

## Health And Safety

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking (e.g. pupils, visitors, contractors).

The policy is in three main parts:

1. The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.
2. The **organisation** for implementing the policy, including allocation of functions to individuals.
3. The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

In accordance with the provisions section 2 (3), Portmead Primary School has prepared a policy statement in respect of safeguarding the health and safety of employees and others in Portmead Primary School.

### 1.0 STATEMENT OF POLICY

This is the health and safety policy of Portmead Primary School which should be read in conjunction with the health and safety policies of Swansea Education Department and City and County of Swansea Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LEA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.
- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.

- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LEA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

## **For and on behalf of the Governing Body at PPS**

**Headteacher – Mrs A Evans**

### **2.0 ORGANISATIONAL STRUCTURE**

As previously mentioned, the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Education Authority (LEA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

### **2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS**

Governing Bodies of Community, Voluntary Controlled and Foundation schools are responsible under the Health and Safety at Work etc. Act 1974 to fulfill the following responsibilities so far as is reasonably practicable:

#### **Policy**

Will ensure that the Education Service's Health & Safety Policy is implemented and monitored within the school.

Will ensure the school procedures its own Policy statement and that it is formally approved by the Governing Body.

#### **Managing Health & Safety**

Will make sure that the three essential elements for managing Health and Safety – Inspection, Risk Assessment and Monitoring – are incorporated into the school’s own management approach and procedures.

### **Monitoring**

Will monitor health and safety in school by:

4. receiving regular reports from the headteacher about current issues;
5. receiving regular reports on health and safety training undertaken by staff;
6. receiving annual (summary) reports from the headteacher on the progress in the management of health and safety;
7. ensuring that health and safety is included in the school’s development plan.

### **Awareness and familiarisation**

Will familiarise themselves with the Health & Safety responsibilities of the headteacher so that they are better able to:

8. understand the extent to which health and safety now features in the whole management of the school, and
9. appreciate the importance of their help and support to the headteacher in the management of health and safety.

### **Safety advice and expertise**

Will decide with the headteacher how they can best use the advice and expertise of their own Health & Safety Competent Person and Health & Safety Lead Governor, and also the Authority’s Health & Safety Adviser, officers in the Schools Development Team and other specialists such as education advisers and inspectors, Building Control fire officers, Estate and Property Services, Building Services, Environmental Services and Leisure & Recreation Services staffs and private contractors.

### **Communication**

Will ensure a comprehensive and effective communication system is established and maintained for conveying health and safety information between the headteacher, staff, Safety Representatives and other school stakeholders including pupils and parents.

### **Staff Structure**

Will ensure that the school’s staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.

### **Health & Safety Issues**

Will ensure that the health and safety issues concerning the school are identified, decisions taken and effective action is carried through.

### **Health & Safety Lead Governor**

Will consider the nomination of a Lead Governor on health and safety with the role of taking a lead on health and safety matters on behalf of the governors and providing support to the headteacher (see 'Functions of the Health & Safety Lead Governor').

### **Health & Safety Guidance**

Will ensure that they are kept informed of health and safety guidance and information issued by the Education Service.

Will ensure that the school arranges to comply with the guidance as appropriate.

### **Accidents**

Will ensure that the headteacher provides them with reports of any significant accidents and dangerous occurrences.

### **Safety Representatives**

Will ensure that accredited Safety Representatives receive help and opportunities to perform their duties.

### **Safety Officials**

Will ensure that officers of the Education Service, the Health & Safety Adviser, Inspectors of Health & Safety Executive and any other bone fide health and safety officials receive all reasonable help and information in their inspections and other monitoring of health and safety in the school.

### **Visits, Journeys and Adventure Activities**

Will carefully consider school journeys before formally approving them, particularly when adventure activities are to be undertaken.

Will ensure that the headteacher keeps them informed of other visits, such as day visits, for which they do not need to give approval.

## **Security**

Will ensure that the school has a Policy for Personal Safety, Risk Management and security, based on the Education Service's Policy, which is regularly reviewed.

## **2.2 RESPONSIBILITIES - HEADTEACHER**

In accordance with the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations, the headteacher, or in their absence, the acting headteacher or deputy headteacher, will fulfil the following responsibilities.

### **Policy**

Will implement and monitor the Education Service's Health and Safety Policy within the school.

Will produce the school's own Policy Statement and submit it to the Governing Body for formal approval.

### **Managing Health and Safety**

Will incorporate the three essential elements for managing health and safety **Inspection, Risk Assessment and Monitoring** - into the school's own management approach and procedures.

The Education Service recommends the following way to best achieve this:

a) Nominate a person, or persons, as a Health and Safety Competent Person who is able to help and advise the headteacher on health and safety matters including risk assessments (see 'Functions of Health and Safety Competent Persons').

b) Hold regular **inspections** of the school, or specific areas. Inspections help to identify hazards and allow you to look at hazards already reported to you.

c) Consider existing and potential hazards in each area of the premises and in each work activity. **Assess the risks** from the identified hazards (as yourself "What would happen if .....?") Decide whether existing precautions are adequate and if they are not, what further

preventative and protective measures should be taken. Make a record of any new measures required. Prioritise, programme and implement the measures decided upon.

Adopt, or adapt to the school's own circumstances, generic risk assessments and health and safety guidance provided by the Education Service.

d) **Monitor** from time to time that the measures taken as a result of the risk assessment are being followed and are effective. Revise the assessment if it is necessary.

### **Awareness**

Will ensure that her/his knowledge of health and safety matters is kept up-to-date. Headteachers are recommended to attend one of the Health and Safety Awareness Courses offered by the Education Service.

### **Health and Safety Guidance**

Will bring to the attention of the appropriate staff and the governors any health and safety guidance contained in this Policy Manual and issued from time to time by the Education Service and ensure that the guidance is followed.

### **New Staff**

Will ensure procedures are in place to provide health and safety advice and information to students undergoing school based teacher training, new employees including newly qualified teachers, supply teachers, relief staff and also volunteers so that such 'new' persons fully understand what is expected of them. This is particularly important for the higher risk practical subjects. It is recommended that this is done by holding initial briefing meetings, providing written procedures and holding follow-up meetings as appropriate.

### **Development Plan**

Will examine the school's health and safety obligations and arrange to meet these obligations. The Education Service recommends this is best done by making health and safety an integral part of the school's development plan.

### **Governing Body**

Will help the Governing Body to monitor health and safety by:

- a) Providing regular reports about current issues.
- b) Providing an annual (summary) report of progress in the management of health and safety.

Will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service.

Will liaise with and involve as appropriate, the Health and Safety Lead Governor (see 'Functions of the Health and Safety Lead Governor').

### **Safety Performance**

Will review regularly the safety practices and performance of all departments within the school and take appropriate action when necessary (the Implementing and Monitoring Check List contained in the Policy can be used for this).

### **Accidents**

Will make sure that all accidents, incidents and dangerous occurrences on the premises are reported to her/him, or a designated member of staff, and are investigated.

Will ensure, where appropriate, that preventative measures are taken.

Will ensure the required reports and returns are submitted in accordance with the Education Service's published procedure.

Will inform the Governing Body of any significant incidents.

### **First Aid**

Will ensure that adequate first aid provision is available for staff, pupils and other persons (for example, visitors) if they are injured or become ill at school.

Will ensure that appropriate provision is made for staff and pupils when they are working away from school (for example, on an educational journey) in accordance with the Education Service's published guidance.

### **Blood-borne Diseases**

Will ensure that staff are aware of the Education Service's guidance on Blood-Borne Viral Diseases, that the school has procedures for implementing the guidance and that the procedures are regularly reviewed.

### **Medication**

Will ensure there are appropriate procedures to keep and dispense pupils' own medicines brought to school, in accordance with the Education Service's published guidance.

### **Health Education**

Will ensure that the school follows the Education Service's health guidance.

### **Drugs**

Will ensure that the school follows the Health and Safety Policy Guidance Note on the management of drug related incidents.

### **Safety Representatives**

a) Will consult Safety representatives in good time regarding matters which may affect the staff they represent, namely:

Introduction of new measures which may substantially affect health and safety of staff:

- arrangements for nominating Competent Persons health and safety information;
- planning and organisation of health and safety training;
- planning and introduction of new technologies.

b) Will make themselves available at all reasonable times to meet Safety Representatives and make the necessary arrangements to ensure that Safety Representatives can effectively carry out their functions.

Will consider reports on inspections carried out by Safety Representatives and take appropriate action.

### **Safety Officials**

Will make themselves available to meet *bona fide* safety officials and offer them help and information to carry out inspections.

### **Safe Working Practices**

Will make sure that safe working practices are adopted at all times to protect the health and safety of employees, pupils and other persons who may be affected.

### **Staff with Specific Responsibilities**

Will ensure that staff with specific health and safety responsibilities know, accept and carry out these responsibilities.

### **Protective Clothing and Equipment**

Will make sure that all staff and pupils have access to suitable protective clothing and equipment, where appropriate and are actively encouraged to use it.

### **Maintenance Premises**

Will ensure that all parts of the premises and plant which the governors are responsible for the purchase and/or repair of are regularly inspected and maintained in safe order. That any unsafe items which are the Education Service's responsibility are reported to them and that any item which constitutes a health and safety hazard is taken out of use or secured out of bounds.

### **Maintenance : Equipment**

Will identify and arrange for the inspection, testing and maintenance of certain equipment and facilities which have significant health and safety implications. This will cover at least the following: portable electrical equipment, workshop machinery and equipment, gymnasium equipment, kilns certain stage equipment, emergency lighting.

### **Communication**

Will establish and maintain effective communication channels to convey information concerning health, safety, welfare and security to and from governors, staff and Safety Representatives and pupils and parents as appropriate.

### **COSHH**

Will comply with the Control of Substances Hazardous to Health Regulations 1994 (COSHH) and ensure that up-to-date assessments for hazardous products and substances are maintained at the school.

### **Safe Systems**

Will ensure that products and substances are used, handled, transported and stored safely.

### **Contractors**

Will make sure that contractors working on the premises work safely to protect the health and safety of pupils, staff and other persons using the premises. Liaise with the contractor/LEA and involve the Health and Safety Adviser (Education and Community Services) if there are any problems.

### **Instruction and Training**

Will facilitate appropriate instruction and training for staff to use and operate new processes, materials, systems of work, changes in working practices, equipment and machinery. In conjunction with the Health and Safety Adviser, arrange for staff, particularly those involved with the higher risk practical subjects, or maintenance operations, such as caretakers or who have health and safety responsibilities to receive health and safety training.

### **Fire Prevention and Evacuation**

Will put in place and regularly review satisfactory procedures for fire prevention and emergency evacuation of the premises as outlined in the Education Service's published guidance.

### **Emergency Cut-Off Points**

Will identify the school's gas, electric and water emergency cut-off systems. Make sure they are effectively signed and labeled and that arrangements for their use are part of the school's emergency procedures. Ensure that any failings and defects are reported to the Education Service.

### **Job Descriptions**

Will comply with the guidance issued by the Group Personnel Manager and include suitable and sufficient health and safety responsibilities in the job descriptions of school staff.

### **Staff General Responsibilities**

Will ensure that all staff are aware of their responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. (See Responsibilities of Employees).

### **Inspections**

Will inspect the school at regular intervals to check that the safety measures are being maintained and that safety instructions and safe practices are being followed by all persons within the school. Any failures should be recorded and action taken to correct them. It is recommended that the Health and Safety Adviser is periodically invited to attend inspections to provide advice.

### **Estyn Inspection Reports**

Will ensure that health and safety issues and defects, which are school responsibility, identified in Estyn inspection reports, are addressed.

### **Purchase of Goods**

Will make sure that goods purchased from the school's budget and from voluntary contributions conform with necessary safety standards, principally British Standards and European Standards and that all equipment purchased is safely installed.

### **Sale of Goods**

Will make sure, so far as is reasonably practicable, that equipment and materials offered for sale by the school are safe by checking they are free from any inherent defects, hazards or lack of guarding.

### **Visits, Journeys and Adventure Activities**

Will ensure that staff organising and taking part in visits, journeys and adventure activities are made aware of the Education Service's published guidance. They should all have the necessary knowledge, experience, qualifications (as appropriate) and skill so that they can deal with any particular risks that such a trip may have. The Headteacher will be satisfied about these arrangements before allowing the trip to take place.

### **Special Educational Needs**

Will make sure that health and safety facilities and procedures take into account pupils with special educational needs, especially those with disabilities which may present specific health and safety risks and ensure that the staff assigned to teach and care for them have appropriate health and safety equipment, training and guidance.

## **Asbestos**

Will ensure that no work is undertaken which involves the disturbance of asbestos based materials without first consulting the Council's Scientific Services for advice in accordance with the Council's published policy and procedures.

## **Glazing**

Will introduce a system to identify areas of high risk glazing in the school and to take action to eliminate the risks or reduce them to the minimum.

## **Lifting and Handling**

Will consider the lifting, handling and moving operations in the school and decide if any present risks to staff and pupils which would need a formal risk assessment to be undertaken. Introduce, preventative and protective measures to reduce the identified risks and monitor their effectiveness.

## **Violence**

Will put in place and regularly review procedures to safeguard the health, safety and welfare of staff for whom there is a foreseeable risk of assault. This could be from those they come into contact with in the course of their work, both on the school premises and in any visits they make.

## **Food Hygiene**

Will put in place and regularly review effective procedures to monitor food hygiene. Provide appropriate training for staff. (*Note: Applies to schools with specialist Home Economics facilities only*).

## **Display Screen Equipment**

Will identify the risks associated with the use of display screen equipment in the school and take measures to eliminate or reduce risks to the minimum in accordance with the Education Service's published guidance.

## **Self-Help Schemes**

Will take health and safety considerations into account when undertaking self-help schemes; will inform the Schools Development Team when undertaking self-help schemes which may

involve structural works and alterations. If in any doubt, the advice of the Schools Development Team should be sought.

### **LPG Heaters**

Will ensure that any additional heating sources such as liquefied petroleum gas (lpg) heaters are used in accordance with the operating procedures and the safety precautions set out in the Education Service's published guidance.

### **Ladders**

Will ensure that staff are made aware of the Education Service's published guidance on the safe use of ladders and that the caretaker or other persons who use ladders are given a copy.

### **Safety of Children: Absconding; Protection from Unwelcome Visitors**

Will prepare the school's Policy in accordance with the Education Service's published guidance.

**Note:** This may be a separate Policy or it may be included in the School's Policy for Personal Safety, Risk Management and Security.

### **Security**

Ensure the school has a Policy for Personal Safety, Risk Management and Security based on the Education Service's Policy and that it is regularly reviewed.

### **Meningitis**

Ensure the school has strategies in place based on the Education Service's guidance to address the problems should a pupil be diagnosed as suffering from meningitis.

### **Minibuses**

Ensure when the school has a minibus that there is a system in place for its safe management by following the Education Service's published guidance.

## **2.3 ADMINISTRATIVE AND CLERICAL STAFF**

Will analyse the health and safety needs of administrative and clerical staff and liaise with the headteacher to provide appropriate training, information, advice and guidance for them as appropriate.

### **Cleaning/maintenance**

Will liaise with the caretaker and/or the Council's Area Caretaking Managers regarding any health and safety issues arising out of the cleaning of the premises and the caretaker's maintenance tasks.

### **Ladders**

Will liaise with the caretaker regarding the safe use and storage of school ladders and will make sure contractors working at the school use their own ladders and do not borrow the school's in accordance with the Education Service's published guidance.

### **Kitchen**

Will liaise with the Catering Manager on any health and safety matters which affect the school and concern the kitchen.

### **Lettings**

(a) will ensure that those who hire the premises receive the necessary health and safety information.(b) will liaise with the caretaker or other appropriate staff regarding any health and safety problems regarding lettings and decide what measures should be taken in consultation with the headteacher.

### **Contractors**

(a) will liaise with and observe the performance of contractors working on the premises to ensure that they have safe systems of work which protect the health and/or safety of pupils, staff and other persons using the premises.

(b) will take up any problems with the contractors and if necessary, involve the headteacher and the Health and Safety Adviser (Education and community Services).

### **Co-Ordinator**

Will be the contact officer and co-ordinator for health and safety matters in the school.

### **Transport**

Will take health and safety implications into account when dealing with school transport arrangements and the upkeep and maintenance of school minibuses and other vehicles.

### **Purchase of Goods**

Will check that any goods purchased, within her/his area of control, conform with the necessary safety standards, principally British Standards, and that all equipment is safely installed.

### **Sale of Goods**

Will check any goods offered for sale, within her/his area of control are free from hazards and have all safety features, such as guards, fitted.

## **2.4 RESPONSIBILITIES OF EMPLOYEES**

All employees have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work, etc Act 1974.

### **Policy**

Will make themselves familiar with and conform to the Education Service's Health and Safety Policy.

### **Guidance and Risk Assessments**

Will comply at all times, with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health, safety, welfare and security.

### **Hazards and Incidents**

Will report all hazards and incidents occurring during the course of their work to their supervisor, head of department, headteacher or Safety Representative, as appropriate.

### **Protective Clothing and Equipment**

Will use appropriate safety equipment and protective clothing and ensure it is used by those persons under their charge in accordance with the Education Service's published guidance.

## **Safety Rules**

Will ensure that persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures.

## **Reasonable Care**

Will take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work.

## **Co-operation**

Will co-operate with management in any health and safety initiatives, investigations or requirements.

## **Accidents**

Will follow the Education Service's laid down incident reporting procedures and assist their supervisor, head of department or headteacher in the investigation of accidents.

## **Avoid Misuse of Equipment, etc**

Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare and security.

## **2.5 RESPONSIBILITIES OF CARETAKER**

The caretaker is responsible for ensuring that he/she implements safe working practice in respect of their activities on and around Portmead Primary School and complies with LA policies, procedures and guidance as appropriate.

**N.B.** In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practices could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to Portmead Primary School, are safe and without risk.

## **2.6 FUNCTIONS OF THE HEALTH AND SAFETY LEAD GOVERNOR**

Some schools have benefited from having a Lead Governor on Health and Safety. This may be someone with a knowledge of health and safety through their job or someone who is interested and willing to assist in the management of health and safety. We recommend that such governors attend one of the Education Service's health and safety training courses for governors.

The following functions are suggestions only. Individual governing bodies should decide if they wish to nominate a Lead Governor on health and safety and if so, what specific functions are to be assigned to them. These may include all or a selection of the following functions. The Lead Governor on health and safety carries no more responsibilities than any other governor because he/she is acting on behalf of the body corporate. Indeed it should be noted that the following suggestions are **functions**, not responsibilities. It should also be noted that the day-to-day responsibilities for the management of health and safety in the school rests with the headteacher and the functions assigned to the Lead Governor, in relation to the Headteacher, should be supportive, principally to assist, help and advise as appropriate.

### **Health and Safety Committee**

To serve as a member or Chair Person of the Governors' Health and Safety Committee or the School's Health and Safety Committee.

### **Awareness**

To keep up to date with health and safety issues, regulations and guidance as they affect the school and advise the governors and/or the headteacher as appropriate. They should attend either the Education Service's Health and Safety Awareness course for Senior Managers or the Health and Safety course for Governors.

### **Liaison and Assistance**

To liaise with and provide assistance to the headteacher on health and safety matters.

### **Inspections**

To represent the governing body and provide help to the headteacher on inspections of the school by the Health and Safety Adviser, other Education Service officers, officers of the Health and Safety Executive and other bona fide safety officials.

To assist the headteacher in the school's own health and safety inspections.

## **2.7 FUNCTIONS OF HEALTH & SAFETY COMPETENT PERSONS**

The Management of Health & Safety Regulations 1992, requires headteachers and other managers to identify a member or members of staff to assist them in the management of health and safety. Such staff may be named as Health & Safety Competent Persons and will require training unless they already have sufficient knowledge, experience and awareness of health and safety issues.

Naming a member of staff as a Health & Safety Competent Person does not mean that they have extra health and safety responsibilities other than those assigned to their particular job. The responsibilities rest with the headteacher. Their roles will be to provide assistance, advice and practical help to the headteacher by undertaking some or all of the following functions as agreed with the headteacher.

### **Attend Training Courses**

To attend Education Service health and safety training courses as appropriate.

### **Awareness**

To remain aware of current health and safety issues and regulations relevant to the school.

### **Advice**

To advise the headteacher, so far as they can, of possible health and safety implications for the school, of any new legislation or of any proposed changes in use of the premises or working practices.

### **Policy – Assistance**

To assist the headteacher to implement the LEA's Health & Safety Policy and Guidance Notes within the school and/or to formulate the school's own policy and procedures.

### **Identify Hazards – Assistance**

To assist the headteacher to identify hazards and prepare risk assessments and adopt the Education Service's generic risk assessments in the school.

### **Implement Procedures – Assistance**

To assist the headteacher to implement procedures to reduce any significant risks to the minimum. Assistance may also include specific duties regarding evacuation in case of fire or other emergencies, such as fire marshal functions or isolating gas, electric and water supplies.

### **Inspect the School – Assistance**

To assist the headteacher with health and safety inspections of the school in order to monitor the school's health and safety performance.

### **Committee**

To serve on the school's Health & Safety Committee.

## **2.8 FUNCTIONS OF FIRST AIDERS**

First aiders will carry out the following functions in accordance with the terms of the Health & Safety (First Aid) Regulations 1981.

### **First Aid Stock**

To maintain stock, regularly check and refill first aid containers and cabinets and maintain first aid equipment all in accordance with the Education Service's published guidance. Where problems are identified ensure that they are reported to the head of department or headteacher.

### **Administer First Aid**

To administer first aid to those who suffer injury or illness in accordance with the first aid training they have received.

### **Records**

To keep suitable records of first aid treatment given and of first aid certificate dates and the dates of additional or refresher training.

### **Accidents – Liaison**

To liaise with the person named to complete accident records and reports in order to make them aware of first aid treatment given for each accident.

### **Qualifications**

To ensure that their certificate of qualification in first aid meets the standards required by the Regulations and is current.

### **Training**

To attend training courses and refresher courses before their certificate or qualification expires as requested by the headteacher or other manager.

### **Manager Involvement**

To ensure that any first aid issues which they cannot deal with themselves are brought to the attention of the headteacher or other manager.

## **2.9 FUNCTIONS AND RIGHTS OF SAFETY REPRESENTATIVES**

Under the terms of the Safety Representatives and Safety Committees Regulations 1977, Safety Representatives have the following functions and rights:

### **Investigate Hazards and Accidents**

To investigate potential hazards and dangerous occurrences and examine the causes of accidents.

### **Investigate Complaints**

To investigate complaints by any member of staff relating to that person's health, safety and welfare at work.

### **Make Representations**

To make representations to the headteacher and/or the Education Service's Schools Development Officer on the above matters and also on general matters affecting the health, safety and welfare of the staff.

### **Represent the Staff**

To represent the staff in consultations at the school, with Inspectors of the Health & Safety Executive, any other enforcing authority such as Environmental Health Officers and also with the Health & Safety Adviser (Education & Community Services) and officers from the Education Service.

### **Consultation**

To be consulted regarding the introduction of new measures which may substantially affect the health and safety of staff they represent.

### **Receive Information**

To receive any necessary information from the headteacher and the Education Service to enable them to effectively carry out their duties.

To receive factual information from Health & Safety Inspectors relating to any health and safety matter investigated by the inspectors.

### **Awareness**

Take all reasonably practical steps to keep themselves up to date with new legislation, the Education Service's Health & Safety Policy and any particular hazards of the premises, plant and equipment.

### **Competent Persons**

To be consulted and receive information about the nomination of Health & Safety Competent Persons.

### **Health & Safety Committee**

To serve on the Education Service Health & Safety Committee or the school's own Health & Safety Committee as required.

### **Premises Safety**

To familiarise herself/himself with the division of responsibilities between the Education Service and schools for the safe maintenance of premises, plant and equipment.

### **Inspections**

10. To carry out regular health and safety Inspections of the school, in consultation with the headteacher and the Schools Development Officer by giving at least 5 working days notice. The Health & Safety Adviser or other officers of the Education Service may attend as required.
11. To submit safety reports of unsafe or unhealthy conditions, equipment or working practices or unsatisfactory arrangements for the welfare of staff in writing on the appropriate form to the headteacher and the Schools Development Officer. Where urgent remedial action is needed to make an initial verbal approach to the headteacher.

### **Time-off**

Safety Representatives also have the right to reasonable time-off with pay during working hours to perform their functions, and to undergo any necessary training, by giving reasonable notice and by arrangement with the headteacher.

### **GENERAL**

This policy incorporates the aspects of the LEA health and safety policy that are relevant to the school. However, the requirements of the LEA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and trade union safety representatives and/or staff representatives, the policy should be ratified by the governing body or a sub-committee of governors.

The policy should address those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

### **Arrangements**

This is the largest section of the policy, and details how the commitment given in the policy statement is to be carried out.

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements from the LEA policy, and these can be adopted to suit local needs. This list is not exhaustive and can be added to if there are issues pertinent to the school. The LEA policy will be reviewed and amended as necessary, and such amendments should then be reflected in the school policy.

The following is a list of arrangements which the governors of Portmead Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

### **3.0 ARRANGEMENTS**

#### **Accident Reporting**

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LEA Accident Reporting information pack.

#### **Administration of Medication**

The school will comply fully with the LEA policy/guidance on the "Administration of medication" pack.

The Governors and headteacher will produce a school safety policy on the administration of medication.

The LEA will monitor compliance.

#### **Asbestos**

It is the responsibility of the Council to ensure a survey/Risk Assessment is carried out in each school.

A central register of asbestos must be held by the school and kept accessible at all times.

The Headteacher is responsible for ensuring that references is made to the register where the school commissions maintenance and repair works.

Reference must be made to County Guidance (on site copy) of Managing Asbestos.

## **Building/Premises Defects**

The school will ensure that regular formal inspections of buildings, premises (including walls, fences and pathways) and written records of defects noted and a programme for remedial measures.

The school will maintain a defects book where all members of staff can enter defects noted. Book will be continually monitored to ensure defects remedied.

### **Particular matters requiring attention:**

We will ensure that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.

Regular inspections of the school site will be carried out (defects noted and remedial measures put in place)

Matters such as e.g. spillages / wet floors / trailing cables etc. must be identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.

Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves etc. pose a slipping risk.

The LEA will monitor for compliance.

## **Cleaning & the Use of Substances Hazardous to Work**

School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition.

All cleaning materials will be kept under locked storage.

## **Contractors**

School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

Any problems regarding health and safety of the works will be referred by the school to the Property Services Section and where appropriate to the Education Department School Improvement and Projects Unit

Large scale works will be undertaken under the control of the School Improvement and Projects Unit who will liaise with the Corporate Property Department and private contractors.

The LEA will monitor where appropriate for compliance.

### **Design & Technology**

The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document.

### **Display Screen Equipment**

The school will ensure full compliance with the City and County of Swansea Policy on Display Screen Equipment

### **Electricity**

The school will comply with the LEA H&S policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and all testing, inspection and repairs and maintenance are carried out by a competent person.

### **Emergency Situations**

School must ensure that immediate access to LEA guidance " Critical Incident Plan" and that the plan is tailored to the specific school site.

### **Finger traps in doors and gates**

All doors/gates will be risk assessed and appropriate safeguards put in as necessary.

## **Fire**

The school will ensure a Fire Safety Risk Assessment has been carried out.

**N.B.** The Education Premises Health and Safety Officer will assist schools in implementing this requirement.

The school will action any requirements resulting from the Risk Assessment.

The school will ensure compliance with termly fire drills in accordance with LEA guidance.

## **First Aid**

School must ensure the provision of First Aid is in accordance with LEA guidance which covers the number of Certificated First Aiders/Appointed Persons etc.

**N.B.** Schools should be aware of the strict need for refresher courses on these subjects.

## **Furniture/Equipment**

School will ensure that all new furniture is purchased in consultation with the LEA School Improvement and Projects Unit and to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture/equipment and any defects found rectified / taken out of use.

## **Gas**

### Manually Operated Gas Boilers

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner/caretaker but referred to Technical Services, DLO/Competent Gas Engineer.

### Other Gas Equipment

School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LEA policies.

### Gas Leaks

The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak - refer to LEA Critical Incident Manual.

### **Glazing**

A glazing survey/risk assessment will be arranged through the LEA and a programme put in place by Technical Services.

The school (in liaison with the LEA) will attend to any shortfalls identified.

### **Hot Surfaces (Radiators, heaters, pipework etc.)**

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in as necessary.

### **Inadequate Heating**

School will ensure compliance with such matter as temperature and ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

### **Kitchen Safety / Hygiene**

School will ensure in liaison with Area Catering Managers that the kitchens are maintained in a safe and hygienic condition. (N.B. Any concerns must be raised a.s.a.p. with the Area Catering Managers).

### **Manual Handling**

School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from Site Management Division and the model Risk Assessment for Primary schools.

The LEA will arrange for periodic training for caretakers/cleaners in charge re safe lifting practices.

School will ensure that a Care Plan/Individual Action Plan is in place, which has carefully Risk Assessed the moving and positioning of pupils and all the necessary control measures in place.

### **Out of Hours**

School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place (refer to LEA guidance "Securing the Future").

### **Out of School Visits**

School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

### **Physical Education**

The school will ensure that all P.E. activities fully comply with the standard as set out in the current BAALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.

These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

### **Playground Equipment**

All playground equipment must be maintained to relevant British Standards and approved by the LEA.

A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition (refer to model Risk Assessment for Primary schools).

### **Pregnant/Nursing mothers/staff undergoing I.V.F. (*In vitro* fertilization treatment)**

The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

**N.B.** Further advice and guidance may be sought from " New and expectant mothers health and safety information" booklet.

## **Science**

School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (as per LEA policy)

School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".

In the event of a health and safety issue school should refer the matter to the Science Advisors CSS/Cyniad and/or the Education Safety Co-ordinator.

## **Smoking**

Schools will comply with the County Policy and meet requirements of any new legislative changes (e.g. Approved Code of Practice)

## **Stress**

School to comply with the advice and guidance package produced by the LEA. Any specific problem regarding stress should be referred to Personnel section of the LEA.

## **Swimming**

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

School should contact Site Management and where there are safety implications that require to be resolved. (A copy of HSE document Safety in Swimming Pools is held in Site Management section).

## **Traffic on School Sites**

School must comply with the requirements of the LEA Traffic Management Guidance (appendix of LEA Health & Safety Policy) and compile a specific risk assessment on the management of traffic at the school site .

School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

### **Vermin/ pests on site**

Action to control vermin and pests must be in strict compliance with the requirements of the Model Risk Assessment.

### **Violence**

School will ensure that the information contained in the "Violence in Educational Establishments" information pack is followed and brought to the attention of all employees.

School will ensure that the LEA guidance document "Securing the Future" is followed and where appropriate implemented.

### **Volunteers**

Schools will ensure the safety of all volunteers on site and must make reference to the LEA guidance which covers controls in respect of using volunteers.

### **Window Cleaning**

School must ensure that only competent window cleaners are engaged, and will ensure they receive a Risk Assessment/Method statements detailing how the windows will be cleaned safely.

Schools should refer to the LEA guidance on safety on Window Cleaners.

### **Working at Heights**

School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.

Where high level access is necessary e.g. (light tube changing multi purpose halls) schools should contact the Site Management division who will arrange for competent staff to carry out the necessary works.

### **Young Persons on Work Experience**

Where the school has a work experience placement then a specific Risk Assessment must be undertaken and the hazards to the individual identified and the risk controls measures put in place.

School must comply with LEA policy - a copy of which can be obtained from Site Management.

### **Monitoring the health and safety policy**

The LEA has a legal duty to monitor its safety policy, and this will be done by receiving the results of the annual health and safety audit. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or sub-committee) to complete the audit at a convenient time in the year. (The LEA has provided the Audit proforma for the school to use, a copy of which must be readily available for monitoring by the LEA).

Governors may also wish to monitor the policy as follows -

12. As an agenda item during governing body meetings.
13. Monitoring the accident reports.
14. Carrying out health and safety inspections (this may be done jointly with the trades union health and safety representatives if so desired).
15. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
16. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

**This policy will be reviewed when necessary.**

