

HEALTH AND SAFETY POLICY



STATEMENT OF INTENT

SCHOOL NAME	Llanbedr Church in Wales School
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INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____ **Signature:** _____

Date: _____ (Chair of Governors)

Name: _____ **Signature:** _____

Date: _____ (Headteacher)

ORGANISATION

INTRODUCTION

In order to achieve compliance with the *Governing Body's Statement of Intent* the school's normal management structure will have responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at Appendix One.

THE GOVERNING BODY

The *Governing Body* has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) Be fully committed to the *Governing Body's Statement of Intent* for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.

- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Attend County Council organised courses as required.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- o) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.

- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Key Stage 2 Coordinator, Teachers, Teaching Assistants, Clerical Manager, supervisors, Technician and Cleaner. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator as necessary.
- c) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- f) Prepare an annual report for the Headteacher on the health and safety performance of his/her area of responsibility.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Give clear oral and written instructions and warnings to pupils as often as necessary.
- c) Follow safe working procedures personally.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to their Headteacher or Key Stage 2 Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Health & Safety Coordinator.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential

hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the County Council, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform the Headteacher or Health & Safety Coordinator of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- g) Inform the Headteacher or Health & Safety Coordinator of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Headteacher or Health and Safety Co-ordinator must approve such re-assignments.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

SCHOOL POLICIES & ARRANGEMENTS

The following is a list of arrangements which the Governors at Llanbedr C in W School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

1. First Aid
2. Drugs/Medication
3. Fire Safety
4. Reporting of accidents
5. Portable Electrical Appliances

6. Control of Substances Hazardous to Health (COSHH)
7. Playground Safety and Supervision
8. School Kitchen
9. Security
10. Emergency Closure
11. Out of school visits/activities
12. Parking
13. Construction sites/building work
14. Internet Safety

1. First Aid (Powys Health & Safety Manual for Schools Section 10)

The first aid box is located in the: Staffroom

and is under the control of the appointed person: Miss Sadie Ricketts who must be contacted in the event of first aid being required.

Mrs J Morgan & Mrs L Lewis are the school's First Aiders.

2. Medicines (Powys Health & Safety Manual for Schools Section 11)

At all times the school will liaise with parents to create a code of practice to support pupils with medical needs. (see County forms in First Aid File)

3. Fire Safety (Powys Health & Safety Manual for Schools Section 4)

A fire audit was carried out on 18th March 2013 by Mr G John (Health & Safety Coordinator/Governor) and there is a Fire Safety and Emergency File in the Staffroom.

Fire drills are held once a term and Fire Alarms are tested every week with records being kept in the Fire Safety and Emergency File.

- Assembly point - playing field at back of school
- Fire exits marked and kept clear - normal exit
Class 3 via fire exit - back door
Foundation Phase via sliding door in Class 1.
(Dependant on position of fire)
- regular checking of fire extinguishers

4. Reporting of Accidents/Injuries (Powys Health & Safety Manual for Schools Section 12)

All accidents, diseases and dangerous occurrence will be recorded and reported in line with County Procedure. School records will be kept in a folder in the First Aid cupboard.

5. Portable Electrical Appliances (Powys Health & Safety Manual for Schools Section 16)

All portable electrical appliances will be inspected and maintained in accordance with County Policy.

6. Hazardous Substances (Powys Health & Safety Manual for Schools Section 7)

No hazardous substances shall be used or contact with a hazardous emission allowed until a proper assessment of the risk to exposure has been assessed. (See also County code of Practice). Such matters will be referred to the County Safety Officer. Llanbedr C in W School uses no hazardous substances in its teaching practice. Toxic materials and hazardous substances are clearly marked and kept locked inside the cleaning cupboard.

Staff should be aware of the dangers of solvent materials.

Any suspected hazards will be reported to the Headteacher.

7. Playground Safety and Playground Supervision

At all break times two members of staff is on duty to ensure the safety of all pupils.

The following activities are forbidden:

- bullying
 - fighting
 - throwing sticks and stones
 - climbing of fences/gates etc
 - playing with hard balls
 - playing on the climbing wall without supervision
- (Equipment is inspected annually by Powys County Council)

- a. Outdoor Climbing Wall
 - 1. Pupils are only allowed on climbing wall when teachers or adult supervisors are in close proximity and can see the frame.
 - 2. Maximum number on the wall will be 5.
 - 3. Footwear must be soft-soled.
 - 4. Pupils wearing long trousers or tights must not be permitted to hang on bars by their legs.
 - 5. Pupils must not push or pull other pupils nor take part in chasing games while on the climbing wall.
 - 6. When the finger grips of the climbing wall are wet the wall must not be used.

- b. Large Outdoor Wooden Apparatus
 - 1. Pupils are allowed on the apparatus when teachers and adults are in close proximity.
 - 2. The apparatus is not to be used when wet.

- c. Retrieving Balls

Teachers or adults must supervise the retrieving of balls from the field or pond area. Adults must retrieve the ball from the road.

- a. School Gates

The School Gates are to be kept closed.
The gates at the top entrance are locked when not in use.

- b. Dogs

Dogs are not allowed on School grounds.

ALSO SEE GENERIC RISK ASSESSMENTS IN STAFFROOM

8. School Kitchen

Children do not enter the kitchen. All meals are served at the counter. If morning fruit needs to be cut, a member of staff will do this at the counter or in the classroom.

9. Security

We are a friendly school where visitors are made to feel welcome. Although the inner door is locked whenever the pupils are in school access is gained by ringing the doorbell. The visitors can be seen clearly through the glass door. All visitors

will have the door answered by a member of staff. Pupils are not permitted to open the door to any visitor.

10. Emergency Closure

There is a parent telephone rota for emergency school closure. The Headteacher will initiate the Emergency closure rota and put onto County website. The presence of a teacher in school does not mean that the school will be open if it is considered that the roads are not safe. (Additional information in 'Opening Schools in Extreme Bad Weather').

11. School trips (Powys CC Policy, Planning & Approval Procedures for Educational Visits)

For all Educational visits a risk assessment is carried out to ensure the safety of pupils at all times during the trip and a Powys application form is filled in to gain consent. The ratio of adults to children is always strictly adhered to.

12. Parking

Parents are requested not to park directly outside the school gates.

13. Contractors on site (Powys Health & Safety Manual for Schools Section 20)

Hazard and safety rules (contractors include caterers, the cleaning assistants, grass cutters, plumbers, painters, builders and heating engineers etc.).

Competent personnel (staff or governor) will monitor standards and ensure contractors are aware of considerations relevant to the working on the school site. Doubts or queries relating to contractors work should be addressed to the Headteacher.

If necessary, work should be halted whilst safety requirements are addressed.

The LEA is responsible for ensuring the completion of contracts.

All visiting contractors should notify the office on arrival. No work must be undertaken which may endanger children in the school environment e.g. grass cutting whilst children are in the playground, work in classrooms and work areas etc. All areas must be cleared of children before commencement of work.

14. Internet Safety (Reviewed with all pupils April 2013)

Pupils know the rules governing the use of the Internet and e-mails. These are:

- Don't give personal details about yourself or your friends;
- Don't go on inappropriate/unsuitable websites;
- Tell an adult if they do see an inappropriate/unsuitable website;
- Make emails you send suitable, polite and friendly;
- Sign a school consent form before using the internet;
- Check email addresses are accurate before sending;
- Don't open money accounts;
- Do not send photos or school logos.

Monitoring the health and safety policy

Rachel Jones (Powys CC Health, Safety and Outdoor Education Advisor) visited Llanbedr C in W School in Autumn Term 2012 to advise Headteacher. She will be invited again in Summer Term.

In addition to the daily monitoring of matters affecting health and safety performance the Headteacher together with the nominated governor, Mr Gavin John, formally meet once a term to undertake a safety inspection of the school premises. Health and Safety will also be an item on regular staff and governors meetings.

The Headteacher will inform the governors of the workings of the Policy, annually before the Annual Meeting of parents and Governors.

The Policy will be formally reviewed at a staff meeting every year or more frequently should the annual review show it to be necessary.

Policy prepared by - Miss Sadie Ricketts

Date Approved by Staff: _____

Signed: _____ (Chair of Governors)

_____ (Headteacher)

Date: _____

Appendix 1

ORGANISATIONAL CHART



