

YSGOL FRONGOCH



Health and Safety Policy Statement

It is the declared policy of Ysgol Frongoch to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of its employees at work. The school recognises that it also has a legal obligation to ensure the health, safety and Welfare of pupils, support staff, contractors, visitors, parents and others including the public who may be affected by its operations and activities.

Overall responsibility for the Health, safety and Welfare of those affected by the school operations and activities rests with the Local Education Authority (LEA) some of its functions are delegated through the Head Teacher and the board of Governors. Operational responsibility for safety, Health and Welfare rests with the nominated responsible person and other delegated persons.

The objectives of this policy are:

- To promote standards of Health and Safety that comply with the provisions and requirements of "The Health and Safety at Work, etc. Act" 1974 its subordinate legislation and other statutory provision.
- To provide and maintain safe and healthy workplaces, working environments, safe systems and methods of work and to protect employees and others who may be affected by the school operations and activities.
- To provide and maintain a safe and healthy educational environment for pupils, support staff, contractors, visitors, parents and others including the public who may be affected by the school operations and activities.
- To provide information, instruction, training and supervision to all individuals who may be involved in school related activities in order that their safety and health is not put at unreasonable risk.
- To develop safety awareness and to ensure best practice to maintain a positive safety culture throughout the school and during school related activities.
- To ensure that persons with responsibility for health and safety are consulted with and provided with suitable information, instruction and training as may be appropriate.
- To ensure suitable and sufficient communication and consultation with regard to health and safety between the school, its employees and others affected by school activities.

The school will obtain competent health and safety support and advice to determine the risks to health and safety during its activities and operations and the precautions required to deal with them.

The successful implementation of this policy and compliance with legal duty will require the total commitment of all those employees and others associated with school activities

This policy was presented to the Governing Body on December 02nd 2021

Ratified by FGB 02.12.21

Signed by Chair of Govs: *Shannon Gage*

It will be reviewed in Autumn 2022.

YSGOL FRONGOCH PART 1

1. Introduction

1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for Ysgol Frongoch. This does not replace the council's safety policy or the education department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information of health and safety matters will be found in the school's safety manual.

1.2 This statement deals with those aspects over which the head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the head is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school
- (b) to establish and maintain safe working procedures among staff and pupils
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work

- (e) to ensure that they have access to health and safety training as and when provided
- (f) to maintain a safe and healthy place of work and safe access and egress from it
- (g) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- (h) to lay down procedures to be followed in case of accident
- (i) to provide and maintain adequate welfare facilities.

2. Responsibilities and Duties in Matters Concerned with Safety

2.1 The Head

The ultimate responsibility for all school safety organisation and activity rests with the head, who shall

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- (b) co-ordinate the implementation of the approved safety procedures in the school
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc the head considers to be unsafe until satisfied as to their safety
- (e) make recommendations to the authority for additions or improvement to plant, tools, equipment, machinery, etc which are dangerous or potentially so
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations
- (g) review from time to time the provision of first aid in the school the emergency regulations
- (h) and make recommendations for improving the procedures laid down
- (i) review regularly the dissemination of safety information concerning the school
- (j) recommend necessary changes and improvements in welfare facilities
- (k) inform the governors from time to time of the safety procedures of the school.

2.2 Obligations of all Employees

The Health and Safety at Work etc Act 1974 states:

It shall be the duty of every employee while at work

- (a) to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work and

(b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out ALL employees are expected

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- (f) to co-operate with other employees in promoting improved safety measures in their school
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.3 Teaching and non-teaching staff holding posts/positions of special responsibility

These staff:

- (a) have a general responsibility for the application for the authority's safety policy to their own department or area of work and are directly responsible to the head for the application of existing safety measures and procedures within that department/area of work. advice or instructions given by the authority and the head, including the relevant parts of this statement, shall be observed
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances ,eg chemicals, boiling water, duplicating fluid, guillotines
- (c) shall resolve any health and safety problem any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them

- (d) shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the head
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work
- (f) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority
- (g) shall propose to the head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

2.4 Special obligations of Class Teachers

The safety of pupils in classrooms, laboratories and work- shops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility, he should discuss the matter with the head before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- (c) to give clear instructions and warning as often as necessary
- (d) to follow safe working procedures personally
- (e) to call for protective clothing, guards, special safe working procedures, etc where necessary
- (f) to make recommendations to their head of department, eg on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.5 The Pupil

The pupils are expected

- (a) to exercise personal responsibility for the safety of self and classmates
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency

(d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Note: All pupils and parents should be made aware of the contents of this section.

3. Visitors

Regular visitors and other users of the premises (e.g. deliverymen from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the school (and not through the LEA) this requirement could be incorporated into a standard contract. For work ordered by the LEA the school should satisfy itself that the LEA has checked on the contractor's procedures.

PART 2

1. Supervision of Pupils

- (a) Responsibility for pupils on the premises is only accepted 10 minutes before the commencement, and 10 minutes after the end of the school day, unless they are involved in an activity organised by the school e.g. after school club.
- (b) Supervision at break-times is provided by members of staff. The Head Teacher draws up a rota.
- (c) Supervision at lunchtime is provided by 1DRA and Teaching Assistants within the school. The Headteacher or the Deputy Headteacher is available if required in an emergency.
- (d) School staff who have been authorised by the Headteacher, may administer drugs or medication to a specific pupil, which has been prescribed by a hospital or G.P., provided the consent of the parent/guardian has been given in writing.

The following guidelines should be adhered to:

- (a) All drugs/medication must be clearly labelled with the name of the pupil and the dosage requirements.
- (b) All drugs/medication should be kept locked (except for emergency medication which needs to be retained by the pupil).
- (c) Wherever possible, only the dosage needed for one day should be brought into school.

- (d) Any unused drugs/medication should be disposed of at the end of the day.
- (e) A written record of the date and time of administration of drugs/medication should be kept by the school.
- (f) Parents/Guardians should provide maximum assistance and support in clarifying the arrangements for the administration of drugs/medication.
- (g) Where pupils travel on transport arranged by the authority their safety becomes the responsibility of the driver and his/her company.
- (h) When moving around the school all pupils are expected to walk and to keep to the left when walking down main corridors.
- (i) All pupils are expected to follow rules and guidelines when working in practical rooms and the gym.
- (j) All drivers using the car park are expected to use extreme care. Pupils are also expected to exercise caution when moving to and from parked vehicles.
- (k) All contractors visiting the site must co-operate with the Headteacher to ensure that their presence does not have an adverse affect upon the health, safety or welfare of staff or pupils.

2, Provision of First Aid

First Aid materials are provided in the First Aid Room and in the school kitchen. Each box contains only first aid requisites and a list of contents.

3. Emergency Procedures

3.1 Illness or accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- (a) First aid should be rendered, but only as far as knowledge and skill admit.
- (b) The patient should be given all possible reassurances, and if absolutely necessary removed from danger.
- (c) The First aid room is adjacent to the staff room and all TA's and Lisa Farley is trained in first aid.
- (d) Transport to hospital. If an ambulance is required the emergency "999" service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his own car for these purposes he must ensure that he has obtained specific cover from his insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. Two members of staff wherever possible should attend an injured person en route to hospital.

(e) Accident forms. As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the school secretary. Completed forms should be passed immediately to the Deputy Headteacher who should investigate the accident and report to the head. An accident form must be completed for all accidents (to employees, pupils, members of the public).

3.2 Fire and emergency procedure

It is the duty of all members of staff to carry out the procedures as follows:

When the claxon sounds staff members should lead their class to safety through the nearest Fire Exit (this is usually the outer door in most classrooms) and on to the upper playground. Registers should be taken out and an accurate check made of all pupils. No one should return into the building until the Head or Deputy has given the "all clear".

Anyone discovering a fire should sound the alarm. The Emergency Services will be called by the Headteacher, his Deputy or Secretary. Fire Drills are carried out each term.

Note: Review of emergency procedures

From time to time it will be necessary for a review to be carried out of the provision of first aid in the school and the emergency regulations; where necessary the head will make recommendations for improving the procedure laid down.

Pupils and staff should be familiar with these arrangements.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (eg factories inspector or environmental health inspector), the head should immediately advise the Chief Education Officer. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or head in pursuance of the safety policy should immediately report the circumstances to the head. The head should then initiate appropriate remedial

action. If it proves impossible for the head to resolve the matter he should then report the matter to the Senior Education Officer (Finance, Administration and Development) or the Assistant Education Officer (Finance and Development). If no action is seen to be taken the head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the head.

Review

A review of the procedures, particularly those in Part II will take place each year during the Spring Term by the Health & Safety sub-committee of the Governing Body.

This policy was presented to the Governing Body on 02.12, 2021

Ratified at FGB 02.12.21

Signed by Chair of Govs: *Shannon Gage*

It will be reviewed in Autumn 2022.