



# Caerau Primary School

## Health and Safety Policy

Date	Review Date	Co-ordinator	Nominated Governor
December 2022	December 2024	Mrs J Roche	Mrs R Goodall

The Health and Safety of all employees and all other persons who use the School premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The School's Health and Safety Policy should accompany and compliment that of the LA. In considering this policy, it should be recognised that as a County School, the LA is the employer of the School's staff and retains overall responsibility for Health and Safety.

The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- maintain the cleanliness and state of repair of the building.
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- provide safe equipment.
- manage and maintain the use of personal protective equipment.
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at the following points within the School: Foyer, Hall, Office, Notice boards, staff room and toilets.

- provide safe storage for materials and substances.
- provide adequate statutory first aid facilities.
- establish, practice and maintain effective emergency evacuation procedures. If the School is used for community activities outside of the School day variations to emergency procedures will apply. It is advisable to work closely with the Fire Service in such a case and comply with all of their requirements, e.g. a sign for the position of the nearest fire extinguisher should be prominent. The fire warning signal is a continuous **sounding** of an electronic buzzer
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- liaise with the County LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

## 1. RESPONSIBILITIES

The Governing Body accepts the responsibilities stated in the LA Health and Safety Policy for:

- a). **The Governing Body** is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health and Safety policy. The Governing Body acknowledges its legal duty to notify the LA and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities may be delegated to a sub-committee of the Governing Body. The Governing Body must ensure that a high standard of Health and Safety is maintained in the school - this implies financial commitment.
- b). **The Headteacher** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing Body. The Headteacher still retains an overall responsibility for the implementation of the School's health and safety policy.
- c). **The Health and Safety Co-ordinator (the Headteacher)** is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
  - regular inspections and risk assessments.
  - liaising with contractors.
  - initiating action on reported hazards and accidents.
  - fire and emergency procedures.

- maintaining an accurate record of completed training on Health and Safety issues for current staff.

Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

d). The School's **First Aid Cover** is provided by staff employed at the school. Mrs Roche is the senior "First Aider" along with those trained in advanced first aid in the workplace and paediatrics. They oversee several other members of staff, who have received first aid training.

e). **All staff** have a responsibility to:

- check that areas and equipment are safe before commencing activity.
- ensure safe procedures are followed and use protective equipment as required.
- report hazards to their line manager-class teacher, SLT, DHT, HT
- encourage pupils and visitors to comply with the Health and Safety policy.

## 2. RISK ASSESSMENT

There are several aspects to risk assessment:

- regular Health and Safety risk assessments to be undertaken by the Head Teacher and staff, and are available for scrutiny by GB members
- continuous identification of hazards and risks on a daily basis.
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

## 3. PUPIL SUPERVISION

a) **Duty Supervision**

- one member of staff will be on duty outside the School from 8:30 am and at the end of the day from 3-15pm-the Headteacher, or in their absence, the Deputy Headteacher or TLR post holder
- at break times several members of staff will be on duty.
- lunch time supervision is managed by the Dining Room Assistants, Support Staff and members of the Teaching Staff.

**b) Pupils taking medicines - the guidance provided by the LA will be followed.**

**c) Areas of Special Risk**

The School will follow any guidance issued by the LA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Technology (D/T)
- Science.
- Art (includes Ceramics), P.E. and Drama.

**d) Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

**e) School visits and 'off site' activities**

The Governing Body will comply with the guidance the LA has issued on:

- Conduct of Outdoor Pursuits.
- the use of Mini-buses and coaches.
- Residential and trips abroad.

If appropriate, the Headteacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail: All off site activities will be submitted to evolve for approval.

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio)

- the arrangement for first aid cover
- the level of qualified instruction and supervision that will be available for activities of special risk.

Please see "Off Site Visits" Policy

### **3. REPORTING, MONITORING AND REVIEWING SAFETY**

The Health and Safety Committee will meet annually. Any person on these premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA.

### **4. SELF FINANCED PROJECTS**

Contact the LA for advice re: insurance and legal considerations.

### **5. ENVIRONMENTAL PROTECTION ACT**

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.

**NB** This policy will be reviewed on a regular basis to reflect changes in school practice, LA guidelines or changes in statutory requirements.