

St Paul's Church in Wales Primary School



A family of learners who believe, belong and succeed together.

Teulu o ddysgwyr sy'n credu, yn perthyn ac yn llwyddo gyda'i gilydd.

Health and Safety Policy

Polisi Iechyd a Diogelwch

Staff Responsible: Ruth Wiltshire

Agreed: Jan 2021

Review Date: Jan 2023





Our Vision

At St Paul's C/W Primary school we will promote an inclusive, diverse and supportive environment where teachers, parents and members of the community positively impact on children's learning.

At St Paul's C/W Primary School we will provide a safe opportunity for all staff and children to experience learning that impacts on their local community and global communities around the world.

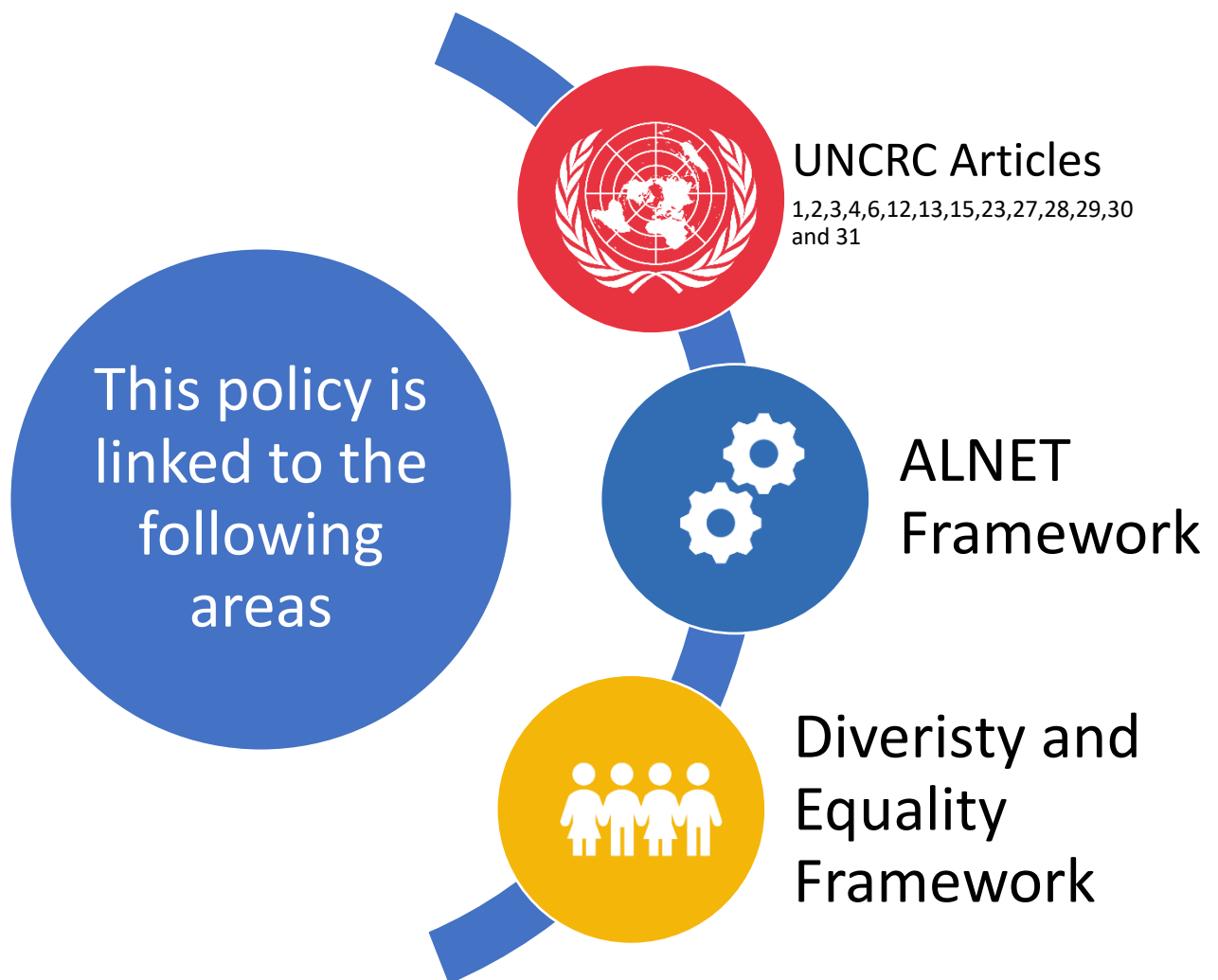
We will nurture a creative learning community at St Paul's Church in Wales Primary school that allows staff and children to reach and expand their potential.

How Will We Achieve This?

To achieve this all staff and governors will:

- Nurture respect and promote good behaviour for others;
- Involve the wide community in the learning environment; and
- Promote excellent communications and relationships between school and home.







STATEMENT OF INTENT ST PAUL'S CIW PRIMARY SCHOOL

The Governing Body of St Paul's Church in Wales (CiW) Primary School will strive to achieve the highest standards of health, safety and welfare consistent within their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff with a reference copy kept on the password protected Teachershare drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements the:

- Cardiff County General Statement of Health and Safety at Work Policy
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the Cardiff County Council intranet.

Araf Haq

Chair of Governors

Date:

Ruth Wiltshire

Head Teacher

Date:



PART 2: ORGANISATION

As the employer, the Local Authority, Cardiff County Council, has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body.]

At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing their responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments health and safety policy bi-annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or any other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with. [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice which is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended.] The school currently benefit from support from our Health and Safety Officer Rob Warburton.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor – **Mr Clive Kinsey**.
- Ensuring that when awarding contracts, health and safety is included in the specifications and contract conditions taking account of the Local Authorities policies and procedures.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety rests with the Headteacher Mrs Ruth Wiltshire.



As a manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the Authority, Rob Warburton (Health and Safety Officer) and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Working alongside Rob Warburton, Health and Safety Officer to ensure compliance and regularly updating the RAMIS system.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations as and when they are necessary and appropriate.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in good working order.
- Monitoring purchasing and contracting procedures to ensure compliance with Local Authority policy.

The Head Teacher may choose to delegate tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of such tasks will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The details of nominated individuals to whom tasks have been delegated can be found below

- Emma Edwards, Health and safety officer supports and advises the school.
- Temporary Caretaker, (Contact Deputy Headteacher) the school's caretaker is responsible for safety checks including mag locks, fire equipment, fire alarm testing and legionella monitoring across the school site.
- Katie Toozer, the school's Foundation Phase Leader, is responsible for First Aid across the school.
- Class teachers are responsible for the areas they are working in.

Responsibilities of Class teachers



- To apply the school's health and safety policy to their classrooms and to be directly responsible to the Headteacher for the application of the health and safety policy, procedures and arrangements.
- To undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented.
- To use the schools Evolve system to risk assess all off site activities and educational visits.
- To arrange for appropriate safe working procedures to be brought to the attention of all staff and or volunteers in their classrooms.
- **To inform the Head Teacher of any health and safety concerns immediately.**
- To carry out regular inspections of their areas of responsibility and to ensure that equipment, furniture and activities are safe and to record these inspections as and where required.
- To, so far as is reasonably practicable, arrange for 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 health and safety.
- To implement procedures so that all accidents (including near misses) occurring within their classrooms are promptly reported and investigated using the appropriate school and Local Authority forms.
- To arrange with the caretaker or headteacher, for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be made aware that they have an obligation to take care of their own health and safety whilst at work. They must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- **Report all accidents and incidents in line with the schools and Local Authorities reporting procedures.**
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in the condition of the premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained for and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.



Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their duties whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor or the school's management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons



PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	RW	List of risk assessments in H and S file and on the Teachershare drive
Risk assessments are reviewed regularly/ following significant change.	RW	2 years or following a near miss incident
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	RM Wendy Shires	
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	RW	Pregnant worker risk assessment are available under the Health and Safety SLA
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	KT	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	KT	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	RW - HT	General site inspection: half termly Visual inspection of play equipment: half termly



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	<p>Emma Edwards – H and S Officer</p> <p>Clive Kinsey– Link Governor</p> <p>Temporary Caretaker and Deputy Headteacher - CT</p>	Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	RW	Termly inspection
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Clive Kinsey	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	Clive Kinsey	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	RW	Displayed in school office
Health and safety training: Health and safety induction training will be provided and documented for all new employees	RW	Health and Safety is on the agenda on the first INSET back annually. Any new staff that start after this will meet with the Headteacher who will go through policy and procedures.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	RW	<p>Training folder in headteachers office.</p> <p>Ramis</p>
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> induction training update training in response to any significant change; training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) 	RW	<p>Training is provided as necessary</p> <ul style="list-style-type: none"> first aid food hygiene caretaker checks COSH Headteacher updates Fire warden



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> refresher training where required 		During Thursday staff meeting updates are given to all staff as is necessary and appropriate.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	RW	
Fire drills are undertaken termly and a record kept in the fire log book.	RW	Recorded in folder in office
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	RW/RS/KT/DHT	PEEPS's currently in place for 2 learners
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All Staff	
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All Staff	Staff have received fire warden training Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Class teachers	Class teachers to report concerns to RW immediately.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	RW	
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	RW	



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	Temporary Caretaker and Deputy Headteacher - CT	Weekly and monthly check carried out.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Katie Toozer	First Aid at work
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	RW/RS/KT/DHT	All staff have been trained by the epilepsy nurse with regards to treatment for LS.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	RW/DF	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately. Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	RW/DF	Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	RW/RS/KT	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually and stored in the staff room Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	RW	
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	RW	Accident forms in RW's office. To be scanned to LA.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	RW	Accident forms in RW's office. To be scanned to LA.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	RW/DF	The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team. Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	RW	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Investigating accidents and incidents:		<p>or member of the management team. Copies will be forwarded to the Headteacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	RW	<p>Please see Keeping schools safe from abuse, threats and violence policy.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	RW	<p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p> <p>Please see Keeping schools safe from abuse, threats and violence policy.</p>
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p>	RW	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</p> <p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>Log book and survey located in school office.</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and that the survey is updated.</p>		<p>RW with support from Rob Warburton to conduct checks.</p>
<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	RW/DF	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p>Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	RW	<p>RW with support from Rob Warburton to conduct checks.</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	RW	<p>Any damage or deterioration is reported to Ruth Wiltshire who will contact:</p> <p>The Council Asbestos Team – 029 2087 3467</p>
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>	RW	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Ruth Wiltshire who will contact:</p> <p>The Council Asbestos Team – 029 2087 3467</p>
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>	RW/DF	



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	RW/DF	<p>All contractors must report to the school office</p> <p>Visitors must sign in and wear a visitors badge at all times.</p> <p>Visitors booklet will be given</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	RW	<p>These are managed by Ruth Wiltshire who will ensure that the landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	RW	<p>Where possible school will uses Contractors who have been vetted by the Authority through FM.</p> <p>Where Contractors who are not registered are used Ruth Wiltshire will undertake appropriate competency checks prior to engaging a contractor</p>
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	RW	<p>Risk assessments and method statements are discussed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts:</p> <p>The school have opted in to the contracts operated by the Authority.</p>	Free Nations Ground Maintenance	
<p>Ground maintenance and cleaning contracts:</p> <p>The school have opted out of the contracts operated by the Authority. The school must</p>	<p>Cleaning staff employed by the school</p> <p>I Khan</p>	



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
ensure they select a competent contractor as detailed above.	L Barrett	
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	RW	Lone working by arrangement with the Headteacher and following the school policy.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	RW	No work involving heights should be undertaken by lone workers.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	RW/ Temporary Caretaker and Deputy Headteacher - CT	Caretaker has received recent training regarding working at height.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	RW/ Temporary Caretaker and Deputy Headteacher - CT	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Mark Canning will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by Gymnasium Services
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	RW/ Temporary Caretaker and Deputy Headteacher - CT /IK/LB	COSH records in cleaning cupboards



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	RW	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	RW/RS/KT	
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	RW	Rob Warburton will complete assessments for staff.
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	RW	RW to complete return to work interviews and signpost staff to support including counselling and carefirst. RW to identify signs of stress and address appropriately.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	RW	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.