



Hs004 - Health and Safety Policy

SMT owner	Bursar
Reviewed by SMT	Y
Effective from	September 2025
Next review	September 2026
Governor approval (Y/N)? Approved by Board of Governors (if Y)	Y

References

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Guidance for Governing Bodies on Health and Safety Responsibilities (Wales)
- DfE Guidance on Health and Safety: Responsibilities and Duties for Schools (2021) (England)
- Education (School Premises) Regulations 1999 (Wales)
- Construction (Design and Management) Regulations 2015 (CDM)
- DfE's *Driving School Minibuses: Safety Guidance*
- Community Transport Association (CTA). *MiDAS – Minibus Driver Awareness Scheme*
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471
- Food Safety Act 1990
- Food Hygiene (Wales) Regulations 2006
- Food Information (Amendment) (Wales) Regulations 2019 (Natasha's Law)
- Food Standards Agency: Providing food at community and charity events
- Shared Regulatory Services: Food Safety Management
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

1.1 THE ORGANISATION

Please refer to *Appendix 2: The Organisation* for information on the following:

- The Governing Body
- The Head
- Competent Persons: The Bursar
- Senior Management Team
- Departmental Managers, HoFs, HoMs, Director of Sport, Subject Leaders
- Teachers and Support Staff

1.2 CONTRACTORS / VOLUNTEERS and SITE-BASED WORK / DRIVERS

Please refer to the *Contractors, Volunteers, Site-based Work and Drivers Procedure (HSP002)* for information on the following:

- Contractors
- Volunteers and Site-based Work
- Drivers of vehicles supplied by Christ College Brecon

1.3 PEOPLE SAFETY and WELLBEING

- First Aid Policy (HS001)

Please refer to the *People Safety Procedure (HSP003)* for information on the following:

- Martyn's Law (Terrorism (Protection and Premised) Act 2025)
- Fire Safety and Emergency Preparedness
- Food Safety
- Display Screen Equipment (DSE) Assessments
- Wellbeing

1.4 OFF-SITE VISITS

Please refer to the *Off-site Visits Procedure (HSP004)* for information on off-site visits.

1.5 Control Measures: Risk, Training, and Monitoring

Please refer to the *Control Measures: Risk, Training, and Monitoring Procedure (HSP005)* for information on the following:

- Monitoring and Reporting
- Risk Assessment and Training

1.6 Annual Policy Review

This policy will be reviewed annually by the Governing Body and updated in line with changes in legislation or operational practice.

Appendix 1: H&S Statement

Health and Safety Policy Statement

Christ College, Brecon (CCB) is committed to pursuing excellence in everything it does, and this includes the management of health and safety. We will comply with relevant Health and Safety Acts and Regulations industry standards and best practice. We will take a risk-based approach which will be proportionate to the level of safety and health risks arising from our activities. We will provide the necessary leadership and resources and encourage engagement from everyone involved in the School's activities. We are committed to:

- preventing injury and ill health to employees, students, visitors, contractors and temporary workers, as well as any members of the public who might be affected by our activities
- continuous improvement in our safety management system, health and safety performance and safety culture
- learning from accidents and incidents, taking action to reduce and prevent future accidents
- encouraging everyone to take personal responsibility for their own safety, health and well-being and for those around them
- working with our estates management team to effectively manage health and safety risks
- operating a safety management system which puts in place effective control measures that are proportionate to the level of risk
- reviewing this policy every two years, or sooner if required.

This policy will be communicated to all employees and stakeholders who may be affected by our operations. The specific arrangements for the implementation of the Policy and the people responsible are detailed in our Health and Safety Policy and Procedures document which is available from the Bursar.

Commitment

I and the other members of the governing body are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and wellbeing across the School. We expect every member of the School to share this commitment and to work together to achieve it.

Signed: 

Professor Michael Davies (Chair of the Board of Governors)
September 2025

Appendix 2: The Organisation

THE GOVERNING BODY

The Governing body have overall health and safety responsibility. They need to ensure that effective structures are in place for managing health and safety risks at the school. Discharge of this responsibility is ensured through the appointment of a governors' H&S representative who attends the H&S committee meetings and reports directly to governors (see H&S Committee).

The Health and Safety at Work Act 1974 (HASWA) places duties on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees (section 2 HASWA) and the health and safety of persons not employed (section 3) but who may be affected by the work activities such as pupils and visitors. Employers have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations (COSHH).

The Governing body recognise that traditionally, many employers have focussed on managing physical health and safety but legal duties concerning health and safety are not limited in that way. HASWA requires employers to ensure the 'welfare' of their employees, so far as reasonably practicable, when at work. The Governors recognise the risk that work-related stress can pose and will oversee management putting in place support mechanisms and creating a culture where employees feel able to share challenges which negatively impact on their mental health to enable employers to identify risks and put management strategies in place.

This policy is aligned with all relevant health and safety legislation and guidance applicable in Wales, including statutory advice from the Welsh Government and the Health and Safety Executive (HSE). Governing bodies are supported in fulfilling their duties in line with the *Guidance for Governing Bodies on Health and Safety Responsibilities* (Welsh Government) and other pertinent Welsh statutory frameworks. Where appropriate, reference is also made to guidance issued in England by the Department for Education (DfE); however, such guidance is considered advisory only. In any case of discrepancy, Welsh legislation and statutory guidance take precedence.

THE HEAD

The School Head is responsible for making sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that he/she has the support of the Senior Management Team to carry out their duties.

The School Head has delegated Health and Safety duties to the Senior Management Team while keeping overall responsibility.

The Head will ensure that management systems to monitor and report mental welfare issues are put in place and steps are taken to support staff members who are in need of additional support.

COMPETENT PERSONS

Bursar

The Bursar fulfils the role of Competent Person¹ and is responsible for co-coordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the Competent Person may include:

- Co-coordinating the Christ College, Brecon's risk assessment programme.
- Chair of the H&S Committee
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, Christ College, Brecon's insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance when necessary.
- Displaying the Health and Safety Law poster, a copy of the Christ College, Brecon's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Ensuring that H&S Induction Checklist for new starters and long-term temporary employees are completed.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.
- Qualify and act as the schools External Visits co-ordinator and as such ensure that adequate safety arrangements and policies are put in place and expedition leaders are suitably briefed and trained.
- Using the MIS, provide 'warning flags' to the Senior Management team in relation to stress related absences, concerns raised or mental welfare that could impact upon work related stress (e.g. bereavement).

SENIOR MANAGEMENT TEAM

The Senior Management Team (SMT) has accepted the duties from the School Head and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly, at least once per term.
- The health & safety policy statement reflects current SMT priorities.

- The management systems allow health & safety performance to be reported effectively. Issues and concerns are reported through the departments to the health and safety committee. Issues for action are then referred to SMT. This is in addition to urgent items which would be included on weekly meetings.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in Christ College, Brecon's annual report.
- There is time at all meetings, including SMT meetings, where health & safety is a standing agenda item.
- Managers may delegate Health and Safety responsibilities however they remain accountable.
- Monitor stress related absences or other absences/issues raised by staff that suggest they are operating under excessively stressful conditions.

DEPARTMENTAL MANAGERS / HOFs / HOMs / DIRECTOR OF SPORT / SUBJECT LEADERS

Departmental managers/Heads of Faculties' health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Pupils and staff in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Supervision, instruction and information is provided to pupils and staff in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from school activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the school is maintained at all times (Estates only).
- All pupils and staff receive adequate and appropriate health & safety training in their tasks.
- Take action where they believe that pupils or staff may be encountering mental welfare issues.
- Ensure that Health and Safety is a standing item on the agenda for all departmental meetings. Amongst other things this item is an opportunity to report, review and action any incidents which occurred in the department since the last meeting and to record and monitor follow-up actions.
- Throughout this policy, 'management' means the person in charge of the Department/work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, team and so on.
- Some of the above duties may be devolved by management although they remain accountable.

TEACHERS and SUPPORT STAFF

The health & safety responsibilities of teachers and support staff are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees and pupils about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their line manager and complete the accident form.
- Ensure that they highlight excessive stress either themselves or for pupils where possible eg through pupil welfare meetings or, in the case of employee stress, through return to work interviews.