



Ysgol Feithrin Fairoak

Health and Safety Policy

The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide such information, training and supervision as is necessary for them to undertake their work safely. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Director of Education, who has further delegated responsibility for day to day management of Health and Safety on the school site to the Head Teacher. The Governing Body will fully support the Head Teacher in implementing these policies.

The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.

The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Head Teacher will make adjustments to the allocation of duties to reflect changes in personnel, circumstances or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

Health and Safety Action Plan

The Head Teacher, the Governor with responsibility for Health and Safety, and the Health & Safety Group will develop and maintain a Health and Safety Action Plan.

The Plan will include:

- prioritised targets to be achieved,
- resource requirements
- training requirements,
- people responsible for taking action,
- time-scales for completion of targets,
- a prioritised Risk Assessment Programme,
- a review of progress since approval of the last Plan.

The Plan will be based on:

- Risk Assessments for all school activities and premises,
- an analysis of accident reports,
- an annual inspection by the Responsible Governor / LA Safety Officer.
- feedback from staff and parents.

The Plan will be submitted to the Governing Body for approval annually.

Responsibilities

The responsibilities of the LA are set out in the LA's Statement on Health and Safety which is included in the Manual of Health and Safety Procedures issued by the LA.

Within the school, the holders of the following posts are responsible for Health and Safety in their working areas, subjects and duties: -

Headteacher:

- overall responsibility for day to day management of Health and safety on the school site and for off-site activities;
- accident investigation;
- Health and Safety briefing for new and temporary staff;
- identification of training needs and organisation of training;
- arranging and monitoring the testing of electrical equipment;

Teacher;

- responsibility for the Head's functions in her/his absence;

Competent Person:

- support and advice for managers on health and safety issues testing alarm systems;
- preparing and implementing safety plan;
- regularly informing staff of any health and safety matters;
- organise the termly Health and Safety staff meeting;

Caretaker:

- school site and security;
- compliance with COSHH Regulations;
- monitoring maintenance of plant and equipment, including the heating system, plant and boiler rooms, lighting and power;
- checking fire exits, signage and escape routes;
- all external features and external areas including entrance routes, fencing, gates;
- common internal areas such as entrance foyer, corridors, and related risk assessments;
- Cleaning equipment, and processes.

Support Staff:

- individually designated duties and own teaching areas,
- equipment, activities and related risk assessments including: -

- garden, technology, science, and computer equipment and display areas, and play areas including COSHH assessments, monitoring first aid stocks

School Support Officer:

- office equipment and clerical systems, receipt of visitors;
- informing visitors of evacuation procedures;
- replenishing First Aid stocks;

All Employees:

- responsibility to co-operate with supervisors and managers to achieve a safe and healthy workplace;
- responsibility to take reasonable care of themselves and others;
- reporting all accidents, dangerous incidents and near misses;
- reporting all health or safety problems which they are not able to put right, to the appropriate person named above;
- check all working areas and equipment on a daily basis.

The Headteacher has overall responsibility for day to day management of Health and Safety on the school site and for off-site activities.

The Staff Safety Representative is: Julie Welsh

The Governors with responsibility for Health and Safety are: Sarah Smith

The Competent Person and Health and Safety Officer for the school is: Suzanne Price

The Named First Aid Persons are: Julie Welsh / Sian Edwards/Angela Lewis/Raquel Gameiro

Reviewed annually October 2008, 2009, 2010, 2011, 2012, 2013 and Sept 2014, 2015, 2016, 2017