

Ysgol Gymraeg Ifor Hael

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Ysgol Gymraeg Ifor Hael

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Signature _____ Signature _____ Date: _____
(Headteacher) (Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER – Bethan Parry-Jones

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.

- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Curriculum Co-ordinators, School Support Officers and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

- The staff Safety Representative is:- Bethan Parry-Jones
- The Governor with responsibility for Health and Safety is:- Chris Chapman

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by [Mrs Bethan Parry-Jones](#) following County guidelines.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by [Mrs Bethan Parry-Jones](#) following County guidelines.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the County Council.

Fire

A fire risk assessment will be carried out by [Mr Paul Carpenter](#) following County guidelines.

Manual Handling

Manual handling risk assessments will be carried out by [Mrs Bethan Parry-Jones](#) following County guidelines.

Computers and Workstations

VDU risk assessments will be carried out by [Richard Hennah](#).

COSHH register

[Mr Paul Carpenter](#) will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above.

Violence

Assessment of the risks of violence to staff will be carried out by [Mrs Bethan Parry-Jones](#) following County guidelines.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided at the following locations: **Central Foundation Phase area, under the sink & Central KS2 area, under the sink.**

The following staff are available to provide first aid: [All staff are trained](#)

Certificated (First Aid at Work qualified) First Aiders: [Mrs Delyth Baker](#), [Ms Michele Harries](#), [Miss Zoe Lock](#)

In event of needing first aid assistance:

Locate the nearest first aider or speak to [Tracy Deakin](#) who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. [Mrs Bethan Parry-Jones](#) will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See Appendix 3.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by Bethan Parry-Jones following the Induction Checklist and guidance contained in [Section 9](#) of the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- [Health and Safety Awareness \(Headteacher or Managers\)](#)

Bethan Parry-Jones.....

- [Premises Management, Health, Safety and Risk Management - Part 1](#)

Bethan Parry-Jones and Tracy Deakin.....

- [Premises Management, Health, Safety and Risk Management – Part 2 - Asbestos](#)

Bethan Parry-Jones, Tracy Deakin, Paul Carpenter

- [Premises Management, Health, Safety and Risk Management – Part 3 – Fire Risk Assessment](#)

Bethan Parry-Jones.....

Outdoor Education:

- [Educational Visits Co-ordinator](#)

Elinor Howley.....

Occupational Risks

- [General Risk Assessment](#)

Bethan Parry-Jones

- [Manual Handling and Manual Handling Risk Assessment](#)

All staff

- [Team - Teach Training \(Foundation and Basic courses\)](#)

All staff.....

- [First Aid at Work and Appointed Persons](#)

Delyth Baker, Michele Harries, Sophie Lock

- [Handling Difficult Situations Assertively](#)

Bethan Parry-Jones.....

Caretaking

- School Caretaker - Health and Safety Awareness
Paul Carpenter.....
- Safe Use and Inspection of Ladders and Stepladders
Paul Carpenter.....

Health and Well-Being

- Well-Being Facilitator(s)
Bethan Parry-Jones.....
- Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy
Bethan Parry-Jones.....

Training records are held by [Mrs Bethan Parry-Jones](#)

The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out by independent companies on an annual basis.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented

Ladders and Access Equipment

[Mr Paul Carpenter](#) will be responsible for inspection and maintenance of ladders and other access equipment.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by [Mr Paul Carpenter](#) and [Mrs Bethan Parry-Jones](#)

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Group will meet yearly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are minuted and are brought forward for review by school management.

Committee members are: [Mrs Bethan Parry-Jones](#), [Mrs Delyth Baker](#), [Mr Paul Carpenter](#), [Chris Chapman \(GB member\)](#).

Communication of Information

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed on the staff room wall.

Health and safety advice is available from [Mrs Bethan Parry-Jones](#)

PREMISES MANAGEMENT

Supervision of Pupils

Arrangements for supervision of pupils are:

Security and Visitors

All visitors must report to the school office – [Mrs Tracy Deakin](#), where they will be asked to sign the visitors book and wear an identification badge.

Vehicles on Site/Parking

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by: [Mrs Bethan Parry-Jones](#).

Delivery/contractor vehicles must park at either near the front entrance or by the boiler room.

Arrangements for Disabled Persons

Access is via the drive.

Building Maintenance

General building maintenance is carried out by Newport County Council.

[Mrs Bethan Parry-Jones](#) will be responsible for ensuring that all identified general building maintenance is carried out by the County.

Asbestos

The asbestos register is held at the school office by [Mrs Tracy Deakin](#).

[Mrs Tracy Deakin](#) is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to [Helen Hill](#) at Newport City Council.

Control of Contractors

All contractors must report to the school office – [Mrs Tracy Deakin](#) where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

[Mrs Bethan Parry-Jones](#) is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

Lettings

Lettings are managed by [Mrs Bethan Parry-Jones](#) following County Council guidance.

OTHER PROCEDURES

Critical Incident Management

The County Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

Managing Medicines

Prescribed medication will be administered to pupils following County guidance.

[Mrs Bethan Parry-Jones](#) has been nominated as responsible persons for control of administration of medicines to pupils.

Educational Visits

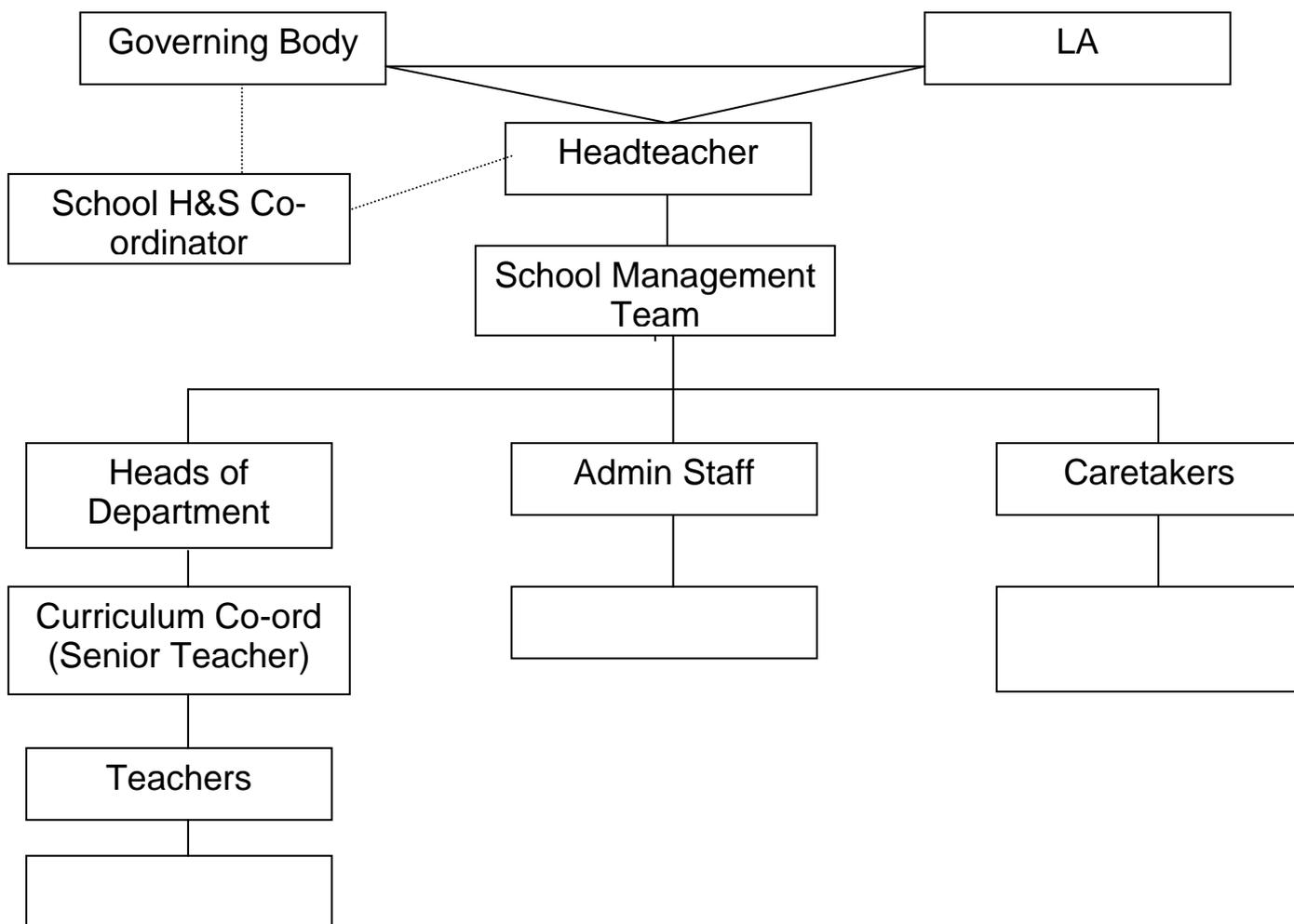
Educational visits will be organised following guidance contained in 'All Wales guidance 2010' documentation. The Educational Visits Co-ordinator is [Miss Elinor Howley](#).

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

YSGOL GYMRAEG IFOR HAEL SCHOOL

HEALTH AND SAFETY ORGANISATIONAL CHART



FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed at 2 entrance doors to the school.
- Escape routes are checked by [Mr Paul Carpenter](#) every week.
- Fire Extinguishers are maintained and checked by [Mr Paul Carpenter](#) every month.
- Alarms are tested by [Mr Paul Carpenter](#) every week.

Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by [depressing the red break glass fire alarms situated by the 2 main entrance doors and exit to yard](#). They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL: both voice and continuous siren.
- [Mrs Tracy Deakin](#) will call [Mrs Bethan Parry-Jones](#) to go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. [Mrs Bethan Parry-Jones](#) will tell the office if there is a genuine fire or false alarm. The office will make a back-up call to 999 if it is a fire and will take the fax mobile phone to the yard. [Mrs Tracy Deakin](#) will take out a separate list of all pupils' names and parent contact numbers.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk with their classes and remain with their teacher at the assembly point. Teachers should take their registers with them and report to the Headteacher that all pupils are present. (Evacuation should take no longer than 2½ minutes).

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during CLASS TIME, BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in their classes.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) following guidance in Section 4 of the Health and Safety Manual.

- The assembly area is:
 - Tarmac area (main yard)

- A Senior Member of Staff as designated on the Fire Rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their classes in silence while staff check their registers. Registers, set lists, first aid boxes and contractors' book etc. will be taken out to the assembly point by Office staff. The result of this check must be reported to the person in charge as soon as it is completed.

- [Mrs Bethan Parry-Jones](#) will sweep KS2 area of the building and [Mrs Tracy Deakin](#) will sweep the Foundation Phase area once the fire brigade has been informed. If either of the above named are absent on the day, then responsibility will be delegated to the Deputy Headteacher.

The senior member of staff will liaise with the Fire Brigade on their arrival.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to [the staff car park](#) and arrangements made to contact parents.

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported.

The Accident Incident Report Form Book is kept in the central Foundation Phase area under the sink along with the First Aid equipment.

Investigation of Incidents and Remedial Action

[Mrs Bethan Parry-Jones](#) will investigate all incidents and make appropriate recommendations to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to County Hall and HSE and maintaining records is [Mrs Bethan Parry-Jones and Mrs Delyth Baker](#).

Useful Contacts

The following is a list of useful contact points which are correct at the time of publication.

Health and Safety Executive	Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH. Telephone 02920 263000	
General advice	Tony Wells Building & Capital Manager(01633) 233207 Angela Davies Building & Capital Officer(01633) 233416 David Suffield Health and Safety Advisor(01633) 233483	
Specialist advice	Property Improvements	
	Property Maintenance	
	Clerk of Works	
	Heating Engineer	
	Mechanical Engineer	
	Electrical Engineer	
	Mike Fitzgerald	PE Adviser (01633) 233206
	Colin Green	Science Adviser (01633) 233254
	Dave Jones	Design & Technology Adviser(01633) 233246
Royal Gwent Hospital - 01633 234234		
Clinic -		
St John Ambulance - 02920 627627		
Red Cross - 01633 262143		
Local Doctor's Surgery -		
Education Psychology Service - 01633 413836		
Education Welfare Service - 01633 214816		
Schools Medical Service -		
Local Police Station -		