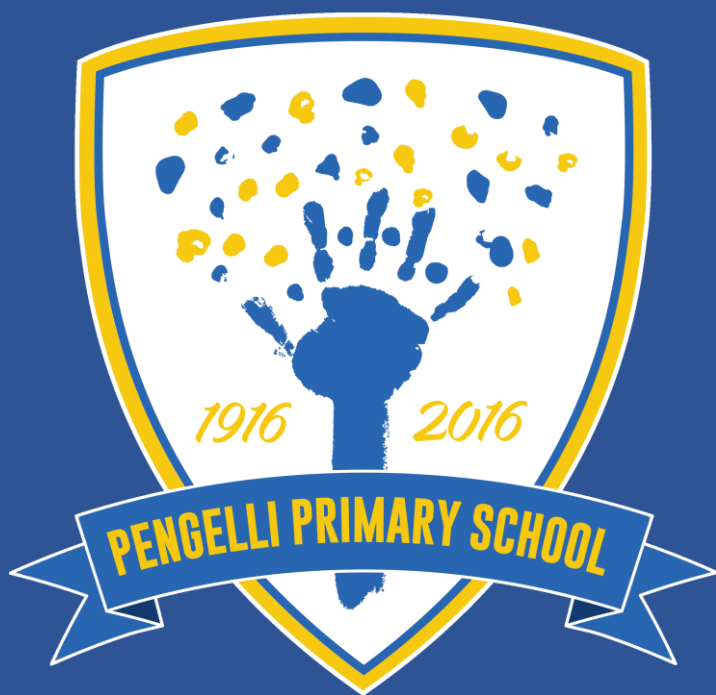




**PENGELLI PRIMARY SCHOOL**

# **HEALTH AND SAFETY POLICY 2020/21**

**THIS POLICY WILL BE REVIEWED EVERY YEAR UNLESS AN EARLIER REVIEW IS REQUIRED**

CHAIR OF GOVERNORS:

HEADTEACHER:

*Chris Scott*

*Helen Talaat*

DATE: September 2020

# A POLICY STATEMENT FOR HEALTH AND SAFETY 2020/21

## INTRODUCTION

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking (e.g. pupils, visitors, contractors).

The policy is in three main parts -

The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.

The **organisation** for implementing the policy, including allocation of functions to individuals.

The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

In accordance with the provisions section 2 (3), Pengelli Primary School has prepared a policy statement in respect of safeguarding the health and safety of employees and others in Pengelli Primary School. **See Policy Statement.**

## 1.0 STATEMENT OF POLICY

This is the health and safety policy of Pengelli Primary School which should be read in conjunction with the health and safety policies of Swansea Education Department and City and County of Swansea Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LEA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.
- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.
- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LEA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

*The second section of the policy details the Organisation, where areas of responsibilities are clearly set out in an organisational hierarchy, with a précis of the levels of responsibility placed upon the designated persons.*

## 2.0 ORGANISATIONAL STRUCTURE

As previously mentioned, the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Education Authority (LEA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

## 2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS

Governing Bodies of Community, Voluntary Controlled and Foundation schools are responsible under the Health and Safety at Work etc. Act 1974 to fulfil the following responsibilities so far as is reasonably practicable:

Overall and final responsibility for Health and Safety lies with the Governing Body. Everyday management of the Health and Safety Policy is delegated to the Headteacher or the Deputy Headteacher in her absence. The Headteacher will work closely with the Premises Committee members to review policy and procedures. Support will be sought from the LEA Health and Safety Officer where necessary.

The following persons are responsible for:

|                |                                          |
|----------------|------------------------------------------|
| Class Teachers | teaching areas                           |
| Caretaker      | school site and security                 |
| School Clerk   | office and clerical systems              |
| Mr D Caswell   | PE/games equipment and playground        |
| Miss S. Morgan | Science equipment                        |
| Miss S. Morgan | IT equipment                             |
| Lead teacher   | field trips and out of school activities |

All employees have the responsibility to cooperate with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health and safety problem which they are not able to put right they must immediately inform the appropriate person named above.

People responsible for:

|                                               |                                       |
|-----------------------------------------------|---------------------------------------|
| Safety Training                               | Headteacher                           |
| Carrying out safety inspections               | Headteacher and Caretaker             |
| Investigating accidents                       | Headteacher                           |
| Monitoring maintenance of plant and equipment | Caretaker                             |
| Basic First Aid                               | All teaching staff, TAs, School Clerk |
| Cleaning equipment                            | Caretaker/Cleaning Services (LA)      |
| Kitchen equipment                             | Catering Department (LA)              |

In a Health and Safety emergency the Headteacher must be informed who will if necessary contact the emergency services, the Chair of Governors and the LA Health and Safety Officer. The designated School Health and Safety Committee with the Headteacher will identify hazards, assess risks, assign priority to the risks and decide whether they are properly controlled or if action is needed.

Inspection of the workplace by the Caretaker informally on a daily basis and formally on a termly basis using the LA Health and Safety checklist will assist in hazard identification. An annual tour of the school of members of the Premises Committee to review risk assessments will also identify hazards.

Risk assessments are written which help to determine how urgently problems need tackling, in order to define priorities and actions which are needed to eliminate or reduce the risks.

Two types of monitoring are undertaken. Active monitoring assesses whether our risk control measures are effective and are being maintained. Reactive monitoring looks at incidents, accidents, complaints and occupational ill-health through investigation.

The Premises Committee with the Headteacher will review the Health and Safety risk control systems to ensure they are adequate. This will include a review of the accident book. They will report their findings to full Governors.

### **Policy**

The Governing body will ensure that the Education Service's Health & Safety Policy is implemented and monitored within the school.

The Governing Body will ensure that school procedures and its own policy statement are adhered to and that they are formally approved by the Governing Body.

### **Managing Health & Safety**

The Governing Body will make sure that the three essential elements for managing health and safety – inspection, risk assessment and monitoring – are incorporated into the school's own management approach and procedures.

### **Monitoring**

The Governing Body will monitor health and safety in school by:

- (a) receiving regular reports from the headteacher about current issues;
- (b) receiving regular reports on health and safety training undertaken by staff;
- (c) receiving annual (summary) reports from the headteacher on the progress in the management of health and safety;

### **Awareness and familiarisation**

The Governing Body will familiarise itself with the Health & Safety responsibilities of the headteacher so that they are better able to:

- (a) understand the extent to which health and safety now features in the whole management of the school, and
- (b) appreciate the importance of their help and support to the headteacher in the management of health and safety.

### **Safety advice and expertise**

The Governing Body will decide with the headteacher how they can best use the advice and expertise of their own Health & Safety Competent Person and Health & Safety Lead Governor, and also the Authority's Health & Safety Adviser, officers in the Schools Development Team and other specialists such as education advisers and inspectors, Building Control fire officers, Estate and Property Services, Building Services, Environmental Services and Leisure & Recreation Services staffs and private contractors.

## **Communication**

The Governing Body will ensure a comprehensive and effective communication system is established and maintained for conveying health and safety information between the headteacher, staff, Safety Representatives and other school stakeholders including pupils and parents.

## **Staff Structure**

The Governing Body will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.

## **Health & Safety Issues**

The Governing Body will ensure that the health and safety issues concerning the school are identified, decisions taken and effective action is carried through.

## **Health & Safety Lead Governor**

The Governing Body will consider the nomination of a Lead Governor on health and safety with the role of taking a lead on health and safety matters on behalf of the governors and providing support to the headteacher (see 'Functions of the Health & Safety Lead Governor').

## **Health & Safety Guidance**

The Governing Body will ensure that they are kept informed of health and safety guidance and information issued by the Education Service. They will ensure that the school arranges to comply with the guidance as appropriate.

## **Accidents**

The Governing Body will ensure that the headteacher provides them with reports of any significant accidents and dangerous occurrences.

## **Safety Representatives**

The Governing Body will ensure that accredited Safety Representatives receive help and opportunities to perform their duties.

## **Safety Officials**

The Governing Body will ensure that officers of the Education Service, the Health & Safety Adviser, Inspectors of Health & Safety Executive and any other bone fide health and safety officials receive all reasonable help and information in their inspections and other monitoring of health and safety in the school.

## **Visits, Journeys and Adventure Activities**

The Governing Body will be kept fully informed of residential activities.

They will ensure that the headteacher keeps them informed of visits, such as day visits, for which they do not need to give approval.

## **Security**

The Governing Body will ensure that the school will take into account personal safety, risk management and security, based on the Education Service's Policy, which is regularly reviewed.

## 2.2 FUNCTIONS OF THE HEALTH AND SAFETY LEAD GOVERNOR

The Lead Governor on health and safety carries no more responsibilities than any other governor because he/she is acting on behalf of the body corporate. The following suggestions are **functions**, not responsibilities. Day-to-day responsibilities for the management of health and safety in the school rests with the Headteacher and the functions assigned to the Lead Governor, in relation to the Headteacher, are supportive, principally to assist, help and advise as appropriate.

### **Awareness**

- To keep up to date with health and safety issues, regulations and guidance as they affect the school and advise the governors and/or the Headteacher as appropriate.
- To attend either the Education Service's Health and Safety Awareness course for Senior Managers or the Health and Safety course for Governors.

### **Liaison and Assistance**

To liaise with and provide assistance to the Headteacher on health and safety matters.

### **Inspections**

To represent the Governing Body and provide help to the Headteacher on inspections of the school by the Health and Safety Adviser, other Education Service officers, officers of the Health and Safety Executive and other bona fide safety officials.

To assist the Headteacher in the school's own health and safety inspections.

## 2.3 RESPONSIBILITIES - HEADTEACHER

In accordance with the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations, the headteacher, or in their absence, the acting headteacher or deputy headteacher, will fulfill the following responsibilities.

### Policy

Will implement and monitor the Education Service's Health and Safety Policy within the school.

Will produce the school's own Policy Statement and submit it to the Governing Body for formal approval.

### Managing Health and Safety

The Headteacher will incorporate the three essential elements for managing health and safety - **Inspection, Risk Assessment** and **Monitoring** - into the school's own management approach and procedures.

The Headteacher will:

- a) Nominate a person, or persons, as a Health and Safety Competent Person who is able to help and advise the headteacher on health and safety matters including risk assessments (see 'Functions of Health and Safety Competent Persons').
- b) Hold regular **inspections** of the school, or specific areas. Inspections help to identify hazards and allow you to look at hazards already reported to you.
- c) Consider existing and potential hazards in each area of the premises and in each work activity. **Assess the risks** from the identified hazards (as yourself "What would happen if .....?") Decide whether existing precautions are adequate and if they are not, what further preventative and protective measures should be taken. Make a record of any new measures required. Prioritise, programme and implement the measures decided upon. Adopt, or adapt to the school's own circumstances, generic risk assessments and health and safety guidance provided by the Education Service. Read the School Safety Quick Reference List to identify the most common risk areas.
- d) **Monitor** from time to time that the measures taken as a result of the risk assessment are being followed and are effective. Revise the assessment if it is necessary.

### Awareness

The Headteacher will ensure that her/his knowledge of health and safety matters is kept up-to-date. Headteachers are required to attend mandatory Health and Safety Awareness Courses offered by the Education Service.

### Health and Safety Guidance

The Headteacher will bring to the attention of the appropriate staff and the governors any health and safety guidance contained in this Policy Manual and issued from time to time by the Education Service and ensure that the guidance is followed.

### New Staff

The Headteacher will ensure procedures are in place to provide health and safety advice and information to students undergoing school based teacher training, new employees including newly qualified teachers, supply teachers, relief staff and also volunteers so that such 'new' persons fully understand what is expected of them. This is particularly important for the higher risk practical subjects. It is recommended that this is done by holding initial briefing meetings, providing written

procedures and holding follow-up meetings as appropriate.

New staff will be briefed by the Induction Coordinator (Deputy Headteacher) prior to commencement of work at our school. He/she will be:

- ☐ given a copy of the school Health and Safety Policy
- ☐ reminded of employees' responsibility to ensure safety of him/herself
- ☐ informed of fire evacuation procedures

### **Meeting obligations**

The Headteacher will examine the school's health and safety obligations and arrange to meet these obligations.

### **Governing Body**

The Headteacher will help the Governing Body to monitor health and safety by:  
Providing regular reports about current issues.

The Headteacher will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service.

The Headteacher will liaise with and involve as appropriate, the Health and Safety Lead Governor (see 'Functions of the Health and Safety Lead Governor').

### **Safety Performance**

The Headteacher will review regularly the safety practices and performance of all departments within the school and take appropriate action when necessary.

### **Accidents**

The Headteacher will make sure that all accidents, incidents and dangerous occurrences on the premises are reported to her/him, or a designated member of staff, and are investigated. The Headteacher will ensure, where appropriate, that preventative measures are taken and will ensure the required reports and returns are submitted in accordance with the Education Service's published procedure. The Headteacher will inform the Governing Body of any significant incidents.

### **First Aid**

The Headteacher will ensure that adequate first aid provision is available for staff, pupils and other persons (for example, visitors) if they are injured or become ill at school.

The Headteacher will ensure that appropriate provision is made for staff and pupils when they are working away from school (for example, on an educational journey) in accordance with the Education Service's published guidance.

The teacher on duty together with the FP TA will be responsible for basic first aid during the morning and afternoon breaks. Similarly the Mid-day Supervisors will be responsible for dealing with minor accidents during lunchtime with assistance from the FP TA who is first-aid trained.

First-aid boxes are situated in the classrooms and school kitchen, with FP TA in charge of extra first-aid resources. A first-aid box is taken onto the playground at lunchtimes by a Mid-day Supervisor. The FP TA is responsible for maintaining these boxes.

If deemed necessary the emergency services will be summoned by the Headteacher or the Deputy Headteacher in her absence. If parents are not available children will be accompanied to hospital by a member of staff and the FP TA. Accident reporting procedures have been outlined above.

Staff will have received first-aid training as part of their school-based INSET.

Individual Health Plans are held in all classrooms and the office and staffroom.

## **Kitchen**

The maintenance of equipment and the implementation of safe working systems is the responsibility of the contracted caterer. The Governing Body will liaise with the caterer to ensure high standards of safety. Pupils will not be allowed entry into the kitchen area for safety reasons.

## **Collection of Children**

Children will not be allowed to leave with anyone not named on the pupil collection form unless the teacher has been informed by the parent(s) of a change in the collection arrangements.

## **Blood-borne Diseases**

The Headteacher will ensure that staff are aware of the Education Service's guidance on Blood-Borne Viral Diseases, that the school has procedures for implementing the guidance and that the procedures are regularly reviewed.

## **Infectious Diseases**

Any information regarding the possible existence of infectious diseases should be communicated to the Headteacher as soon as possible. In turn the Headteacher will consult with the LA Medical Officer if appropriate, and appropriate advice will be followed.

## **Medication**

The Headteacher will ensure there are appropriate procedures to keep and dispense pupils' own medicines brought to school, in accordance with the Education Service's published guidance.

All medicines should be lodged with the School Clerk. Medicines will only be administered if parents request this in writing. The School Clerk must have sight of the original administration instructions before medicines will be administered. All medicines and pumps should be clearly marked with the child's name and directions for use.

## **Health Education**

The Headteacher will ensure that the school follows the Education Service's health education guidance.

## **Hygiene**

A high standard of personal hygiene should be maintained. Pupils should be encouraged to wash hands particularly after using the toilet. Staff should ensure that cuts are covered with suitable dressings whilst at work. Teachers giving first-aid should use disposable gloves and also wash their hands before and after treating a pupil. **NO** child should be allowed to give first-aid to another pupil.

## **Drugs**

The Headteacher will ensure that the school follows the Substance Misuse Policy guidance on the management of drug related incidents.

## **Safety Representatives**

- a) The Headteacher will consult with safety representatives in good time regarding matters which may affect the staff they represent, namely:
  - introduction of new measures which may substantially affect health and safety of staff;
  - arrangements for nominating competent persons health and safety information;
  - planning and organisation of health and safety training;
  - planning and introduction of new technologies.
- b) The Headteacher will ensure she is available at all reasonable times to meet Safety Representatives and make the necessary arrangements to ensure that Safety Representatives

can effectively carry out their functions.

The Headteacher will consider reports on inspections carried out by Safety Representatives and take appropriate action.

### **Safety Officials**

The Headteacher will make herself available to meet *bona fide* safety officials and offer them help and information to carry out inspections.

### **Safe Working Practices**

The Headteacher will make sure that safe working practices are adopted at all times to protect the health and safety of employees, pupils and other persons who may be affected.

### **Staff with Specific Responsibilities**

The Headteacher will ensure that staff with specific health and safety responsibilities know, accept and carry out these responsibilities.

### **Protective Clothing and Equipment**

The Headteacher will make sure that all staff and pupils have access to suitable protective clothing and equipment, where appropriate and are actively encouraged to use it.

### **Maintenance Premises**

The Headteacher will ensure that all parts of the premises and plant which the governors are responsible for the purchase and/or repair of are regularly inspected and maintained in safe order. That any unsafe items which are the Education Service's responsibility are reported to them and that any item which constitutes a health and safety hazard is taken out of use or secured out of bounds.

### **Hazards/Repairs**

Examples – broken window panes, damaged fencing, slippery floor, etc.

- ☐ All staff are responsible for their identification.
- ☐ These should be reported to the Caretaker and Headteacher.
- ☐ Staff may feel the need to cordon off an area or evacuate the area temporarily.
- ☐ The Headteacher is responsible for arranging remedial work. Repairs will be carried out using only materials appropriate for the specific purpose.
- ☐ Location of asbestos

Advice will be sought, if necessary, from the LA Health and Safety Officer.

### **Maintenance : Equipment**

The Headteacher will identify and arrange for the inspection, testing and maintenance of certain equipment and facilities which have significant health and safety implications.

### **Communication**

The Headteacher will establish and maintain effective communication channels to convey information concerning health, safety, welfare and security to and from governors, staff and Safety Representatives and pupils and parents as appropriate.

### **COSHH**

The Caretaker will comply with the Control of Substances Hazardous to Health Regulations 1994 (COSHH) and ensure that up-to-date assessments for hazardous products and substances are maintained at the school.

## Safe Systems

The Caretaker will ensure that products and substances are used, handled, transported and stored safely.

## Contractors

The Headteacher will make sure that contractors working on the premises work safely to protect the health and safety of pupils, staff and other persons using the premises. She will liaise with the contractor/LEA and involve the Health and Safety Adviser (Education and Community Services) if there are any problems.

Contractors working on site must:

- ☐ report to the Headteacher before beginning work
- ☐ liaise with the Caretaker about the storing of equipment
- ☐ liaise with the Headteacher before undertaking any work near places where children are working or playing
- ☐ be informed about children's breaktimes, lunch period and the start and end of the school day so as to be aware of movements of pupils and parents
- ☐ ensure all equipment is out of reach of children
- ☐ ensure ladders are secure and surrounded by a safety barrier
- ☐ ensure vehicles are only driven onto site out of the playtimes

For their own health and safety contractors will be informed of the following:

- ☐ fire evacuation procedures
- ☐ fire muster point
- ☐ location of first-aid boxes
- ☐ local/temporary hazards, eg other workmen on site, repairs awaiting/in progress

## Instruction and Training

The Headteacher will facilitate appropriate instruction and training for staff to use and operate new processes, materials, systems of work, changes in working practices, equipment and machinery. In conjunction with the Health and Safety Adviser, arrange for staff, particularly those involved with the higher risk practical subjects, or maintenance operations, such as Caretakers or who have health and safety responsibilities to receive health and safety training.

## Fire Prevention and Evacuation

The Headteacher will put in place and regularly review satisfactory procedures for fire prevention and emergency evacuation of the premises as outlined in the Education Service's published guidance. **Fire Precautions**

### Responsibilities

|                        |                           |
|------------------------|---------------------------|
| Escape routes          | Caretaker – daily         |
| Fire extinguishers     | Caretaker – weekly        |
|                        | LA annually               |
| Fire drills            | Headteacher – once a term |
| Fire alarms            | Caretaker – weekly        |
| Summoning Fire Service | School Clerk              |

## **Fire drill and fire precautions**

**As soon as an outbreak of fire is discovered the nearest fire alarm should be sounded and the Fire Service must be informed.**

On hearing the alarm, teachers should at once proceed with the orderly evacuation of classes to the main assembly point – lower yard near boundary wall, as it is close to gates leading to the sports field which can be used as a safe ‘holding’ area away from the building and vehicles of the Emergency Services and where, in a real emergency, children can be prepared for exit from school grounds via the lane into Tyrisha Road.

Teachers should close all doors in an endeavour to prevent fire spreading, if safe to do so.

Children using the toilets, work areas or on messages should be instructed to leave the building by the nearest safe exit (main or infants doors from corridor, or emergency exit from Nursery/Reception class) and join their classes in the appointed area.

At the assembly point staff should check that all pupils are present using fire registers which they must take with them.

### **Fire Safety Education**

Pupils will be given illustrated presentations by Fire Officers and take part in activities which will increase their awareness of the dangers of fire, and involve them in fire prevention strategies. Together with survival techniques, this fire safety programme is an extremely important element in the child’s education.

Similar use will be made of the Police Liaison Officer who will be involved in social and safety issues with the children. This would promote the development of positive attitudes between themselves and the community, and thus emphasise care whilst highlighting the potential for danger.

The Road Safety Officer is used to promote safety on our roads.

### **Emergency Cut-Off Points**

The Headteacher will identify the school’s gas, electric and water emergency cut-off systems. Make sure they are effectively signed and labeled and that arrangements for their use are part of the school’s emergency procedures. Ensure that any failings and defects are reported to the Education Service.

### **Job Descriptions**

The Headteacher will include suitable and sufficient health and safety responsibilities in the job descriptions of school staff.

### **Staff General Responsibilities**

The Headteacher will ensure that all staff are aware of their responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. (See Responsibilities of Employees).

### **Inspections**

The Headteacher will inspect the school at regular intervals to check that the safety measures are being maintained and that safety instructions and safe practices are being followed by all persons within the school. Any failures should be recorded and action taken to correct them. It is

recommended that the Health and Safety Adviser is periodically invited to attend inspections to provide advice.

### **ESTYN Inspection Reports**

The Headteacher will ensure that health and safety issues and defects, which are school responsibility, identified in ESTYN inspection reports, are addressed.

### **Purchase of Goods**

The Headteacher will make sure that goods purchased from the school's budget and from voluntary contributions conform to necessary safety standards, principally British Standards and European Standards and that all equipment purchased is safely installed.

### **Sale of Goods**

The Headteacher will make sure, so far as is reasonably practicable, that equipment and materials offered for sale by the school are safe by checking they are free from any inherent defects, hazards or lack of guarding.

### **Visits, Journeys and Adventure Activities**

The Headteacher will ensure that staff organising and taking part in visits, journeys and adventure activities are made aware of the Education Service's published guidance. They should all have the necessary knowledge, experience, qualifications (as appropriate) and skill so that they can deal with any particular risks that such a trip may have. The Headteacher will be satisfied about these arrangements before allowing the trip to take place.

Visits are an integral part of our whole school philosophy, but will make extra demands particularly in terms of supervision. The degree of supervision will depend on the activity being undertaken and the age/ability of the particular class. Nursery pupils must be accompanied by an adult. 1:5 ratio in infants. 1:10 ratio in juniors as a rule of thumb. A full risk assessment should be sought or a full risk assessment be undertaken by the lead teacher when making a 'recky' visit. Parents are invited to accompany our children to provide extra supervision. A basic first-aid kit should be taken on all visits, plus buckets/disinfectants/plastic bags to deal with cases of travel sickness, illness, etc. Asthma pumps, medication should be given to the class teacher with clear administering instructions in case of emergency. No child should be asked to undertake any activity beyond his/her capability. Consent forms listing individual needs should be taken and retained until all pupils return to school safely.

### **Special Educational Needs**

The Headteacher will make sure that health and safety facilities and procedures take into account pupils with special educational needs, especially those with disabilities which may present specific health and safety risks and ensure that the staff assigned to teach and care for them have appropriate health and safety equipment, training and guidance.

### **Asbestos**

The Headteacher will ensure that no work is undertaken which involves the disturbance of asbestos based materials without first consulting the Council's Scientific Services for advice in accordance with the Council's published policy and procedures.

### **Glazing**

A system to identify areas of high risk glazing in the school is in place and action is taken eliminate the risks or reduce them to the minimum.

## **Lifting and Handling**

The Headteacher will consider the lifting, handling and moving operations in the school and decide if any present risks to staff and pupils which would need a formal risk assessment to be undertaken, and, introduce preventative and protective measures to reduce the identified risks and monitor their effectiveness.

All staff should remember the importance of correct manual handling procedures and encourage our pupils to adopt similar practice. This is particularly important if our pupils are to avoid causing long-term injury to themselves through poor handling.

## **Electrical Safety**

Portable electrical equipment will be inspected according to LA advice, currently on an annual basis.

All staff should inspect electrical equipment prior to use and report damage to the Headteacher.

Staff should ensure that there are no trailing leads which may present a hazard.

## **Violence**

The Headteacher will put in place and regularly review procedures to safeguard the health, safety and welfare of staff for whom there is a foreseeable risk of assault. This could be from those they come into contact with in the course of their work, both on the school premises and in any visits they make.

## **Display Screen Equipment**

The Headteacher will identify the risks associated with the use of display screen equipment in the school and take measures to eliminate or reduce risks to the minimum in accordance with the Education Service's published guidance.

## **Ladders**

The Headteacher will ensure that staff are made aware of the Education Service's published guidance on the safe use of ladders and that the caretaker or other persons who use ladders are given a copy. The Headteacher will liaise with the caretaker regarding the safe use and storage of school ladders and will make sure contractors working at the school use their own ladders and do not borrow the school's in accordance with the Education Service's published guidance.

## **Safety of Children: Absconding; Protection from Unwelcome Visitors**

The Headteacher will prepare the school's Policy in accordance with the Education Service's published guidance.

## **Meningitis**

The Headteacher will ensure the school has strategies in place based on the Education Service's guidance to address the problems should a pupil be diagnosed as suffering from meningitis.

## **Science and Technology**

Pupils should be supervised at all times when taking part in Science and Technology lessons. They should be taught the safe use and storage of all equipment and tools. No personal equipment should be brought into school from home by staff or pupils.

## **Administrative and clerical staff**

The Headteacher will analyse the health and safety needs of administrative and clerical staff and will provide appropriate training, information, advice and guidance for them as appropriate.

### **Cleaning/maintenance**

The Headteacher will liaise with the caretaker and/or the Council's Area Caretaking Managers regarding any health and safety issues arising out of the cleaning of the premises and the caretaker's maintenance tasks.

### **Lettings**

The Headteacher will

- (a) ensure that those who hire the premises receive the necessary health and safety information.
- (b) liaise with the caretaker or other appropriate staff regarding any health and safety problems regarding lettings and decide what measures should be taken in consultation with the headteacher.

### **Transport**

The Headteacher will take health and safety implications into account when dealing with school transport arrangements.



## **2.3 RESPONSIBILITIES OF EMPLOYEES**

All employees have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work, etc Act 1974.

### **Policy**

Employees will make themselves familiar with and conform to the Education Service's Health and Safety Policy.

### **Guidance and Risk Assessments**

Employees will comply at all times, with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health, safety, welfare and security.

### **Hazards and Incidents**

Employees will report all hazards and incidents occurring during the course of their work to the Headteacher or Caretaker, as appropriate.

### **Protective Clothing and Equipment**

Employees will use appropriate safety equipment and protective clothing and ensure it is used by those persons under their charge in accordance with the Education Service's published guidance.

### **Safety Rules**

Employees will ensure that persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures.

### **Reasonable Care**

Employees will take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work.

### **Co-operation**

Employees will co-operate with management in any health and safety initiatives, investigations or requirements.

### **Accidents**

Employees will follow the Education Service's laid-down incident reporting procedures and assist the Headteacher in the investigation of accidents.

### **Avoid Misuse of Equipment, etc**

Employees will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare and security.

## 2.4 RESPONSIBILITIES OF CARETAKER

The caretaker is responsible for ensuring that he implements safe working practice in respect of his activities on and around Pengelli Primary School and complies with LA policies, procedures and guidance as appropriate.

**N.B.** In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practices could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures are taken to reduce risk to ensure that staff, pupils and visitors to Pengelli Primary School, are safe and without risk.

## 2.5 FUNCTIONS OF HEALTH & SAFETY COMPETENT PERSONS

The Management of Health & Safety Regulations 1992, requires headteachers and other managers to identify a member or members of staff to assist them in the management of health and safety. Such staff may be named as Health & Safety Competent Persons and will require training unless they already have sufficient knowledge, experience and awareness of health and safety issues.

The Health & Safety Competent Person does not have extra health and safety responsibilities other than those assigned to their particular job. The responsibilities rest with the Headteacher. Their role is to provide assistance, advice and practical help to the Headteacher by undertaking some or all of the following functions as agreed with the Headteacher.

### **Attend Training Courses**

To attend Education Service health and safety training courses as appropriate.

### **Awareness**

To remain aware of current health and safety issues and regulations relevant to the school.

### **Advice**

To advise the Headteacher, so far as they can, of possible health and safety implications for the school, of any new legislation or of any proposed changes in use of the premises or working practices.

### **Policy – Assistance**

To assist the Headteacher to implement the LA's Health & Safety Policy and Guidance Notes within the school and/or to formulate the school's own policy and procedures.

### **Identify Hazards – Assistance**

To assist the Headteacher to identify hazards and prepare risk assessments and adopt the Education Service's generic risk assessments in the school.

### **Implement Procedures – Assistance**

To assist the Headteacher to implement procedures to reduce any significant risks to the minimum. Assistance may also include specific duties regarding evacuation in case of fire or other emergencies, such as fire marshal functions or isolating gas, electric and water supplies.

### **Inspect the School – Assistance**

To assist the Headteacher with health and safety inspections of the school in order to monitor the school's health and safety performance.

## 2.8 ARRANGEMENTS

### **Accident Reporting**

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting information pack.

### **Administration of Medication**

The school will comply fully with the LA policy/guidance on the "Administration of medication" pack.

The Governors and headteacher will produce a school safety policy on the administration of medication.

The LEA will monitor compliance.

### **Asbestos**

It is the responsibility of the Council to ensure a survey/Risk Assessment is carried out in each school.

A central register of asbestos must be held by the school and kept accessible at all times.

The Headteacher is responsible for ensuring that reference is made to the register where the school commissions maintenance and repair works.

Reference must be made to County Guidance (on site copy) of Managing Asbestos.

### **Building/Premises Defects**

The school will ensure that regular formal inspections of buildings, premises (including walls, fences and pathways) and written records of defects are noted and a programme for remedial measures planned.

The school will maintain a defect` sheets where all members of staff can enter defects noted. Sheets will be continually monitored to ensure defects are remedied.

### **Particular matters requiring attention:**

School will ensure that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.

Regular inspections of the school site will be carried out (defects noted and remedial measures put in place)

Matters such as e.g. spillages, wet floors, trailing cables etc. must be identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.

Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves etc. cause a slipping risk. The LA will monitor for compliance.

### **Cleaning & the Use of Substances Hazardous to Work**

School will ensure that only approved cleaning materials are used and premises are kept in a

clean, hygienic condition.

All cleaning materials will be kept under locked storage.

### **Contractors**

School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

Any problems regarding health and safety of the works will be referred by the school to the Property Services Section and where appropriate to the Education Department School Improvement and Projects Unit

Large scale works will be undertaken under the control of the School Improvement and Projects Unit who will liaise with the Technical Services Department and private contractors.

The LEA will monitor where appropriate for compliance.

### **Display Screen Equipment**

The school will ensure full compliance with the City and County of Swansea Policy on Display Screen Equipment

### **Electricity**

The school will comply with the LA H&S policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and all testing, inspection and repairs and maintenance are carried out by a competent person.

### **Emergency Situations**

School must ensure that immediate access to LA guidance "Critical Incident Plan" and that the plan is tailored to the specific school site.

### **Finger traps in doors and gates**

All doors/gates will be risk assessed and appropriate safeguards put in as necessary.

### **Fire**

The school will ensure a Fire Safety Risk Assessment has been carried out by a competent person.

**N.B.** The Education Premises Health and Safety Officer will assist schools in implementing this requirement.

The school will action any requirements resulting from the Risk Assessment.

The school will ensure compliance with termly fire drills in accordance with LA guidance.

### **First Aid**

School must ensure the provision of First Aid is in accordance with LA guidance which covers the number of Certificated First Aiders/Appointed Persons etc.

## **Furniture/Equipment**

School will ensure that all new furniture is purchased in consultation with the LA School Improvement and Projects Unit and to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture/equipment and any defects found rectified / taken out of use.

## **Gas**

### **Manually Operated Gas Boilers**

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner/caretaker but referred to Technical Services, DLO/Competent Gas Engineer.

### **Other Gas Equipment**

School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies.

### **Gas Leaks**

The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak - refer to LA Critical Incident Manual.

### **Glazing**

A glazing survey/risk assessment will be arranged through the LA and a programme put in place by Technical Services.

The school (in liaison with the LA) will attend to any shortfalls identified.

### **Manual Handling**

School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from Site Management Division and the model Risk Assessment for Primary schools.

The LEA will arrange for periodic training for caretakers/cleaners in charge re safe lifting practices.

### **Out of Hours**

School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place (refer to LEA guidance "Securing the Future").

### **Out of School Visits**

School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

### **Physical Education**

The school will ensure that all P.E. activities fully comply with the standard as set out in the current BAALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.

These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Staff should lead pupils into and out of PE/Games lessons in a quiet orderly fashion. Staff should ensure PE/games equipment is safe before use. Pupils should be supervised at all times, and

should wear appropriate kit. Order and discipline should be maintained at all times. Pupils should not be asked to perform any task beyond their capability. As part of our PE work pupils should be taught the correct use and safe storage of all equipment, but it is the teacher's responsibility to ensure that the equipment is stored correctly. For further information colleagues should consult the 'Safe Practice in Physical Education' publication, BALPE.

### **Playground Equipment**

All playground equipment must be maintained to relevant British Standards and approved by the LA.

A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition (refer to model Risk Assessment for Primary schools).

The majority of accidents in our school occur in the playground during breaktimes/lunch hour.

Members of staff on duty should proceed to the yard immediately so that pupils are supervised at all times, and check that the main gate from the drive has not been left open by delivery vehicles. Gates leading to the sports field, the top footpath entrance, and the nature reserve must also be closed. The gate at the top of the footpath (known as 'Eiddwen's lane') at the rear corner of the school grounds has been permanently locked. This hitherto 'traditional right of way' ceased for villagers when the school governors decided that this was a risk to the safety and security of our pupils.

Teaching staff and supervisors will be vigilant in ensuring that children do not go into 'out of bounds' areas where they cannot be seen, eg behind the school building.

The school is fortunate in having large playing areas, thus making a range of activities possible, including ball games. Staff will need to ensure that such games are organised so as not to cause difficulties for others.

Pupils are not allowed to raise feet/hands to others even in fun, as this can often end in injury.

Staff should collect children and lead them into classes at the end of breaks/lunchtime.

In wet weather the staff of this small school will cooperate in providing the extra supervision necessary to maintain pupils' safety during break.

### **Pupil movements around school**

Although the school is compact and straightforward for pupils to travel from one area/class to another, it is important that children walk with care at all times. As far as is practicably possible pupils will be supervised by an adult when moving around the school interior.

The floor space in all lobby areas should be kept free of coats, bags, etc to avoid slips and trips which could cause serious injury. Toilet areas will be kept as clear and as dry as possible for the same reason.

Classes will enter and leave the dining hall in an orderly manner under the supervision of the mid-day supervisor and show courtesy and consideration whilst waiting and being served.

### **Pregnant/Nursing mothers/staff undergoing I.V.F. (In vitro fertilization treatment)**

The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

## **Residential courses**

Guidance for residential courses is generally as for outside visits except for:

- ☐ Parents should be informed of all proposed activities prior to the visit.
- ☐ Extra care should be taken to ensure asthma pumps/medication is taken and individual medicine needs are known by all staff accompanying the children. A full risk assessment should be sought or completed by the lead teacher through a prior visit.
- ☐ Premises should be inspected to ensure they are safe for pupils' use.
- ☐ Activities should be tailored according to the age/ability of the group.
- ☐ A basic first-aid kit should be taken out each day.
- ☐ Pupils should be supervised at all times.
- ☐ The telephone numbers of the local doctor/emergency services should be to hand in case of accident/illness.
- ☐ Consent forms should be retained until all pupils have returned safely to school.

## **School Ponds**

School must adhere to the LA guidance "Installation of a school pond" (LEA Health & Safety Policy) regarding the construction and safe use of schools ponds and ensure periodic monitoring to ensure that gates and fencing are in good condition (refer to Appendix in Health & Safety policy).

## **Nature Reserve**

The school nature reserve presents a hazard if pupils are not closely supervised at all times. Particular care should be taken when pupils are carrying out tasks near the reserve pond, eg pond dipping.

Pupils should be made aware of other dangers such as twigs and branches at eye level which may injure eyes/faces. The Caretaker should be informed of the likely use of the nature reserve so that all rubbish, glass, cans, etc can be removed prior to the children entering the nature reserve. The gate should be kept locked at all times when the reserve is not in use.

## **School Security**

Visitors should be asked to contact the School Office. Any unauthorised persons should be challenged and their presence reported to the Headteacher or Deputy Headteacher.

The school has a secure, single entry system in operation. Children are not to be involved in opening the door to visitors. If there is no-one in the office to respond to the intercom system children must inform the nearest class teacher.

The Caretaker/Cleaner's security has also been helped by the installation of a remote-controlled security light system around the school. This is particularly reassuring in the winter months. In the event of failure of this system the Headteacher (or Deputy Headteacher) will contact the Electrical Engineers Department at County Hall, and then Building Services (Electricians).

## **Smoking**

Schools will comply with the County Policy and meet requirements of any new legislative changes (e.g. Approved Code of Practice). For the convenience and good health of everyone there will be no smoking on the school grounds.

## **Stress**

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Personnel section of the LA.

## **Swimming**

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

School should contact Site Management and where there are safety implications that require to be resolved. (A copy of HSE document Safety in Swimming Pools is held in Site Management section).

Pupils must bring the appropriate swimwear and adequate towels. Extra care and supervision will be necessary as pupils enter and leave the coach and proceed to the swimming pool. The teacher will arrange for adequate supervision in the changing rooms. Pupils should follow the instructions of the pool swimming teacher at all times. Any pupil who does not follow instructions should be asked to leave the pool so that they do not put themselves or others in danger.

Care will be taken that each child's needs are taken account of during the swimming programme. The school places great emphasis on the acquisition of skills in swimming and life-saving, not only for enjoyment and future interest, but for the safety of themselves and others.

## **Traffic on School Sites**

School must comply with the requirements of the LA Traffic Management Guidance and compile a specific risk assessment on the management of traffic at the school site.

## **Traffic management**

The governors have emphasised that an earlier decision to stop parents driving cars into the playground when bringing and collecting children must be adhered to, in the interests of our children's safety. Parents will be reminded that his decision also applies on occasions of bad weather as these are the very times when children could be particularly at risk. The Headteacher and staff will be vigilant on this issue.

Drivers of delivery vehicles will be reminded of the need to travel slowly in the main drive and across the playground and will only be allowed access outside of playtimes. Staff will only be allowed to move their vehicles to and from the playground at breaktimes after having consulted the teacher on duty or mid-day supervisor and all pupils are moved to the top playground. The gate must be closed on arrival and departure.

## **Vermin/ pests on site**

Action to control vermin and pests must be in strict compliance with the requirements of the Model Risk Assessment.

## **Violence**

Staff have the right to work without being subjected to violence. Parents are encouraged to share a complaint initially with the individual staff member is entitled to refer the individual to the Headteacher or request the presence of a witness.

## **Volunteers**

Schools will ensure the safety of all volunteers on site and must make reference to the LA guidance which covers controls in respect of using volunteers.

## **Window Cleaning**

School must ensure that only competent window cleaners are engaged, and will ensure they

receive a Risk Assessment/Method statements detailing how the windows will be cleaned safely.

Schools should refer to the LA guidance on safety on Window Cleaners.

### **Working at Heights**

School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.

Where high level access is necessary e.g. (light tube changing multi-purpose halls) schools should contact the Site Management division who will arrange for competent staff to carry out the necessary works.

### **Work Life Balance**

10% PPA time has been introduced for all teaching staff (to improve their work-life balance). Twenty-one administrative tasks have been removed from the job descriptions of teaching staff and non-teaching associate staff's hours have been increased to address these tasks. Both of which are aimed to provide a more sensible work-life balance.

### **Young Persons on Work Experience**

Where the school has a work experience placement then a specific Risk Assessment must be undertaken and the hazards to the individual identified and the risk control measures put in place.

School must comply with LA policy - a copy of which can be obtained from Site Management.

## **Monitoring the health and safety policy**

Governors may also wish to monitor the policy as follows -

- a. As an agenda item during governing body meetings.
- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)