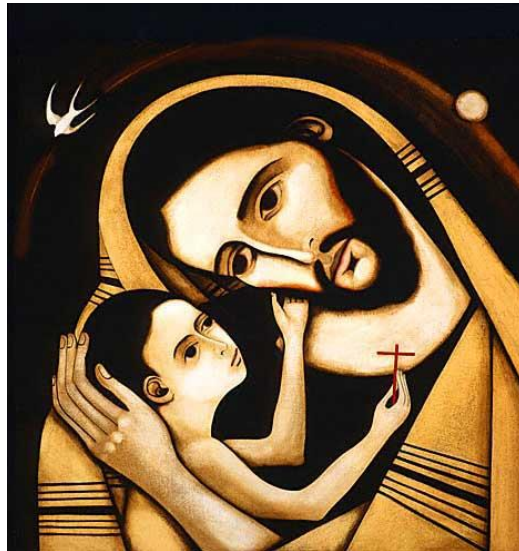




St. Joseph's Catholic Primary School Clydach



Health and Safety Policy

Date of Review: November 2018

Signature:

A handwritten signature in black ink, appearing to be 'P. Jones'.

St. Joseph's Catholic Primary School

Mission Statement

'Together in Christ, Living, Learning and Growing.'

HEALTH AND SAFETY POLICY

INTRODUCTION

This policy is an attempt to provide and maintain healthy working conditions, equipment and systems of work for everyone based at the school. This policy includes all staff, pupils, parents, governors, visitors and any contractors working at the school. This policy allocates duties for safety matters and the arrangements that are necessary to implement the policy are defined within it. This policy will be reviewed annually by the Premises/Health and Safety Sub Committee of the Governing Body to ensure its appropriateness. It must be read in conjunction with the Health and Safety policies of the City and County of Swansea.

The policy is in three main parts:

- The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.
- The **organisation** for implementing the policy, including allocation of functions to individuals.
- The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

Statement:

The governing body of St Joseph's Primary School is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors by ensuring that:

- A healthy and safe environment is maintained throughout the school
- Arrangements are in place to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machines used in school
- Provision is made for the dissemination of health and safety information which is received from the LEA and other sources
- There is provision of adequate health and safety training for all employees

- The school has a safe means of access and egress
- There are adequate welfare facilities for all staff
- Procedures for emergencies such as fire, first aid and other school related incidents are well established
- There is effective monitoring of health and safety standards in school, together with a review of accident/near miss statistics
- All staff are encouraged to participate in the promotion of health and safety standards in the school

The second section of the policy details the Organisation, where areas of responsibilities are clearly set out in an organisational hierarchy, with a précis of the levels of responsibility placed upon the designated persons.

2.0 ORGANISATIONAL STRUCTURE

The Health and Safety at Work act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the corporate body, with delegated responsibility to the Education Department (LEA), and under Local Management of Schools, delegated responsibility to the Headteacher as the site manager and to the Governing Body. However, all members of the school community have a duty to ensure health and safety is paramount at all times. Staff members are encouraged to draw attention to any hazards identified and take reasonable steps to ensure the safety of all persons who are likely to encounter that hazard.

2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS

Governors have duties and responsibilities with regard to the control and overall effective management of the school. The responsibility for the day to day management of **St. Joseph's Catholic Primary School** is delegated under the Local Management of Schools scheme to Governors, Headteacher and staff, and for areas under their control they should comply with the LEA's policies and guidelines. The statutory responsibility for health and safety under LMS in **St. Joseph's Catholic Primary School** is shared between the LEA and the School (Governing Body, Headteacher and staff).

- Ensure that the Education Service's Health and Safety policy is implemented and monitored within the school
- Ensure that the school has its own Policy statement and that it is formally approved by the Governing Body and monitored annually
- Ensure that the policy is communicated to all
- Ensure that the Headteacher provides the governing body with reports of any significant accidents and dangerous occurrences

- Ensure that they are kept informed of all health and safety guidance and information issued by the Education Service
- Ensure they consider all residential visits before approving them
- Ensure the Headteacher keeps them informed of all educational day visits and school based activities
- Ensure that the school has a policy for Personal Safety, Risk Management and Security based on the Education Service's Policy which is regularly reviewed

2.2 RESPONSIBILITIES

The Headteacher has overall responsibility for Health & Safety within the school.

The role of the Headteacher is to comply with LEA policies and guidelines with respect to his delegated responsibilities, and to prepare and implement local health and safety procedures for his area of control.

The Headteacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc.

Duties and responsibilities are defined as follows -

- Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LEA (e.g. the requirement to carry out risk assessments for school activities in accordance with current legislation).
- Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe working procedures at a local level.
- Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school).
- Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. property section) for remedial works.
- To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LEA procedure, in order to comply with requirements of legislation.

- vi) To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LEA guidance, and Health and Safety (First Aid) Regulations.
- vii) Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, visitors) are given the appropriate information and instruction.
- viii) To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data)
- ix) Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LEA policies, procedures and guidance and with local school site health and safety procedures.
- x) To ensure that health and safety issues are discussed at School Governor Meetings, and appropriate action taken in respect of ensuring continuous compliance with LEA policies, procedures and guidance.
- xi) To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.
- xii) To ensure that all contractors on site liaise with the Headteacher and follow county and LEA guidance.
- xiii) Responsibility of the school to ensure that the Headteacher participates in health and safety training courses arranged by the LEA.

2.3 ADMINISTRATIVE STAFF

Administrative staff (including staff dealing with dinner monies) are responsible for implementing safe working procedures in respect of their activities which should comply with the LEA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

2.4 CARETAKER

The caretaker is responsible for ensuring that he implements safe working practice in respect of his activities on and around the School and ensure his actions comply with LEA policies, procedures and guidance as appropriate.

The caretaker should exercise appropriate control measures when carrying out his duties in order to reduce the risk to both him and staff, pupils and visitors to the school.

2.5 GENERAL

This policy incorporates the aspects of the LEA health and safety policy that are

relevant to the school. However, the requirements of the LEA policy are regarded as minimum requirements.

SECTION 3 ARRANGEMENTS

The following is a list of arrangements which the governors will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Accessibility

- The main school building and the Early Years block are accessible to non-able bodied pupils, staff or visitors. Access to the demountable classrooms is facilitated by a ramp. There is a stair lift in the main building facilitating access to the classrooms off the top corridor. There is a disabled toilet provided within the Early Years block.

Accident Reporting

- The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LEA Accident Reporting guidelines.

Administration of Medication

- The school will follow guidelines from the LEA with regard to the administration of medicines in school.

Asbestos

- It is the responsibility of the Council to ensure a survey / Risk Assessment is carried out in each school.
- A central register of asbestos must be held by the school and kept accessible at all times.
- The Headteacher is responsible for ensuring that reference is made to the register when the school commissions maintenance and repair works.

Building / Premises defects

- The school will ensure inspections of buildings, premises (including walls and fences), and that written records of defects are noted and a programme for remedial measures is in place.

Particular matters requiring attention:

- School will ensure that all steps, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.

- Inspections of the school site will be carried out (defects noted and remedial measures put in place)
- Matters such as e.g. spillages / wet floors / trailing cables etc. must be identified and rectified.
- Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.
- Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves etc. pose a slipping risk

Cleaning & the Use of Substances Hazardous to Work

- School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition.
- All cleaning materials will be kept under locked storage.

Contractors

- School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.
- Any problems regarding health and safety of the works will be referred by the school to the Property Services department.
- Large scale works will be undertaken under the control of the Property Services department.
- The LEA will monitor for compliance.

Design & Technology

- The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document.

Display Screen Equipment

- The school will ensure compliance with LEA Guidance.

Electrical Equipment

- Staff should be aware of loose cables/wires and report any electrical faults to the Health and Safety Officer. Portable electrical appliances will be tested annually by qualified electricians. Extension leads should not be left trailing where they could cause a trip hazard. All equipment must be stored correctly after use.

- Computers and interactive whiteboards should be switched off at the end of each day.

Electricity

- The school will follow LEA guidelines on Electricity at Work.
- School will ensure only "approved" appliances are used and all repairs and maintenance are carried out by a competent person.

Finger Traps in Gates and Doors.

- All doors and gates will be risk assessed and appropriate safeguards put in as necessary.

Fire

- The school will ensure that annual Fire Safety Risk Assessments are carried out by a competent person.
- The school will action any shortfalls resulting from the Risk Assessment
- The school will ensure compliance with termly fire drills in accordance with LEA guidance.

First Aid

- School must ensure the provision of First Aid is in accordance with LEA guidance which covers the number of Certificated First Aiders / Appointed Persons etc.

Furniture / Equipment

- School will ensure that all new furniture is purchased to ensure compliance with the relevant British Standards etc.
- The School will ensure that checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

Glazing

- A glazing survey / risk assessment will be arranged through the LEA and a programme put in place by Property Services.
- The school (in liaison with the LEA) will attend to any shortfalls identified.

Inadequate Heating

- School will ensure compliance with such matters as temperature and

ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

Infectious Diseases

- School (when informed by parents of the nature of the infectious disease) will adhere to the guidelines for the exclusion of pupils with infectious diseases from schools, as published by The National Public Health Service for Wales

Kitchen Safety / Hygiene

- School will ensure in liaison with Area Catering Managers that the kitchens are maintained in a safe and hygienic condition.

Manual Handling

- School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place.
- The LEA will arrange for periodic training for caretakers / cleaners in charge re: safe lifting practices.
- School will ensure that a Care Plan / Individual Action Plan is in place as and when required, which has carefully Risk Assessed the moving and positioning of pupils and all the necessary control measures in place.

Out of Hours

- School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place.

Out of School Visits

- School will ensure full compliance with all LEA requirements which will be brought to the attention of all relevant staff.

Physical Education

- The school will ensure that staff carry out P.E. activities in compliance with Safe Practice in Physical Education guidance.
- These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Playground Equipment

- All playground equipment must be maintained to relevant British Standards and approved by the LEA.
- A maintenance regime must be in place to ensure equipment is kept in a safe

and serviceable condition.

Pregnant / Nursing mothers

- The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing treatment a full pregnancy risk assessment will be undertaken with regular reviews so that the necessary control measures may be put in place.

School Ponds

- School must adhere to the LEA guidance regarding the construction and safe use of schools ponds.

Security Arrangements

- Security arrangements for pupils, staff, visitors and school premises are continually reviewed and improvements sought. Officers of the Diocese and the Local Education Authority are consulted on any changes made and all work is carried out by the contractors recommended by these representatives.

Smoking

- Schools will comply with the County Policy and meet requirements of any new legislative changes.

Stress

- Schools to comply with the advice and guidance produced by the LEA. Any specific problem regarding stress should be referred to Personnel section of the LEA.

Swimming

- School must ensure that all relevant staff are aware of the division of responsibilities between the school and the pool staff.
- School should contact the county Adviser for Physical Education where there are safety implications that require to be resolved.

Traffic on School Sites

- School will follow the guidelines of the LEA with regard to the management of traffic at the school site.
- School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

Vermin / pests on site

- Action to control vermin and pests must be in strict compliance with county guidelines.

Window Cleaning

- School must ensure that only competent window cleaners are engaged.

Working at Heights

- School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.
- Where high level access is necessary the school will contact the Property Services department who will arrange for competent staff to carry out the necessary works.

Young Persons on Work Experience

- Where the school has a work experience placement then a specific Risk Assessment must be undertaken and the hazards to the individual identified and the risk controls measures put in place.

Monitoring the Health and Safety Policy

The LEA has a legal duty to monitor its safety policy, and this will be done by receiving the results of the annual health and safety audit. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or committee e.g. premises) to complete the audit at a convenient time in the year.

Governors may also wish to monitor the policy as follows -

- a. As an agenda item during governing body meetings.
- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections.
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

Further information regarding monitoring of the health and safety policy is given on page 7 of the HSE publication "The Responsibilities of School Governors for Health and Safety."

Child Protection - The United Nations Convention on the Rights of the Child (CRC)
is at the heart of our school's planning, policies, practice and ethos.



As a rights- respecting school we not only teach about children's rights but also model rig
and respect in all relationships – Linked to Articles 3, 12, 16, 19, 20, 21, 25, 27, 28, 30, 34, 36, 39, 42
(CRC)

