



# Health & Safety Policy

## March 2022

Policy reissued September 2022 with staff details updated

The Staff Health and Safety Representative is: - Mr. R Hughes

The Governor with responsibility for Health and Safety is: - Jan Ball

The Health and safety group members are: R Hughes Headteacher, Kay Speight Family Liaison, Jan Ball Link Governor, two representatives from the Pupil Leadership Team.

### **Policy Review**

The policy will be reviewed and modified as required. The review will consider the findings of audits, the performance of the school etc.

The review will also provide an opportunity to take a forward look at: -

- The introduction of new legislation and approved codes of practice.
- Improving the proactive approach to minimising risk.
- Anticipation of organisational change such as the introduction of new technology, through appropriate changes to management systems, training etc.
- Reviewing potential cost-effective changes to minimise risk to people and improve performance.



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## Introduction

At Alway Primary School, the health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to work in partnership with the Local Authority Health and Safety guidance.

## Aims

- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees.
- disseminate any relevant information.  
arrange, with prior consent and agreement, access for training by other
- providers in a planned and strategic way.
- provide appropriate supervision.

Along with everyone's own duty of care and as far as it is practical to do so, we accept our responsibility for the health and safety of other people who may be affected by our activities.

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with the Governing Body as employer of all educational staff within the school, who has developed policies on Health and Safety issues which are relevant to the operation of the school. The Governing Body has delegated responsibility for implementing the policy and for the day-to-day management of Health and Safety on the School site to the Headteacher or Deputy Headteacher and Senior Leadership Team in the absence of the Headteacher. The Governing Body will fully support the Headteacher in implementing these policies.

The Governing Body accepts its responsibilities under the arrangements for the local management of schools for issues such as the purchase and maintenance of equipment, non-structural maintenance and repair work, and cleaning of the premise, both indoor and outdoor. The Governing Body will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.



The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Headteacher will adjust the allocation of duties to reflect changes in personnel, circumstances, or the needs of the day-to-day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy at the first meeting of the Governing Body during the Autumn Term. Governors will also need to ensure that this policy is monitored so that it complies with any future changes in legislation.

This school policy should be read in conjunction with the following City Council and school policies:

- Newport City Council Code of Conduct for Employees
- Alway Primary Staff Handbook
- Safeguarding Policy
- Strategic Equality Policy
- E-Safety Policy.

### **Health and Safety Action Plan**

The Headteacher and the Governor with responsibility for Health and Safety will develop and maintain a Health and Safety Action Plan for the school.

The Plan will include: -

- prioritised targets to be achieved.
- resource requirements.
- training requirements.
- people responsible for acting.
- timescales for completion of targets.
- a prioritised Risk Assessment Programme;
- a review of progress since approval of the last Plan.

The Plan will be based on: -

- risk assessments for all school activities and premises.
- an analysis of accident reports. 4
- an annual inspection by elected members of the Governing Body.
- the school development plan.



- feedback from staff and parents.

The Plan will be submitted to the Governing Body for approval, reported at the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the Plan will be reported at the next appropriate meeting of the Governing Body.

\*The action plan can be found in the School Development Plan SDP

## **Responsibilities**

The holders of the following posts are responsible for Health and Safety in their areas/subjects: -

### **Headteacher**

- overall responsibility for day-to-day management of Health and Safety on the school site and for off-site activities.
- accident investigation.
- Health and Safety briefing for new and temporary staff.
- identification of training needs and organisation of training.
- arranging and monitoring testing of electrical equipment.

### **Deputy Head**

- responsibility for the Head's functions in his absence.

### **Competent Person**

- support and advice for managers on health and safety issues.

### **Caretaker**

- school site and security.
- testing alarm systems.
- compliance with COSHH regulations.
- monitoring maintenance of plant and equipment, including the heating system,
- plant and boiler room.
- checking fire exits, signage and escape routes.



- all external features and external areas including entrance routes, fencing, gates; common internal areas such as Hall, Canteen, entrance foyer, corridors, and related Risk Assessments.

### **Teaching Staff**

- own teaching areas, equipment, activities, and related Risk Assessments.

### **P.E. Coordinator/ EVC Coordinator**

- PE teaching areas, equipment, systems of work and related risk assessments.
- outdoor play areas, equipment and playgrounds, and related Risk Assessments.
- field trips and off-site activities, equipment, systems of work and related risk assessments.

### **Technology Lead ICT/SSO Coordinator**

- equipment, systems of work and related risk and COSHH assessments
- equipment, systems of work and related risk and Display Screen assessments.

### **School Support Officers**

- office equipment and clerical systems, receipt of visitors.
- informing visitors of evacuation procedures.
- First Aid - monitoring and replenishing First Aid stocks. ( Mrs J Blair)

### **Cleaners**

- Cleaning equipment.

### **All employees**

- responsibility to co-operate with managers to achieve a safe and healthy workplace.
- responsibility to take reasonable care of themselves and others.
- reporting all accidents, dangerous incidents and near misses.
- reporting all health or safety problems which they are not able to put right to the appropriate person named above.
- check all working areas and equipment on a daily basis.
- responsibility to use equipment correctly, in accordance with training and instructions provided enabling equipment to be used safely.

### **General Arrangements**

#### **Risk Assessment**



We recognise the fundamental importance of risk assessment in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All school activities, premises and work processes must be subject to risk assessment in accordance with the procedures issued by the LA. This procedure is included in the LA's Manual of Health and Safety Procedures and is fully supported by the Governing Body. This includes an annual review of all risk assessments, or more frequently if circumstances require.

The information generated by the risk assessment process will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan, which will also include a prioritised programme of Risk Assessments still to be carried out.

Risk assessment forms are on the Staff Shared Area.

### **Resolving Health and Safety Issues**

The following procedures should be followed as a means of solving problems involving the Health and Safety of employees. All reported Health and Safety issues must be recorded in the Health and Safety Incident Record. The caretaker will check this record daily.

**Stage 1** - Employee raises problem with the appropriate person. If not settled

**Stage 2** – Employee raises problem with the Headteacher. The Headteacher may be able assure the employee that no hazard exists. If not

**Stage 3** – Headteacher raises problem with Governing Body and LA. If not

**Stage 4** – With the approval of the Governing Body the Headteacher raises the problem with LA.

### **Communication**



We recognise the importance of good communication arrangements on Health and Safety issues within the school, within the education service and with the wider community. Accordingly, the following measures will be implemented: -

- Safety Representatives - the school will co-operate fully in the appointment of safety representatives by recognised trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively.
- Health and Safety Action Plan - the Action Plan will be submitted to the Governing Body each year and, when approved, will be reported at the first appropriate staff meeting and summarised in the Annual Report to Parents. Feedback on the Plan from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate
- Staff Meetings - Health and Safety will be included on the agenda for at least one staff meeting every term to give the Head and staff opportunities to raise Health and Safety issues. Minutes will be taken and will be forwarded to the Governor with responsibility for Health and Safety.
- Information to the LA - the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools in Newport, via regular submission of accident reports, submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Head or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issue, which is their responsibility.
- Health and Safety File - Staff will inform the appropriate member of staff of hazards if they cannot deal with them themselves, and will record details of hazards in the Health and Safety File. *Incidents and notice of hazards can be recorded on the QR codes dotted around the school.*
- Induction Training - All staff will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.
- Health and Safety Questionnaire - the school will co-operate with the LA on completion of a questionnaire on Health and Safety, which they circulate to all schools from time to time. The questionnaire is used to give feedback to the LA on Health and Safety issues for which they are responsible.





- Inspection/Audit - the Governing Body's Representatives will undertake a Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.
- Policy Document - All staff will be given a copy of this policy document and record on an overview sheet to say that they have read it. All staff will be informed of alterations either in writing or via staff meeting agendas. A copy of the policy document and any supporting procedures or Good Practice notes will be available on the Staff Shared Area.

## Accidents

All accidents, dangerous occurrences and near misses will be recorded on the appropriate form and reported to the Head, the Governing Body and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures issued by the LA and are fully supported by the Governing Body. This will ensure that the school meets its legal responsibilities and that its insurance cover is not compromised and will provide valuable monitoring information during the formulation of the Health and Safety Action Plan.

The Headteacher will report serious accidents to the Governing Body as soon as practical, and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

- *Incidents and notice of hazards can be recorded on the QR codes dotted around the school.*



## **Violent Incidents**

The Governing Body and the Newport City Council will fully support any employee who is assaulted or threatened in the course of their duties, giving due regard to all the circumstances of the case. This support involves assistance in obtaining legal advice and paid time off for interviews and court appearances.

A violent incident is any incident, in which an employee is abused, threatened or assaulted, and includes: -

- Physical attack -whether visible injury occurs or not
- Animal attack - where an animal is used as a threat, whether visible injury occurs or not
- Serious verbal abuse - when an employee feels threatened. This includes sexual or racial abuse
- Attack against property

All violent incidents and near misses will be recorded on the appropriate form and reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety and are fully supported by the Governing Body.

The Headteacher will report all serious incidents to the Governing Body as soon as practical and will prepare a summary of such incidents occurring in the school and submit an overview to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

## **Defibrillator**

**Is available for emergency resuscitation use and is kept in the main school office.**

## **First Aid**



First Aid on the school site and for off-site activities must be provided in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety and is fully supported by the Governing Body.

While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by a nominated First Aider with a current First Aid at Work Certificate.

To comply with the Council’s procedure, the school needs two qualified First Aiders. Holders of current First Aid at Work Certificates and Emergency First Aid at Work

Certificates are held by:

- Caroline Taylor – 13.09.2022
- Jo Blair – 13.09.2022
- Michael Broadbent (needs to complete final day by end of December 2022)
- Jenny Taylor – 5 October 2022
- Rose Ravenscroft - 5 October 2022

**St John Ambulance – Schools First Aid**

Daniel Mitchell	Martha Ogunremi
Chancal Singh	Maryam Shah
Nicola Kendall	Rabia Addel
Vanessa Griffith	Sadie Griffith
Alison Ashford	Mike J Sullivan
Saba Tahir	Caroline Tylor
Neil Cooper	
Becky Manship	

First aid boxes are located in Key Stage 2 first aid room and Foundation Phase first aid room area, Nursery and small office.

Travelling First Aid boxes must be taken on all off-site visits and are located in the first aid cupboards.

The person responsible for ensuring First Aid boxes are kept properly stocked is TA Mrs Blair.

School staff administer no medication without parental written permission, with the



agreement of the staff member concerned and in agreement with the head teacher. Parents are welcome to come to school to administer medicines to their children. If necessary, the Headteacher or SLT will ensure that a room is available to ensure privacy.

### **Off-Site Visits and Activities**

All off-site visits and activities will be organised in accordance with the procedures issued by the LA.

The school has appointed Education Visit coordinators:

- Headteacher
- Deputy Head
- Foundation Phase Lead

Prior to the visit Group leaders will use the EVOLVE risk assessment system.

any off-site activity and will discuss their plans with the Head or other appropriate senior member of staff. Details of proposed residential visits will be reported to the Governing Body prior to every such visit.

### **Working at height**

Any staff member must use an appropriate set of steps or a ladder which has been safety checked and the user has had ladder training.

### **Fire and Emergency Evacuation Procedures**

The detailed procedure for emergency evacuation of the school is set out in Appendix 1, and is based on a Fire Risk Assessment carried out by Mr Hughes, which is reviewed



after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan.

The first priority must be the safety of pupils, staff and visitors. All buildings must be evacuated quickly and safely, and no attempts must be made to fight a fire or to return to the buildings until the Headteacher is told it is safe to do so by the Fire Service. Under no circumstances should staff or volunteers attempt to fight a fire: their paramount responsibility is of their pupils, their colleagues and themselves.

### **Stress Management**

We recognise the importance of managing stress in the workplace. We will identify hazards and assess all mental risks to health with the aim of reducing them as far as is reasonably practicable in accordance with the City Council's procedure on Tackling Stress in the Workplace. This procedure is included in the Manual of Health and Safety and is fully supported by the Governing Body.

The information provided by the risk assessments will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

### **Contractors**

Current good practice on the use of contractors on school sites includes the following provisions, which will be complied with: -

1. Contractors must report to reception prior to commencing work on the school site (or must have made specific alternative arrangements with the Headteacher)
2. Contractors must show appropriate identification and must not be allowed to start work until staff are satisfied their visit has been approved by school management. Special arrangements may be necessary for contractors such as Grounds Maintenance, who may work before the school day begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with the following: -
  - Contractors must sign in when they come to the school. They must wear a visitor's badge to show they are authorised visitors, and they must be given information about emergency and evacuation procedures. In the event of an



emergency or evacuation, the School Support Officer must take the visitor's information stored on the i-pad and/or visitors sheet to the assembly point and any contractors or other visitors must be accounted for.

- Contractors must demonstrate to school management that they are aware of Health and Safety issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site, before they are allowed to start work.
- Electrical equipment used by contractors must be appropriate to the work to be undertaken and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.
- Wherever practical, work carried out during the school day must be agreed to beforehand. Potential risks must be identified and eliminated or otherwise controlled to the satisfaction of the Headteacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.

Consideration must be given to the following points in agreeing a safe operating procedure with Contractors: -

- provision and maintenance of secure barriers; • safety signage.
- treatment and removal of waste.
- siting and removal of skips.
- safe and secure storage of tools and materials;
- use of electrical equipment, including minimising voltage whenever practical;
- use of other equipment - ladders etc.;
- conduct and behaviour of contractor's staff whilst on site;
- use of vehicles on site - access, parking, loading and unloading;
- use of site utilities and amenities;
- NO SMOKING, CONSUMPTION OF ALCOHOL OR MISUSE OF SUBSTANCES within the premises;
- Anyone believed to be under the influence of any of the above will be asked to
- leave the premises.

## Visitors

All visitors must report to reception on entering the school site. They must not be allowed into the school until staff are satisfied their visit presents no risks to staff, pupils or others on the site, or has been otherwise approved by school management.



Visitor's names must be entered into the visitor's iPad and/or book when they come to the school. They must be given a visitor's badge to show they are authorised visitors, and they must be given information about emergency and evacuation procedures. In the event of an emergency or evacuation, the School Support Officer must take the visitors' book to the assembly point. Visitors must be accounted for. The badge must be returned at the end of the visit.

Special arrangements are made to accommodate large numbers of visitors attending events such as school concerts or parents' evenings as it will not be practical to sign them all in and issue identification badges. Such visitors will be restricted to specified areas, will be well supervised and be given appropriate information about emergency and evacuation procedures.

### **Hazards**

Are now recorded via the Hazard QR code. If staff become aware of any hazardous situation, they record the issues and these are discussed each week as part of the Staff Meeting Agenda. More serious issues must be reported to the Headteacher immediately. In the absence of the Head, the Deputy Headteacher or Senior Management member is notified. The Governor with responsibility for Health and Safety will examine the Accident Reports each term and inform the Governing Body on issues arising and action taken.

The Accident log will include information on the nature of the hazard and the action taken by the school management to control any risks.

Hazard sheets relating to chemicals and materials must be kept in the Caretaker's cupboard. If Chemicals are used on school site staff using these chemicals or materials must be advised on their use by the appropriate member of staff.

### **Personal Protective Equipment (PPE)**

If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it must be provided, stored, maintained and used in accordance with the procedure issued by the City Council. This procedure is included in the Manual of Health and Safety and is fully supported by the Governing Body.



## **Housekeeping**

All work areas should be kept reasonably clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes must be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Headteacher.

## **Electrical Equipment**

All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi portable equipment, such as computers and printers with non-conductive outer casings that are rarely moved, will also be tested annually. All fixed wiring and fixed electrical equipment will be tested every five years. Brand new equipment is covered by the 1-year guarantee and can be tested on the next annual PAT Inspection.

Registers of electrical equipment and testing regimes will be kept in the school office (currently held in small SLT room).

Staff must visually inspect all electrical equipment every time it is used for obvious signs of wear and tear and must take damaged equipment out of use until a competent electrician can check it.

Staff must report any concerns they have to the Headteacher or his representative in his absence, and record details in via the Hazard QR code. If there is any doubt about the safety of any electrical equipment remove it out of sight and store in a cupboard. IT SHOULD NOT BE USED.

Great care will be taken if pupils use equipment, e.g. CD, digital camera etc.

Personal items of electrical equipment must not be brought into school for use on site, as this equipment will not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction will be personally liable for accidents or damage caused by the use of their equipment.





## **Machinery and Equipment**

Machinery may only be used by qualified and trained personnel. Guards and appropriate safety signage should be in place, appropriate Personal Protective Equipment should be used by operators and spectators, and manufacturers operating instructions should be followed at all times.

Staff should visually inspect all machinery and equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until a competent person can check it. Staff must report any concerns they have to Mr. Hughes, and record details via the Hazard QR code. If there is any doubt about the safety of any machinery or equipment IT SHOULD NOT BE USED.

Personal items of machinery or equipment must not be brought into school for use on site, as this equipment will not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction will be personally liable for accidents or damage caused by the use of their equipment.

## **Useful Contacts.**

### **Health and Safety Executive -**

- Government Buildings, Ty Glas,  
Llanishen,  
Cardiff CF14 5SH Telephone 02920 263000

### **Health and Safety**

- Caroline Green  
Newport City Council Health and Safety Manager  
[Caroline.green@newport.gov.uk](mailto:Caroline.green@newport.gov.uk) 01633 210434



## APPENDIX 3

**List of First Aid Qualified Staff and Fire Marshall Training****First Aid Full Certificates are held by:**

- Caroline Taylor – 13.09.2022
- Jo Blair – 13.09.2022
- Michael Broadbent (needs to complete final day by end of December 2022)
- Jenny Taylor – 5 October 2022
- Rose Ravenscroft - 5 October 2022

**St John Ambulance – Schools First Aid undertaken on Friday 2 September 2022**

Daniel Mitchell	Martha Ogunremi
Chancal Singh	Maryam Shah
Nicola Kendall	Rabia Addel
Vanessa Griffith	Sadie Griffith
Alison Ashford	Mike J Sullivan
Saba Tahir	Caroline Tylor
Neil Cooper	
Becky Manship	

**List of Fire Marshalls**

- Mrs Heslop – 21 January 2022
- Miss Barnett – 21 January 2022
- Nicola Kendall – 7 July 2022
- Mrs Speight – 7 July 2022