




# Health and Safety Policy

Author	HT
Chair Signature	 Sarah Jenkins
Ratification Date	06.07.23
Renewal Date	Every 3 years

St Andrews Major C/W Primary School

This Health and Safety policy is a supplement to the Vale of Glamorgan Council's Health, Safety and Well-being Policy. Further advice and guidance can be found on the Vale of Glamorgan Council's Corporate Health and Safety Staff Net pages and the HSE website.

### **Statement of Intent**

- *To provide adequate control of the health and safety risks arising from our work activities;*
- *To consult with employees on matters affecting their health and safety;*
- *To provide and maintain a safe place of work and equipment;*
- *To ensure safe handling and use of substances;*
- *To provide information, instruction and supervision for employees;*
- *To ensure all employees are competent to do their tasks and to give them adequate training;*
- *To prevent accidents and cases of work related ill health;*
- *To maintain safe and healthy working conditions;*
- *To review and revise this policy as necessary at regular intervals;*
- *To update the policy against legal advice and advice from the LA;*
- *To ensure that those non-employees who might be adversely affected by the school's undertakings - are not;*
- *To ensure all users of the school do not knowingly put themselves or anyone else at risk.*

## **Introduction**

This document reflects the values and philosophy of St Andrews Major C/W Primary School in relation to Health and Safety.

Our policy is to provide and maintain safe and healthy working conditions for our pupils, staff, Governors, PTA and all stakeholders or visitors to St Andrews Major C/W Primary School, and to provide information, training and supervision for this purpose.

The allocation of duties for safety matters and the arrangements which we will make to implement the policy, are contained in this document.

The policy will be reviewed and amended as necessary as personnel change, and new areas of care are found to be necessary.

## **Organisational Responsibilities**

### **Headteacher**

The Headteacher of St Andrews Major C/W Primary School acknowledges that they are responsible for the day to day Health and Safety Management of School. The responsibility includes ensuring staff are aware of health and safety rules and procedures which apply.

#### **The Headteacher has a responsibility:**

- To ensure their own health and safety, as well as the health and safety of the staff, pupils and visitors;
- To ensure suitable and sufficient risk assessments are carried out on all significant risks in relation to the school's undertakings and ensure they are reviewed on a regular basis;
- To ensure that all relevant health and safety information and training is disseminated to the relevant parties;
- To ensure that there is adequate supervision of pupils;
- To ensure any contractors who work on the school site provide suitable and sufficient risk assessments/method statements for the work they will be undertaking and are adequately monitored where required;
- To ensure that any contractors working on the school building are shown the asbestos register and any other significant risks prior to work being commenced;
- To ensure that all building works are undertaken in compliance with Construction, Design and Management (CDM) regulations where identified;
- To ensure there is adequate provision of first aid for the school and that the provision is managed effectively based on a suitable and sufficient risk assessment;
- To ensure that the risk of fire is managed in line with the fire risk assessment and supporting documents;
- To ensure that all relevant staff have up to date Safeguarding training;
- To ensure that DBS checks are undertaken for all members of staff, governors and volunteers;
- To ensure all risk assessments involving educational visits are in line with EVOLVE LA guidance.

### **Governors**

#### **The Governing body has a responsibility:**

- To ensure that an appropriate Sub Committee is delegated responsibility to manage health and safety issues in the school. It should meet once a term and should report back to the head teacher and full governing body if there are any areas of concern. Minutes of the meetings should be kept and submitted to the governing body;

- To arrange a health and safety inspection of the school (internal and school grounds) by the appointed committee at least once a year;
- To review the health and safety policy and present it to the full governing body for approval every 3 years.

(All of the above is carried out by members of the Leadership and Management Committee)

### **Deputy Head teacher**

#### **The Deputy Headteacher has a responsibility:**

- To liaise with the head teacher on a regular basis regarding health and safety;
- To take on the responsibilities of the Headteacher in their absence.

### **All staff**

#### **All members of staff have a responsibility:**

- To report any health and safety concerns to the Headteacher or Deputy Headteacher;
- To check and use any access equipment (e.g. step ladders) provided when working at height e.g. wall displays;
- To ensure all significant risks are managed during teaching and learning and complete suitable and sufficient risk assessments for school trips and any activities perceived to pose a risk. (in line with the LA and Evolve);
- To report and record any incidents or/and accidents of pupils or staff to the Headteacher;
- To be aware of fire risk and to ensure the pupils are familiar with the emergency evacuation procedure.

### **Caretaker**

#### **The caretaker has a responsibility:**

- To keep the caretaker's store room tidy and ensure any hazardous substances are appropriately stored. COSHH Assessments should be available for reference;
- To report any health and safety concerns to the Headteacher;
- To check and use appropriate access equipment (e.g. steps, trolleys for heavy lifting) when undertaking their duties;
- To test the fire alarm on a regular basis i.e. once a week and keep a record in the fire log book;
- To test the emergency lighting on a regular basis i.e. monthly and keep a record in the fire log book;
- To carry out appropriate water checks and flushing of the system when appropriate.
- To undertake a daily and weekly school maintenance check and report any concerns to the head teacher.

### **School Administrator**

#### **The school administrator has a responsibility:**

- To ensure all visitors sign in on arrival, have safeguarding information explained and are provided with a visitor badge;
- To ensure all contractors are made aware of the emergency evacuation procedure prior to maintenance/building work commencing;
- To ensure all contractors have been shown the asbestos register and made aware of any significant risks;
- To monitor all health and safety records which are stored in the admin office.

### **Break and Lunchtime Supervisors**

**All break and lunchtime supervisors have a responsibility:**

- To adequately supervise pupils;
- To report and record all accidents/incidents to the Headteacher or Deputy Headteacher without delay;
- To report any health and safety concerns to the Headteacher or Deputy Headteacher without delay.

### **All employees**

**All employees have a responsibility to:**

- Take reasonable care of themselves and of other people who might be affected by their actions;
- To co-operate with the school, governors and the LA to enable them to fulfill their legal duties.

### **Pupils**

**Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and other pupils where possible;
- Follow all the safety rules of the school and in particular the instructions of staff given in an emergency.

### **Visitors**

All visitors, including governors and volunteers should report to the school office on arrival at the school. Visitors are required to read safeguarding information and to sign in and out of the iPad system. All visitors, governors and volunteers are required to wear appropriate badges on lanyards to indicate that they have been signed in.

## **Arrangements**

### **Induction and Training**

Each new member of staff will be made aware of the school's Health and Safety Policy and be instructed in the school's fire, first aid and accident reporting procedures. Staff will be made aware of the Staff Handbook.

Health and Safety training will form part of INSET days; this will include risk assessment training and manual handling training, if appropriate, which would be delivered by the Health and Safety section of the Vale of Glamorgan Council.

### **Risk Assessments and procedures**

The risk assessments with supporting procedures (where applicable) are to be carried out by key members of staff on all significant risk in the school. They will be reviewed on a regular basis, or as and when necessary. Risk assessments with supporting procedures (where applicable) for educational visits will be carried out in line with EVOLVE guidance. The school's Evolve coordinator and Headteacher receives regular training from the LA/CSC when needed to ensure risk assessments are completed in line with policy.

### **Reporting Accidents**

All accidents and incidents involving staff, pupils and members of the public should be recorded with copies held on site/SIMs. All significant accidents and incidents should be reported to the Corporate Occupational Health and Safety Team in the Vale of Glamorgan Council.

Minor injuries should be recorded in the minor injuries book i.e. bumps and scrapes.

Appropriate forms for accidents or incidents are available in the admin office.

LSAs or Midday supervisors should complete accident forms or minor injury book for any pupils or staff involved in an accident during the lunchtime period where an injury has occurred.

First Aiders should complete the accident or minor injury book where applicable and advise the Headteacher. The Headteacher or a member of staff will ensure parents are informed of any accidents at school which have resulted in any treatment. Where bumps to the head occur and depending on how the pupil is feeling, parents will be informed. The parent may also be asked to come to school and collect their child and seek medical attention. In the event of an emergency, an ambulance will be called.

Certain categories of accidents, as specified in the Reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) are to be reported to the Health and Safety Executive (HSE). Vale of Glamorgan Corporate Health and Safety Team should be contacted for advice and guidance.

### **First Aid at Work**

All first aiders will have a suitable qualification based on a suitable and sufficient risk assessment. The designated First Aid Officer is known to all employees and they are made aware of this regularly.

A First Aid box is located in the school office and a nominated member of staff will be responsible for checking and restocking the first aid box. First aid bags are also available in classrooms for minor cuts and grazes etc.

Designated members of staff will be trained in the use of Epi pens and inhalers. Where there are no Epi pens on site, only the nominated first aider is trained.

Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or those involved in the First Aid treatment.

### **Guidelines for Medicines in School (See also Healthcare Needs Policy)**

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form. These forms are available from the school office and are kept by the School Administrator.

Medication prescribed by the GP is able to be administered as well as Calpol and creams for eczema. The medicine should be in the correct box with the dosage clearly stated.

Medicines are to be safely stored in a locked cupboard or fridge in the school office and they should not be accessed by pupils or unauthorized persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, Ritalin) is kept in the Head Teacher's office in a locked drawer. A record is kept of the time medicine was given and is signed by two staff.

Antibiotics are only administered when the instruction from GP is for them to be administered 4 times a day.

For further information on medicine in schools, refer to Welsh Government's "Supporting People with Medical Needs in Schools" which can be assessed from the following link:

[http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical\\_Needs?lang=en](http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en)

### **Fire Safety**

- Pupils partake in a fire drill at least twice a year. This will be planned and carried out by the Headteacher or Deputy Headteacher.
- The fire alarm system is tested weekly and inspected by a competent person once every six months.
- Fire extinguishers are maintained and inspected on a yearly basis.
- All records of fire drills are kept in the fire log book. Alarm testing and emergency lighting testing is recorded by the caretaker in the fire log book.
- Each classroom will have posted up a "fire drill notice" including the meeting place.
- The Local Authority is responsible for reviewing the school's fire risk assessment.

### **Lockdown Procedure**

A lockdown procedure is in place and may be activated in response to any number of situations, for example:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

See separate policy for further details

### **Security**

- The main building of the school and the outer classroom are protected by an intruder alarm system;
- The main office is adjacent to the main door and the Administration Officers can see people approaching the school,
- The alarm system fitted to the main building is PIR sensitive,
- PIR lights are set up around the main yard.
- There are external cameras (CCTV) at various points around the school.

### **Car park**

The staff car park is located in the school grounds. Parents / carers park on a gravel area located across the road from the school and along the roads leading to the school.

### **Use of cars**

School staff can transport children in their cars if they provide evidence of appropriate insurance. Parents should provide suitable child seats for those requiring them.

### **School Trips**

Only reputable bus companies are to be used for school trips. Seat belts will always be available and worn by pupils and teachers.

Consent is gained via Parentpay (preferable) or a paper copy.

Guidelines for school trips are provided by EVOLVE and Vale of Glamorgan/CSC. See the EVC policy. The EVC coordinator is the Headteacher or Office Manager.

Risk assessments will be carried out by the lead teacher and checked by the Headteacher/Deputy Head teacher.

### **Livestock/pets**

Any livestock/pets kept on site will be managed by a member of staff in line with current guidance, and regular checks by vets will be undertaken if necessary. Pupils handling any animals will be supervised at all times. Correct hygiene procedures will be adhered to. Risk assessments and vaccinations will be kept up to date where required.

### **The Vale of Glamorgan Council**

**The Vale of Glamorgan Council has a responsibility to ensure:**

- The structural safety of premises;
- The safe installation and maintenance of all services and associated fittings;
- The safety of electrical supplies including provision of circuit breakers and isolating devices;
- The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

### **Electricity and PAT testing**

The PAT register is kept in the school office. Maintenance is undertaken annually. The emergency lighting is tested monthly and inspected by a competent person annually.

### **Asbestos Management**

All contractors will be shown and will sign the Asbestos register which can be found in the main school office.

### **References**

Vale of Glamorgan Corporate Health and Safety Staff Net pages

Health Safety Executive, <http://www.hse.gov.uk>

Health and Safety at Work Act 2015

The Outdoor Education Advisers' Panel (OEAP) provides guidance, activities, training and support for outdoor learning and educational visits. [oeapng.info](http://oeapng.info)