



## Polisi Iechyd a Diogelwch / Health and Safety Policy

### Introduction

No rules, regulations or handbooks relating to safe work practices, etc, can eliminate or limit accidents in the workplace; diligence from all parties is required to ensure safety, and often Safe Work rules, regulations and practices are ineffective due to carelessness and indifference which hinder efforts to implement any safety policy. Statistical records suggest that some accidents occur due to faulty equipment or a lack of planning, while others occur due to ignorance or by ignoring instructions.

The aim of this policy is to improve safety aspects in the school in order to minimise the possibility of accidents occurring. The need to ensure a safe working environment for all activities undertaken by school personnel, or by personnel on behalf of the school, is essential. Staff awareness and understanding of relevant Health and Safety rules and regulations is essential whatever the category or nature of the employee's post. Safety is a matter for all individuals whatever their position or status.

The implementation of safety standards and practices is central to any safety policy and school managers recognise their responsibility in this respect.

The policy is produced in order to define Health and Safety matters and should help staff to understand their situation in relation to the school's responsibilities. This policy should also be a source of reference when organising and overseeing staff activities and applies similarly to contractors. It is produced as an appendix to the Council's General Policy Statement.

### Council Responsibilities:

Director of Education, Culture and Leisure  
Assistant Director  
Education Officers  
Design and Technology Consultant  
Science Consultant  
Physical Education Consultant  
Council Health and Safety Officer

School Health and Safety Co-ordinator  
Health and Safety Representatives

**Health and Safety Responsibilities in the school:**

The Health and Safety co-ordinator will report directly to the Headteacher.

Duties and responsibilities are defined as follows:

1. Collect information and data from the Council and other sources about current Health and Safety procedures and practices so that they may be presented to the school's Health and Safety committee. Review the situation.
2. Undertake regular inspections in line with school policy. Prepare reports and recommendations to the Headteacher and the Health and Safety Committee.
3. Responsibility for any allocated Health and Safety budget, including the preparation of accounts for approval, preparation of invoices, examination and approval of invoices and receipts, record-keeping, ensure budget management.
4. Establish a procedure whereby staff can report Health and Safety risks and notify the relevant departments, internal maintenance staff or the Council's Property Section as appropriate, to ensure that the matter is dealt with.
5. Ensure an adequate procedure for dealing with and recording accidents in all departments and independent areas in the school, receive and log accident notification forms: investigate cases, notify the Council health and safety officer, make necessary recommendations for eliminating any risks likely to cause further accidents.
6. Ensure that all First Aid boxes are appropriately located and filled with supplies.
7. Ensure that a sufficient number of First Aid staff have been trained to satisfy the rules and guidelines undertaken by the Headteacher and governors.
8. Ensure that those trained in First Aid receive training updates at appropriate times to receive new certificates.
9. Ensure that the fire extinguishing equipment is in place and appropriately supplied, undertake regular fire drills at least once a term.
10. Advise and support teachers and staff with regard to all Health and Safety matters and distribute information to all relevant staff.
11. Encourage and organise staff training and development in all aspects of Health and Safety.
12. Oversee, and report if necessary, on the implementation of the Health and Safety Committee's decisions.
13. Undertake a Health and Safety audit of all school property and submit a report to the school Health and Safety Committee.
14. Ensure that the school Health and Safety Committee is familiar with current statutory responsibilities' duty of care and new responsibilities.
15. Ensure that the school's safety procedures, supervisory procedures, periodic inspections or testing of safety systems work effectively.
16. Newsletters and updating of relevant Health and Safety materials, including both mandatory and prescriptive signs and documents.
17. Attend seminars, meetings and workshops on Health and Safety on behalf of the school.

**Teachers**

Teachers are responsible for implementing safe work practice within their duties. They are accountable to the Headteacher for implementing the school's arrangements in relation to all aspects of Health and Safety.

### **Caretakers – employed by the school**

The school caretaker is accountable to the Headteacher for a number of duties including safety arrangements, carrying, some external clearing, general labour, some buildings maintenance, energy supervision and the supervision of assistants, weekly testing of fire alarms and emergency lights. It is the caretaker's duty to make sure that appropriate safety rules are applied in the boiler room. The caretaker must be familiar with test isolation locations and have knowledge of the emergency arrangements to be applied in each area.

### **Administrative Staff**

Administrative staff are accountable to the Administrative Officer for undertaking their duties in accordance with the codes of conduct noted in the policy document. Each individual should ensure that there is enough space in the work area for people to pass easily, that there are no obstructions in their path and that no goods are stored there. Equipment not being used should be stored in an appropriate and designated place. Any fault or defect affecting equipment or building fabric should be brought to the attention of the Administrative Officer/Headteacher.

### **Ancillary Staff and Casual Staff**

The Headteacher is responsible for all individuals. Work undertaken will be assessed for effort, skills grade and necessary ability before employing the individual, to ensure that the school's requirements are met and that the necessary level of supervision is also available.

### **School Health and Safety Committee**

The Committee is responsible for approving and producing the school's Health and Safety policy as well as its reviewal and amendment.

#### **Committee's Duties:**

- 1) To promote Health, Safety and Welfare of all pupils, staff and visitors on the school campus in line with the Health and Safety at Work Act and any other relevant Acts or regulations.
- 2) To recommend and adopt methods of action to ensure a safe environment throughout the school.
- 3) To receive reports from the school Health and Safety Officer on:  
Regular Surveys of property, equipment and methods of action; accidents; visits from HSE officers, Fire Service, Council Health and Safety Officer, Council Environmental Health Officer, Council Property Department staff and any other officer responsible for Health and Safety.  
Recommend a suitable method of response to such reports.
- 4) To prepare assessments for any budget relating to Health and Safety and a schedule of priorities for spending allocated monies.
- 5) To oversee how some Health and Safety related matters move forward such as report recommendations, specific types of buildings repair work and conformity with improvement notices.
- 6) To establish, monitor and review methods of repairing buildings, electrical and mechanical equipment and maintenance, changes, improvements and adjustments to fabric, grounds, fixtures and fittings by school ancillary staff, and external contractors either through the Council Property Department, or as appropriate.
- 7) To establish, monitor and review methods of ensuring hygiene and neatness of the buildings and grounds for which the school ancillary staff or privatised companies are responsible.

## **Volunteers**

Work undertaken by volunteers in the school must conform to systems of work safety denoted by the Headteacher and Governors. Formal risk assessments are undertaken before any work is done.

## **General Policy**

- 1) It is the school's policy to do everything within its ability, in so much as is reasonably practicable, to ensure the Health and Safety and Welfare of its staff, pupils, contractors and visitors.
- 2) In order to achieve this policy, the school procedure is that the Headteacher is mainly responsible for safety but that members of staff who authorise work have a duty to ensure that suitable resources are available so that the work may be done safely and without any risks to Health.
- 3) Any member of staff who authorises work must ensure that the person undertaking the work has received adequate information, instruction, and supervision so that the person concerned may avoid risks and contribute to his own safety and the safety of others.
- 4) The above arrangements should not be considered as undermining staff responsibilities, at all levels, for the safety and welfare of all pupils in their care and the arrangements do not rescind the staff's responsibility for taking care of their own safety and the safety of others which may be affected by their own actions and shortcomings.
- 5) The importance of consultation with trade unions/staff representatives and school managers in relation to Health, Safety and Welfare matters is recognised.

## **Safety Arrangements**

Arrangements relevant to the list of arrangements for implementing the school's Health and Safety policy must be included.

1. All teachers and assistants within the school should be willing to take responsibility when an accident occurs.
2. All teachers are trained in basic first aid. Inset sessions are used for this purpose.
3. First aid equipment is kept in the Staff Room. A white cross on a green background alerts users to the equipment.
4. As the Headteacher is the school's Health and Safety co-ordinator, it is she who is responsible for ensuring that there are suitable resources in the first aid box, in conjunction with the school Nurse and the rest of the staff.
5. The first aid box should contain:
  - a. Scissors
  - b. Various plasters
  - c. Cotton wool
  - d. Bandages of varying width
  - e. Liquid disinfectant
  - f. Eye wash
  - g. Cream for insect stings
  - h. Safety pins

6. First aid equipment should be taken on all school trips. Boxes are kept under the sink in the Staff Room.

When an accident occurs, the teacher/carer must:

Assess the situation to see how bad the accident is.

- Make a diagnosis.
- Decide upon appropriate treatment.
- The teacher/carer should remain calm when treating the patient.
- Not move the patient unless he/she is in danger.
- Seek evidence of the event from eye-witnesses.
- Make sure that there is no further danger either to him/herself or the patient.
- Seek help.
- In cases where more than one have had an accident, be able to prioritise which person should be treated first of all.
- A first aid book is kept in the first aid cupboards.
- With minor accidents, e.g. minor wounds, it should be ensured that the wound is clean, by using disinfectant, and placing a bandage or plaster on the cut if necessary. It must also be ensured that the child has not been injured anywhere else on the body.
- The person treating the child should always wear gloves, to protect from HIV/AIDS.
- The patient should be supervised to ensure there are no side-effects or wounds to other areas of the body.
- Inform the Headteacher and the patient's teacher of the incident.
- Tell the parent what has happened.
- When a child feels unwell after an accident:
  - The parent/guardian must be contacted to take him/her home, so that he/she can receive due care and attention.
  - When this is not possible, and the child is obviously suffering, the child's GP or the hospital must be contacted, while still trying to contact a parent or guardian.
- The parent/guardian's telephone number is kept in the class register or on the Headteacher/Administrative Officer's administrative computer.
- With accidents where the teacher/carer is unable to treat the patient:
  - An ambulance, and medical help, should be sought immediately.
  - The parents should be notified, and asked to come to school, and given a brief summary of what has happened. If this is not possible, ensure that a teacher or responsible adult accompanies the patient to the Accident Unit of the nearest hospital.
- Continue to try and contact parents/carers.
- The accident form must be completed following each accident and given to the Headteacher. The relevant forms are kept by the Headteacher.

### **Visits**

The Headteacher must be informed of details of all journeys, times of departure and return, the number of children on the trip, and the cost. Visits are insured under the Authority's scheme. From a legal point of view, 1 responsible adult must be in charge of 15 children. 31 children = 3 adults.

### **Physical Education / Swimming**

Children should not handle heavy equipment unless supervised by an adult. The teacher should make sure that the equipment is safe. No child should undertake an activity which is obviously too difficult for him/her or causes him/her distress.

Responsibility for inspecting the physical education equipment is delegated to Sportfix, and Physical Education co-ordinators are responsible for tidying the equipment.

Health and safety guidelines at Plascrug Swimming Pool are adhered to.

### **Technology**

Children should always be supervised when using dangerous equipment.

### **Safety during the lunch hour**

Lunchtime supervisors are responsible for supervising and keeping order as the children eat their lunch.

Children are expected to leave the Hall in an orderly manner by table. Each individual is responsible for his/her own plate in the Juniors. Lunchtime supervisors clear plates for Infants. Children are not allowed to enter the kitchen.

Supervisors are also responsible for children's safety out on the yard or in the school on wet days. The Headteacher or her representative will be on duty at lunchtime.

### **Safety**

It is mainly the work of the caretaker and staff to assess dangerous areas inside and outside the building, but if other dangers are observed, the Headteacher should be informed immediately and she will raise the matter with the Governors or the Buildings Officer.

### **Buildings**

The fire alarm, safety lights and burglar alarm systems are inspected regularly by the appropriate agencies. A record of all fire drills is kept in the log book.

Dangerous liquids and cleaning equipment should be kept in a locked location out of children's sight.

Ladders are used to reach items on high shelves. Neither children nor teachers should stand on chairs to reach things above their heads.

Heavy equipment should be stored at a low level to prevent it falling on a child/staff.

Nothing is stored in the electrical room or boiler rooms.

Neither staff nor children should lift heavy or awkward equipment.

The Headteacher should ensure that children and staff are aware of dangers or obstructions around the school by placing an appropriate notice nearby.

Children are not allowed to run in the school in case they trip and hurt themselves.

Children are encouraged to keep the school's grounds free from rubbish. It is the caretaker's responsibility to empty the bins daily and store rubbish out of children's sight in a purposeful container. Rubbish is collected once a week by Ceredigion County Council.

Children are not allowed to play in the car park.

### **Key holders**

Four people hold keys to the school; namely

- Headteacher
- Assistant Headteacher,
- Cook
- Caretaker

The Police have been notified of the address and telephone numbers of the above.

The keys will not be transferred to anyone else without the Headteacher's permission.

Parents are asked to inform the Police or the Headteacher if they see suspicious persons on school grounds outside school hours, during the holidays or at weekends.

The caretaker's health and safety responsibilities are noted in detail in his job description which was prepared by the Headteacher.