

# Ysgol Gynradd Llanidloes Primary School

## Health and Safety Policy



This policy was adopted on 24<sup>th</sup> September 2019

Signed: \_\_\_\_\_ (Chair of Governing Body)

Signed: \_\_\_\_\_ (Headteacher)

Reviewed: 23<sup>rd</sup> September 2020, 6<sup>th</sup> October 2021, 12<sup>th</sup> October 2022, 27<sup>th</sup> September 2023

## **STATEMENT OF INTENT**

The Governing Body believes that effective health and safety management supports our delivery of education and services to learners.

We consider the health and safety of learners, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives;
- providing a safe and healthy working environment;
- ensuring safe working methods and providing safe equipment;
- assessing and controlling the risks that arise from our work;
- complying with and where possible exceeding statutory requirements;
- preventing accidents and work-related ill health;
- providing effective information, instruction and training;
- monitoring and reviewing systems and preventative measures to make sure they are effective;
- ensuring that adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

## **RESPONSIBILITIES AND ORGANISATION**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned.

### ***The Governing Body***

The Governing Body is responsible for ensuring that:

- a) a clear written policy statement is created which promotes the correct attitude towards safety in staff and learners;
- b) responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities;
- c) people 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) to be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety;
- b) to ensure that a clear written local health and safety policy is created;
- c) to ensure that the Policy is communicated adequately to all relevant people;
- d) to ensure appropriate information on significant risk activities is given to visitors and contractors;
- e) to ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives;
- f) to ensure that all staff are provided with adequate information, instruction and training on health and safety issues;
- g) to arrange for risk assessments of the premises and working practices to be undertaken;
- h) to ensure that safe systems of work are in place as identified from risk assessments;
- i) to ensure that suitable emergency procedures are in place;
- j) to ensure that equipment is inspected and tested to ensure it remains in a safe condition;
- k) to ensure that records are kept of all relevant health and safety activities, for example, assessments, inspections, incidents, health and safety training;
- l) to ensure that arrangements are in place to monitor premises and health and safety performance;
- m) to ensure that all incidents are investigated and suitable remedial actions are taken;
- n) to report to the Governing Body annually on the school's health and safety performance.

### ***School Health and Safety Coordinator***

The School Health and Safety Coordinator has the following responsibilities:

- a) to coordinate and manage the annual risk assessment process for the school;
- b) to coordinate performance monitoring processes;
- c) to make provision for the inspection and maintenance of work equipment;
- d) to manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with HOWPS and other contractors;
- e) to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, learners and visitors;
- f) to ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

### ***Teaching and support staff holding positions of special responsibility***

This includes Deputy Headteachers, Curriculum Coordinators and Caretakers. They have the following responsibilities:

- a) to apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice 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) to carry out regular health and safety risk assessments of the activities for which they are responsible;
- c) to ensure that all staff that they manage are familiar with the health and safety Code of Practice, if issued, for their area of work;
- d) to 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;
- e) to carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- f) to ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own health and safety;
- g) to investigate any accidents that occur within their area of responsibility;
- h) to prepare an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

### ***Class Teachers***

Class teachers are expected to:

- a) exercise effective supervision of their learners, to know the procedures for fire, first aid and other emergencies and to carry them out;
- b) follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied;
- c) give clear oral and written instructions and warnings to learners when necessary;
- d) follow safe working procedures;
- e) require the use of protective clothing and guards where necessary;

- f) make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- g) 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;
- h) report all accidents, defects and dangerous occurrences to the Headteacher.

### ***Health and Safety Representatives***

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, for example, about incidents 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 do not carry out duties on behalf of the Headteacher or Governing Body.

### ***All Employees***

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation;
- b) cooperate with school management in complying with relevant health and safety law;
- c) use all work equipment and substances in accordance with instruction, training and information received;
- d) report to their manager any hazardous situations and defects in equipment found in their work places;
- e) report all incidents in line with the incident reporting procedure;
- f) act in accordance with any specific health and safety training received;
- g) inform their manager of what they consider to be shortcomings in the school's health and safety arrangements;
- h) exercise good standards of housekeeping and cleanliness;
- i) cooperate with appointed Union Health and Safety Representative(s).

### ***Learners***

Learners, allowing for 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.

## **PROCEDURES AND ARRANGEMENTS**

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

### **Emergency Procedures**

#### **1) Fire**

Fire drills involving the evacuation of learners and teachers will be undertaken termly. A report will be presented to the Governing Body at their next meeting.

Responsibility for conducting the fire drill lies with the Headteacher.

Fire Extinguishers checked annually – Chubb

Fire Alarms checked annually - Chubb

#### **2) Bomb warning**

In the event of a bomb warning the school will be evacuated and learners will be escorted to the school canteen.

#### **3) Gas leaks**

In the event of a gas leak the learners will be evacuated to the school canteen.

### **First Aid Arrangements**

Concern for the welfare and care of children is the responsibility of all teachers and staff at the school. The teacher or member of staff to whom the child comes unwell or hurt should assess the situation. If the teacher or member of staff is at all unsure, guidance should be sought from the Headteacher.

- In all cases inform the Headteacher promptly so that appropriate action can be taken.
- Parents will be contacted when appropriate.
- A contact list can be found on Teacher Centre and in the school office. This information will provide contact numbers and the doctor's number.

If it is a minor injury and can be treated without medical help, first aid equipment is located in the medical room, in the corridor outside the Reception class and in packs carried by midday supervisors.

- Plastic gloves, plasters, bandages, sterile wipes etc. are available.
- Plastic gloves should be worn at all times.
- Wounds should be cleaned with water or sterile wipes only.
- Plasters are to be used to cover small cuts or grazes.
- Cold compresses are to be used for bumps and bruises.
- All blood and other bodily fluids should only be cleaned by those wearing plastic gloves. Areas that need cleaning should be cleaned as soon as possible and sterilised.
- First Aid equipment is kept up to date by the Headteacher.
- Serious incidents are referred to the Headteacher.

## **Arrangements for the Administration of Medicine at School**

In accordance with Powys County Council School Health and Safety policy.

Where it is not possible for a parent to supervise the administration of the medicine during the school day they should inform in writing, using the appropriate form, the Headteacher of any medicines that their child will be taking at school, giving:

- the name of the medicine
- the dosage and frequency and route (oral, injection)
- the length of the course
- any changes
- a telephone number or address

As far as is practicable all medicines will be administered by the class teacher, who will make a written record, of the date and time of administration in the school medicine's register.

Where practicable, the minimum dosage only should be taken to the school.

\* Asthma pumps are self-administered where possible.

## **Asbestos**

An asbestos survey has been carried out of the premises by Powys County Council, the results of which are available in the Asbestos Management Document produced in May 2012 and updated annually. All contractors working on the site are required to familiarise themselves with the document and to sign a register confirming that they have familiarised themselves with the document.

## **Traffic on School Site**

The movement of traffic on the school premises during school hours and in particular between 8.30 am and 9.00 am will be carefully controlled. The school maintains a site traffic management plan and risk assessment.

## **Accidents**

### ***Serious incident reporting:***

All serious accidents should be reported to the Headteacher. Serious Incident records are kept in the school's office.

### ***Category of Accident:***

According to the Act there are categories of accidents or incidences requiring reporting and recording arrangements:

1. Dangerous occurrences
2. Occupational diseases
3. Accidents or injuries to employees

#### 4. Accidents or injuries to learners or visitors

Action to be taken is outlined in the Powys Education Service – Health and Safety Policy

Categories 3 and 4 require the completion of Form ADOR1 submission to the Director of Education.

### **Safety in subject areas**

#### *i. Physical Education*

By its very nature PE is a challenge to growing children. Exciting and demanding work should be presented to learners in such a manner that they are never confronted by an unreasonable task. The teacher, therefore, must be vigilant at all times and ensure that learners are not exposed to unreasonable risk and unnecessary danger.

PE will always have the risk of accidents, and challenges are essential to the subject if it is to remain a valuable experience. We will develop practices which prevent any foreseeable chance of accidents in order to avoid any allegation of negligence.

#### *Staff responsibilities*

Staff are expected to act “in loco parentis”, exercising the same degree of responsibility for the learners in their care as would any reasonable, careful parent when looking after their own child.

#### Indoor Lessons:

- PE lessons are held in the Hall;
- the condition of the floor is most important and must allow learners to move quickly, to dodge and stop suddenly with absolute security of foothold;
- surfaces are free from splinters and dust;
- the room will be kept as clean as possible;
- children will wear appropriate clothing which does not restrict movement;
- jewellery must not be worn in PE lessons, and no chewing is allowed during physical activities;
- children are not permitted, under any circumstances, to work in stockinged feet.

#### Outdoor Lessons:

- all participants in the lesson (staff and learners) should wear appropriate clothing;
- portable equipment is checked regularly before use;
- portable posts for example, for netball, are always secured firmly or weighted down.

#### *ii. Swimming*

#### *Supervision of learners attending swimming lessons*

Responsibility for safety:



- a) from leaving the school until returning, the duty of care in swimming lessons remains with the teacher;
- b) the safety of the children whilst in the water comes under the leadership of the instructor, but it is expected that both teacher and instructor will work closely together. Throughout the lesson, however, the teacher is responsible for monitoring the progress of the children;
- c) the number of children in the water at any one time should be limited according to the area of shallow and deep water and the ability of the children. The instructor will decide on the ability of the children who swim in the middle and deep end areas of the pool;
- d) the learner:teacher ratio is dependent upon the learners' swimming ability. For non-swimmers this would be 12:1. However the ratio must not exceed 20:1;
- e) the instructor, in consultation with the accompanying teacher, will decide the most advantageous method of group teaching;
- f) teachers must inform the instructor using the appropriate form if any child suffers serious medical conditions such as epilepsy and medical clearance and the written permission of parents are both essential before children are allowed to take part;
- g) teachers are expected to be on the poolside in a supervisory or teaching capacity at all times. Appropriate footwear should be worn.

### ***iii. Design and technology***

Safe use of tools should be encouraged and tools stored in a secure place.

### **General Classroom Safety**

All teachers must monitor their own rooms for potential hazards.

- any bullying should be reported the Headteacher immediately;
- all electrical faults must be reported immediately;
- make sure fire doors are functional and not blocked;
- make sure carpets and wires do not create hazards;
- potential hazards can be: glass, scissors, pens, blades, spray cans, elastic bands and pins. These items should be stored safely;
- choose items for the classroom which children can use safely;
- items for the teacher's use should be stored out of sight and safely.

### **Out of school visits**

All off site visits will be logged and approved on the Powys County Council's EVOLVE web site.

The Headteacher:

- a) accepts responsibility for undertaking all out of school visits;
- b) will be satisfied that such a visit has been well planned, meet specific criteria as laid down by Powys County Council and that at all times reasonable care and supervision is provided; and
- c) will ensure that the members of staff in charge of the proposed visit have the necessary qualities of leadership to fulfil the role.

Supervision ratios are clearly laid out in section 5 Policy, Planning and Approval Procedure for Educational Visits 2019 (Powys County Council).

Overall groups of children are broken down for supervision purposes into small manageable groups, and each group is placed in charge of an adult who will have supervisory responsibilities for those children during the visit. Each learner should be fully aware as to their group leader.

The overall leader will have a complete list of children on the visit.

As a school we may use adults who are not employed by Powys County Council to supervise children on out of school activities.

### ***Information for Parents***

The Headteacher will give parents information, in writing of any out of school visits. However, for visits within walking distance of the school, a general permission form will be completed by parents on admission.

### ***Parental Consent***

The school requires that every child brings a completed and signed consent form from their parents before a visit, other than local no-cost visits. For more details refer to the Local Learning Area Policy and Educational Visits Policy.

### **Repair and maintenance of property**

All staff should report immediately to the Headteacher any aspects of the repair and maintenance of the building that could endanger the health and safety of users of the school. The Headteacher and members of the Governing Body as a matter of course, will visually:

- inspect the structure of the building both externally and internally; and
- inspect the condition of the electrical services and furniture and fittings often.

Classroom teachers should ensure that health and safety standards are maintained in their classrooms and report any defects to the Headteacher.

Authorised personnel will be contacted to correct defects.

### **Hazards**

#### ***1. Cleaning Materials***

Cleaning materials will be kept in a locked cupboard or shed away from children. The guidance outlined by the manufacturer will be followed and cleaning staff will wear appropriate protective clothing provided.

#### ***2. Housekeeping***

The Cleaner in Charge will check the school building daily for:

- cleanliness; and

- waste disposal - waste will be stored in bins and kept in an area which will not pose a fire hazard or restrict exits.

### **3. *Electrical Equipment***

#### Responsibilities and Procedures

Visual checks made by the staff

General condition of equipment

- Are there any parts of the equipment damaged or broken, exposing live conductors or the possibility of tracking? Is the cable adequately secured at the point of entry?
- Are there any signs of damage to the outer sheath of the cable, reducing its insulation value or its mechanical strength?
- Is there any damage to the plug - cracks or broken pieces, exposing live conductors or the possibility of tracking? Are the retaining screws complete and secure, ensuring that the cover does not depart from the main body? Is the cable retaining device operational, ensuring that the cable is secured to the plug body? Does the plug contain a correctly rated fuse for the appliance it is serving?
- Are there any signs of damage or deterioration to the cable's outer sheath? Is the cable intact for its entire length? Is the cable free from any joints (excluding purpose made joints manufactured for such use and complying with the relevant British standard?)
- Is there any evidence that the equipment or cable is overheating - discolouration at the cable ends, at the base of the plug where the pins enter the plug body, around the entry holes of the socket outlet or any part of the equipment casing?
- Is the equipment being used in conditions which it is not designed or suitable for, i.e. it is wet or excessively contaminated?
- Is the lead extensively long for its particular application, causing unnecessary danger for persons walking in or around its vicinity?
- Is the equipment hand held, necessitating the use of a switch to start it - if so, is the switch functioning correctly (i.e. switches on and off with minimum effort)?
- Has the equipment undergone a portable appliance test within the last 12 months?

If the user, teacher or cleaner find any fault with an appliance then it must be immediately removed from use and reported for repair or replacement.

These checks apply to electrical equipment, their leads, extension leads and associated plugs and sockets. Checks should be undertaken by the user before the equipment is used and during use if damage is possible. Any faults should be reported to the Headteacher and the equipment removed from use immediately. The equipment should not be used again until the repairs have been carried out by a competent person. Additional care must be taken when checking equipment which is held in the hand when switched.

#### Remedial Action

If any member of staff finds any fault with an appliance then it must immediately be removed from use and reported to the Headteacher.

Class teachers and other staff should report defects to the Headteacher.

Remedial electrical work should be undertaken by an approved electrician and under no circumstances should a member of staff inspect electrical equipment and installations.

### **Other**

Guidance on the following aspects can be found in the Powys County Council Health and Safety Policy file, a copy of which is available in the Headteacher's office.

Working with Visual Display Units  
Manual Handling  
Hazardous Substances  
Training  
Legionella  
Inspection and Testing of Equipment  
Fixed Electrical Equipment  
Gas Boilers  
Portable Electrical Appliances  
Outdoor and Indoor play equipment  
Ladders and Access Equipment  
Inspection of Premises  
Performance Monitoring  
Control of Contractors  
Safety Representatives  
Educational Visits