

# *Health Safety and Well-being Policy*

*May 2023*



Ysgol Pen-y-Garth

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# 1. Policy Statement

Ysgol Pen Y Garth (the School) attributes the utmost importance to the health, safety and well-being of its employees, pupils and volunteers. It also fully accepts its responsibilities under the Health and Safety at Work Etc. Act 1974 not to endanger the employees of other employers or others that may be affected by the School's activities and is committed to the maintenance of a positive health and safety culture. This Policy should be read in conjunction with the Vale of Glamorgan Council Health, Safety and Well-being Policy

The School will take every reasonable measure, including the provision of adequate resources, to discharge its responsibilities by:

- Aiming to provide a safe and healthy place of work and learning, including access and egress;
- Protecting the safety of members of the public and others when they are on School premises or are affected by its activities;
- Undertaking risk assessments and implementing their findings;
- Providing and maintaining safe systems and equipment for work and learning;
- Providing information, instruction, training and supervision to enable employees and others to work safely, and for pupils to learn safely to recognise and minimise hazards and to contribute positively to health, safety and well-being;
- Establishing and maintaining an effective consultation with staff, trade unions and pupils;
- Having procedures for emergencies;
- Providing suitable and sufficient welfare facilities for all at the School;
- Having a system of monitoring and review for health safety and well-being

Health, safety and well-being is the direct concern of all employees, who have a duty of care for their own safety and for the safety of fellow workers, pupils and of any other person affected by the School's activities. Employees also have the duty to co-operate with the School to enable it to carry out its responsibilities. Therefore, the school looks to every employee to maintain continuous safety awareness, be alert to existing and potential hazards and the need to minimise and report them.

The School recognises that the management of health, safety and well-being is an integral part of modern management practice at all levels and engages a competent Health, Safety and Well-being Team to support the school.

This statement will be regularly reviewed, and any revision brought to the notice of employees and others.

Signed:

Headteacher

Chair of Governors

Date:

## **2. Roles and Responsibilities**

### **2.1. The Vale of Glamorgan Council**

The Responsibilities of the Council are set out in the Council Health Safety and Well-being Policy and subsidiary procedures.

### **2.2 Learning and Skills (Education Service)**

Section 197 of the Education Act 2002 (Wales) enables the LA to form an agreement providing a formal legal basis that makes clear how the authority and the governing body of a school will discharge their respective statutory functions on specific matters, including health and safety. To ensure schools, regardless of their type, have a consistent and appropriate understanding of their health and safety responsibilities, each school is required by the LA to adopt the Education Maintained Schools Partnership Agreement. In signing the Agreement, the governing body acknowledges the school's legal responsibility and a defined number of actions to ensure legal compliance

### **2.3 The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body as the employer, also has a duty to:

- Ensure compliance with health and safety legislation
- Ensure a subcommittee is appointed, with a lead governor, meeting regularly and conducting health and safety audits of the school premises both indoors and outdoors.
- Ensure that health, safety and well-being including compliance are monitored and managed at the school
- Be responsible for developing and allocating sufficient resources to effectively manage health, safety and well-being
- Ensure health safety and well-being is and integral part of management practices
- Ensure appropriate action is taken to address any shortcomings in any aspect of health, safety and well-being;
- Work with recognised trade unions;
- Contribute to consultation on health, safety and well-being issues.

### **2.4. Headteacher**

The headteacher is the health and safety lead responsible for health, safety and well-being day-to-day. This involves:

- Developing and implementing the health, safety and well-being policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for all school staff
- Reporting to the governing board on health safety and well-being matters

- Ensuring appropriate arrangements are in place for emergencies including evacuation procedures and regular fire drills.
- Ensuring all risk assessments are completed and reviewed
- Monitoring any contractors employed directly by the school, or indirectly via the Council
- Ensure contractors working on the school building are shown the asbestos register
- Disseminate Health and Safety information and training to relevant parties, including staff, pupils, visitors, and volunteers
- Ensure Health, Safety and Wellbeing is an agenda item at relevant staff meetings
- Ensure there is adequate provision of First Aid for the school and that provision is managed effectively
- Ensure that all staff and visitors have relevant Safeguarding training
- Ensure that DBS checks are undertaken for all relevant staff
- Liaise with recognised trade union representatives and staff on matters of communication and consultation
- Ensuring that there is adequate support for health safety and well-being at the school.

In the Headteacher's absence, the Deputy Head assumes the above day-to-day health and safety responsibilities.

## **2.5. Staff**

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and healthy practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Report and record any accidents or incidents of pupils or staff to the Headteacher, when appropriate, completing any relevant paperwork, e.g., accident slip, AC1 forms, INC1 this will include completing BE1 forms for behavioural escalations
- Ensure all significant risks are managed in the indoor and outdoor learning environments
- Complete risks assessments when leaving the school site inline with the LA Evolve and ensure that risk assessments are in place for all necessary activities, whether these are drafted by the school or downloaded from CLEAPPS. In addition staff will follow the schools general risk assessments or report to the health & safety lead in the event that they need to be updated.
- Adequately supervise all pupils at all times of the day, including lunch time, break time

## **2.6. Caretaker**

The caretaker will:

- Follow all instructions given by the Head teacher or member of the senior leadership team with regards to matter of health, safety and well-being;
- To keep store room areas tidy and ensure any hazardous substances are appropriately stored, with data sheets and COSHH assessments

- To report any Health and Safety concerns to the Head teacher whilst managing site based risks on a day to day basis.
- Follow risk assessments for all work activities including working at height, manual handling etc. Carry out pre-use checking of any work equipment and reporting defects to the Head teacher.
- Carry out all compliance testing allocated by the Head teacher including but not restricted to:
  - Carry out weekly testing of the school fire alarm and ensuring that if this cannot be done for any reason the Head teacher is aware to make alternative arrangements
  - Carry out monthly test emergency lighting
  - Responsible for the school fire safety log book ensuring that all compliance information is filed and will report to the Head teacher any concerns
  - Flushing little used outlets for water hygiene
  - Monitoring asbestos
- To undertake school maintenance checks weekly, half-termly and after any major incidents, such as storms, filling in maintenance check records.
- Monitoring and managing the security of the school reporting any defect directly to the head teacher
- Monitoring and liaising with contractors
- Keeping up to date with all health and safety training to be able to undertake the above duties.

## **2.7. School administrator**

The school administrator will:

- Ensure all visitors sign in using the school entry system.
- Ensure all contractors and visitors are made aware of the emergency evacuation procedures prior to maintenance/building work commencing.
- Ensure all contractors have been shown the asbestos register and have been made aware of the significant risks

## **2.8. Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents or concerns to a member of staff.

## **2.9 Contractors**

Contractors will agree health and safety practices with the Headteacher or School Manager / Administrator before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

# **3. Arrangements**

## **3.1. Site security**

The Headteacher supported by the whole staff team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Local Authority and Caretaker are key holders and will respond to an emergency accordingly.

Visitors to the school:

- All visitors admitted into school will be issued with an identification tag which they will wear during the time they remain on school premises.
- All members of staff (teachers and non-teaching) carry I.D. cards.
- Pupils must not approach any stranger who is not wearing an identification tag and should report any strangers immediately to the nearest member of staff.

### **3.2. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be undertaken by a competent person and reviewed regularly.

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place once a week,

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately:

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.
- Class teachers will take a register of pupils, using the Fire Registers completed daily
- The School Administrator will take a register of all staff
- Fire Marshals will sweep the building, where safe to do so, ensuring everyone has left the building
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

All records of fire drills are kept in the school office and alarm testing is recorded by the caretaker in the Fire Log book.

The school will carry out PEEPs (Personal Emergency Evacuation Plans) for the evacuation of anyone with mobility needs

The schools will also follow the guidance in the Vale of Glamorgan Fire safety Management Procedures.

### **3.3. COSHH**

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Administration/Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.



Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are stored in locked cupboards with no pupil access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The school will also follow the guidance in the Vale of Glamorgan COSHH procedures.

### **3.4. Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. The School will ensure that the gas certification is kept up to date with an annual inspection
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **3.5. Legionella**

- A water risk assessment has been commissioned with a competent contractor responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water and the overall legionella management system as outlined in the risk assessment.

The School will also follow the guidance in the Vale of Glamorgan Water Hygiene and Legionella Management Procedures.

### **3.6. Asbestos**

The Headteacher is responsible for the premises' asbestos management plan. The folder is kept on the main office shelves. Contractors and staff are not allowed to drill or affix anything to fabric of the building without first obtaining approval from the headteacher who will consult the asbestos management plan as required.

All contractors must sign the register log sheet.

A site inspection by the headteacher and caretaker is undertaken annually to check for any changes and logged in the file.

For further information on asbestos management please see the Vale of Glamorgan Asbestos Management Procedures and Emergency Procedures

### **3.7. Equipment and machinery including play and gym equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

- In the case of play and gym equipment a competent person compliance check will be carried out annually and any remedial actions dealt with
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **3.8. Electrical equipment**

- Any potential hazards will be reported to the School Manager/Administrator immediately
- A portable appliance test (PAT) will be carried out by a competent person on an annual basis
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **3.9. PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently.
- Staff Carry out a pre-use check and ensure that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the PE Lead Teacher
- Sports Safe will carry out the compliance inspections of PE equipment and provide written reports of its condition

### **3.10. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Risk assessments will be put in place for lone working activities.

### **3.11. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
  - Pupils are prohibited from using ladders which will be locked away
  - Staff will wear appropriate footwear and clothing when using ladders
  - Contractors are expected to provide their own ladders and risk assessments for working at height
  - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
  - Access to high levels, such as roofs, is only permitted by trained persons
- Also refer to the Vale of Glamorgan Working at Height Procedures

### **3.12. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available and maintained in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **3.13. Off-site visits**

- Only reputable bus companies are to be used for school visits.
- Seat belts will always be available and worn by pupils and teachers.
- Signed consent forms must be completed for each child who leaves school.
- Guidelines for school trips are provided by Evolve - please see the EVC policy.
- Risk assessment will be carried out by the Lead teacher and will be checked by the Head teacher.

### **3.14. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **3.15. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff whether this is physical, verbal or digital. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Behavioural escalations of pupils will be recorded using the BE1 form and where appropriate support will be offered to staff.

Also refer to the Vale of Glamorgan Violence at work procedures

### **3.16. Smoking**

Smoking which includes the use of vaping, e-cigarettes etc. is not permitted anywhere on the school premises.

Further guidance and support for smoking cessation is available in the Vale of Glamorgan smoking and smoking cessation procedures

### **3.17. Infection prevention and control**

The school will follow national guidance published by Public Health Wales when responding to infection control issues. If it is suspected that there is an outbreak of any type of infection, the Headteacher / designated person contacts the relevant persons in the Council in the first instance to inform them of the situation.

Thorough, regular handwashing is promoted throughout the school.

### **3.18. Personal protective equipment (PPE) and Respiratory Protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Risk assessments will include the use of PPE and any RPE (respiratory protective equipment)

### **3.19. Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste and follow the risk assessment

### **3.20. Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **3.21. Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils

- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- Risk assessments will be in place for all activities with animals (reference CLEAPPS)

### **3.22. New and expectant mothers**

Pregnant Worker Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

### **3.23. Accidents**

Staff will:

- Report and record any significant accidents or incidents of pupils or staff to the Headteacher, when appropriate, completing any relevant paperwork, e.g. AC1 forms, INC1 (these can be found on our Staff Drive)
- Minor injuries should be recorded in the minor injuries log books, and a copy sent home with pupils to inform parents.
- Where bumps to the head occur, parents will be informed personally or via a phone call.
- All accidents or incidents will be investigated, as appropriate and the school adopts lessons learned approach.

### **3.24. First Aid**

- First aid boxes are provided in all learning areas.
- First aid boxes are checked regularly for sufficient supplies.
- Staff receive appropriate first aid training.
- The school will determine the number of trained first aiders and boxes required using a first aid needs assessment

### **3.25. Drugs & Medications**

Medicines are stored in the cabinet next to the Headteacher's office/Nursery entry door. Medication that needs to be kept cool is stored in the fridge in the staff room. Medication is administered by a member of staff and also a witnessing member of staff. Staff will keep a log of when medication is administered. This log is kept in a plastic wallet next to the fridge.

Information and photographs of children with food allergies are displayed in the kitchen. All staff are aware of children with allergies and actions to be taken in case of an allergic reaction.

### **3.26. Vehicles on Site**

- We have a car park for staff and visitors. The playground is fenced and children know not to go into the car park without permission and appropriate supervision.
- If vehicle access is required to the school site during the day (e.g. tractor on to school field or deliveries) permission must be sought from the headteacher / member of staff to ensure appropriate safety measures are in place.
- Car park barrier to staff car park are closed and the office staff do not permit anyone in to this car park between 8.40 and 9.10am and between 3.10 and 3.50pm.

### **3.27. Display Screen Equipment (DSE)**

The school will follow safety guidance in respect of DSE by carrying out workplace assessments and ensuring that all staff who work on display screen understand safety guidelines. Further information is covered in the Vale of Glamorgan DSE and eyetest procedures.

### **3.28. Drugs and Alcohol**

The school will recognise the potential impact of their use in the workplace and follow the guidance as set out in the Vale of Glamorgan Drugs and Alcohol Policy.

### **3.29. Menopause**

The school will ensure that provision is made in the work place for staff suffering from the adverse symptoms of menopause by following the Vale of Glamorgan Menopause Procedures.

### **3.30 Mental health and well-being**

The school is committed to supporting the provision and processes to manage and support mental health in the workplace for the well-being of staff. Further guidance can be found in the Vale of Glamorgan Mental Health and Well-being procedures.

### **3.31 Risk assessments**

The school will undertake suitable and sufficient risk assessments across all its activities whether they are educational risk assessments using CLEAPPS or Evolve or whether they are concerning the general running of the school.

### **3.32 Stress**

The school recognises workplace stress and a health and well-being matter and is committed to reduce the factor which may induce work related stress. Further guidance can be found in the Vale of Glamorgan stress management procedures.

### **3.33 Welfare**

The school will provide suitable and sufficient welfare facilities for all staff and pupils.

This policy is supported by the Vale of Glamorgan Health Safety and well-being Policy and all its subsidiary procedures which can be found

[Health and Safety Policies, Guidance, Forms and Procedures \(valeofglamorgan.gov.uk\)](http://valeofglamorgan.gov.uk)