

The best possible start to a lifelong education



Health & Safety Policy

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1.0 General Policy Statement

The Headteacher and Governors of Caegarw Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. The school supports and endorses Rhondda Cynon Taf Council's health and safety policies and will assist the Council to discharge its responsibilities, which it holds as employer.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely and that adequate resources are identified for health and safety.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school and will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored and reviewed annually to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Signed: Headteacher Date:

Signed: Chair of Governors Date:

2.0 Organisation

Ultimately the responsibility for all school organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific duties being set out below.

2.1 The Governing Body

In order to discharge their responsibility, the Governing Body will:

- a ensure, by attending regular health and safety training and receiving copies of all health and safety circulars, that the Council's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments); reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- c ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d nominate a Health and Safety Governor;
- e receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-ordinator/Health and Safety Governor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- f to consider information, statistics and reports relating to health, safety and welfare matters;
- g to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

2.2 Headteacher

The Headteacher has overall responsibility for the health and safety policy, organisation and arrangements throughout the School and will undertake the role of health and safety co-ordinator. In particular the Headteacher will:

- a budget for health and safety matters;
- b review the health and safety policy annually and when significant changes occur within the organisation of the school;
- c develop, introduce, maintain and review health and safety management procedures to ensure the school complies with legislative requirements and good practice e.g. risk assessments including fire, display screen equipment and manual handling;
- d ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, for example boilers, pressure vessels etc. are undertaken;
- e ensure all portable electrical equipment is tested on a regular basis;
- f ensure the provision and maintenance of all 'fire' equipment, including the arrangement for a fire safety risk assessment to be completed and reviewed where required;
- g ensure health and safety issues associated with building and maintenance projects are complied with;
- h ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the Health and Safety Team in compliance with specified timescales and to monitor incidents to identify trends;
- i to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- j make an annual report on health and safety matters including buildings and safety management to the Governing Body;
- k Health and safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;
- l ensure that health and safety is considered as an integral part of teaching;
- m instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the health and safety policy, health and safety legislation and guidance;
- n ensure that premises health and safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
- o develop and establish emergency procedures, and organise fire evacuation drills within the school;
- p investigate and advise on hazards and precautions;
- q ensure all staff receive appropriate health and safety training at induction which must include emergency arrangements, and specific sections of the health and safety policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- r ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements;

- first aid.
 - fire and emergency evacuation.
 - risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
- s to monitor student health records prior to entry and to report/advise of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- t the Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:
- immediate danger, or,
 - dangerous practice, or
 - breach of the law.

2.3 Class Teachers

Teachers are responsible for the immediate health and safety of pupils in their classroom. Teachers must:

- a exercise effective supervision of their pupils;
- b understand the fire evacuation procedures for the school and assembly points to evacuate to;
- c understand the first aid and accident reporting procedures and to comply with them;
- d follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPSS;
- e personally follow safe working procedures and ensure pupils follow good examples of safe working;
- f ensure the use of protective equipment and guarding as required;
- g report to the Headteacher any health and safety issues or omissions identified so that they can be rectified;
- h ensure all accidents incidents and near misses are reported in compliance with set timescales and procedures.

2.4 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise the line manager is the Headteacher. Additionally, the teaching assistants will:

- a be aware of any risk assessments for specific activities and follow safe working procedures personally;
- b be familiar with the general and particular health and safety rules that apply to his/her area of work;
- c maintain good housekeeping standards;
- d report defects to their line manager.

2.5 Caretaker

- a) undertake required premises health and safety inspections e.g. weekly, termly, and keep records of any issues identified ;
- b) attend to defect reports and recommendations from the Headteacher or staff;
- c) keep records of hazards identified on site by staff and the remedial action taken and when;
- d) ensure all accidents within the area of responsibility are recorded in line with the school policy;
- e) ensure all equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

2.6 All employees

- a) co-operate with the Headteacher so as to enable him/her to carryout their statutory duties and responsibilities effectively;
- b) report to the Headteacher hazards and near miss incidents;
- c) cooperate in the investigation of accidents;
- d) undertake their duties in accordance with their training and instruction;
- e) not undertake any work that they are not competent to do;
- f) attend training courses and briefing sessions required.

3.0 Arrangements

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Further more detailed arrangements and/or guides will be referenced where required.

3.1 Accident / Incident Reporting

All staff are required to report incidents/accidents using the Council's HS5(A) form which is available from the admin office. The form will be used to record incidents/accidents involving pupils, employees, visitors and contractors.

If the accident/incident involve a pupil then it is the class teacher or the staff member supervising the pupil who is responsible for the completion of part A of the form. The Headteacher will investigate and complete part B of the form.

If the incident/accident involves a member of staff then the staff member should complete part A of the form and the Headteacher will investigate and complete part B.

The Headteacher will ensure that any reportable incidents/accidents falling within the scope of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported to the Health and Safety Team in compliance with set timescales. The Headteacher will monitor accident/incidents for trends. A file of the completed forms HS5(A) will be kept in the admin office.

3.2 Asbestos Management

In order to manage the risk from asbestos the Council have undertaken a survey of the school where it has identified that ACMs may be present in a number of areas. The Council has provided an asbestos register that includes the Asbestos Management Plan (AMP) which outlines how the Council and school staff will manage the ACMs in place. The AMP is kept in the administrative office and will be reviewed by Corporate Estates annually.

3.2 Asbestos Management (Cont'd)

Any contractor undertaking building works and/or maintenance tasks including surveys will be instructed to read the register and AMP and sign to indicate they have done so. This is to ensure that they do not work in or near areas where ACMs are likely to be disturbed.

The Headteacher will ensure that any asbestos containing materials (ACMs) that may, or have become damaged will be reported to Corporate Estates for immediate action. Corporate Estates will be contacted by the Headteacher when any building works are planned, including refurbishments or demolition as well as minor works such as running computer cables, electrical, plumbing etc. The Headteacher will periodically review the AMP to ensure there are contractors signatures evident within it.

3.3 Curriculum

Where required, the school will implement policies and procedures for subjects which present their own hazards. Certain materials and substances used in subjects such as Art, D&T and Science will present hazards and the school must ensure that they are being used and stored in the correct way. Where necessary, the Headteacher will refer to any additional resources that are available and follow the appropriate guidance provided.

The Council subscribes to CLEAPSS on behalf of the school. The Headteacher will refer to these guidelines to ensure that they are working in accordance with them at all times. The Headteacher will also ensure that any newsletters or updates of information are passed onto all relevant staff.

The school will follow the guidance outlined by The Association for Physical Education (afPE) guidance to ensure that safe practices are being followed. All PE equipment will be inspected on an annual basis by an external consultant. Visual inspections will also be undertaken by staff prior to use and any defective equipment will be taken out of use.

3.4 Communication

The school will utilise existing communication systems for sharing information on Health and Safety issues, including staff meetings, briefings, intranet etc. Health and Safety will be a standard item on the agenda of staff meetings. Health and Safety bulletins will be reviewed and circulated within the school to communicate important health and safety matters.

The Head Teacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed on the health and safety notice boards throughout the school.

A health and safety file/s will be maintained where all relevant policies, risk assessments etc are available. The Headteacher is responsible for ensuring that a copy of the current safety policy and 'Statement of Intent' is available to all employees. This is kept in the admin office.

3.5 Control of Contractors

Contractors in school may be involved in long-term major refurbishment work or everyday maintenance, such as servicing of the heating system, repairing damaged guttering, maintaining the fire alarm system. Whatever work the contractor is undertaking must be managed appropriately by school management on a day to day basis. The Headteacher will ensure effective communication is established and maintained including:

- regular workplace meetings with contractors;
- providing contractors with copies of appropriate hazard registers such as the asbestos register;
- have effective signing in and out procedures for contractors;

- informing contractors of emergency procedures;
- informing employees, pupils and visitors about possible interference with normal working practices.

3.6 Control of Substances Hazardous to Health

It is recognised that there is a need for risk assessments to be carried out on all substances used at school which could be hazardous to health. The School will provide the necessary information on the correct use, storage, emergency procedures and any additional protective equipment to be used; along with any other findings from the risk assessment to the relevant persons prior to the product being used or task being carried out.

An inventory of chemicals will be kept and updated on a regular basis. COSHH Risk Assessments will be conducted and the outcome will be shared with relevant staff. Any new substances which are proposed to be used on the premises will first need to be approved by the Headteacher prior to use and storage.

3.7 Doors and Gates

As part of the general risk assessment or inspection process the Headteacher will identify any hazards which the current doors and gates within the school present to pupils and staff. The risk assessment will highlight such areas as finger trapping, sheer points, sharp or rough edges, heavy doors closing quickly where small children are present, doors slamming as result of the wind etc.

3.8 Electrical Safety

The Headteacher will ensure that the fixed electrical system within the school and any portable electrical equipment is inspected and tested by a competent person in accordance with the Council's approved frequencies. All staff are responsible for the undertaking of a visual inspection of electrical equipment prior to use. If the equipment is found to be damaged it should be taken out of use, secured and labelled as defective until it can be safely disposed of. The records and certificates relating to these tests and inspections are kept in the administration office.

3.9 Fire Safety

Fire is probably the most serious hazard that most school staff and pupils will ever have to face. It can break out almost anywhere, at any time and affect everyone. A Fire Safety Risk Assessment has been completed by the Council's appointed fire safety consultants. The FSRA identifies all significant findings following an inspection of the school and includes a prioritised action plan that identifies the work required.

The fire safety risk assessment and action plan will be reviewed annually by the Headteacher who will inform the governing body and Local Authority of any ongoing fire related issues. Further reviews of the FSRA will occur when there has been significant building alterations or changes to the school activities or content.

Emergency plans have been drawn up taking into account the findings of the fire safety risk assessment and these have been discussed at staff meetings.

The fire logbook will be used to record tests, drills, training, defects etc. Fire evacuation procedures are clearly posted by call points. Fire exits are regularly checked and extinguishers annually inspected. Provision will be made for safe egress from the building. The appointed person will monitor this for the premises.

Contractors and other visitors will be briefed on evacuation procedures as required. Termly fire drills will be conducted to test the effectiveness of these arrangements. Reports will be provided by the Headteacher to the Governing Body.

Full arrangements and responsibilities are set out in the separate School Fire Safety Policy which is kept in the admin office.

3.1.0 First Aid

A risk assessment has been made to determine the level of First Aid provision and training required. Training will be undertaken and include paediatric first aid training for foundation stage (as a minimum). The name, telephone number or extensions are displayed in various locations throughout the school.

Sufficient numbers of adequately stocked first-aid boxes are available from the admin office and within the school minibus. First Aid staff will be responsible for ensuring that the contents of the First-Aid boxes are replenished as and when necessary. A record will be kept of first aid given and kept alongside the First-Aid Box. The level of first aid provision will be considered for all educational/off-site visits.

3.1.1 Health and Safety Inspections Monitoring etc , etc

A general inspection of the site will be conducted each term by the Headteacher and caretaker and others if requested. The Headteacher will be responsible for organising any remedial works. The findings of the inspections will be reported to the Governors as required.

3.1.2 Legionella Management

In order to manage the risks posed by legionella bacteria the Council has undertaken Legionella risk assessments of the water systems within the school and developed a site specific Legionella Risk Assessment / Site Log Book. The log book is kept in the admin office. It is the responsibility of the Headteacher to keep the log book updated and readily available and to ensure **monthly** temperature monitoring and **weekly** flushing of low use water outlets as specified within the log book is carried out. The Headteacher will ensure that any faults or non compliances with the required temperatures will be reported to Corporate Estates for further action. Quarterly visits will also be undertaken by the Council's appointed contractors.

3.1.3 Manual Handling

The school will complete risk assessments for all tasks or processes carried out by staff which involve manual handling and will ensure that any necessary controls identified are implemented. Staff who carry out regular manual handling tasks are encouraged to rotate these tasks. Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task the school will make this equipment available to staff. All users of this equipment will be given the required information and training before use to ensure they are competent.

All equipment used to aid staff with the lifting or moving of equipment will be checked and maintained to ensure that it remains fit for purpose. Any defective equipment will be taken out of use and is repaired or replaced as necessary.

3.1.4 Medication

The school recognises that pupils at the school may require long term medication. The school will support those pupils whose condition requires them to have medication within the school day on a long term basis. Protocols and procedures are in place in line with Council Policy and DCSF guidance. Appropriate training will be undertaken by staff based on a risk assessment e.g. epi-pen training.

3.1.5 New and Expectant Mothers

In accordance with the corporate guidance, on notification by the employee the school will complete the corporate checklist to identify possible risks to mother and baby. A risk assessment will be conducted and monitored through the pregnancy. Records will be kept on the school personnel file.

3.1.6 School trips and outdoor learning activities

Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning and increases self confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Those employees charged with organising trips will ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- sensible precautions are in place, and making sure these work in practice;
- they know when and how to apply contingency plans where they are necessary;
- they heed advice and warnings from others, for example those with local knowledge or specialist expertise
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities are properly planned and assessed;

3.1.7 Play Equipment

Play equipment may be used during school hours only, under the guidance of a member of school staff. Suitable risk assessment will be carried out if the weather

conditions are poor. It should not be used out of school time, including before or after school.

Children must be wearing suitable footwear and no loose clothing such as unzipped coats, cardigans, etc. The climbing structure must not be used if it is wet or if the ground conditions are such that shoes would make the frame wet or muddy and slippery. The teacher deciding whether the play equipment may be used at playtime or lunchtime, will first give it a brief visual check to see that everything is secure and that the area is clear of glass, bricks, stones or litter.

The play equipment will have an annual safety inspection by an independent professionally qualified person. A daily inspection is carried out by the caretaker.

3.1.8 Risk Assessment

The Headteacher will ensure risk assessments are undertaken and reviewed as required. A team approach will be adopted which will involve relevant staff throughout the school as required. The Council's risk assessment guidance and forms will be used to complete the risk assessments.

3.1.9 Security

Provision is made at the school to ensure the safety and security of staff, pupils, visitors and contractors. All visitors to the site are directed to the reception area where door entry systems and a visitor booking in system is in operation. Staff must remain vigilant and not disclose security passwords or numbers to unauthorised persons. Staff will be advised to report any defective or damaged means of security or equipment such as fences, CCTV, security doors etc. to the Site Manager or Headteacher. The school has a security policy in place which all staff have seen and which is regularly reviewed to ensure it is suitable and sufficient.

3.2.0 Stress at Work

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Head Teacher will attend stress management training and all staff will attend stress awareness training in order to implement the HSE Management Standards.

The school will monitor indicators such as sickness absence and carryout surveys in order to assess work related hazards. The information will be used as part of the risk assessment process. Staff will be encouraged to determine the practical controls that may need to be put in place. In addition the Council offer a counselling service available to all staff. Details are available from the Occupational Health Unit.

3.2.1 Traffic Management on School Grounds

The Headteacher takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school

grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school management team. The Headteacher will undertake a risk assessment and develop appropriate control measures.

3.2.2 Training

A training need analysis will be undertaken by the Headteacher to identify health and safety training required for each member of staff. All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- inform staff of changes to this policy;
- assess the training requirements of the staff and integrate those needs in to the school development plan to inform governors;
- annually review the training needs of staff;
- assess the training needs of new members of staff.

3.2.3 Violence at Work

The Headteacher will ensure that arrangements are in place to protect those staff at risk, including those whose job may bring them into regular contact with members of the public. Specific risk assessments will be prepared and access will be given to a training programme developed for managing conflict. Incidents of physical violence or verbal abuse against staff will be recorded and investigated in accordance with the incident / accident reporting procedure.

3.2.4 Working at Height

In line with the Working at Height Regulations 2005, suitable and sufficient risk assessments must be carried out for any work at height activities undertaken at the school. The first aim is to reduce the need to work at height but where it is unavoidable, appropriate equipment and control measures will be used. Risk assessments will be reviewed on a regular basis. All equipment used must be suitable for the task and regular checks must be carried out on all equipment used, e.g. ladders, step ladders, tower scaffolds etc. Staff involved in working at height must undertake appropriate training.

3.2.5 Young Persons and Work Experience Students

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and/or safety which are a

consequence of their immaturity, lack of experience or absence of awareness of risks. The findings of the risk assessment will be communicated to the young person's parent or guardian. Where the school receive work experience students the school will adapt the generic risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to the work experience student. The school will provide work experience students with an induction, providing clear instructions as to what they should or should not be doing and provide adequate supervision. Records will be kept of the induction provided. Where pupils are sent on work experience risk assessments will be carried out prior to the pupil placement. Details of the assessments should be communicated to the parents or guardians.