



## **Health and Safety Policy**

**November 2019**

## **Health and Safety Policy**

### **School Details**

**Name** Ysgol Cefn Mawr

**Address** Plas Kynaston Lane Cefn Mawr Wrexham LL14 3PY

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**Ultimate Responsibility for Health and Safety is:** Mrs. Andrea Green

### **Introduction**

Ysgol Cefn Mawr understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation.

Mrs. Andrea Green the Headteacher, is to maintain a safe and healthy working environment at Ysgol Cefn Mawr, for all staff pupils and visitors.

For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the health and safety policy statement, organisation and arrangements necessary to control all aspects of the school's operations on and off site.

## **Statement of Policy**

This is the health and safety policy of Ysgol Cefn Mawr which should be read in conjunction with the health and safety policies of Wrexham County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school.
- Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe equipment used in school.
- Provision and dissemination of health and safety information which is received from the LA and other sources.
- The provision of adequate health and safety training to all employees as and when this need arises.
- Safe means of access and egress.
- Adequate welfare facilities for all staff.
- Procedures for emergencies such as fire, first aid and other school related incidents.
- Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- Access to specialist help with references to health and safety matters (LA).
- Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- This policy will be reviewed and updated as appropriate.

**Signed.....**      **Signed.....**

**Head Teacher**

**Chair of Governors**

**Date**

## **Organisation and Responsibilities**

## **School Governing Bodies**

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports noting the action taken to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

## **The role of the Headteacher**

The role of the Headteacher in Ysgol Cefn Mawr is to comply with LA policies with respect to her delegated responsibilities, and to prepare and implement local health and safety procedure for her 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. The 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 LA (e.g. the requirement to carry out risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).
- 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 Services) 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 LA procedure, in order to comply with requirements of legislation. (These documents are held in the Head teacher's office.)
- To ensure arrangements are made for adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LA guidance, and in order to comply with Health and Safety (First Aid) Regulations 1981. The names of the nominated first aiders are displayed in both departments.
- Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, and visitors) are given the appropriate information and instruction.
- To ensure that arrangements are made that all firefighting 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.
- Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LA policies, procedures and guidance and with local school site health and safety procedures.
- To ensure that health and safety issues are discussed at School Governor Meetings and appropriate action taken in respect of ensuring continuous compliance with LA policies, procedures and guidance.
- 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.
- To ensure that all contractors on site liaise with the Headteacher and follow the Authority and LA guidance on the "Control of Contractors".
- Attend health and safety training courses arranged by the LA.

### **Health and Safety Coordinator**

The Health and safety Coordinator for Ysgol Cefn Mawr is Mrs Vicky Goodwin. The role of the Health and safety Coordinator is to carry out the following procedures:

- To ensure that all firefighting 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).

- To carry out a monthly check of the book record of weekly fire alarm checks.
- To check accident books on monthly basis to identify patterns.
- To participate in Health and Safety training courses arranged by the LA, including Responsible Officer training and Restraint training.

### **Administrative Staff / School Business Manager**

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

### **Caretaker**

The caretaker is responsible for ensuring that he/ she implements safe working practice in respect of their activities on and around Ysgol Cefn Mawr and complies with LA policies, procedures and guidance as appropriate.

**Note:** In general the caretaker's spectrum of activities is quite broad and in some instances failure to implement safe working practises could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk, and to ensure that staff, pupils and visitors to the school are safe and without risk.

### **General**

This policy incorporates the aspects of the LA health and safety policy that are relevant to the school. However, the requirements of the LA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and/or trade union safety representatives and/or staff representatives, the governing body or a sub-committee of governors ratify the policy. The policy addresses those matters over which the school has control, and covers local issues such as movement of traffic, provision of first aid, and emergency procedures.

### **Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation.
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.

- Observe standards of dress consistent with safety and hygiene requirements.
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous.

### **Arrangements**

The governing body has to plan for the school to be able to implement the Health and Safety Policy by setting health and safety objectives and performance standards for their school.

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

### **Accident Reporting**

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

### **Administration of Medication**

The school fully complies with the LA policy / guidance on the "Administration of Medication" The LA will monitor compliance. Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional e.g. Pharmacist. Medicines are kept in a locked cupboard in the school office.

The only exceptions to this are asthma medication (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

### **Asbestos**

It is the responsibility of the County Borough Council to ensure a survey / risk assessment is carried out for Ysgol Cefn Mawr. The school holds a central register of asbestos and kept accessible at all times.

### **Building / Premises Defects**

The school will ensure that regular formal inspections of buildings, premises (including walls and fences) are undertaken and written records of defects noted and a programme for remedial measures drawn up. All defects are reported to either caretaker, or school office and an electronic log is completed and monitored.

### **Particular Matters Requiring Attention**

School will ensure that all steps, stairs, and thoroughfare (hard-based areas and grassed areas) are maintained in a condition which is safe. Regular inspections of the school site are carried out (defects noted and remedial measures put in place). Matters such as e.g. spillage / wet floors / trailing cables etc. are identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc. Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves, surface water etc. poses a slipping risk. The LA will monitor for compliance.

### **Cleaning and the Use of Substances Hazardous to Health**

The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on the school site.

The associated procedures and control measures will be implemented and enforced.

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.

The school will refer any problems regarding health and safety of the works to the LA Safety Officer.

Large-scale works will be undertaken under the control of the Property Services Department.

The LA will monitor for compliance.

### **Display Screen Equipment**

The school will ensure full compliance with WCBC guidance.

For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed.

For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

### **Electricity**

The school will comply with the LA Health and Safety policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and a competent person carries out all repairs and maintenance.

### **Emergency Situations**

Ysgol Cefn Mawr has an emergency plan. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on

pupils staff, governors and parents.

The following are examples of emergency incidents, which may impact on the school and necessitate activation of the emergency plan.

- A serious accident involving children and/or school personnel, on/ off site.
- A terrorist attack or violent intruder on or nearby school premises.
- Chemical or toxic substance release on or off site.
- Firearms/weapons attack.

### **Finger Traps in Doors and Gates**

All doors / gates in the school will be risk assessed and appropriate safeguards put in as necessary.

### **Fire Safety and Evacuation of the Building**

The school will ensure a competent person (Property Services) has carried out a Fire Safety Risk Assessment for the whole school.

The school will action any shortfalls resulting from the Risk Assessment.

The school will ensure compliance with:

- Termly fire drills in accordance with LA guidance undertaken.
- Fire exits have appropriate signage.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually.
- Emergency lighting tested regularly.

### **First Aid**

School ensures that the provision of First Aid is in accordance with LA guidance that covers the number of Certificated First Aiders / Appointed Persons etc.

Portable first aid kits are taken on educational visits

### **Furniture / Equipment**

School will ensure that all new furniture is purchased in consultation with the LA Support Service staff to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

### **LPG Gas (Manually Operated Gas Boilers)**

The school will ensure in the event of flame failure, re-ignition must not be attempted by the

cleaner / caretaker but referred to Property Services / Competent Gas Engineer.

School will ensure that all gas equipment is regularly inspected by a competent engineer as per LA policies. The school ensures that clear instructions are in place for the procedures to be taken in the event of a gas leak (usually evacuation procedures).

### **Glazing**

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

### **Hot Surfaces (Radiators, heaters, pipe-work etc.)**

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in place as necessary.

### **Inadequate Heating**

School will ensure compliance with temperature and ventilation requirements as prescribed in the Education (School Premises) Regulations 1999 and other relevant legislation.

### **Kitchen Safety / Hygiene**

School will ensure a close liaison exists with Area Catering Supervisors, The School Meals Service and the Cook in Charge will ensure that the kitchens are maintained in a safe and hygienic condition.

### **Legionella**

HSL provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

### **Manual Handling**

School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from the Safety Officer and the model Risk Assessment for Primary schools.

The LA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.

School will ensure that a Care Plan / Individual Action Plan are in place, 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 the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

## **Physical Education**

The school will ensure that all PE activities fully comply with the standard as set out in the current BAALPE (British Association of Advisers and Lecturers in Physical Education) Safe Practice in Physical Education Guidance, (Millennium Ed.) and that this be brought to the attention of all staff.

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 LA.

A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition.

Playground equipment and its use are supervised during all breaks during the school day.

If the equipment is used during lesson time supervision is again maintained.

A decision is made and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

## **Playground Supervision**

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

## **Pregnant Members of Staff / Nursing mothers**

The school will ensure that in the event of an employee notifying the Headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

## **Risk Assessment**

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.

They are all available on the school central server for staff to inspect and refer to as necessary.

The management team will take steps to ensure that appropriate staffs are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

## **Slips Trips and Falls**

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

## **Snow and Ice**

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

## **Stress at Work**

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Human Resources

## **Supervision of Pupils**

Sensible, safe behaviour will be promoted to pupils by all members of staff.

Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.

Pupils will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

## **Sun Safety**

The school provides a number of shaded areas for children to play under or use during outdoor activities on particularly sunny days. Children are encouraged to wear caps/hats during outdoor play/activities. Parents are reminded to ensure that sunscreen has been applied before children come to school in the morning, particularly during the warmer months and preferably sunscreen/block that only needs to be applied once per day. Children can bring their own sunscreen to school and re-apply themselves.

If a child requires assistance, this will be supported by a staff member in the presence of another member of staff, as part of our safeguarding policy. Any members of staff who do not agree to this request will notify the Headteacher of that decision in order that other appropriate arrangements can be made.

## **Science**

School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (As per LA policy). School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe". In the event of a health and safety issue school should refer the matter to the LA / or the Safety Officer.

## **Smoking**

Smoking is not permitted on the school grounds.

## **Swimming**

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

### **Traffic on School Sites**

School must comply with the requirements of the LA Policy and compile a specific risk assessment on 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.

### **Training**

Health and Safety Training Needs are assessed as part of individual's annual review.

Training needs may also be identified as part of a risk assessment process.

### **Violence at Work / Lone Working**

School will ensure that the information contained in the Authority policy "Violence at Work" is followed and brought to the attention of all employees.

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

### **Volunteers**

School will ensure the safety of all volunteers on site and where volunteers are to be supervising pupils, criminal record checks will be required.

### **Working at Height**

School must ensure that all persons working off floor level are carefully risk assessed and appropriate control measures in place.

Appropriate record keeping and safe systems of work are kept in the working at heights file

All site/caretaking staff that undertakes working at heights have been on half day training course.

Teaching and other staff that assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

Where high level access is necessary e.g. (light tube changing multi-purpose halls) school should contact Property Services who will arrange for competent staff to carry out the necessary works.

## **Young Persons / Work Experience**

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

Copies of the risk assessment must be made available to the parent or carer of young person on request.

## **Alcohol and Drugs**

The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.

It is the policy of Wrexham County Council that anyone known to be or suspected of being under the influence of alcohol and/or drugs will not be allowed to work. Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

This policy was reviewed and adopted by the Wellbeing Safeguarding Committee on 7<sup>th</sup> November 2019.

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of Governors

Review date: November 2020