

Health & Safety Policy



September 2024

School Mission Statement

Together,
We live and learn with God the Father, through Jesus Christ, guided by the Holy Spirit.



The vision of St. David's Primary School is to enable all children to achieve their full potential following in the footsteps of Jesus. In this we aim to create a nurturing, inclusive and loving school community where Christ is at the centre and the children are at the heart, inspiring and guiding all that we do.

Through a commitment to excellent teaching and learning we aim to empower our children to be confident, healthy and responsible individuals, equipped for life with God at their side.

School Values

Love one another as God has loved you.

Praise and give thanks to God.

Pray together every day.

Respect and celebrate the richness of our different cultures as we work and walk together

Be proud of yourself and your achievements.

Challenge yourself...be resilient, resourceful and persevere!

Be curious and caring about God's wonderful world.

Care for and respect yourself and others.

Help to create a safe and healthy environment where everyone feels valued

Make the right choices based on the Gospel values of love and forgiveness

Recognise your roles as global citizens with our school, parish and wider community.

Be the best you can be!

Equality Statement

The Second Vatican Council clearly re affirms what has always been fundamental to Catholic beliefs and teachings, namely that there is and should always be equality between all human beings.

"All human beings are endowed with a rational soul and are created in God's image: they have the same nature and origin and being redeemed by Christ, they enjoy the same divine call and destiny.....forms of social or cultural discrimination in basic personal human rights on grounds of sex, race, colour, social conditions, language or religion must be curbed and eradicated as incompatible with God's design."

(Gaudium et Spes. 29)

At St David's we are in complete agreement with the fundamental belief and teachings of the Catholic Church as stated above. For this reason, we are all concerned with promoting equal opportunities for all those who belong to our school family –children and staff



The purpose of a Catholic School



General Statement of 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 work in partnership with the LA H&S guidance to

Provide and maintain safe and healthy working conditions, equipment and systems of work for all employees

Disseminate any relevant information

Arrange, with prior consent and agreement, access for training by other providers in a planned and strategic way

Provide appropriate supervision

Along with each individual's own duty of care and as far as it is practical to do so, 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 the Governing Body as employer of all Education staff within the school, who has developed policies on Health and Safety issues which are relevant to the operation of the school. The Governing Body has delegated responsibility for implementing the policy and for the day-to-day management of Health and Safety on the School site to the Head teacher or Deputy head and senior management team in absence of 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 for issues such as the purchase and maintenance of equipment, non-structural maintenance and repair work, and cleaning of the premise, both indoor and outdoor. The Governing Body 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 of the Governing Body during the Spring Term.

Health and Safety Action Plan

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

The Plan will include: -

- ◆ Prioritised targets to be achieved;
- ◆ Resource requirements; -
- ◆ Training requirements;
- ◆ People responsible for taking action;
- ◆ Timescales for completion of targets;
- ◆ A prioritised Risk Assessment Programmed;
- ◆ 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 elected members of the Governing Body;
- ◆ The school development plan;
- ◆ Feedback from staff and parents.

The Plan will be submitted to the Governing Body at the meeting in the Spring Term for approval, reported to the next appropriate staff meeting. Comments on the Plan will be reported to the next appropriate meeting of the Governing Body.

Responsibilities

The holders of the following posts are responsible for Health and Safety in their areas/subjects: -

Headteacher *Mrs Robinson*

- ◆ 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 testing of electrical equipment

Deputy Head *Mr Davies*

- ◆ Responsibility for the Head's functions in her absence.

Competent Person *Caretaker*

- ◆ Support and advice for managers on health and safety issues.

Caretaker Responsibilities:

- ◆ School site and security,
- ◆ Testing alarm systems,
- ◆ Compliance with COSHH regulations,
- ◆ Monitoring maintenance of plant and equipment, including the heating system, plant and boiler room
- ◆ Checking fire exits, signage and escape routes,
- ◆ All external features and external areas including entrance routes, fencing, gates
- ◆ Common internal areas such as Hall, Canteen, entrance foyer, stairs, corridors,

and related Risk Assessments

Teaching Staff

- ◆ Own teaching areas, equipment, activities and related Risk Assessments

PE lead - **Miss Roberts**

- ◆ PE teaching areas, equipment, systems of work and related risk assessments
- ◆ Outdoor play areas, equipment and playgrounds, and related Risk Assessments
- ◆ Field trips and off site activities, equipment, systems of work and related risk assessments.

Technology lead **Mr Hodson/Shepherd**

EVOLVE Co ordinator **Miss Crowther**

- ◆ Equipment, systems of work and related Risk Assessments

Science & technology Leader **Mr Hodson**

- ◆ Equipment, systems of work and related Risk Assessments

IT lead **Mr Shepherd**

- ◆ Equipment, systems of work and related Risk and Display Screen assessments

Mr Hodson

- ◆ First Aid - monitoring and replenishing First Aid stocks **Mrs Massey**

School Support Officer **Mrs Woodward**

- ◆ office equipment and clerical systems, receipt of visitors
- ◆ informing visitors of evacuation procedures

Cleaner **Miss Tania Lewis**

- ◆ Cleaning equipment

All employees

- ◆ responsibility to cooperate with managers to achieve a safe and healthy workplace
- ◆ responsibility to take reasonable care of themselves and others (Individual duty of care)
- ◆ 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.
- ◆ responsibility to use equipment correctly, in accordance with training and instructions provided enabling equipment to be used safely

The Staff Safety Representative is **Mrs Robinson**

The Governor with responsibility for Health and Safety is **Mrs Woodward**

The Competent Person for the school is the Caretaker

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 must be subject to risk assessment in accordance with the procedures issued by the LA. This procedure is included in the LA's Manual of Health and Safety Procedures and is fully supported by the Governing Body. This 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.

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 cooperate fully in the appointment of safety representatives by recognised 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 to the Governing Body each year and, when approved, will be reported to the first appropriate staff meeting. 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 as a standard item on the agenda of each staff meeting to give the Head and staff opportunities to raise Health and Safety issues and to ensure that issues of concern are dealt with promptly. It will also appear on the agenda at the Governors Meeting each term.

◆

- ◆ **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 in Newport, 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 their responsibility.
- ◆ **Health and Safety file**- Staff will inform the appropriate member of staff of hazards/ issues if they cannot deal with them themselves, and will record details of hazards in the Health and Safety File.
- ◆ **Induction Training** - All staff, students and volunteers 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.
- ◆ **Inspection/Audit** - the Governing Body's Representatives will undertake an annual Health and Safety inspection of the school premises in Spring term 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 record on an overview sheet displayed in the staff room to say that they have read it. All staff will be informed of alterations either in writing or via staff meeting agendas. 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.

The Accident book with report forms is kept outside the Headteacher's room.

Violent Incidents

The Governing Body and the Newport City Council will fully support any employee who is assaulted or threatened 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 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 an overview to the Governing Body each term. The information will be used to inform decisions on matters to be included in the schools Health and Safety Action Plan.

Forms for reporting violent incidents are kept in the office.

First Aid

First Aid on the school site and for off-site activities must be provided in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety 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 three qualified First Aiders At work staff. **Holders of current First Aid at Work Certificates are:-**

Mr Davies (updated Feb 2025, valid for 3 years)

Mrs Woodward (updated Feb 2025, valid for 3 years)

Miss Crowther (updated May 2023, valid for 3 years)

Mrs Ivermee (updated May 2023, valid for 3 years)

Mrs Massey (updated Oct 2024, valid for 3 years)

Mr Hodson (issued Feb 2025, valid for 3 years)

All members of staff received Emergency First Aid Training in All staff received First Aid Training in September 2024.

The main First aid box is located in the staffroom and a first aid area is set up outside the Headteacher's room.

Additional first aid requisite boxes are located as follows

Y1 Practical Area

YR Practical Area

Y3 Practical Area

Y6 Practical Area

Travelling First Aid boxes must be taken on all off-site visits and are located in the Medical Room.

The person responsible for ensuring First Aid boxes are kept properly stocked is **Mrs Andrea Woodward**.

No medication is administered by school staff. Parents are invited to come to school and administer medicines if they are required. The Community Room is available to ensure privacy.

Suncream/Creams

We do not administer any creams or sun tan lotion and children are not allowed to bring these to school due to the risk of allergic reactions. However parents/carers are invited to school at any time during the school day to re-administer and reapply the cream if necessary

Sickness

Any member of staff or pupil who has had a sickness bug must not return to school for 48 hours following their last bout of sickness.

Illness

Any child who presents with symptoms of illness, sickness or has had a bump to the head will be seen by a First Aider at school and parents will be phoned to ask them to come to school to check their child and make a decision as to whether the child remains at school or not. Parents will be asked to ensure children are treated before returning to school should they have any symptoms which may present as contagious.

COVID

The school's response to COVID will be in line with Welsh Government and Local Authority guidance.

Jewellery

Due to Health and Safety no jewellery is allowed. Headbands and fancy clips must also be removed for all P.E. lessons. If you wish to have your child's ears pierced, please do so in the summer holiday so the studs can be removed during the school day. Anyone who does have newly pierced ears will have to wear plasters over the studs in school for 6-8 weeks. **It is parental responsibility to ensure the child is wearing plasters over their earrings.** Plasters **MUST** be provided and put in place by the parent before coming to school. The children need to have spare plasters with them.

Off-Site Visits and Activities

All off-site visits and activities will be organised in accordance with the procedures issued by the LA. The EVOLVE coordinator will ensure that appropriate procedures are adhered to and appraise the Headteacher of any issues. This procedure is included in the Manual of Health and Safety and is fully supported by the Governing Body.

Prior to the visit, group leaders will contact the external organisation to ascertain what risk assessment are in place. If available, staff will upload these onto Evolve. The staff leader for the visit will complete their own Risk Assessment before undertaking any off site activity. These will then be attached into Evolve and are submitted to the EVC who checks the document before then sending to the head teacher for final confirmation. Details of visits will be reported to the Governing Body.

Fire and Emergency Evacuation Procedures

The detailed procedure for emergency evacuation of the school is set out in The Fire Plan which can be found in all rooms in the school Appendix A, and is based on a Fire Risk Assessment carried out by Mrs Robinson and staff, which is reviewed after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan.

The first priority must be the safety of pupils, staff and visitors. All buildings must be evacuated quickly and safely, and no attempts must be made to fight a fire, however staff have had training in use of fire extinguishers as fire marshalls to aid safe evacuation of the building. All staff have been given roles and responsibilities to ensure safe and speedy evacuations by all present. Staff will not return to the buildings until the Head teacher/ senior staff member present 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 of their pupils, their colleagues and themselves.**

Invacuation Emergency Procedures

School has an emergency plan in place for all eventualities including a lockdown.

The school also has separate PEEP plans to support learners/staff and visitors with disabilities.

Stress Management

We recognise the importance of managing stress in the workplace. We will identify hazards and assess all mental risks to health with the aim of reducing them as far as is reasonably practicable in accordance with the Council's procedure on Tackling Stress in the Workplace. This procedure is included in the Manual of Health and Safety and is fully supported by the Governing Body. **St David's promotes the wellbeing of both learners and staff. One of the SLT, Mrs. Massey, leads the school on this.**

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

Contractors

Current good practice on the use of contractors on school sites includes the following provisions:-

All contractors must report to reception prior to commencing work on the school site (or must have made specific alternative arrangements with the Headteacher), must show appropriate identification and must not be allowed to start work until staff are satisfied their visit has been approved by school management. Special arrangements may be necessary for contractors such as Grounds Maintenance, who may 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.

All Contractors must sign the registration iPad in the reception area when they come to the school and they must wear a visitor's badge to show they are authorised

visitors, and they must be given information about emergency and evacuation procedures. In the event of an emergency or evacuation, the School Support Officer will take the registration iPad to the assembly point and any contractors or other visitors must be accounted for.

Contractors must demonstrate to school management that they are aware of 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. If appropriate the contractors must complete the school's asbestos register.

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.

Wherever practical, 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.

Consideration must 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 DRINKING ALCOHOL** permitted within the premises

Visitors

All visitors must report to reception on entering the school site. They must 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 must use the electronic signing in system located in the school entrance before they are allowed access to the school. They must display a Visitors Badge to show they are authorised visitors. Emergency and evacuation procedures are on display in the entrance corridors and all classrooms.

In the event of an emergency or evacuation, the SSO must take the signing in ipad to the assembly point as all visitors must be accounted for.

Special arrangements are 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. Such visitors will be restricted to specific areas, will be well supervised and be given appropriate information about emergency and evacuation procedures.

Hazards

A Health and Safety File is kept in the Staff Room for staff to report details of hazards. If staff become aware of any hazardous situation, they record the issues and these are discussed each week as part of the Staff Meeting Agenda. More serious issues must be reported to the Head teacher immediately. In the absence of the Head the Deputy or Senior management member is notified. The Governor with responsibility for Health and Safety will examine the Accident book each term and will report to the Governing Body on issues arising and action taken.

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

Hazard sheets relating to chemicals and materials must be kept in the Caretaker's Room. Staff using these chemicals or materials must be advised on their use by the appropriate member of staff.

Personal Protective Equipment (PPE)

PPE is available for staff when needed, particularly when dealing with first aid incidents or accidents and is available in the medical room. All staff have received guidance on how to dispose of their PPE safely.

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

Housekeeping

All work areas should 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 **must** be kept clean and clear at all times. **Staff should report inadequately cleaned areas and blocked exits or escape routes to the Headteacher.**

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 also be tested annually. All fixed wiring and fixed electrical equipment will be tested every five years. Brand new equipment is covered by the 1 year guarantee and can be tested on the next annual PAT Inspection

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

Staff must visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until a competent electrician can check it.

Staff must report any concerns they have to Mrs. Robinson. If there is any doubt about the safety of any electrical equipment remove it out of sight and store it in a cupboard. **IT SHOULD NOT BE USED**

Great care will be taken if pupils use equipment, eg chromebooks etc. **Personal items of electrical equipment must not be brought into school for use on site**, as this equipment will not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction will 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 a competent person can check it. Staff must report any concerns they have to Mrs Robinson, and record details in the Health and Safety Concerns File. If there is any doubt about the safety of any machinery or equipment, **IT SHOULD NOT BE USED.**

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

Useful Contacts 202/4/2025

Health and Safety Executive
Government Buildings,
Ty Glas,
Llanishen,
Cardiff
CF12 5SH.
Telephone 02920 263000

General advice:

Education Department (01633) 233207
Caroline Green (LA Health & Safety Officer) 01633 210435
caroline.green@newport.gov.uk

Specialist advice NORSE Property Improvements/Property
Maintenance

Royal Gwent Hospital - 01633 234234

St John Ambulance - 02920 627627 <http://www.stjohnwales.org.uk/>

Clytha Clinic - 01633 435900

Red Cross - 0845 564 8835

Education Psychology Service - 01633 253226

Education Welfare Service - 01633 214816

Reviewing this Policy

This policy has been approved by the governing body Oct 2024

Head teacher L Robinson

Chair of Governors R Cross