

## **Health and Safety**

### **General Arrangements**

#### **Risk Assessment**

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

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

Risk assessment forms are kept in the nursery office, and the Headteacher's office.

#### **Communication**

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

**Safety Representatives** - the school will co-operate fully in the appointment of Safety Representatives by recognized trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively.

**Health and Safety Action Plan** - the Action Plan will be submitted annually to the Governing Body for approval, and when approved, will be reported to the first appropriate staff meeting and summarised in the Annual Report to Parents. A copy will be sent to the LA for information. Feedback on the Plan from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate.

**Staff Meetings** - Health and Safety will be included on the agenda for at least one staff meeting each term to give the Head and staff opportunities to raise and discuss Health and Safety issues.

**Information to the LA** - the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools, via regular submission of accident reports, submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Head or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issue which is the LA's responsibility, and will inform the LA as soon as practical of any issue requiring immediate action that they are unable to deal with.

**Hazard Book** - staff will inform the Competent Person of hazards if they cannot deal with them themselves, who will record details of hazards in the Hazard Book.

**Induction Training** - all staff (including temporary and part time staff) will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.

**Health and Safety Questionnaire** - the school will co-operate with the LA on completion of a questionnaire on Health and Safety which they circulate to all schools from time to time. The questionnaire is used to give feedback to the LA on Health and Safety issues for which they are responsible.

**Inspection/Audit** -The Competent Person together with the Governor responsible for Health and Safety will undertake an annual Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.

**Policy Document** - All staff will be given a copy of this policy document and will sign to say they have read it. All staff will be informed of alterations to the policy document via staff meetings. A copy of the policy document and any supporting procedures or Good Practice notes will be available in the school office for reference.

## **Accidents**

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

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

Accident books and report forms are kept in the nursery, Flying Start room and in the office.

## **Violent Incidents**

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

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

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

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

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

Forms for reporting violent incidents are kept in the nursery office.

### **First Aid**

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

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

To comply with the Council's procedure, the school needs a minimum of 3 qualified First Aiders. **All members of staff have a minimum of Basic & Paediatric First Aid.** In addition, the following also hold the First Aid at Work certificates

<b>Name</b>		<b>Certificate Expiry Date</b>
Angela Lewis	[First Aid at Work]	May 2018
Sian Edwards	[First Aid at Work]	September 2017
Julie Welsh	[First Aid at Work]	March 2017

First aid boxes are located in each of the Nursery/Flying Start bathrooms and the Nursery kitchen.

Travelling First Aid boxes must be taken on all off-site visits and are stored in the kitchen.

The person responsible for ensuring First Aid boxes are kept properly stocked is **Julie Welsh**

## **Food Hygiene:**

**In accordance with instructions from John Ebdon, Health & Safety LA all members of staff received work place update training October 2015. Training was given by Julie Welsh and Jayne Morgan who have both attended Food Hygiene training with external agencies.**

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

All off-site visits and activities will be organised in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety Procedures and is fully supported by the Governing Body.

Group Leaders will undertake a risk assessment before undertaking any off site activity and will discuss their plans with the Head or other appropriate member of staff. Details of proposed visits will be reported to the Governing Body in advance.

## **Fire and Emergency Evacuation Procedures**

The detailed procedure for emergency evacuation of the school is set out in Appendix 1, and is based on a Fire Risk Assessment carried out by Andie O'Brien which is reviewed after every fire, emergency or practice evacuation if necessary. Information from these reviews will be used in the Health and Safety Action Plan.

Evaluation procedures will include:-

- responsibility for children, visitors and parts of the building, last-person-out procedures, communication and control, information to emergency services and parents, access to the site.
- Evacuation routes and assembly points, alternative shelter arrangements in bad weather.
- Roll call arrangements,
- Evacuation procedures for Out of Hours activities,
- Target times for evacuation,
- Practice and training frequency,
- Monitoring the effectiveness of the evacuation procedure and feedback into the Action Plan, if necessary.

## **The Fire Risk Assessment will include:**

- potential fire sources and smoke routes,
- people at risk,
- an evaluation of the likelihood of a fire starting and the severity of injuries
- details of risk control measures, such as evacuation procedures, maintenance procedures for electrical and other equipment, smoke doors, exits and escape routes, fire fighting equipment, fire detection equipment,
- training arrangements,
- recording and review arrangements.

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

### **Stress Management**

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

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

### **Contractors**

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

i) All contractors must report to school reception prior to commencing work on the school site (or must have made specific alternative arrangements with the Head Teacher) and must not start work until staff are satisfied their visit has been approved by school management. Special arrangements may be necessary for contractors who start work before the school day begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with.

ii) Contractors names must be entered into the visitor's book when they come to the school. They must show some identification to verify they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitors book must be taken to the assembly point by the SSO and any contractors or other visitors must be accounted for.

iii) Contractors must demonstrate to school management that they are aware of good practice in Health and Safety issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site, before they are allowed to start work.

iv) Electrical equipment used by contractors must be appropriate to the work to be undertaken and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.

Work carried out during the school day must be agreed to beforehand. Potential risks must be identified and eliminated or otherwise controlled to the satisfaction of the Head Teacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.

vi] Consideration will be given to the following points in agreeing a safe operating procedure with Contractors –

- provision and maintenance of secure barriers,
- safety signage,
- treatment and removal of waste,
- siting and removal of skips,
- safe and secure storage of tools and materials,
- use of electrical equipment, including minimising voltage whenever practical,
- use of other equipment - ladders etc,
- conduct and behaviour of contractor's staff whilst on site,
- use of vehicles on site - access, parking, loading and unloading,
- use of site utilities and amenities,
- NO SMOKING OR ALCOHOL within the premises.

### **Visitors**

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

Visitors' names will be entered into the visitor's book when they come to the school. They will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitors' book will be taken to the assembly point by the school clerk and any visitors accounted for.

Special arrangements will need to be made to accommodate large numbers of visitors attending events such as school concerts or parents evenings as it will not be practical to sign them all in and issue identification badges. The school will ensure that such visitors are restricted to specified areas, are well supervised and are given appropriate information about emergency and evacuation procedures. Consideration should be given to the provision of emergency lighting in areas used for such events, particularly if they are likely to take place outside normal school hours.

### **Hazards**

A Hazard Book will be kept in the office for staff to report details of hazards. If staff become aware of any hazard, they should inform the Head Teacher or member of staff identified in the Responsibilities section of this document as soon as possible, and record their concerns in the Hazard Book with the date and time of reporting. The Governor with responsibility for Health and Safety will examine the Hazard Book at least once each term and will report to the Governing Body on issues arising and action taken.

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

Hazard sheets relating to chemicals and materials will be kept in appropriate areas - Caretaker and Cleaners work areas. Staff using these chemicals or materials must be advised on their safe use by the appropriate member of staff.

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

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

### **Housekeeping**

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

### **Electrical Equipment**

All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi portable equipment, such as computers and printers with non-conductive outer casings that are rarely moved, will be tested for safety every three years. All fixed wiring and fixed electrical equipment (which is the responsibility of the LA) should be tested every five years.

Registers of electrical equipment and testing regimes will be kept in the school office.

Staff should visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and take damaged equipment out of use until it can be checked by a competent electrician. Staff should report any concerns they have to Andie O'Brien and record details in the hazard book. If there is any doubt about the safety of any electrical equipment IT SHOULD NOT BE USED.

Great care will be taken if children use electrical equipment. The equipment will be of low voltage wherever possible and pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards.

Personal items of electrical equipment should not be brought into school for use on site, as this equipment may not comply with the Electricity at Work Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused by the use of their equipment.

### **Machinery and Equipment**

Machinery may only be used by qualified and trained personnel. Guards and appropriate safety signage should be in place, appropriate Personal Protective Equipment should be

used by operators and spectators, and manufacturers operating instructions should be followed at all times.

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

Great care will be taken if children use machinery. Pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards.

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

Signed \_\_\_\_\_  
**A O'Brien [Headteacher]**

**September 2016**

Signed \_\_\_\_\_  
**CLlr Emma Garland [Chair of Governors]**

**September 2016**

Updated November 2012

Updated September 2014

Updated September 2015

Updated September 2016

## Useful Contacts

The following is a list of useful contact points which are correct at the time of publication.  
*(NOTE: Schools will want to adapt this list to show their own preferred contact arrangements and may want to include contact arrangements for other people, including Governors.)*

Health and Safety Executive	Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH. Telephone 02920 263000
General advice	David Suffield Education Department (01633) 233483
John Ebdon	Education Department (01633) 233207
Specialist advice	Andrew Bond Property Improvements (01633) 233032
Andrew Bond	Property Maintenance " "
Response Team	Electrical/Building/Mechanical (01633) 233623
Royal Gwent Hospital	01633 234234
St. John Ambulance	02920627627
Red Cross	01633 26214
Education Psychology Service	01633 235226
Education Welfare Service	01633 214816
Local Police Station	01633 246999

## CONTENTS

### ITEM

General Statement of Policy

Health & Safety Action Plan

Responsibilities

General Arrangements

Risk Assessment

Communication

Accidents

Violent Incidents

First Aid

Off Site Visits and Activities

Fire & Emergency Evacuation

Stress Management

Contractors

Visitors

Hazards

Personal Protective Equipment

Housekeeping

Electrical Equipment

Machinery

Useful Contacts