



# Wales Primary School Health & Safety Policy

Date of Policy Approval: March 2023

Date of Policy Review: March 2024

## **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff, pupils, visitors and other persons affected by or involved in the work activities of the school;
- to provide adequate management of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe use, handling, storage transport of articles and substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks safely, and to give them adequate training where required;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to monitor health and safety standards;
- to review and revise this policy as necessary at regular intervals.

## **Legal Framework:**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Personal Protective Equipment at Work Regulations 1992
- Control of Asbestos Regulations 2012

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

### **Responsibilities:**

Overall and final responsibility for health and safety is that of the Headteacher and the Chair of Governors supported by the Governor responsible for Health & Safety.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Headteacher, the School Business Manager and the Site Manager.

The **governing body** will:

- promote high standards of health and safety within the school;
- assign responsibilities, including designating a governor for health and safety;
- carry out regular health and safety inspections following guidance from the LA;
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities;
- provide appropriate financial resource from the school's delegated budget to ensure that risks and hazards are minimised or eliminated;
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities;
- evaluate the measures taken to minimise or eliminate risks and hazards;
- ensure that hirers are aware of their duty to provide evidence of insurance cover for their activities;

- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, must comply with the requirements of the policy);
- review this policy and update it at least annually.

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

### **Arrangements:**

#### **Health and Safety Risks Arising From Our Work Activities**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- day to day overview of health and safety will be the responsibility of the Headteacher;
- premises checks and maintenance of site safety assessments will be undertaken by the Site Manager with the support of the School Business Manager and the Health & Safety Governor and where appropriate reported to the LA via their Building Officer;
- the findings of the risk assessments will be reported to the Headteacher;
- action required to remove/control risks will be approved by the Headteacher;
- the Headteacher, School Business Manager and the Site Manager will be responsible for ensuring the action required is implemented;
- the Headteacher, School Business Manager and Site Manager will check that the implemented actions have removed / reduce the risks;

- assessments will be reviewed every year or when the work activity changes, whichever is soonest;
- the School Business Manager has responsibility for visitor identity checks and day-to-day administration of single central record;
- the Administration Officer has responsibility for Evolve Risk Assessments for school visits. The Headteacher is the educational visits lead.

Risk assessments will be undertaken by:

- class teachers leading educational visits;
- class teachers leading or delivering activities that carry an element of risk;
- school leaders for work related activities and areas/locations on the school site;
- the findings of the risk assessments will be reported to the Headteacher, School Business Manager or Administration Officer as appropriate;
- action required to remove/control risks will be approved by the Headteacher;
- depending upon the activity an appropriate member of the SLT will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

### **Consultation with Employees**

- Consultation with employees is provided through staff meetings held by the SLT with input from the LA or H&S Governor where necessary.

### **Safe Plant and Equipment**

- The Site Manager will be responsible for identifying all equipment/plant needing maintenance.
- The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and logged.
- The Site Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Site Manager this can be verbally or recorded in the Site Manager's job book in reception.
- PAT testing will be undertaken and recorded by an external contractor bi-annually.

## **Safe Handling and Use of Substances**

- The School Business Manager and Site Manager will be responsible for identifying all substances which need a COSHH assessment. (Control of Substances Hazardous to Health).
- The School Business Manager and Site Manager will be responsible for undertaking COSHH assessments on all substances used (e.g. adhesives, paints, cleaning agents, solvents). The Site Manager will be responsible for undertaking COSHH assessments on substances generated from work activities (e.g. dust, fume, vapor).
- The School Business Manager and Site Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- The School Business Manager and Site Manager will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- The School Business Manager and Site Manager will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## **Information, Instruction and Supervision**

- The Health and Safety Law poster is displayed in the school reception and staff are provided with a copy of HSE Health & Safety Law leaflet.
- Health and safety advice is available from the School Business Manager, the LA Building Officer or the LA Health & Safety Advisor. These persons are named on the Health & Safety Law poster.
- Supervision of young workers/trainees will be arranged, undertaken and monitored by an appropriate member of the SLT.

## **Competency for Tasks and Training**

- Induction training will be provided for all employees by a member of the SLT.
- Job specific training will be provided by the member of staff with the relevant skills and qualifications depending upon the job.

- Specific jobs requiring special training are positive handling, administration of first aid, fire extinguisher training.
- Training records are kept by the School Business Manager, training needs will be identified, arranged and monitored by the Headteacher.

### **Accidents, First Aid And Work Related Ill Health**

- The first aid box(es) are available in each building. Further supplies are available in the school reception.
- All staff have up to date first aid training and can be called upon to administer first aid treatment.
- All accidents and cases of work-related ill health are to be recorded on an accident report form, these can be obtained from the school office. Any accident which results in a pupil or adult being taken to hospital will be reported to RMBC Health & Safety section and the health and safety governor.
- The Administration Officer is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.
- The Site Manager maintains the logs for asbestos and this is inspected by the LA Building Officer.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- audit all aspects of safeguarding;
- carry out regular inspections;
- carry out inspections with the Health and Safety governor;
- monitor practice on visits outside school;
- the Headteacher, School Business Manager and the Health and Safety governor are responsible for investigating accidents and for acting on investigation findings to prevent a recurrence;
  - all members of staff are also responsible for acting on investigation findings to prevent a recurrence;

- the Headteacher is responsible for investigating work-related causes of sickness absences.

### **Emergency Procedures – Fire And Evacuation**

- The Headteacher, School Business Manager and Site Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Site Manager every week.
- Fire extinguishers are maintained and checked every year.
- Alarms are tested every week.
- Emergency evacuation will be tested every term.
- Fire training is delivered to all staff every two years.

### **FIRE SAFETY PLAN**

#### First Action

- **If You Discover A Fire Sound The Fire Alarm At Once.**

#### Exit Procedure

- On hearing the fire alarm the children should follow the teachers' instructions to leave the building in a quiet and orderly manner, using the exit indicated by the teacher. Teaching assistants should help to ensure that all children leave the classroom safely, before carrying out any assigned duties. Any visiting adults should be instructed to follow at the back of the line.
- The school office staff will telephone the Fire Brigade.
- All teachers should remain with their classes unless instructed otherwise. They should accompany their classes, and any class visitors, to the agreed fire assembly point, on the junior playground. It is the class teacher's responsibility to ensure that all children walk quietly and purposefully to the assembly point.
- Once there, a head count of each class must be taken by the teacher responsible for that class at that time. The office staff will be responsible for handing out class registers at the fire assembly point. The class teacher then calls the register for their class, and informs the Headteacher or Deputy of the number of children present and, in the event of any missing children, their names.

- It is the class teacher's responsibility to ensure that all teaching assistants and other adults attached to their class are accounted for once checks have been completed. The Headteacher should be notified of any personnel not accounted for.
- Any children or staff working or playing outside when the fire bell rings should take the safest, most direct route to the fire assembly point. Once there the same procedure will be followed.
- All persons on the site should walk at all times. Doors should be opened with caution. Corridors should be kept clear at all times to enable uninterrupted movement of personnel.
- When the Headteacher is satisfied that the situation is safe she will instruct the teachers and children accordingly.

#### Fire Drills

- Fire drills are carried out at least once per term. All staff and children must treat the drill with the utmost seriousness, and all rules must be adhered to. At the fire assembly point, all procedures for roll call must be followed as if in the event of a real fire.
- The time taken to evacuate the school must be recorded each time there is a fire drill. If it takes longer than the recognised time, the cause/s will be investigated and the Headteacher will consider carrying out the drill again if deemed necessary.
- At the end of the fire drill, classes will be instructed by the Headteacher - or in their absence Assistant Headteacher or School Business Manager Deputy - to return quietly to their classrooms. They will be given feedback about how well they did, and told about any changes necessary if things did not go well. They should be reassured about the need for safety, and for regular fire drills. They will be reminded about the need for silence and that they should be walking smartly and listening at all times.
- Any problems or difficulties with procedure after a fire drill **MUST** be reported to the Headteacher immediately afterwards.

#### Evacuation of the Hall

- In lesson time, any class using the hall will exit through the fire door indicated by the teacher, proceeding as above to the fire assembly point.



- During concerts and parents meetings, children and adults will exit via the fire doors and then onto the playground.
- **ALL PERSONS SHOULD WALK AT ALL TIMES**

### Fire Notices and Fire Exits

For classrooms it is the relevant class teacher's responsibility to ensure that:

- The fire exit is clear at all times.

The following notices are prominently displayed directly adjacent to the fire exit:

- Fire exit sign
- Fire assembly point notice
- Any missing or damaged notices are reported to the Site Manager
- Any other adults working in the room are directed to the fire regulations displayed on the wall
- All children are instructed in fire precautions and related safety issues
- All children know where the fire exit is and where the signs are
- All children understand the importance of keeping fire exits clear
- The Site Manager will carry out visual monthly fire safety inspections of the whole school building, and take action as appropriate. This will be recorded in the Fire Inspection Log. Annual fire safety inspections will be carried out by qualified contractors and also recorded in the Fire Inspection Log

### Fire Alarm System

- The electric fire alarm system is tested by an approved contractor twice yearly and the Site Manager checks the system weekly. Any faults on the systems are reported immediately so that it can be rectified without delay.
- Emergency lighting is also tested yearly by a contractor and weekly by the Site Manager. Any faults are reported immediately.

- All records of the alarm system tests and fire drills are kept in the Fire Log Book held in the school office.
- Fire extinguishers are serviced annually. This is also recorded in the Fire Log Book.
- Fire exit doors are checked regularly by the Site Manager to ensure that they are in good condition and can be opened easily. All staff have a responsibility to report any faults to the Site Manager.
- Fire signs are checked regularly by the Site Manager to ensure that they are visible, complete and compliant with latest regulations. Staff have a responsibility to report missing or damaged signs to the Site Manager.
- All staff, and particularly supply teachers, are made aware of the fire arrangements.