Ysgol Gynradd
COEDPENMAEN
Primary School

Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Coedpenmaen Primary School Health and Safety Policy





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Part 1: Statement of Intent

The Governors and Headteacher of Coedpenmaen Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and to ensure its activities are conducted in a safe manner. We will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

The school's main objectives are to:

- operate within the health and safety structure and framework laid down by the Local Authority (LA);
- ensure senior staff develop and maintain a culture within the school supportive of health and safety;
- establish an effective safety management structure and arrangements;
- ensure a systematic approach to the assessment and control of risks;
- ensure employees are competent in the work that they are doing;
- ensure employees actively participate in identifying hazards;
- monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these objectives. We will seek competent advice from the LA's Health and Safety Team, Premises and Facilities staff and others as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils, and others. Employees must co-operate with the Headteacher and Governors to achieve these objectives.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

This health and safety policy will be reviewed on an annual basis by the Chair of the Governing Body and the Headteacher.

Part 2: Organisation

Local Authority Policy

It is the policy of the Local Authority (LA) to ensure all schools maintain high health and safety standards in order to protect members of staff, visitors or others who may be affected by school activities. Coedpenmaen Primary School operates within the overall health and safety policy of the LA, which specifies required standards of health and safety.

Responsibilities of the Governors

The school Governors have a responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the Governors have a responsibility for ensuring that corrective action is taken. The Governors also have a particular responsibility for ensuring that:

- decisions of the governing body take account of, and comply with, the health and safety policy of the LA;
- health and safety standards in the school are monitored and reviewed;
- there is adequate provision in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- the school development plan for health and safety is updated in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- they consider information, statistics and reports relating to health, safety and welfare matters;
- they consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Headteacher

The Headteacher has overall responsibility for the day-to-day management of health and safety in the school.

The Headteacher must ensure that she:

- develops a health and safety policy document and brings it to the attention of all staff;
- reviews the health and safety policy annually and when significant changes occur within the organisation of the school;

- develops health and safety procedures and ensures they are adhered to e.g. undertake risk assessments, in-house testing of fire alarm system;

- has arrangements in place for the routine maintenance and inspection of equipment and services e.g. gas boilers, fire fighting equipment, emergency lighting system, fire alarm system etc;

- has arrangements in place for staff to receive adequate health and safety training appropriate for their responsibility;

- develops an annual health and safety report for the Governing Body;

- ensures that health and safety is considered as an integral part of teaching;

- ensures health and safety issues associated with building and maintenance projects are complied with;

- ensures that premises health and safety inspections are carried out at specified intervals and that they are recorded and that necessary remedial action is carried out;

- ensures all work related accidents, injuries, diseases and dangerous occurrences as classified under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) , are reported to the Health and Safety Team in compliance with the Council's Accident reporting Arrangement Guidelines and that they monitor incidents to identify trends;

- ensures the necessary records are maintained in respect of work related accidents associated with the work of the school;

- has arrangements in place so that staff are adequately consulted on health and safety matters;

- ensures that the health and safety policy is brought to the attention of all staff; including any new member of staff and that specific sections are discussed to ensure that new members of staff are aware of their responsibilities and of any restricted tasks and activities;

- develops and establishes emergency procedures, and organises fire evacuation drills within the school;

- has arrangements in place so that health and safety is monitored and reviewed;

- has arrangements in place so that any off-site event or trip, organised by, or on behalf of the school, is properly planned and adequately supervised;

- has adequate arrangements in place for first aid, both on school premises and on school outings, or activities;

Teaching and Support Staff

Teachers and other staff have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers must ensure they:

- exercise effective supervision of their pupils;
- report all incident/accidents and near misses in compliance with the Council's Accident reporting Arrangement Guidelines;
- undertake lessons and school activities in accordance with any national, LA or school guidelines relevant to the health and safety of the staff and pupils;
- are familiar with the school fire procedure and their role in it;
- follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPSS;
- maintain good standards of housekeeping and cleanliness in the activities under their control;
- personally, follow safe working procedures and ensure pupils follow good examples of safe working;
- report to the Headteacher any health and safety issues or omissions identified so that they can be rectified;
- attend any required health and safety training provided;
- undertake as required any formal health and safety monitoring or inspections.

Caretaker

The Caretaker is responsible to the Headteacher and for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified;
- acting as the school representative in any dealings with contractors who are to work at the school;
- ensuring that day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;

- ensuring that inspections of ladders, stepladders, playground equipment etc. are undertaken in accordance with relevant standards and that records are kept;

- arranging any necessary corrective action identified by health and safety inspections;

- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up- to-date material safety data sheets, COSHH assessments, etc;

- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments:

- undertaking and recording monthly water temperature monitoring and weekly flushing of low used water outlets in compliance with the school Legionella Risk Assessment / Site Log Book;

- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;

- ensuring that he only undertakes work which is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

Other School Staff

All school staff have a responsibility to undertake their work in accordance with any instructions or training provided by the school or the LA, and for bringing to the Headteacher's attention any equipment or situation which could create a danger to themselves or others.

School Pupils

All pupils at the school are required, having regard to their age, and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Part 3: Arrangements

The following arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. As stated previously, health and safety is everyone's responsibility, so many of the actions contained within the arrangements mentioned below will be delegated by the Headteacher to appropriate and competent staff within the school. The Headteacher will ensure that arrangements are in place and that they are being followed. Furthermore, detailed arrangements and/or guides will be referenced where appropriate.

Incident / Accident Reporting

All staff are required to report incidents/accidents using the LA's HS5 (A) form, which is available from the admin office. The form will be used to record incidents/accidents involving pupils, employees, visitors and contractors.

If the incident/accident involves a pupil, then it is the class teacher or the staff member supervising the pupil who is responsible for the completion of part A of the form. The Headteacher will investigate and complete part B of the form.

If the incident/accident involves a member of staff, then the staff member should complete part A of the form and the Headteacher will investigate and complete part B.

The Headteacher will ensure that any reportable incidents/accidents falling within the scope of RIDDOR are reported to the Health and Safety Team in compliance with set timescales. The Headteacher will monitor incident/accidents for trends. A file of the completed forms HS5 (A) and the Council's Accident Reporting Arrangement Guidelines will be kept.

Asbestos Management

In order to manage the risk from asbestos, the LA has undertaken a survey of the school, where it has identified that Asbestos Containing Materials(ACMs) may be present in a number of areas. The LA has provided an asbestos register that includes the Asbestos Management Plan (AMP,) which outlines how the LA and school staff will manage the ACMs in place. The AMP is kept in the admin office and will be reviewed by Premises and Facilities annually.



Any contractor undertaking building works and/or maintenance tasks including surveys, will be instructed to read the register and AMP and sign to indicate they have done so. This is to ensure that they do not work in or near areas where ACMs are likely to be disturbed.

The Headteacher will ensure that any asbestos containing materials (ACMs) that may or have become damaged will be reported to Premises and Facilities for immediate action. Premises and Facilities will be contacted by the Headteacher when any building works are planned, including refurbishments

or demolition, as well as minor works such as running computer cables, electrical, plumbing etc. The Headteacher will periodically review the AMP to ensure there are contractors' signatures evident within it.

Curriculum

Where required, the school will implement policies and procedures for subjects which present their own hazards. Certain materials and substances used in subjects such as Art, D&T and Science will present hazards, and the class teacher must ensure that they are being used and stored in the correct way. Where necessary, the teacher will refer to any additional resources that are available and follow the appropriate guidance provided.

The LA subscribes to CLEAPSS on behalf of the school. The teacher will refer to these guidelines to ensure that they are working in accordance with them at all times. The Headteacher will also ensure that any newsletters or updates of information are passed on to all relevant staff.

Class teachers will follow the guidance outlined by the Association for Physical Education (afPE) guidance to ensure that safe practices are being followed. All PE equipment will be inspected on an annual basis by an external consultant. Visual inspections will also be undertaken by staff prior to use and any defective equipment will be taken out of use.

Communication

The school will utilise existing communication systems for sharing information on health and safety issues, including staff meetings, briefings etc. Health and safety discussed will be minuted in staff meeting minutes and shared with staff.

The Headteacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed in the staffroom where necessary.

Health and safety records will be maintained and contain all relevant policies, risk assessments etc. The Headteacher is responsible for ensuring that a copy of the current safety policy and 'Statement of Intent' is available to all employees.

Contractors

Contractors in school may be involved in long-term major refurbishment work, or everyday maintenance such as servicing of the heating system, repairing damaged guttering, maintaining the fire alarm system etc. Whatever work the contractor is undertaking must be managed appropriately by the school. The Headteacher will ensure effective communication is established and maintained with the contractor including:

- regular workplace meetings;
- providing contractors with copies of appropriate hazard registers such as the asbestos register;

- have effective signing in and out procedures for contractors;
- informing contractors of emergency procedures;
- informing employees, pupils and visitors about possible interference with normal working practices and any hazards introduced by the contractor's work activities.

Control of Substances Hazardous to Health (COSHH)

It is recognised that there is a need for risk assessments to be carried out on all substances used at school which could be hazardous to health. The school will provide the necessary information on the correct use, storage, emergency procedures and any additional protective equipment to be used, along with any other findings from the risk assessment, to the relevant persons prior to the product being used.

An inventory of chemicals will be kept and updated on a regular basis. COSHH risk assessments will be conducted and the outcome will be shared with relevant staff. Any new substances which are proposed to be used on the premises will first need to be approved by the Headteacher prior to use and storage.

Doors and Gates

As part of the general risk assessment or inspection process, a risk assessment will be undertaken by the Headteacher and caretaker to identify any hazards which the current doors and gates within the school present to pupils and staff. The risk assessment will highlight such areas as finger trapping, sheer points, sharp or rough edges, heavy doors closing quickly where small children are present, doors slamming as result of the wind etc. Where required, appropriate remedial action will be taken and records kept.

Electrical Safety

The Headteacher will ensure that arrangements are in place via Premises and Facilities to ensure that the fixed electrical system within the school and any portable electrical equipment is inspected and tested by a competent person in accordance with the LA's approved frequencies. All staff are responsible for the undertaking of a visual inspection of electrical equipment prior to use. If the equipment is found to be damaged it should be taken out of use, secured and labelled as defective until it can be safely disposed of. The records and certificates relating to these tests and inspections are kept in the admin office. Stickers have been fixed to all portable electrical equipment which indicates the date of the last test.

Fire Safety

Fire is probably the most serious hazard that most school staff and pupils will ever have to face. It can



break out almost anywhere, at any time and affect everyone. A fire safety risk assessment (FSRA) has been completed by the LA's appointed fire safety consultants. The FSRA identifies all significant findings following an inspection of the school and includes a prioritised action plan that identifies any work required. The latest FSRA was completed on the 15th October 2021.

The FSRA and action plan will be reviewed annually by the Headteacher, who will inform the governing body and LA of any ongoing fire related issues. Further reviews of the FSRA will occur when there has been significant building alterations or changes to the school activities or content or in the event of a fire.

The fire log book will be used to record tests, drills, training, defects etc. Fire evacuation procedures are clearly posted by call points. Fire exits are regularly checked and extinguishers annually inspected.

Contractors and other visitors will be briefed on evacuation procedures as required. A fire drill will be conducted each term to test the effectiveness of the evacuation arrangements. Reports will be provided by the Headteacher to the Governing Body.

Full arrangements and responsibilities are set out in the separate School Fire Safety Policy, which is kept in the admin office.

First Aid

A risk assessment has been made by the Headteacher to determine the level of first aid provision and training required at the school and for educational/off-site visits and sport activities. Training will be undertaken and include paediatric first aid training. The names, telephone numbers or extensions of first aiders and the location of the first aid provision are displayed in various locations throughout the school.

Sufficient numbers of adequately stocked first-aid boxes are available around the school. These can be found in the admin office, two in the staffroom, one in Cherry class, one in Maple class, one by Ash class and at the top of the ks2 corridor. Lunchtime supervisors carry a first aid bags during lunch time. First aid staff will be responsible for ensuring that the contents of the first-aid boxes are replenished as and when necessary. A record will be kept of first aid administered on the incident / accident form.

Legionella Management

In order to manage the risks posed by legionella bacteria the LA has undertaken Legionella risk assessments of the water systems within the school and developed a site-specific Legionella Risk Assessment / Site Log

Book. The log book is kept in the admin office. It is the responsibility of the Caretaker to keep the log book updated and readily available and to ensure **monthly** temperature monitoring and **weekly** flushing of low use water outlets as specified within the log book is carried out. The Headteacher will ensure that any faults or non-compliances with the required temperatures will be reported to Premises and Facilities for further action. Quarterly visits will also be undertaken by the LA's appointed contractors.

Manual Handling



The school will complete risk assessments for all tasks or processes carried out by staff which involve **hazardous** manual handling operations and will ensure that any necessary controls identified are implemented. Staff who carry out regular manual handling tasks are encouraged to rotate these tasks. Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task, the school will make this equipment available to staff. All users of this equipment will be given the required information and training before use to ensure they are competent.

All equipment used to aid staff with the lifting or moving of equipment will be checked and maintained to ensure that it remains fit for purpose. Any defective equipment will be taken out of use and be repaired or replaced as necessary.

Medication

The school recognises that pupils at the school may require medication. The school will support those pupils whose condition requires them to have medication within the school day. Protocols and procedures are in place in line with LA Policy and Department for Children, Schools and Families guidance. Appropriate training will be provided to staff.

Monitoring

A general inspection of the site will be conducted each term by the Headteacher and caretaker, and others if required. The Headteacher will be responsible for organising any remedial works. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher will raise the matter with the Health and Safety Team. The findings of the inspections will be reported to the Governors as required.

The LA will undertake periodic health and safety audits of the school. Reports of LA health and safety audits will be provided to the Governors for consideration and action.

New and Expectant Mothers

In accordance with the corporate guidance, on notification by the employee that she is pregnant, the Headteacher will complete a risk assessment using the corporate checklist to identify possible risks to mother and baby. The risk

assessment will be reviewed and updated throughout the pregnancy. Records will be kept on the staff member's school personal file.

Play Equipment / Play Areas

Play equipment must only be used during school hours and under the supervision of a member of school staff. Suitable risk assessment will be carried out including for when the weather conditions are poor.

The teacher deciding whether the play equipment may be used at playtime or lunchtime will first give it a brief visual check to see that everything is secure and that the area is clear of debris such as glass, bricks, stones, litter, dog mess etc.

Play equipment will have an annual safety inspection by a competent person. A daily inspection of the play equipment and play area will be carried out by the caretaker.

Risk Assessment
The Headteacher will ensure risk assessments are undertaken and reviewed as required. A team approach will be adopted which will involve relevant staff throughout the school as required. The LA's risk assessment guidance and forms will be used to complete the risk assessments.

School Trips and Outdoor Learning Activities
Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Those employees charged with organising trips will ensure that:

- risk assessments focus attention on real risks – not risks that are trivial and fanciful;
- sensible precautions are in place, and making sure these work in practice;
- they know when and how to apply contingency plans when they are necessary;
- they heed advice and warnings from others, for example those with local knowledge or specialist expertise;
- advice is sought from officers based within the Central South Consortium Joint Education Service;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities are properly planned and assessed.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher.

Security

Provision is made at the school to ensure the safety and security of staff, pupils, visitors and contractors. All visitors to the site are directed to the

reception area where door entry systems and a visitor booking-in system is in operation. Staff must remain vigilant and not disclose security passwords or numbers to unauthorised persons.

Stress at Work

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Headteacher will attend stress management training.

The Headteacher will monitor indicators such as sickness absence and use supervision sessions to identify any stress related factors. The information gathered will be used as part of the risk assessment process. Staff will be encouraged to determine the practical controls that may need to be put in place. In addition, the LA offer a counselling service available for staff. Details are available from the Occupational Health Unit.

Traffic Management on School Grounds

There may be occasions where vehicles are allowed on the school site. These may include delivery vehicles, refuse collection vehicles etc. The Headteacher will undertake a risk assessment and develop appropriate traffic control measures specific to the school site. These control measures will be communicated to all staff and will be monitored regularly by the Headteacher and caretaker.

Training

A training needs analysis will be undertaken by the Headteacher to identify health and safety training required for each member of staff. All members of staff will receive a health and safety induction when they commence employment with the school, and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- inform staff of changes to this policy;
- assess the training requirements of the staff and integrate those needs into the school development plan to inform Governors;
- annually review the training needs of staff;
- assess the training needs of new members of staff.

Violence at Work

The Headteacher will ensure that arrangements are in place to protect those staff at risk. Specific risk assessments will be prepared and access will be given to a training programme developed for managing conflict. Incidents of

physical violence or verbal abuse against staff will be recorded and investigated in accordance with the Violence at Work Policy and recorded on the Violence at Work Form (HSV1).

Working at Height



In line with the Working at Height Regulations 2005, suitable and sufficient risk assessments will be carried out for any work at height activities undertaken at the school. The first aim is to reduce the need to work at height, but where it is unavoidable, the task must be properly planned and appropriate equipment and control measures adopted. Risk assessments will be reviewed on a regular basis. All equipment used must be suitable for the task and regular checks must be carried out on all equipment used. e.g. ladders, step ladders, tower scaffolds etc. Staff involved in working at height must undertake appropriate training.

Young Persons and Work Experience Students

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and safety which are a consequence of their immaturity, lack of experience or absence of awareness of risks. The findings of the risk assessment will be communicated to the young person's parent or guardian. Where the school receive work experience students, the school will adapt the generic risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to the work experience student. The school will provide young persons and work experience students with an induction, providing clear instructions as to what they should or should not be doing and provide adequate supervision.