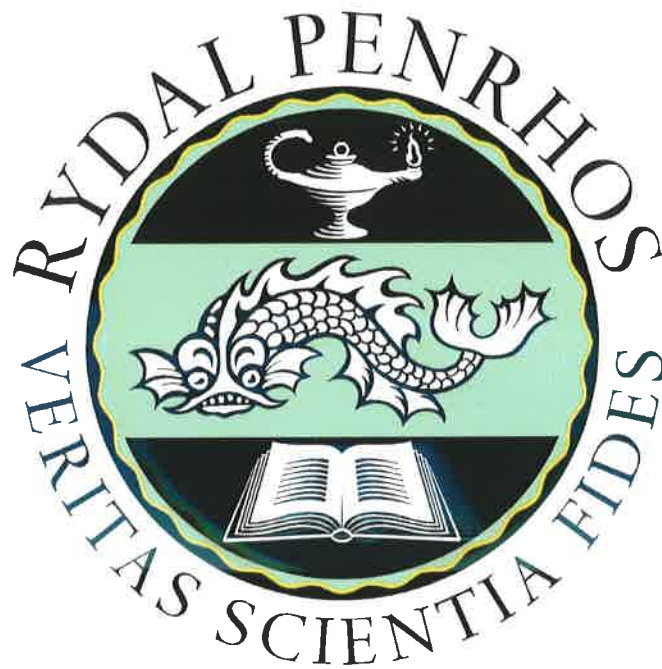


Rydal Penrhos School

Health and Safety Policy



Date: June 2017

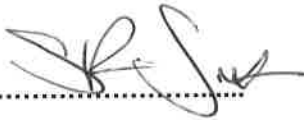
Review Date: June 2018

Policy Statement

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

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

- 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.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help 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.

Signed.....

Headmaster

Signed.....

Chair of Governors

Dated...14/12/17...

Roles and Responsibilities

The **Board of Governors** has ultimate control 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 & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Appoint Health & Safety, Estates Committee to assist, support and promote health and safety within the School.

The **Headmaster** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues via the Health & Safety, Estates Committee.
- 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
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Estates Manager to ensure any building/grounds issues are dealt with in a timely manner

Senior Management Team within the school will support the Headmaster in their role. They will:

- 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
- 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 produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Estates Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out checks of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas

- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, 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

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / sports facilities / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedures
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures, **Pupils will:**

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure are detailed within the staff handbook which can be found on the 'T' drive RPS staff resources.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Estates Manager (with appropriate support from senior managers) will complete a COSHH assessment register for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

Display Screen Equipment

- For members of staff with 'desk based jobs' 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 guidance on their use and workstation self-assessments on an annual basis will be followed

Educational Visits

- All off site trips will be subject to risk assessment and will be in accordance with the School's Education Trips / Visits policy

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

Employee Health and Wellbeing

- Please refer to the School's Sickness Absence Policy

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- A fire drill is practised and documented once a term by Estates Manger / SLT
- Evacuation times and any issues which arise are recorded in the fire log book
- Fire extinguishers are checked annually
- A fire risk assessment has been produced in accordance with the Regulatory Reform Fire Safety Order 2005 and is reviewed annually

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 aid kits
- 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

Food Technology (Prep)

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Legionella

- The Estates Manger engages an external contractor to provide advice and preparation of the Legionella risk assessments and also sample water as per the risk assessment

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- The School's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are available on the school network for staff to inspect and refer to as necessary

- The management 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 working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced 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 Headmaster is informed immediately and this information contributes to any decision to close the school

Stress at Work

- Proactive - 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 Occupational Health Service.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules

Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

Working at Height

- Working at heights risk assessments have been completed for the school
- All site/estates/caretaking staff who under take working at heights will be provided with the appropriate training.
- Teaching and other staff who assist in putting up displays in school will be given appropriate in-house training and 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