



Clyro Church in Wales Primary School

Health and Safety Policy

PART ONE: Statement of Intent

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 will work from the guidance available to us in the Health and Safety policy from Powys County Council.

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.

All Governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____

Date: _____

(Chair of Governors)

Name _____ Signature _____

Date: _____

(Headteacher)

PART TWO

Responsibilities:

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 clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities to appoint a governor with the responsibility for Health and Safety issues.
- The Health and Safety Governor, together with the Headteacher and Health & Safety Officer for school, to carry out a yearly "Self-Audit" of the school site.
- To have Health & Safety as a standard item on the agenda of all full Governors and staff meetings.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- The school's health and safety policy is reviewed annually.

The Headteacher

The Headteacher has the following responsibilities:

- Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Create a clear written local Policy for Health and Safety.
- Ensure that the Policy is communicated adequately to all relevant persons.
- Ensure appropriate information on significant risk activities is given to visitors and contractors
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Attend Local Authority organised courses as required.
- Make or arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Report to the Governing Body termly on the health and safety performance of the school.

School Health and Safety Officer (Miss S. Griffiths)

The School Health and Safety Officer has the following responsibilities:

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

All employees have the following responsibilities:

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- 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.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- 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.
- Prepare and report to the Headteacher the health and safety performance of their area of responsibility.
- 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.
- Give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- 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.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher.

All employees are expected to:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Local Authority, school or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.

- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Headteacher of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- Inform the Headteacher of any shortcomings they consider being in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Be familiar with and apply the procedures in respect of fire, first aid, security, off-site issues and other emergencies.
- 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 Officer must approve such re-assignments.

Pupils are expected to:

- Behave in a way that does not put their health and safety at risk.
- Observe standards of dress and footwear consistent with good health and hygiene practices.
- Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not misuse, neglect or interfere with things provided for their health and safety.

Visitors and contractors are expected to:

- Report to the school office on arrival.
- Sign in and out using the school visitor's book, wear a badge.
- Read the Safeguarding/Health & Safety leaflet
- Contractors should all read and sign the asbestos register.
- Follow the evacuation procedure in the event of an emergency.

PART THREE: Procedures and Arrangements

Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Fire

(See Fire Emergency File - in Headteachers office)

First Aid

The list of current first aiders is displayed on the staff notice board. It is the responsibility of Miss Jenny Lloyd to keep the first aid equipment well stocked, but it is the responsibility of all who use the First Aid Boxes to report any shortages or inadequacies to the school secretary. The First Aid equipment is located in the cupboard in the office in the main building and also a bag is kept in the staffroom.

Accident Reporting

All accidents, including minor incidents, to staff and visitors, including contractors and sub-contractors, must be reported on the Powys County Council on-line reporting system. Accidents to pupils that result in the pupil being sent to a Doctor or Hospital; were caused because of the condition of the premises or occurred during a classroom activity also must be reported on the on-line reporting system. Incidents to pupils that do not fall into any of these three categories, will be noted within school. Major injuries or fatalities must be reported by the Headteacher or the Deputy Headteacher immediately by telephone to the Corporate Health and Safety Unit on 01597 826245. The on-line reporting system and guidance can be accessed on the Powys Intranet.

Administration of Medicines - all staff have read and received a copy of this policy.

Training - any training that staff feel is necessary will be arranged as and when necessary.

Risk Assessment - All teaching staff have received training in risk assessments from the Powys Health & Safety Officer. Completed Risk Assessments are kept in the Risk Assessment file in the Headteacher's office. The Health & Safety Governor, along with the Headteacher and the School's Health & Safety Officer carry out self-audits of the school site. The Local Authority carries out their own audit of every school.

Working with Visual Display Units - this applies to identified members of staff who are working for long periods of time in front of a computer screen. Appropriate action will be taken.

Manual Handling - This school will undertake to identify employees who need to move loads as part of their work. The school will take any appropriate steps after undertaking a risk assessment, necessary to prevent the risk of injury during manual handling operations including lifting/carrying objects including people.

Inspection and Testing of Equipment - It is the policy of the school to purchase and maintain equipment at recognised British or European standards. The Local Authority has planned preventative inspection and monitoring programmes usually on an annual basis. This establishment will co-operate with such programmes of

work and take such action as is necessary to comply with this requirement. There is an annual inspection of portable electrical equipment (PAT testing) and adequate records kept. Certain electrical items e.g. glue guns, etc. should only be used with close adult supervision. Children must never be left unsupervised when using this equipment. Staff and children are not allowed to bring in equipment from home that has not been PAT tested.

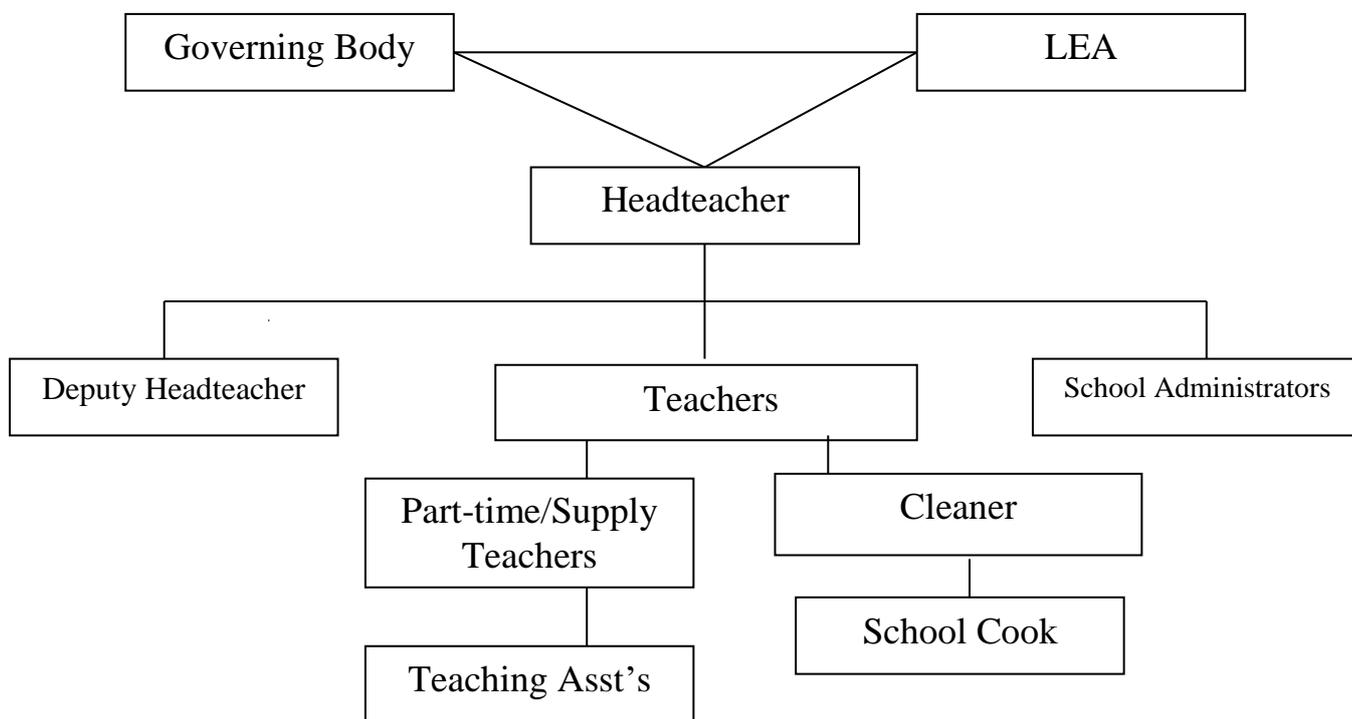
Control of Hazardous Substances - All substances and materials will have had a suitable and sufficient assessment made before being allowed on to this site. It is our objectives to eliminate hazardous substances and substitute with safer alternatives.

Outdoor and Indoor play equipment - All indoor play equipment is regularly monitored and checked by staff. All outdoor equipment is inspected by ROSPA and regular checks are made by members of staff. Tommy’s Pirate Playground is also inspected through ROSPA but is not part of the school premises, therefore the school can take no responsibility for any incidents or accidents that may occur.

Traffic on school site - Regular reminders are given to parents about safety around the school site.

Appendix One

ORGANISATIONAL CHART - SMALL SCHOOL



Signed (For the Governing Body)

Signed (Headteacher)

Date: May 2019

Review Date: May 2021