

Policy

Health and Safety Procedures 2

15/11/23

Mr Jones



Plasyfelin Primary School

HEALTH AND SAFETY POLICY

Ratification Date:		Signed: Mr M. Jones (HEAD TEACHER) Miss D. Rocks (CHAIR OF GOVERNORS)
Review date:		Signed: Mr M. Jones (HEAD TEACHER) Miss D. Rocks (CHAIR OF GOVERNORS)
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Safeguarding Statement

At Plasyfelin Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Plasyfelin Primary School. We recognise our responsibility to safeguard all whom access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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Statement of Purpose

At Plasyfelin Primary School, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. The following policy establishes the school's position, role and responsibilities in relation to Health and Safety and clarifies what is expected from everybody employed and involved in the delivery of services (core curriculum and extended services). School is committed to an organised, well-informed and proactive approach to all health & safety and welfare-related issues.

Overview of school's responsibilities

This policy supplements and operates in conjunction with Caerphilly County Borough Council policy statement on Health and Safety. It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. There is an expectation that all staff, visitors and pupils appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities. All school staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe school's health and safety requirements relevant to their activities.

All on-site and educational visit activities are planned using systematic procedures, which includes context-sensitive risk assessment. Where necessary, control measures are put in place to reduce any foreseen risks to a safe acceptable level.

A comprehensive range of risk assessments of all-foreseeable hazards and risks to staff, pupils and visitors are in place and made available to all governors and staff. Where significant risk is identified, appropriate measures to reduce or eliminate the risks have been identified and staff are expected to implement such measures.

Staff will be consulted on matters of health, safety and wellbeing through:

- Appointed union safety representatives
- Staff representation on school's Governing Body.

All staff are expected to support the Plasyfelin Primary School in achieving a safe environment for everyone. Health and safety information, training, instruction and supervision is made available to achieve this and is a key element of school's induction process. A copy of this Policy is available to all members of staff, volunteers and, where deemed appropriate, extended service contractors.

Specific roles and responsibilities

The Governing Body:

The Governing Body is responsible for ensuring that the school premises, access thereto, and any plant or substance on the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable.

The Governing Body will ensure that:

- the school, provides a safe work environment for pupils, staff and visitors;
- the school actively promotes the health, safety and well-being of pupils, staff and visitors;
- all necessary procedures and protocols are developed, implemented and reviewed so as to ensure the successful application of this policy;
- the school complies with statutory requirements, the Local Authority's Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources;
- all annual monitoring is carried out in accordance with required procedures.

The Head Teacher:

At operational level Mr M. Jones Head Teacher, or in their absence Mrs M.E. Morgan Deputy Head Teacher is responsible and accountable to the governors for implementing the health and safety policy and associated procedures.

Specific operational duties are listed below:

Organisation-	There is appropriate structure/organisation within the school for implementing this policy.
Health and Safety	
Policy-	The health and safety policy is brought to the attention of all staff and volunteers- available on shared network drive.
Responsibilities-	Individual employees, supply staff and volunteers and, where deemed appropriate, extended service providers are made aware of their responsibilities for health and safety.
Consultation-	Promote, through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;

Information-	A copy of the Health, Safety and Welfare Manual of Guidance is kept in the administrative office of the school and other relevant codes of practice, copies are also available on request.
Implementation-	The provisions set out in the school and Local Authority policies /codes of practice are fully implemented;
Communication-	Other additional health and safety information is communicated effectively to staff and volunteers.
Risk assessment-	Assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
Visitors-	The health and safety of any visitors to the school and volunteers involved in any school activity is assessed and adequate precautions applied and training / support given;
New or pregnant mothers-	That adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
Security-	That security of premises and pupils are protected in line with school's safeguarding policy;
Planning-	Risks to health and safety are taken into account and assessed/re assessed when any change to policy, buildings, methods or equipment are being considered or planned;
Manual Handling-	Manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
Display Screen Equipment-	That VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
COSHH-	Exposure to hazardous substances is controlled to prevent ill health. A COSHH file containing Material Safety Data Sheets (MSDS) with supporting risk assessments for product use is regularly maintained;
PPE-	Personal protective equipment is provided free of charge where identified in the risk assessment process;

Maintenance-	That all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
Educational visits-	That educational visits are adequately planned, organised and the risks assessed in accordance with Caerphilly County Borough Council policy, and that performance monitoring of educational visits is carried out. Ensuring residential educational visits are sanctioned by Miss D. Rocks Chair of Governors or Mrs H. Atwood Vice Chair of Governors in their absence;
Incident reporting-	Incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
Hazard removal-	In the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
Training, instruction & Supervision-	
	Training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
Induction-	New employees receive appropriate health and safety information, instructions and training, including details of the school and Local Authority Health and Safety Policies, Codes of Practice, fire and other safety procedures. This includes school's Critical Incident Plan and supporting protocols;
Volunteers-	All volunteers receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged. Where identified Disclosure and Barring Service (DBS) vetting checks are carried out;
Fire precautions-	Ensuring the Fire Safety Management Plan is in place and regularly reviewed. Fire precautions procedures are implemented (including a full range of fire drills);
Emergency	

procedures-	Critical incident and emergency procedures are developed and implemented;
First aid & Fire-	Staff, pupils, volunteers, visitors and extended service providers are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures. All employees undertaking the role of first aider or fire marshal receive appropriate training with regular updates;
Repair /maintenance-	Arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings, selection of and proper management of contractors in accordance with Local Authority guidelines, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
Asbestos-	Any asbestos on site is properly managed, the location of the asbestos register is displayed in the general office;
Record keeping-	All statutory registers and records are kept;
Lettings-	Appropriate arrangements are made with regard to lettings. This is in line with the Lettings Policy;
Performance monitoring-	Health and safety performance is monitored, and arrangements reviewed, including regular audit of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
Audit & review-	If during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
Safety Representatives-	Union Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;

Advice-	Specialist advice is sought on health and safety matters when deemed necessary;
Review-	The policy, protocols, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary.
Compliance-	Appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with safe working practices.

The Site Manager:

The Site Manager has particular responsibility for ensuring that:

- they are familiar with and comply with the health and safety policy, risk assessments and codes of practice;
- access equipment is inspected at least every 6 months and a record kept, in addition they should check prior to each use to ensure safety;
- access equipment must be used in accordance with HSE and Caerphilly County Borough Council guidelines;
- monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos;
- they receive a copy of the contractor's health and safety policy;
- regular inspections of the boiler(s) by a competent person (e.g.: CORGI registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;

- COSHH risk assessments are produced, updated and filed with the relevant Material Safety Data Sheets (MSDS) for any hazardous substances. Ensuring such information is made available to relevant personnel (e.g.: contractors, service engineers and staff);
- all cleaning staff are aware of any implications of the health and safety policy / COSHH file e.g. storage arrangements for materials, equipment, substances etc;
- traffic, onsite and access roads, is managed safely;
- hazards notified to them are reported to the Head Teacher;
- defects to the premises are dealt with in consultation with the Head Teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately;
- any items received from suppliers are accompanied by adequate information, safety data and instruction prior to use e.g. machinery, equipment, substances ;
- testing of fire alarms, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals with records kept;
- all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date;
- all door closers are checked to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

Playtime/ Lunchtime Supervisors:

Playtime/ lunchtime supervisors are responsible for ensuring that:

- pupils are safe and without risks to health during the morning and mid-day period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately and where necessary appropriate warning signage erected;
- arrangements for first aid are followed;
- they are familiar with emergency evacuation / fire procedures during these periods.

Managers/ Team Leaders:

With their special knowledge of the area of work for which they are responsible, Managers / Team Leaders have a key role in ensuring health and safety procedures are implemented in everyday practice and activities safely run.

In particular Managers / Team Leaders will be responsible for ensuring that:

- codes of practice appropriate to their area of work and relevant health and safety information are brought to the attention of all staff;

- specific legislation and codes of practice appropriate to the work of their team are complied with;
- appropriate safety signs and notices are displayed;
- all incidents are reported to the Head Teacher, the causes investigated and an incident form completed;
- health and safety training needs are identified and met, or reported to the Head Teacher;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- regular inspections of areas for which they are responsible are carried out;
- all equipment is safe for use and, where appropriate, liaise with other members of staff and / or seek specialist advice;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire, first aid and any special safety measures in relation to the teaching areas.

Teachers and Teaching Assistants (including supply teachers and students on training placements):

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. They may direct the work of a teaching assistant, but ultimately they retain overall responsibility for the safe conduct of a class.

Where a teaching assistant is responsible for a group of children they will make sure they are familiar with the health and safety requirements below.

A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- follow school procedures relating to educational visits, that they are clear about their duties on any educational visit and that proper planning and organisation has taken place with risks assessed before and during the educational visit. Appropriate control measures are followed in line with school and Local Authority policies and that performance monitoring is carried out;

- know the emergency procedures in respect of critical incidents, fire and first aid and ensure they are applied;
- exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of critical incidents, fire and first aid;
- give clear instruction as necessary;
- ensure pupils' coats, bags, lunchboxes etc. are safely stowed away;
- manage the storage of equipment and materials to ensure good housekeeping, COSHH requirements and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and where necessary give special lessons on health and safety;
- follow safe working procedures personally;
- request personal protective equipment (PPE) e.g. clothing, guards and implement special safe working procedures where necessary;
- make recommendations on health and safety matters to their Manager / Team Leader;
- report any hazards seen on site.

All employees:

In addition to any specific responsibilities delegated to them, all employees have the following responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the Governing Body in so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, protocols, codes of practice and guidelines;
- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;

- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Head Teacher/person responsible;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the school in promoting improved safety measures;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority.

Risk Assessments

A risk assessment is made for all activities including the rooms where they take place. Routine activities are covered by generic risk assessments. Unusual or occasional activities are subject to their own individual risk assessments.

Risk assessments are carried out using the school's standard format. Copies must be stored:

- By the person carrying out the risk assessment;
- On the school shared network drive;
- In the school risk assessment folder.

Risk assessments are monitored and signed off by the Head Teacher and annually by the Governing Body.

Educational Visits

School has an Educational Visits policy with procedures for planning and carrying out educational visits. All staff must adhere to these procedures. A risk assessment is carried out before any visit takes place. This includes obtaining any site risk assessment produced by the intended venue. No visit can take place until **all** risk assessments are in place and approved by the Head Teacher or a designated member of the Senior Leadership Team. Residential risk assessments are to be formally approved by the Governing Body as stated earlier.

Plans to undertake hazardous and adventurous activities e.g. caving, canoeing, rock climbing are reported to Caerphilly County Borough Council and only take place with appropriately trained and qualified staff.

First-Aid

School has a number of staff that have received training in the administration of first aid. This training is regularly updated. A staff member trained in first aid must accompany any planned educational visit off-site.

Medication / SEN

Please refer to school's SEN policy, Administration of Medication policy and procedures.

Service Level Agreements/ Contractors

All work carried out by contractors is agreed and managed through school's Service Level Agreement (SLA) process. The SLA will ensure compliance with school's health and safety policy/ procedures and details of any additional requirements pertinent to the nature of the contracted work. Arrangements for vetting are also included. All contractors are given a general information sheet on arrival at school and advised of any Health and Safety requirements relating to their safety and their role whilst in school.

School Security

Security is maintained by the Head Teacher and Site Manager through:

- Locked doors
- Site checks
- Boundary fences

School follows the DFE guidance.

Occupational health services and work-related stress

The school seeks to avoid work-related stress to staff and takes all practical measures to prevent it. This includes an annual stress survey, which all employees are encouraged to complete. The results of the survey are shared with the Governing Body to assist with improving standards.

Normal working arrangements and performance reviews are designed to create a culture where issues of health and wellbeing can be discussed openly and sensitively.

Manual handling

Manual handling tasks are reduced as much as is practical. Where necessary, training in manual handling practices is provided.

Vehicles on site

Vehicle movements on site are minimised. When occasionally contractors' vehicles drive on site, children and staff are kept away and movement is supervised. Contractors who bring vehicles on site are required to give a key for the vehicle, which will be held by the site manager.

Kitchen deliveries are separated from children at play.

Legionella

The school complies with Caerphilly County Borough Council regulations on management of Legionella risk. All hot water is stored above 60 degrees. Annual risk assessments are carried out by an external contractor. Weekly and monthly temperature checks and flushing are carried out and recorded by the Site Manager.

Control of substances hazardous to Health (COSHH)

The school complies with regulations on control of substances hazardous to health (COSHH). COSHH Material Safety Data Sheets and risk assessments are carried out and updated annually for all known substances (see COSHH file). Staff are not permitted to bring into school substances that may require a COSHH assessment. COSHH assessment is also necessary where an activity may produce a hazardous substance e.g. wood dust. Please refer to school's COSHH guidance sheet. Advice and support is available from Mr M. Jones (Head Teacher) and Mr M. Garcia (Site Manager).

Maintenance / Testing

The school complies with Caerphilly County Borough Council regulations on plant and equipment. Contractors carry out annual on other checks as required by regulations. These include:

- Electrical plug testing (annual)
- Electrical fixed installation (5 years)

- Gas supply (annual)
- Pressure vessels (3 years)
- Gas appliance servicing and inspection (annual)
- PE equipment (annual)
- Water supply (Annual)
- Lifting equipment and roller shutters (annual)
- Fire alarm and extinguishers (annual).

Recording and reporting accidents to staff, pupils and visitors / Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The school complies with Caerphilly County Borough Council regulations on accident reporting. All accidents/ injuries must be reported and recorded in the accident book. Serious accidents to pupils and all accidents to adults on the premises are reported to Caerphilly County Borough Council

Fire safety

The school complies with Caerphilly County Borough Council regulations on fire safety. This ensures:

- A Fire Safety Management Plan is in place and regularly updated;
- A Fire Risk Assessment is carried out annually;
- Alarms are tested weekly using different actuation points;
- Evacuation procedures are practiced at least once every half term. This includes emergency evacuation without an audible alarm;
- Additional tests are carried out for lettings and clubs;
- All results are recorded and evaluated.

Working at Heights

Ladders are only used by trained staff and are locked away after use. All ladders are footed by experienced staff.

Staff are instructed not to tread on the top steps of ladders and not to over-reach. Kick stools and small stepladders are provided for classroom use. Staff are instructed not to stand on worktops or chairs, not to over-reach and not to store heavy items on high shelving.

Visitors

Visitors are only admitted through controlled doorways and are required to sign in. See school's Visitors to School Policy for more information. The school complies with all ESTYN and other statutory requirements to ensure security of children and staff.

Display Screen Equipment

All display screen equipment complies with regulations and is risk-assessed. Risk assessments are made available to staff. The assessment process is repeated for new equipment, changed circumstances or new operator.

OFSTED Requirements of Childcare and Early Years Foundation Stage

School complies with Ofsted requirements of health and safety and safeguarding children. These include:

- Safe premises
- Suitable staff
- Food hygiene
- Suitable adult-child ratios
- Safe practices
- Paediatric first aiders.

Critical Incidents Plan

School's Critical Incident Plan covers procedures for predictable emergencies and protocols to guide practice in unpredicted crisis situations. All staff are required to be familiar with the content of the Critical Incident Plan.