health and safety consultants. The system consists of monthly prioritised actions for the college to complete and implement and can be viewed on request.

The health and safety management system are the responsibility of:

College Bursar and Estates Manager (Health & Safety Officer)

The College has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by MHL Support and is kept in The Bursars Office.

2.0 College specific policies & procedures

All staff have a common law duty to take reasonable care to avoid acts or omissions likely to injure someone and by the implied terms of their contracts, to obey the instructions and regulations published by the college.

In common law, teachers stand `in loco parentis' for the pupils in their charge. Teachers must exercise such supervision as is necessary to protect the health, safety and welfare of the pupils, paying due regard to:

a. The age, maturity, usual standard of behaviour and number of pupils in the class or activity.

b. The nature of the lesson or activity and its location.

By their very nature, some lessons or activities will attract a greater degree of risk to health and safety than others. Heads of Departments in the following disciplines are responsible for drawing up appropriate health and safety codes of practices so as to comply with the HASAWA 1974 and associated statutory provisions (Annex A):

Department

Art
Design & Technology
Science
Outdoor Pursuits
Games & PE
Property & Estates
Catering
ALNCO

Other areas of health and safety are common to the whole College, whether on or off campus, and staff must respond accordingly.

All College policies and procedures in relation to health and safety are regarded as supplementary to this policy REFER TO ANNEX C.

3.0 Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the College will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Monitor and review the assessment until things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by the Heads of Departments.

The findings of the risk assessments will be reported to the College Bursar/Estates Manager

Approval for the required action to remove or control risks will be given by the College Bursar/Estates Manager

Heads of Departments will be responsible for ensuring the action required is implemented.

Heads of Department will check that the implemented actions have removed/ reduced the risks.

Heads of Departments are responsible for ensuring that all relevant employees are informed about the risk assessments.

Continual risk assessment and identification reduces the threat to health and safety; all staff have a responsibility to notify the College Bursar or Estates Manager of any perceived hazards. The College Bursar or Estates Manager will then take the appropriate remedial action.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

3.1 Safe Systems of Work

Where the risk assessments for work activities identify residual high-risk situations, written safe systems of work will be provided. The School Leadership Team will ensure that detailed instructions and information is made available to operatives and subcontractors and that adequate instruction and training is provided to ensure compliance with the system.

4.0 Consultation with Employees

The College will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Employee representative(s) are: -

Assistant Bursar

Consultation with employees will be provided by:

- Direct Consultation from Heads of Departments and Safety Representatives
- Departmental Meetings
- The Safety Committee
- Health and Safety Notices and Posters displayed on notice boards.

Any-member of staff may represent his or her views on health & safe to the SLT in writing, at any time. The subject will be raised at the next SLT meeting, or if urgent, dealt with by the Bursar and Property & Estates Manager.

5.0 Safe Plant and Equipment

The College will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Heads of Departments are responsible for identifying all plant and equipment needing maintenance.

Heads of Departments are responsible for ensuring that effective maintenance procedures are drawn up.

Heads of Departments are responsible for ensuring that all identified maintenance is implemented.

Any problems with plant or equipment should be reported to relevant Heads of Departments.

Heads of Departments are responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

NO UNAUTHORISED ELECTRICAL EQUIPMENT IS TO BE USED ON COLLEGE PREMISES. WHERE APPROPRIATE, RESIDUAL CURRENT DEVICES SHOULD BE USED WITH ALL ELECTRICAL EQUIPMENT.

REFER TO THE PORTABLE ELECTRICAL EQUIPMENT TESTING AND INSPECTION CODE OF PRACTICE FOR DETAILED PROCEDURES AND GUIDELINES.

5.1 Protective Equipment and Clothing

It is the policy of the college to comply with the law as set out in the:

Personal Protective Equipment at Work Regulations 1992.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

- All personal protective equipment provided by the College will be properly assessed prior to its provision.
- All personal protective equipment provided by the College will be maintained in good working order.
- All employees provided with personal protective equipment by the College will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- The College will endeavour to ensure that all personal protective equipment provided is used properly by its employees.

Any person working within the workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing will be informed of statutory and college policy requirements and instructed not continue

working until protective clothing is obtained. This applies to any sub-contractor as well as direct employees.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary and/or appropriate. Facilities will be provided for the storage of PPE

Heads of Departments must ensure:

- that the correct protective equipment is made available
- that the equipment is worn where required
- that PPE is in safe working order
- staff and pupils are trained in the correct use
- personal protective equipment is stored correctly

6.0 Safe handling and use of substances

The College will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Heads of Departments are responsible for identifying all substances that need a COSHH assessment.

Heads of Departments are responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments.

Approval for the required action to remove or control risks will be given by the College Bursar with Responsibility for Health and Safety.

Heads of Departments are responsible for ensuring the actions required are implemented.

Heads of Departments will check that the implemented actions have removed/ reduced the risks.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

Heads of Departments are responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Heads of Department will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every year, or when the work activity changes or the constituents of the product change, whichever is the sooner.

7.0 Manual Handling Operations

It is the policy of the college to comply with the law as set out in the Manual

Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. As required under the Management of Health and Safety Regulations, the college will ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992.
Where it is not possible to avoid manual handling, an assessment of the operations will be made taking into account the task, the load, the working environment and the capability of the individual concerned. All operations will be assessed, and the risk of injury reduced by the use of mechanical means or the provision of other suitable means.

Heads of Departments are responsible for carrying out manual handling assessments.

All aspects of manual handling involved in the College's operations will be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the business's operations.

The findings of the risk assessments will be reported to the College Bursar/Estates Manager.

Approval for the required action to remove or control risks will be given by the College Bursar/Estates Manager

Heads of Departments will be responsible for ensuring the action required is implemented.

Heads of Department will check that the implemented actions have removed/ reduced the risks.

Heads of Departments are responsible for ensuring that all relevant employees are informed about the manual handling assessments recommendations.

8.0 Display Screen Equipment

It is the policy of the college to comply with the regulation as set out in the: Health and Safety Display Screen Equipment regulation 1992.

A DSE Assessment Survey will be conducted to analyse individual workstations used by users or operators for all work involving display screen equipment, to check compliance with the Health and Safety (Display Screen Equipment) Regulation 1992.

All employees who use display screen equipment will have adequate training and information, proper breaks or changes of activity, workstations suitable for them and eye tests if they request them, to minimise the risk of occupational ill-health and compliance with health and safety.

Heads of Departments shall ensure that, where appropriate, workstation risk assessments are carried out and Information is given to 'users' on good practice.

The findings of the risk assessments will be reported to the College Bursar with Responsibility for Health and Safety.
Approval for the required action to remove or control risks will be given by the College Bursar/Estates Manager.

Heads of Departments will be responsible for ensuring the action required is implemented.

Heads of Department will check that the implemented actions have removed/ reduced the risks.

REFER TO THE DISPLAY SCREEN EQUIPMENT SAFE USAGE PROCEDURE AND GUIDANCE.

9.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Staff room.

Health and safety advice is available from The College Bursar with responsibility for health and safety and HSE info line 0845 345 0055.

The College employs MHL Support Ltd to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact College Bursar or Assistant Bursar, who are authorised to contact mhl support if necessary.

Supervision of trainees will be arranged/undertaken/monitored by the College Bursar/Estates Manager, relevant Heads of Departments and the Educational Visits Coordinator.

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of the College Bursar/Estates Manager and the Educational Visits Co-ordinator.

Staff requiring further information, or in any doubt about health and safety and their responsibilities, should approach the Bursar or their Head of Department as appropriate.

Contractors or groups (e.g. Titus Trust) visiting, using or working on the campus must be made aware of and comply with the College's health and safety provisions.

10.0 Training and Competency

Induction training for all new employees is the responsibility of: College Bursar and Assistant Bursar

Job specific training will be provided by the relevant Heads of Departments and external training bodies.

Specific jobs requiring special training are:

- General teaching in specific areas i.e. DT/Science/ Outdoor pursuits
- Technicians
- Cleaners
- Maintenance staff
- Office staff
- Those with fire evacuation responsibility

Training records are kept by the College Bursar and Assistant Bursar.

Training records are located in personnel files in the HR office.

Training will be identified, arranged and monitored by the Senior Management Team and Heads of Departments.

10.1 Young Persons

Health and Safety Law defines people by age:

- A young person is anyone under eighteen years of age (young people)

- A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA).

Under The Management of Health and Safety at Work Regulations 1999, it requires employers to assess the health and safety risks to all their employees. Under the Regulations the College recognises that there are particular responsibilities towards young people, such as:

- Assess risks to all young people under 18 years of age, before they start work; to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks; to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

The risk assessment will take into account these following factors:

- The fitting-out and layout of the workplace and the particular site where they will work

- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent

- Type of work equipment will be used and how this will be handled

- How the work and processes involved are organised

- The need to assess and provide health and safety training

The extent of the risks that are identified in the risk assessment will determine whether the college has to restrict the work of the young person. Except in the special circumstances, the College shall not employ young people to do work which:

- is beyond their physical or psychological capacity

- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic, or has effects likely to be passed on genetically or likely to harm the unborn child

- exposes them to radiation

- involves a risk of accidents which they are unlikely to recognise because of, e.g. their lack of experience or training or sufficient attention to safety

- involves a risk to their health from extreme heat, noise or vibration.

These restrictions will not apply where young people over the MSLA are doing work necessary for their training, under proper supervision by a competent person and providing the risks are reduced to the lowest level, so far as is reasonably practicable.

The College shall let the parents / guardians of any children still of compulsory school age, know the key findings of the risk assessment and the control measures that will be introduced before the child starts work or work experience.

Senior Management Team and Heads of Departments are responsible for carrying out young persons risk assessment.

Approval for the required action to remove or control risks will be given by the College Bursar/Estates Manager.

The College shall obtain parental consent to employ a child of compulsory school age and provide the local authority with relevant information on the child so that he or she can be issued with an employment permit.

The College recognises that young people need training most when they start a job and need training to increase their capabilities and competencies to a level where they can do the work without putting themselves and others at risk. The College shall ensure that training is made available and undertaken.

Young people shall also receive training, instruction and information on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training shall include an introduction to health and safety, for example including first aid, fire and evacuation procedures. As well as training, the College shall ensure young people are supervised by competent persons at work.
Young persons training and supervisory requirements will be identified, arranged and monitored by the School Leadership Team and relevant Heads of Departments**.**

11.0 Accidents/ Near Misses

a. All accidents resulting in injury must be reported to the Bursar on Accident/Incident Report Forms held by Matron. Accidents to staff must be recorded in the Accident Book, also held by Matron in the Medical Centre. Incidents or near misses must also be reported to the Bursar. Copies of accidents and near miss reports will be held in the Bursar's office

b. To prevent recurrence, accidents should be investigated by the Head of Department or Master/Mistress-in-Charge at the time of the accident. The Accident/Incident

Report Form acts as an aide-memoir to ensure that all relevant information is collected.

c. Investigation results and any recommendations are to be reported to the Bursar, who will decide what further action should be taken and whether the accident must be notified to the Health & Safety Executive (HSE). Guidelines on notifiable accidents are located in the Accident Reporting Procedure Document.

11.1 First Aid.

a. First Aid should only be administered by qualified staff, e.g. Matron, Assistant Matron, Head of Games and Head of Outdoor Pursuits as soon as possible after an accident or injury. The injured employee or pupil should be taken to the Sanatorium for treatment, or Matron/Assistant Matron summoned to the scene.

b. Matron/Assistant Matron is responsible for deciding the severity of injury and where appropriate, summoning an ambulance or moving an employee or pupil to hospital.

c. Where a pupil is injured, the Housemaster and Headmaster must be informed as soon as possible, who will advise parents accordingly.

12.0 Monitoring

a. Maintenance plant, boilers, gas and electrical installations are inspected at least annually by College contractors with vehicles serviced weekly. Heads of Departments are responsible for ensuring that departmental equipment is similarly inspected and maintained. Defects in heating, lighting, ventilation or other equipment are to be reported to the Property & Estates Manager, in writing, for remedial works.

b. Once per term, nominated members of the SLT will inspect each College department, advising the Head of Department before the inspection.

c. At the start of each term, the College electrician will inspect and test pupils' electrical appliances, marking those that are safe to use and withdrawing those that are unsafe.

d. The College is subject to periodic inspections by the Gwynedd Fire Service, Environmental Health Officers, Department of Social Services and other regulatory bodies. Staff and pupils are expected to co-operate fully in such inspections.

e. MHL Support Ltd are employed by the College to carryout annual health and safety inspections/ audits.

f. Responsibility for investigating accidents and work-related causes of sickness absence is that of the School Leadership Team and relevant Heads of Departments.

g. Responsibility for acting on investigation findings to prevent a recurrence is that of the School Leadership Team and relevant Heads of Departments.

13.0 Emergency Procedures – Fire and Evacuation

a. Responsibility for ensuring the fire risk assessment is undertaken and completed is that of the College Bursar with Responsibility for Health and Safety.

Out-of-hours fire alarm activations are managed by Housemasters on a designated rota basis. During normal working hours, responsibility for responding to fire alarm issues rests with the Estates Department.

Overall accountability for fire safety across the College sits with the Estates Department. However, all employees have a duty to remain vigilant and must report any fire safety concerns or defects promptly in accordance with College procedures.

b. The College is protected by a sophisticated addressable fire alarm system which, when activated, automatically summons the Gwynedd Fire Service through a monitoring company. The system is to be tested weekly and logged.

c. Snowdonia Fire Protection Services are contracted to the College to provide regular inspection, maintenance and replacement of fire precaution equipment.

d. **ALL STAFF ARE RESPONSIBLE FOR ENSURING THAT FIRE EXITS, CORRIDORS, STAIRWAYS AND ESCAPE ROUTES ARE KEPT FREE OF HINDRANCE AND OBSTRUCTIONS.**

e. Fire drills and practices are to be conducted at the start of each term and on at least 2 other occasions during a term.

ALL STAFF ARE TO BE THOROUGHLY FAMILIAR WITH EMERGENCY PROCEDURES

14. Visitors to College Premises

a. Any person visiting the premises is requested to make an appointment prior to the visit.

Identifiable visitors and other persons who may be affected include: -

- invited guests and visitors to the College
- volunteers and students who may assist with teaching.
- parents and customers to events such as jumble sales / Christmas Fairs etc.
- users of College property out of College hours such as an aerobics class or a football club.
- bus drivers or other persons encountered on an external trip or holiday.
- contractors at the College (other than their own work activity, which they themselves are responsible for).
- peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc.
- deliverers of goods, meter readers etc.
- trespassers unless injured by their own unsafe activities.

b. On entering the premises, visitors must go to the Bursar's office and sign-in the visitor's book. On departure, visitors must sign-out of the visitor's book.

c., Please note that it is considered the responsibility of each member of staff who receives visitors to the College to ensure that this is complied with. Failure to sign in will mean that visitors may not be made aware of the College's Health and Safety policy.

15. Premises Management

15.1 Contractors and Safety

a. Contractors are selected on the following basis: -

- References
- Good Health and safety Record
- Proof of Competencies (e.g. production of qualification certificates)
- Insurance, such as employers Liability and Public liability
- Production of correct documentation, such as company H & S policy/ risk assessments/ method statement/ maintenance records

All contractors are required to attend a pre-start meeting with the Estates Manager and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.

b. All contractors are required to sign in and wear a visitor's badge.

c. Contractors must not leave their equipment unattended.

d. Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

e. The Control of Contractors Procedure Document must be followed and strictly adhered to. Please contact the Property & Estates Manager for further information on contractor control.

15.2 Management of Asbestos, water purity, gas safety, electricity safety etc

a. The Property & Estates Manager is responsible for ensuring that all above are controlled as far as is reasonably practicable and that statutory inspections are carried out by competent parties.

REFER TO THE CONTROL OF ASBESTOS PROCEDURE

16.0 External Groups / Activities

External groups currently using College premises are:

Glod Camp

Particulars of the College's Health and Safety Policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the College Safety Officer or appointed deputy.

All extra curricula groups using College premises must abide by College health and safety rules.

Groups that use College premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.

All events organised as a joint venture between the College and any other external group should be notified to the College Health and Safety Officer (Bursar) to enable the necessary health and safety guidance to be issued.

17.0 Educational Visits / Extra Curricular Activities (in schools)

The Headmaster and Educational Visits Co-ordinator (EVC) are responsible for ensuring that the Education Trips and Visits Code of Practice are followed.

The Educational Visits Co-ordinator for the College is Felicity Smith.

All educational visits must be authorised by the Headmaster with responsibility for health and safety in advance.

The Headmaster with responsibility for health and safety or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated, where appropriate, to the parents of the students and that parental consent is obtained.

Adult supervision will depend on the activity and will be confirmed by the EVC. Note -All educational visits and activities are all risk assessed in accordance with the code of practice in order to identify suitable adult supervision levels required.

Advice relating to educational visits can be obtained from The Educational Visits Coordinator.

Parental/ Pupil consent is to be sought and given in writing, where Pupil/ Parental helpers are used. Pupils/Parental helpers must be instructed and informed of all the relevant health and safety policies and procedures. In consenting to assist the college with educational visits they must agree to abide by the College's H&S policies & procedures.

Parental and other non-employed helpers should undergo a police check if they are likely to be supervising students in the absence of a member of staff.

The SLT is responsible for ensuring that all vehicles used for the purpose of transporting students to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

REFER TO THE TRIPS AND VISITS CODE OF PRACTICE FOR DETAILED PROCEDURES AND GUIDELINES.

18.0 Transport.

a. No person under the age of 21 may transport pupils in the college's minibus fleet. The SLT is to ensure that staff are fully competent to drive minibuses.

b. Staff are to ensure, before they start a journey that vehicles are properly checked, equipped, the carrying capacity is not exceeded and that pupils have fitted their seat belts.

c. For journeys in excess of 100 miles one way, vehicles are to be crewed by at least 2 members of staff.

d. Journey details are to be recorded in vehicle logbooks.

Any vehicle defects are to be reported immediately on return to campus.

e. Staff must only used approved vehicle hire companies. The approved list of vehicles hire companies can be found in the Bursar's Office.

REFER TO THE DRIVING COLLEGE VEHICLES CODE OF PRACTICE FOR DETAILED PROCEDURES AND GUIDELINES.

18.1 Movement of Vehicles

a. Staff and visitors should park their vehicles in the designated car parking areas provided.

b. A speed restriction of 15 mph is in place within the College grounds.

19.0 Security

a. The College School Leadership Team recognises that security is a high priority in maintaining sound health and safety for staff and pupils. In order to maintain suitable security, the College has the following security measures in place:

- Perimeter fencing
- Duty Officers stationed within individual buildings
- External Doors being locked during College hours
- CCTV
- Signposting
- Security lighting

b. Security is the responsibility of all staff. Housemasters must ensure in particular that security of sleeping accommodation buildings are checked regularly.

REFER ALSO TO ARRANGEMENTS FOR 'VISITORS'.

20.0 Health, Diseases & Hygiene.

a. The College Medical Officer, Matron and Assistant Matron are responsible for the pupils' health and hygiene, assisted by Housemasters and their wives. All staff though have a duty to be aware of a pupil's deteriorating health and to ensure that he or she reports to the Sanatorium as soon as possible.

b. Personal health and hygiene should be endemic in our pupils, the best means of preventing diseases and their spread. Again, staff have a duty to report pupils whose personal standards of hygiene, dress and appearance do not meet expectations.

c. Occupational health services are provided by Betsi Cadwalader Health Board at Glan Clwyd Hospital.

d. If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the Bursar with responsibility for health and safety in the first instance.

e. In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact the College Counsellor via Bursar or staff representatives. All calls and subsequent consultations will be treated in strictest confidence.

20.1 Stress

a. The Health and Safety Executive define stress as:
"The adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry that they can't cope"

b. The College in its commitment to protecting the health, safety and welfare of employees recognises work-related stress as an organisational issue. The College acknowledges the requirement under the Management of Health, Safety and Welfare at Work Regulations, 1999 to assess and control the risks arising from work-related stress. This policy will apply to all College employees.

c. Tackling work-related stress, the College will proactively identify workplace stressors and provide suitable strategies to eliminate or minimise the risk of stress amongst the workforces. After a stress risk assessment has been carried out, the effectiveness of measures taken to reduce stress must be reviewed on a regular basis.

d. The College will consult with employees on all issues around the Stress Policy and any provision for training. Employees are encouraged to consult with their managers around issues relating to work-related stress.

e. The College will provide training for designated managers around stress risk assessment and all managers on stress awareness.

PLEASE REFER TO THE COLLEGE STRESS MANAGEMENT POLICY

21.0 Health and Safety in the Curriculum

a. The Curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented.

b. Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For

example, the opportunity to educate students about safety through necessary underpinning knowledge in vocational

22. Violence, Behaviour, Bullying and Harassment

a. St David's College will not tolerate bullying, harassment or sexual harassment in any form of employees by managers, co-workers or any other persons on site. Harassment will be measured in the context of the impact of the harasser's conduct, not his / her intent.

b. All complaints of bullying, harassment or sexual harassment will be investigated and treated with fairness, sensitivity and in a confidential manner.

c. College employees found to be bullying, harassing or sexually harassing coworkers or any other persons on site will be subject to the College disciplinary procedure, which could lead to dismissal. Non-college employees found to be bullying, harassing or sexually harassing co-workers or any other persons on site will be removed from site or contract terminated.

d. Efforts will be made to train all staff in how to handle violent and aggressive situations.

b. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

c. If staff are taking students out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

d. If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.

e. The College will address bad behaviour, bullying and harassment by Referral to Head of Department and following this to the Deputy Headmaster.

f. The College will address good behaviour by Praise and citing individual as an example in e.g. assembly

g. The College will address bullying and harassment involving staff by referral to Head of Department, Headmaster and Human Resources.

23.0 New and Expectant Mothers

a. The phrase 'new or expectant mother' means an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

b. The health and safety of new and expectant mothers at work is covered by the Management of Health and Safety at Work Regulations 1999. The College will assess risks to new and expectant mothers. The findings of the risk assessment shall be communicated to all new and expectant mothers.

c. Where the College is notified in writing that a worker is pregnant, has given birth in the previous six months, or is breastfeeding, by a registered medical practitioner or a registered midwife confirming the pregnancy, the college shall:

- where it is not possible to avoid a risk by other means, make changes to the working conditions or hours of a new or expectant mother, offer her suitable alternative work, or if that is not possible suspend her for as long as necessary to protect her health and safety and that of her baby.

- where an employee works nights and produces a certificate from a registered medical practitioner or a registered midwife showing that it is necessary for her health and safety not to work nights, suspend her from that work for the period identified in the certificate. The Employment Rights Act 1996 requires that suitable alternative daytime work on the same terms and conditions should be offered before suspending the woman from work.

d. If, within a reasonable period of time, the employee has not produced the certificate the College shall not be required to continue following the requirements.

e. Under the Workplace (Health, Safety and Welfare) Regulations 1992 the College shall provide suitable facilities for workers who are pregnant or breastfeeding to rest.

24. Drugs and Alcohol

a. The College recognises the potential dangers of alcohol, drugs and solvent abuse, known as substance abuse, to both the individual and the College.

b. The College will offer assistance to employees admitting to a drug or alcohol problem such as leave of absence from work if required for treatment. There may circumstances when this offer may not be appropriate, and managers must assess each case individually.

c. Employees must report to work unimpaired by alcohol, illegal drugs or prescription drugs. Any employee reporting to work impaired by drugs and/or alcohol will be subject to the College disciplinary procedure, which could lead to dismissal.

d. Any employee or contractor found to be in possession, using, selling or under the influence of illegal drugs or solvents during working hours shall be subject to the

College disciplinary procedure, which could lead to dismissal and persons being reported to the police.

e. Any employer or contractor found to be in possession or consuming alcohol whilst at work without permission shall be subject to the College disciplinary procedure, which could lead to dismissal.

f. Prescription drugs are permitted to be taken during working hours only if they have been deemed to be safe to do so by a competent doctor and the prescription drugs do not affect the employee's ability to carry out their work safely. Employees must inform supervisors/ managers when taking prescription drugs that may alter their behaviour or physical/mental ability before starting work.

25.0 The Working Time Regulations 1998

Consideration as to working hours, rest periods, annual leave, shift working etc. and suitable maintenance of records to be in place to ensure compliance with these regulations.

26.0 Disciplinary Code

Where any employee is in contravention of Health and Safety rules and procedures, they will be subject to the college disciplinary procedure. Depending on severity, disciplinary action will be taken which can lead to dismissal.

CONCLUSIONS

Health and Safety are commonsense; no amount of regulation or instruction (and there are many) can replace speed of thought and deed. We have a duty though at St. David's to protect, as best we can, the health, safety and welfare of our staff and pupils. The Governors require, through these regulations, that staff at all levels discharge this responsibility with due diligence.

Equality

Under the Equality Act 2010, St. David's has a duty not to discriminate against any of the protected characteristics. Due regard has been given to equality law when developing and implementing St David's policies, practices and day-to-day activities. St David's will continually monitor the way this policy operates to ensure it does not unlawfully discriminate, permit harassment or victimisation, or limit equality of

opportunity. St David's is committed to meeting its obligations under the Equality Act 2010 at all times.

Annexes:

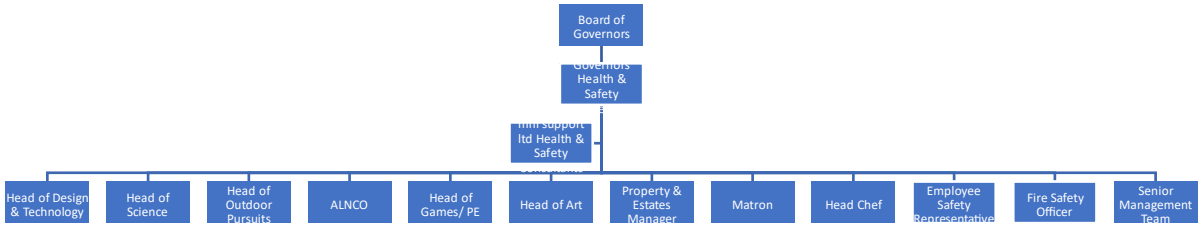
A Organisation of Health & Safety

B Statutory Provisions

C Additional Health & Safety Policies & Procedures

ORGANISATION OF HEALTH & SAFETY

Annex A



Main Acts and Statutory Instruments **Annex B**

Acts

1. Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
2. Chronically Sick and Disabled Persons Act 1970
3. Congenital Disabilities (Civil Liability) Act 1976
4. Control of Substances Hazardous to Health Regulations 2002
5. Education (school Premises) Regulations 1999
6. Education (Work Experience) Act 1973
7. Education Act 1944
8. Education Act 1996
9. Education Reform Act 1988
10. Employers' Health and Safety Policy Statements (Exception) Regulations 1975
11. Employer's Liability (Compulsory Insurance) Act 1969
12. Employer's Liability (Defective Equipment) Act 1969
13. Employment Medical Advisory Service Act 1972
14. Food Safety Act 1990
15. Health and Safety (Consultation with Employees) Regulations 1996
16. Health and Safety (Display Screen Equipment) Regulations 1992
17. Health and Safety (Miscellaneous Amendments) Regulations 2002
18. Health and Safety at Work Act 1974
19. Local Government (Miscellaneous Provisions) Act 1982
20. Management of Health and Safety at Work Regulations 1999
21. Occupier's Liability Act 1957
22. Occupier's Liability Act 1984
23. Offices, Shops and Railway Premises Act 1963
24. Provision and Use of Work Equipment Regulations 1998
25. Regulatory Reform (Fire Safety) Order 2005
26. Safety Representatives and Safety Committees Regulations 1977
27. School Premises (England) Regulations 2012
28. Control of School Premises (Wales) Regulations 2008
29. Social Security Act 1975/ 1985/ 1986/ 1989/ 1990/ 1998
30. Special Educational Needs and Disability Act 2001
31. The Corporate Manslaughter and Corporate Homicide Act 2007
32. The Data Protection Act 1998
33. The Regulatory Reform (Fire Safety) Order 2005
34. The Road Traffic Act 1991
35. The Schools Standards and Framework Act 1998
36. Toys (Safety) Regulations 2011
37. Unfair Contract Terms Act 1977

Welsh Statutory Instruments

1. The Independent School Standards (Wales) Regulations 2024
2. The Provision of Information by Head Teachers to Parents and Adult Pupils (Wales) Regulations 2022
3. The Education (Arrangements for Assessing in the Curriculum for Wales) Regulations 2022
4. The Transition from Primary to Secondary School (Wales) Regulations 2022
5. The Federation of Maintained Schools (Wales) (Amendment) Regulations 2021
6. The Government of Maintained Schools (Wales) (Amendment) Regulations 2020
7. The Relaxation of School Reporting Requirements (Wales) (Coronavirus) Regulations 2022
8. The Education (Amendments Relating to Teacher Assessment Information) (Wales) Regulations 2018
9. The Government of Maintained Schools (Change of Category) (Wales) Regulations 2015
10. The Education (School Development Plans) (Wales) Regulations 2014
11. The Federation of Maintained Schools (Wales) Regulations 2014
12. The Staffing of Maintained Schools (Wales) (Amendment) Regulations 2014
13. The Education (Penalty Notices) (Wales) Regulations 2013
14. The School Governors' Annual Reports (Wales) (Amendment) Regulations 2013
15. The Collaboration Between Education Bodies (Wales) Regulations 2012
16. The School Teacher Appraisal (Wales) Regulations 2011
17. The School Information (Wales) Regulations 2011
18. The School Governors' Annual Reports (Wales) Regulations 2011
19. The School Funding (Wales) Regulations 2010
20. The Staffing of Maintained Schools (Wales) (Amendment No. 2) Regulations 2009
21. The Staffing of Maintained Schools (Wales) (Amendment) Regulations 2009
22. The Changing of School Session Times (Wales) Regulations 2009
23. Control of School Premises (Wales) Regulations 2008
24. Control of School Premises (Amendment) (Wales) Regulations 2008
25. The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007
26. The Staffing of Maintained Schools (Miscellaneous Amendments) (Wales) Regulations 2007
27. The Staffing of Maintained Schools (Wales) Regulations 2006
28. The School Council (Wales) Regulations 2005
29. The Governor Allowances (Wales) Regulations 2005
30. The Government of Maintained Schools (Wales) Regulations 2005
31. The New Maintained Schools (Wales) Regulations 2005

32. The Education (Pupil Exclusions and Appeals) (Wales) (Miscellaneous Amendments) Regulations 2004
33. The Education (Pupil Exclusions and Appeals) (Maintained Schools) (Wales) Regulations 2003
34. The Education (Pupil Exclusions and Appeals) (Pupil Referral Units) (Wales) Regulations 2003
35. The School Government (Terms of Reference) (Amendment) (Wales) Regulations 2002

36. The School Government (Terms of Reference) (Wales) Regulations 2000