



Ysgol Penglais School

# Health and Safety Policy

**Signed:** 

**(Chair of Governors on behalf of the Governing Body)**

**Date: 9<sup>th</sup> November 2021**

**Date to be reviewed: November 2024**  
**(by the Resources committee)**

## Policy Statement

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc. Act 1974.

The Governing Body and Leadership Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Establish and maintain safe working procedures for staff and students.
- To provide and maintain safe school buildings and safe equipment for use in school
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school.

**Signed:**

*M. A. Hughes.*

**Headteacher**

## Roles and Responsibilities

Ceredigion County Council retains the prime responsibility for Health and Safety at Work on the school site. It will have powers to issue directions on Health and Safety provision.

Under Section 2 of the Health and Safety at Work Act 1974 Ceredigion County Council, as employer must ensure, as far as reasonably practical, the health, safety and welfare of its employees.

Section 7 states 'It shall be the duty of every employee whilst at work;

- a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 states 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

Where there are any concerns about the safety of students and/or staff these will be raised with the relevant authorities, including the Council and Police, and action taken.

To this end the school is committed to fostering close, open working relationships with Ceredigion County Council including, but not limited to, the following officers

Buildings Maintenance  
Challenge Advisor  
Corporate Health and Safety Unit  
Educational Visits  
Information and Communication Technology  
Transport Unit  
Child Protection / Safeguarding

The **Governing Body** has responsibility of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school who will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Stop any practices or the use of any tools, equipment or machinery she considers to be unsafe until satisfied as to their safety.
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet regularly with the Health and Safety co-ordinator to ensure any building/grounds issues are dealt with in a timely manner

The **Health and Safety co-ordinator** will support the Head Teacher in this role who will:

- Be the focal point for day to day references on safety and give advice, seek advice or indicate sources of advice.
- Coordinate the implementation of safety procedures in the school.
- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Make recommendations to the Head teacher for additions of improvements to equipment, processes etc. with a view to minimising the risk of personal injury, health hazards, fire and property damage.
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and collate reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance of the school site and other buildings / grounds issues who will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to a member of the senior leadership team, especially the health and safety co-ordinator, School site line manager or Head teacher, immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out regular checks of the grounds and building to spot any disrepair or other hazards, and arrange for its repair promptly
- Carry out and maintain records for a weekly test of the fire alarm and maintain records of testing
- Inspect the emergency lighting on a regular basis.
- Carry out and maintain records for the regular Legionnaires' Disease checks.
- Check ladders and steps once per term for defects.

- Ensure all contractors are clear in their task(s) and are shown the relevant risks, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**The Cleaning Manager will:**

- Induct all new members of the cleaning team
- Ensure that all cleaning staff are aware of safe working practices, especially the use of hazardous substances, colour coding of equipment, mopping of wet floors, trailing cables when using vacuum cleaners, reporting of hazards, and manual handling equipment
- Ensure that the school building is cleaned at the end of each school day to ensure the safety of all users in the building.

**All School Staff will:**

- Read the Health and Safety Policy and have access to the policy
- Comply with the School's health and safety arrangements
- To know the hazards, special safety measures and arrangements to be adopted in their own departments and to ensure that they are applied.
- Ensure current safety guides are clearly displayed
- Follow safety instructions when using equipment
- Be aware of any particular medical needs of students/staff and know how to summon first aid if required
- Take reasonable care of their own and other people's health and safety
- Supervise students and advise them on how to use equipment safely
- Leave the classroom / office / grounds in a tidy and safe condition
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of the senior leadership team
- Get advice / training on any task they are uncertain in, before attempting the task
- In the event of an incident/near miss follow correct incident reporting procedure
- Contribute to and highlight any gaps in any risk assessments

In accordance with the school rules and procedures on discipline, **Students** will:

- Exercise personal responsibility for their own safety and the safety of others
- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Use and not misuse, neglect or interfere with items provided for their safety.
- Follow safety instructions of teaching and support staff, especially in an emergency

**Health and Safety Representatives**

- A health and safety representative will be elected from the following departments –  
Art  
Design and Technology  
Physical Education  
Science  
Support Staff

- These representatives will seek advice, raise concerns, liaise closely with the health and safety co-ordinator to promote co-operation between all employees at the school with the view to achieving and maintaining a safe and healthy workplace for staff and students.

**The Corporate Health and Safety Unit at Ceredigion County Council will:**

- provide advice and guidance to help the school fulfil its health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to Health and Safety Executive where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

## **Arrangements**

**Ceredigion County Council arranges annual inspections, and for any necessary actions following inspection, for the following:**

Asbestos check  
Boilers  
Emergency lighting  
Emergency Evacuation Alarm system  
Fire extinguishers and signs  
Fire safety risk assessment  
Gas safety  
Gymnasium equipment and Sports Hall  
Lift inspections (six monthly check)  
Portable Appliance testing  
Science fume cupboards  
Site inspection with Ceredigion Council Buildings Officer and Insurance company  
Ventilation systems and heavy equipment in Design and Technology workrooms

**In addition to the annual inspections the following internal inspections also take place**

The site manager and Senior Leader with responsibility for the school site meet formally through regular line management and as part of line management carry out a termly inspection of the buildings and premises.

The health and safety coordinator and Governor with responsibility for health and safety complete an annual health and safety audit of the school site, with the report going to the Head teacher and Resources manager at Learning Services, Ceredigion County Council.

## **Policies**

**The following policies are in place, and reviewed in a three-year cycle:**

### **Accidents and Incident Reporting**

- All reportable accidents, incidents and near misses are reported by the Health and Safety coordinator to Ceredigion County Council through the Ceri online system.
- For non-reportable incidents involving students a copy of the action taken is sent home with the student

### **Administration of Medicines**

- Medication is only administered to students when the parent/guardian consent form has been completed
- The medicine will be administered by one nominated member of staff for each student and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in one of the school offices
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parent/guardians) which may be kept in appropriate locations, out of the reach of other students, as appropriate
- The doses administered during the school day are to be kept to the minimum, e.g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### **Asbestos**

- An asbestos survey purple file is kept by the health and safety coordinator and Site Manager. All contractors must sign to say they have seen the register before starting any work on site
- An annual inspection takes place as part of the County Council management of asbestos. Labels indicate sites of asbestos and these areas are not to be disturbed.

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum, where a less dangerous product is available this should be used instead. The main use of chemicals is in science, design and technology, art and the cleaning team.
- Departments using chemicals will read safety data sheets and complete a COSHH assessment for all hazardous substances to be used safely on site.
- The associated procedures and control measures will be funded and enforced – this can be deleted.

### **Display Screen Equipment**

- For members of staff with 'desk-based jobs' the Council's online training for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

### **Educational Visits**

- All non-routine off site trips will be subject to confirmation being confirmed through the online EVOLVE system. Information submitted through EVOLVE includes detailed itineraries, lists of staff and students and risk assessments. Activities classed as 'hazardous environments' or overseas visits also require approval from the Council's Educational Visits Adviser
- For routine visits parent/guardians are asked for consent at the beginning of the school year. Routine visits do not have to be submitted through the online EVOLVE system, but they are also subject to risk assessment and approval before departure
- Where further advice is required the Educational visits coordinator will contact the Council's Educational Visits Adviser.
- On site activities also need to be managed in school. Staff need to consult the cover manager first when planning these activities and approval needs to be given in advance of these activities taking place.

### **Employee Health and Wellbeing**

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

### **Fire Safety & Emergency Evacuation**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom and office
- A fire drill is practiced and documented at least once a term by the health and safety coordinator
- Evacuation times and any issues which arise are reported to the Governors and Ceredigion Corporate Health and Safety Unit
- A separate fire safety policy and risk assessment is produced annually by the Corporate Health and Safety Unit

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aiders and first aid kits
- Several staff are trained in 'First Aid at Work' and 'Emergency First Aid'. The school organizes this training.
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Legionella**

- Ceredigion County Council buildings maintenance staff provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

### **Lifts & Hoists**

- All passenger lifts and hoists for disabled students are inspected by a competent engineer on a six-monthly basis
- Lifting equipment not used to lift people is inspected on an annual basis



### **Manual Handling**

- Students and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided by Ceredigion County Council staff for appropriate members of staff including, if necessary, include how to lift students safely and how to evacuate vulnerable students/employees in case of emergency.

### **Minibus**

- The school minibus seats 16 plus driver. All drivers of the school minibus must have an existing MIDAS certificate and a six monthly DVLA check. The MIDAS certificate has to be renewed every three years.
- Drivers have individual log books, including a 24 hours/day breakdown number.
- The booking diary for the minibus is kept at reception

### **Physical Education Gym Equipment**

- Gym equipment and the sports hall is inspected annually, organised by Ceredigion County Council. Any remedial action required following the inspection is undertaken promptly.

### **Student Supervision outside lesson times**

- Appropriate levels of supervision will be maintained across the site as through published duty rotas (start of day, break, lunch and end of day). A copy of the rotas are also on the staffroom walls and kept at Reception.

### **Pregnant Members of Staff**

- Ceredigion County Council's 'Pregnancy Risk Assessment' procedures for pregnant members of staff will be followed. This will include a meeting between the pregnant member of staff and the member of staff with responsibility for Human Resources.

All pregnancy risk assessments are sent to Ceredigion County Council Health and Safety department for further checks.

### **Risk Assessments**

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school, educational visits, students with additional needs and day-to-day site management. These are all available on the school internal drives for staff to inspect and refer to as necessary.
- The school leadership team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes the footwear allowed in school, working

procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections – especially on wet days. Slips, trips and falls must be reported using the online incident reporting system for investigation.

### **Site Security**

- In summer 2020 electronic gates at the front of school and additional fencing was installed to improve site security. During school hours the electronic gates are controlled at Reception. The rear gates are closed manually at 08.50 by site staff.
- CCTV of the main entrances is monitored at Reception. Named staff have access to the full range of CCTV cameras.
- The site security risk assessment and Lockdown procedures are in place, and remain under constant review

### **Snow and Ice**

- Site staff have a snow and ice plan outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Stress at Work**

Guidance from Ceredigion County Council is implemented in two main ways -

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service. 'Care first' is the Council's confidential, free to access counselling service, the contact number is 0800 174319; this service is available 24 hours/day, all year round. Stress management courses can be booked through the Ceri self-service portal.

### **Supervision of Students**

- Sensible, safe behaviour will be promoted to students by all members of staff
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules
- Students will only be allowed into or stay in classrooms under adult supervision
- Toilet areas are checked in the event of emergency evacuation by staff working in these areas.

### **Traffic management**

- This risk assessment is in place, and is reviewed at least annually.

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual professional review with their line manager
- Training needs may also be identified as part of a risk assessment process
- Any training requests from teaching staff should be made to Gareth Phillips, Assistant Head teacher with responsibility for staff training.
- Any training requests from support staff should be made to the appropriate line manager

### **Violence at work / Lone Working**

- A risk assessment has been carried out for lone working, and is updated annually – a copy of this is put next to the alarm system.
- Any instances of violence at work will be reported to the Police.

### **Working at Height**

- Working at height risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file. Take these out
- All site staff who undertake work using ladders have been on a training course.
- All site staff who undertake extended tasks at height either use a scaffold tower or mechanized platform with cage.
- Teaching and other staff who assist in putting up displays in school have been advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays