

# Schools Health and Safety Procedure

Ysgol Llanbedrog



Approval Date: Spring Term 2019

Review Date: Anually- Autumn Term

Signed on behalf of the Chair of Governors:

*Gwenllian Hughes*

Date:

11/12/24

Governor with responsibility for Health and Safety: James Evans

School Health and Safety Co-ordinator:

Manon Haf Owen

Rhif yswiriant y Cyngor Sir - Zurich Municipal: QLA04U0050013

## 1. Scope

This procedure supports Gwynedd Council's Health, Safety and Welfare Policy by outlining local arrangements within the school to comply with health and safety legislation. Therefore, the document should be read alongside the Corporate Health, Safety and Welfare Policy where the responsibilities of Managers (which includes School Head Teachers), staff and governors are noted.

This procedure is specifically for the school, and expands on local arrangements that are in place within the school, while the Health and Safety Policy is a corporate policy e.g. the Head Teacher could have delegated some tasks and responsibilities to other staff members in the school. This document should be available in all schools and specifically tailored to reflect the School/Educational Unit's arrangements.

## 2. Responsibilities

In addition to the responsibilities noted under Service Managers and Site Managers in the Corporate Health and Safety Policy, the Head Teacher is also responsible for the following:

- Collecting information and data from the Council and other sources regarding current health and safety procedures and practices to be submitted before the Governing Body and reviewing the situation in light of the information transferred.
- Arrange annual monitoring and inspection exercises, and submit a report and recommendations for consideration by the Governing Body.
- Delegate specific duties to specific staff members where appropriate e.g. to undertake risk assessments in a field / department where technical expertise is required e.g. science, design and technology and physical education.
- Establish a system where staff can report health and safety hazards and inform relevant departments as appropriate to ensure that the matter is dealt with.
- Ensure that a sufficient number of First Aid staff have been trained to meet regulations and guidelines approved by the Governing Body. The First Aider should have the latest training at appropriate times and receive new certificates. The School's First Aid Designated Person(s) would ensure that all school First Aid boxes are appropriately located and supplied.
- Include an item on formal Health and Safety on the agenda of Governing Body / Sub-panel meetings.
- Ensure that fire-fighting equipment is in place and appropriately supplied, and hold regular fire drills (at least once a term). Complete the Fire Management Plan for the school and draw it to the attention of the Governing Body. Comply with the contents of the Corporate Fire Safety Policy.
- Attend relevant training for Site Managers which includes training on managerial health and safety matters in schools.
- Co-ordinate with any other manager that could be managing staff working within the school as required e.g. kitchen staff.

Where specific responsibilities have been delegated e.g. some Deputy Head Teachers act as the health and safety co-ordinator in secondary schools, the exact duties that have been delegated should be noted below.

## 2.1 Teachers and Ancillary Staff

In addition to the duties noted under the responsibilities of every worker in the Health, Safety and Welfare Policy (the responsibilities of all workers), teachers and ancillary staff are responsible for:

- Risk assessments when planning, and during, lessons
- Reporting on challenging behaviour incidents in their classrooms

## 2.2 Volunteers:

- Any work undertaken by volunteers in the school must comply with the safe working systems designated by the Head Teacher and Governors.
- Should any work undertaken by volunteers affect the school building - Council arrangements should be adhered to and contact should be made in advance with the Property Service.
- In accordance with child protection arrangements, volunteers should follow the relevant procedure to verify their suitability to work with children.

## 3. Procedures

All school staff will have a responsibility to protect the pupils and themselves in every activity. Particular attention is drawn to the following fields:-

### 3.1 Educational Visits:

- The Educational Visits Policy sets out procedures to plan, approve and monitor visits and also provides guidelines to follow during normal, overnight, overseas and adventurous visits.
- The school to nominate an Educational Visits Co-ordinator (EVC) who is in an influential position within school management or part of the school's senior management team. The EVC must attend relevant training for the role and use relevant software to record the visits. This EVC will have a responsibility to follow the guidelines of the Educational Visits Policy in order to approve visits.
- Every visit off school premises requires the approval of the Head Teacher / Deputy Head Teacher / Acting Head Teacher (delete as appropriate). Effortful, unusual, adventurous and overseas visits should be presented by the school's Educational Visits Co-ordinator, and final approval should be received from Gwynedd and Anglesey's Educational Visits Advisor.
- The EVC to ensure that a suitable Risk Assessment has been undertaken for every visit, and that permission has been received from the parents/guardians of pupils.
- Ensure compliance with Gwynedd Council's mini bus policy.

### 3.2 Design and Technology

- The school's Design and Technology Guidelines are adhered to.
- It is ensured that pupils use suitable equipment and in the correct method.
- Ensure that equipment is safe to use, is maintained by the School and regularly inspected.
- Workshop machines are not used by pupils without strict supervision from teachers.
- Ensure that Risk Assessments are undertaken for activities where a risk is identified in accordance with CLEAPSS guidelines.

### Food Technology/Catering:

- Food hygiene rules and good practice guidelines are adhered to when preparing food at the school.
- Food tasting permission form to be completed at the beginning of the year to ascertain whether or not pupils have particular food allergies.

### 3.3 Physical Education

- The school's Physical Education Guidelines are adhered to.
- In physical education activities, guidelines within 'Safe Practice in Physical Education, School Sport and Physical Activity', which was published by the Association for Physical Education (2016), are adhered to.
- It is ensured that pupils wear suitable clothes / shoes for activities.

- It is ensured that equipment is kept in a good and safe condition prior to commencing any activity.
- It is ensured that pupils do not make movements than could endanger them or someone else;

### 3.4 Science

- The school's Science Guidelines are adhered to.
- Should there be a risk of harm, suitable protective equipment is used to undertake experimental work and investigations.
- Ensure that a Risk Assessment is undertaken in accordance with CLEAPSS guidelines.

### 3.5 Work Experience

- The school to take reasonable steps to verify that work experience providers manage any substantial risks effectively.
- Should work experience be arranged by the school, and involve the pupil going on an overseas visit or undertaking any effortful/adventurous activity, educational visit procedures should be adhered to (see part 3.1)

### 3.6 Electrical Equipment

- The electrical equipment receives a safety test (visual / formal) in accordance with the Council's Corporate Guidelines.
- If there is doubt regarding the safety of the equipment at any time, it will not be used.

### 3.7 Medical Needs

The Medical Needs in Schools Policy (Gwynedd Council), Access to Education and Support for Children and Young People with Medical Needs Guidance, published by Welsh Government (2010), and the County's Health Care Policy are adhered to.

### 3.8 First Aid

- Guidelines noted in the First Aid Guidance are followed
- Ensure a sufficient first aid provision in the school, and that a sufficient number of staff with a First Aid qualification is available.
- A HS11 form will need to be completed following an injury by accident.

The school's designated First Aiders are **Gwyneth Jones, Manon Owen, Catrin Evans, Sian Elfryn**

Any specific health and safety arrangements within the school that have not already been detailed should be noted in the following box e.g. lunch time supervision / cleaning / kitchen staff arrangements.