



HEALTH AND SAFETY POLICY

Council's Insurance Policy Number - Zurich Municipal: QLA04U0050013

1. **Introduction:**

The purpose of this policy is to improve safety aspects at the school so as to reduce the risk of accidents to a minimum. It is essential that all activities undertaken by the school personnel, or by personnel, on behalf of the school, are conducted in a safe working environment. It is imperative that personnel be aware of and comprehends the relevant Health and Safety rules and regulations, irrespective of the category or nature of the employee's post. Safety should be a concern for every individual, irrespective of his/her position or status.

All schools within the LEA have an obligation to comply with the Health and Safety at Work Act 1974. Schools have a specific obligation to prepare a written health and safety policy - it is imperative that this policy be drawn to the attention of the entire staff and that it is reviewed as and when required.

Implementing safety standards and practices is central to any health and safety policy and the school's governing body recognize their responsibility in this regard:

- i. Develop a positive culture of health, safety and well-being that enables it to fulfil policy statement aims and safety arrangements.
- ii. Provide appropriate resources and a strategic direction so as to fulfil the school's obligations as regards health and safety.
- iii. Ensure that there are adequate management, communication and collaboration arrangements in place at every level as regards health and safety matters.
- iv. Monitor the overall performance as regards health and safety at the school.
- v. The Headteacher leads on health, safety and well-being related matters and has been designated as the school's Health and Safety Co-ordinator.
- vi. In addition, the designated member will also have a key role in managing the school's health, safety and well-being, as a representative on the Health, Safety and Well-being Sub-panel.

The policy is issued so as to define Health and Safety related matters, and to assist staff to understand their situation as regards the school's responsibilities.

2. **The Council's Responsibilities:**

Head of Department
Senior Manager
Education Quality Improvement Officers
Assistant Health and Safety Officer - Education

3. Responsibilities For Health and Safety at the school:

The School's Designated Health and Safety Governor: Angela Russell

The School's Health and Safety Co-ordinator: Manon Haf Owen

The school's Health and Safety Co-ordinator is the Headteacher (or Mrs Gwyneth Lloyd Jones in the absence of the Headteacher).

The school's Health and Safety Co-ordinator's duties and responsibilities are as follows:

- i. Gather information and data from the Council and from other sources on current Health and Safety arrangements and practices to be presented to the Governing Body, and review the situation in light of the information provided.
- ii. Conduct annual inspections, presenting a report and recommendations for consideration by the Governing Body.
- iii. Establish a procedure whereby staff can report on Health and Safety related dangers and notify relevant departments, internal maintenance staff or Council Property Department Staff as appropriate so as to ensure that the matter is dealt with.
- iv. Ensure that there are adequate procedures for dealing with accidents and that adequate details are kept at the school, notifying the Council's Health and Safety Manager of any accident in accordance with the Council's Health and Safety policy.
- v. In contact with the School's designated First Aider, ensure that all First Aid Boxes at the school are appropriately located and supplied.
- vi. Ensure that an adequate number of First Aid staff have been trained to meet the regulations and guidelines approved by the Governing Body.
- vii. Ensure that those who have received instruction in First Aid receive the latest training at appropriate times and receive new certificates.
- viii. Ensure that fire extinguishers are installed and appropriately supplied, and that regular fire drills are held (once a term). Hold annual training in dealing with fires and ensure that fire alarms/emergency lighting are regularly tested and ensure that they are in working order.
- ix. Advise and support teachers and support staff on all Health and Safety matters, disseminating information to all the relevant staff, e.g. through providing information on health and safety developments, legislation, etc. and prominently display them at the school, on notice-boards, and in day-to-day communication between staff, supervisors and employees; through including a formal item on the Governing Body's/Sub-Panel's programme of meetings; by regularly including health and safety matters at staff meetings where appropriate.
- x. Ensure that regular Health and Safety inspections are held.
- xi. Ensure that there are effective safety arrangements at the school.
- xii. Ensure that risk assessments are held on any significant risk and that these are annually reviewed.

Teachers' responsibilities:

It forms part of teachers' responsibilities to implement safe working practices. They are responsible to the Headteacher for implementing school arrangements in relation to all aspects of Health and Safety. Every individual has an obligation to draw the Headteacher's attention to any defect or danger detected in the equipment, the building, the site or in action taken.

Cleaner's Responsibilities:

The school cleaner is responsible for implementing safe working practices in compliance with the guidelines adopted by Gwynedd Provider and Leisure Department. They are responsible to the Headteacher for implementing the school's arrangements as regards all aspects of Health and Safety. They have an obligation to draw the Headteacher's attention to any defect or danger detected in the equipment, building or site.

Kitchen Staff's Responsibilities:

Kitchen staff are responsible for implementing safe working practices in compliance with the guidelines adopted by the Provider and Leisure Department. They are responsible to the Headteacher for implementing all aspects of Health and Safety. They have an obligation to draw to the Headteacher's attention to any defect or danger detected in the equipment, the building or the site.

Dinner-time Supervisor's Responsibilities:

The dinner-time supervisor is responsible to the Headteacher for implementing the school's arrangements in all aspects of Health and Safety. They have an obligation to draw the Headteacher's attention to any defect or danger detected in the building or site, or in the children's involvement with each other during playtime.

Volunteers:

It is imperative that any work undertaken by volunteers at the school complies with safe working systems designated by the Headteacher and Governors. Formal risk assessments are held before commencing on any work.

4. General Policy:

- i. It is the school's policy to do everything within its powers, as long as that is feasible, to ensure the Health and Safety and Well-being of its staff, pupils, contractors and visitors.
- ii. So as to fully implement this policy, the Headteacher is principally responsible for safety at the school, but that staff members who authorize work to be done also have an obligation to ensure that there are appropriate resources available, so as to ensure that the work proceeds safely, and without posing health risks.
- iii. It is imperative that any staff member who authorizes work, ensures that the individual who does the work has received adequate knowledge, guidance, training and supervision so that the individual concerned can avoid the dangers and contribute towards his/her own safety and that of others.
- iv. The above arrangements should not be deemed as undermining the staff's responsibility, at every level for the safety and well-being of every pupil in their care, and the arrangements do not abrogate the staff's responsibility for safeguarding themselves and others whom their actions and defects could affect.
- v. It is important that trade unions/staff representatives and school managers jointly consult on Health, Safety and Well-being related matters.

5. Safety Arrangements:

Building:

So as to ensure the pupils' safety whilst they attend school, the following measures have been put in place:

- Close the gate safely.
- Lock the front door.
- Visitors to ring the bell.
- Visitors to sign in.
- The supervision policy to be implemented at break-times and lunch-times.
- A clear-cut arrangement for releasing children.
- Risk assessments updated annually.

First Aid:

The school's Designated Person for Administering First Aid is: *Gwyneth Lloyd Jones*
She has a valid certificate of competence until: 30/4/16

The school follows Gwynedd guidelines - "First Aid in Schools" that is contained in the **MEDICAL NEEDS IN SCHOOLS POLICY** file (Gwynedd Council)

First Aid boxes are located at the following places:

- By the office door
- In the staff room.

The Provider and Leisure Department are responsible for the First Aid box in the Kitchen and the box in the Caretaker's Room.

The school is responsible for the remainder and it is ensured that they comply with requirements as regards their contents.

When an accident occurs, the school will:

- Deal with the injury in a manner that they deem best.
- If the injury is serious, the parents (or the nearest contact person) will be contacted.
- The emergency services will immediately be contacted if the teachers deem that this is required.
- A record of serious accidents is kept as follows:
 - A **Pink Accident 1 Form 'Report on an Accident or Incident that causes Minor Injuries or Serious Injuries to a Pupil'** should be completed if the injury forces the individual to leave the school premises for whatever reason, e.g. medical inspection or treatment, go home to be comforted, etc. or that treatment is administered at the school, or when the injury has been caused by a defect (or possible defect). It is imperative that this form is sent within 24 hours to the Health and Safety Manager, Human Resources Department, Health and Safety Service, Council Offices, Caernarfon, Gwynedd.
 - Completing the **Reporting an Accident** form:

- (a) if a staff member is absent from work for more than three days as a consequence of an accident at work;
 - (b) if a doctor certifies a specific vocational illness;
 - (c) if a fatality, serious injury or dangerous incident occurs. (In the event of a fatality or major injury, it is a legal requirement to present a report within 24 hours to the Health and Safety Executive.)
- A **yellow (HS11) Accidents Book for Workers and Staff** should be completed in the event of injury to staff or workers on the site through an accident.

Fire Precautions:

The designated person is: Manon Haf Owen

- There is a Fire Emergency policy at the school.
- It is ensured that a Plan of the possible emergency exits is visible at the school.
- It is ensured that termly Fire Drills are held.
- It is ensured that maintenance work on equipment is done by experts and that it is located in those places that they suggest.
- It is ensured that the fire alarms and the emergency lighting are in working order, are tested and recorded in the fire logbook.
- It is ensured that annual fire training is provided and that new workers at the School participate in it. A record is kept in the logbook of those workers who have received the training.

The Curriculum:

All teachers will have a responsibility to prioritize the pupils' safety and their personal safety in every activity.

Attention is specifically drawn to the following fields:

Visits:

We follow the Education Department's educational visits procedures for planning, approval and monitoring as well as the All-Wales Guidance for Educational Visits, issued by the Welsh Assembly Government (2008).

It is ensured that a Risk Assessment is completed of all visits.

Parents'/guardians' permission will have been received, either general permission (for short-term and continual visits) or individual permission for infrequent visits, faraway places, residential and overseas visits.

We will comply with Gwynedd Council's policy on use of mini-buses.

We will strive to ensure that every effort is made to ensure that there are safety-belts on the buses used.

Food:

Food hygiene regulations will be used during food preparation at the school.

A form will be issued for authorization to taste food, that parents should complete at the start of a year so as to confirm that pupils do not have an allergy to particular types of food.

Physical Education:

The school's PE Policy is adhered to.

The Guidelines are adhered to in our Schemes of Work.

It is ensured that the pupils wear appropriate clothing.

It is ensured that regulations governing use of equipment are complied with.

It is ensured that pupils do not make movements that could either endanger themselves or others.

It is ensured that the equipment is in good condition and safe before commencing on any activity.

Canolfan Hamdden Dwyfor leisure centre is used for swimming and physical education lessons, and the guidelines contained in the "Schools and Swimming in Gwynedd" document are adopted. The document mentions:

- a safety plan for the pool structure, systems and equipment;
- the support required and safe working practice;
- supervision arrangements to safeguard pool users;
- the necessary equipment for swimmers;
- safety signs.

Leisure centre staff will have received appropriate training in emergency life-saving, and possess a current certificate.

The Pool Manager will ensure that the above requirements are complied with by Gwynedd Council Property Department as regards pool maintenance. The Pool Manager will ensure that risk assessments and COSHH are completed and implemented.

Design and Technology:

The guidelines contained in our Schemes of Work are adhered to.

It is ensured that the pupils use appropriate equipment.

It is ensured that the pupils correctly use the equipment.

Pupils are prohibited from using a 'glue gun' unless under teachers' close supervision.

Science:

The guidelines contained in the "Be Safe" handbook are adhered to.

The guidelines contained in our Schemes of Work are adhered to.

Safety goggles are used for experimental work and investigations if there is a risk of eye damage.

Electrical Equipment:

Annual inspections of electrical equipment are held. If doubts are raised about the safety of the equipment at any time, it will not be used.

Medical Requirements:

Medical Requirements in Schools Policy (Gwynedd Council) and the school's Medical Needs Policy are adhered to.



Risk Assessment

The Buildings and Finance Sub-panel conducts an annual Risk Assessment of the building, and reports back to the full Governing Body.

It is ensured that Risk Assessments listed by the LEA are annually held and updated. It is ensured that risk assessments are held on any additional significant risk, as required. If there are any concerns about the risk level, they will be referred to the designated individuals.

Monitoring

Health, Safety and Well-being inspections throughout the school are held by the Headteacher jointly with the Health, Safety and Well-being Co-ordinator. The school, via the Co-ordinator, will assess individual facilities or activities within the establishment against health and safety legislation and good practice guidelines. The Headteacher, and then the Health and Safety Sub-panel will report on the significant findings.

Policy Review

This policy is reviewed once in any three-year period, or as a consequence of a significant change in Health and Safety provision.

Adopted: Autumn Term 2013

Reviewed: Autumn Term 2014

Chairperson:

Headteacher:

Date:

Appendix 1

Schools' Health and Safety Policy Implementation Arrangements

Statement

As the Council's Head of Education, I am committed to safeguarding the health and safety and well-being of our entire staff and pupils and others from illness and injury whilst attending our schools.

I accept that the Education Department has overall responsibility under the Health and Safety at Work Act 1974, and other associated legislation.

In addition, I recognize that good health and safety management supports that which we provide at our schools - this is reflected in the reduction in accidents and incidents that occur in schools in Gwynedd.

I am committed to adopting good practice when managing health and safety, to develop continual improvement in the field, and to creating a positive health and safety culture in our schools.

We will provide:

- Safe workplaces and safe activities at every school
- Adequate resources to control health and safety at our schools
- Safe machinery, equipment and mechanism and safe working systems
- Information, training and access to appropriate information in the health and safety field
- Access to adequate risk assessments for all activities held in our schools
- Arrangements for monitoring and reviewing preventative measures
- Procedures to ensure that competent contractors and suppliers are selected at schools
- Collaboration with teaching unions and workers' representatives on health and safety
- Procedures for reporting, recording and investigating accidents and incidents that occur in schools
- Access to vocational facilities such as staff counselling
- Arrangements for safe handling, storage and transport of materials and substances.

Lastly, we will monitor progress in health, safety and well-being action plans through the Council's performance management system, and ensure effective communication with all our partnerships in all aspects of Health and Safety.

Signed: Dewi R. Jones (Head of Education)

Date: September 2010