



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Polisi Iechyd a Diogelwch Health and Safety Policy

**Mabysiadwyd gan Gorff y Llywodraethwyr mew cyffarfod llawn ar:
This policy was adopted in a Full Governing Body meeting on:**

**Dyddiad / Date
5/10/17**

**Enw'r Cadeirydd / Name of Chairman
Sean Snape**

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Health and Safety Policy General Statement

1.0 Introduction

In accordance with the provision of Section 2 (3) of the Health and Safety at Work Act etc.1974, --Canolfan Addysg Y Bont, hereinafter called the SCHOOL, has prepared the following statement of its policy with respect to safeguarding the health and safety of employees, pupils, contactors and other visitors.

In distributing the policy, the SCHOOL wishes to emphasise the view that the promotion of health and safety in the working and learning environment is considered to be a joint objective of the SCHOOL, its employees, parents and pupils and visitors, in this context, encourage the active involvement of all parties.

The LEA is responsible for setting LEA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters. The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

2.0 Statement

The Governing Body and the Head Teacher recognises and accepts its responsibility for providing, so far as is reasonably practicable, work and learning places and an environment which are safe and without risk to the health of employees, pupils and others who may be affected by their undertaking.

2.1 Aims

The SCHOOL will, so far as is reasonably practicable, provide and maintain:

- plant, equipment and systems of work that are safe;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- a safe place of work with safe access and egress;
- a healthy working environment;
- adequate welfare facilities;
- effective assessment and management of risks;
- suitable and sufficient information, instruction, training and supervision.

3.0 Action Plan

The SCHOOL will prepare and revise on an annual basis an Action Plan to outline targets that need to be achieved to ensure improvement in the general health and safety performance of departments and the SCHOOL as a whole. An Annual Report will be prepared detailing the progress made towards achieving the targets set out in the action plan.

4.0 Arrangements

4.1 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999 (as amended), the SCHOOL will ensure, so far as it is reasonably practicable, that measures are taken to safeguard its employees and others from foreseeable risks to their health, safety and welfare.

The SCHOOL recognises the importance of risk assessment and the adoption of effective risk management in order to minimise risks, thus reducing accidents/incidents and ill-health and as such has specifically prepared a policy statement on the issue.

Health and safety risks arising out of the SCHOOL'S activities will be assessed by suitably competent staff and significant findings will be communicated to all relevant staff.

Where significant risks have been identified and prioritised, Action Plans will be initiated to outline the preventative and protective measures necessary to avoid, eliminate or progressively reduce the risks.

4.2 Accident/Incident Reporting

All injuries, diseases and dangerous occurrences as prescribed by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 must be reported to the Council's Corporate Health and Safety Team by the quickest possible means. The Corporate Health and Safety Team will notify the Health and Safety Executive on behalf of the SCHOOL.

All accidents and incidents should be reported on the Council's accident/incident reporting form, and forwarded to the Corporate Health and Safety team.

4.3 Emergency Procedures

The SCHOOL will establish and give effect to the appropriate procedures to be followed in the event of serious and imminent danger to persons at work, and others who may be affected by such an emergency situation.

The SCHOOL will maintain a formal procedure for the evacuation of its premises in the event of a fire emergency. Instructions on the action to take on discovering a fire and the procedure to adopt on hearing the fire alarm will be displayed in all premises.

The SCHOOL will maintain a formal procedure in the event of a bomb threat or on receipt of a suspect package, and instructions on the action to be taken will be communicated to all relevant staff.

4.4 First Aid

The SCHOOL will provide suitably competent first aiders or appointed persons as required under the Health and Safety (First Aid) Regulations 1981. Notices of persons to contact will be displayed in the SCHOOL. In accordance with LEA guidance, suitably stocked first aid boxes will be provided, SCHOOL owned vehicles and other sites as required, and designated first aiders will be responsible for their restocking.

4.5 Lone Working

The SCHOOL accepts that in some instances, employees may find themselves working alone. In order to safeguard employees against foreseeable risks when instances of lone working arise, the LEA has prepared a policy statement which will set out the appropriate procedures to be followed.

4.6 Violence at Work

The SCHOOL is not prepared to tolerate acts of violence against its employees. In order to safeguard its employees against foreseeable risks of violence from whatever source, in circumstances arising out of the course of their employment, the LEA has prepared a policy and issued guidance on the matter.

4.7 Manual Handling and Lifting

The SCHOOL recognises and accepts its responsibility in relation to manual handling, whether it be the moving and handling of persons or inanimate objects. In order to safeguard its employees and others from risks associated with moving and handling, the Council has prepared a policy and issued guidance on the matter in accordance with the Manual Handling Operations Regulations 1992 (as amended).

4.8 Display Screen Equipment

The SCHOOL, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended), will establish formal procedures in relation to 'user designation', workstation assessments and eye/eyesight tests in order to safeguard employees from the risks associated with their work on display screen equipment.

4.9 Control of Substances Hazardous to Health

In order to safeguard employees and others from the risks associated with the handling and use of chemicals, carcinogens and biological agents arising out of the course of their employment, the LEA, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) has prepared a policy and issued guidance on the matter.

4.10 Control of Contractors

The SCHOOL and Council will ensure that it engages only competent contractors to carry out work on its behalf, and it will monitor their compliance with relevant legislation.

The SCHOOL and Council will ensure that contractors are familiar with and adhere to health, safety and welfare requirements specified by the Council in its Health and Safety Conditions for Contractors document.

4.11 Stress Management

The SCHOOL accepts that the work employees do can sometimes be very stressful, and measures will be introduced to identify the possible causes of stress.

Procedures will be implemented to minimise stress and to reduce the risks to the health and well-being of the individual.

4.12 Smoking

The SCHOOL will actively aim to improve employee's health and welfare by reducing their exposure to environmental tobacco smoke. The LEA recognises its responsibilities under the Smoke-free Premises etc. (Wales) Regulations 2007. To assist with this the whole site will be smoke-free.

4.13 Drugs and Alcohol

The SCHOOL aims to ensure that drug and alcohol misuse by any person does not impair on the health and safety of employees, pupils and others who may be affected by the work of the Council.

The SCHOOL recognises the importance of employees' general health and well-being, and to this end a specific policy has been prepared to address the matter.

5.0 Corporate Policies

The general policy statement is issued / available to all employees and elected members and should be read in conjunction with relevant corporate health and safety policies/procedures available from the Health and Safety Team and on MoniTor.

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6.0 Revision of Policy

This statement of safety policy will be reviewed and updated as and when necessary, and revisions will be communicated to all employees within one month of formal adoption.

Signed	Signed
<i>Sean Snape (Chair)</i>	5/10/17
<i>A. Huws (Headteacher)</i>	5/10/17