

# TRELLECH PRIMARY SCHOOL



## HEALTH & SAFETY POLICY

*Staff and Governor Consultation Jan 2023  
(Updated Sept 2024)*

## PRIMARY SCHOOLS

### HEALTH AND SAFETY AT WORK ACT ETC 1974

#### A POLICY STATEMENT

##### General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The ultimate responsibility for Health and Safety in the school rests with the LA, but in practice it is delegated to Headteachers and Site Managers.

#### **1 MANAGEMENT OF HEALTH AND SAFETY**

Overall and final responsibility for health and safety in school is:

**Kate Peacock** (Acting Headteacher) is responsible for this policy being carried out in the school.

**Trellech Governing Body** has a designated committee with particular responsibility for matters of health and safety. The Headteacher chairs this committee to facilitate close liaison with governors and to ensure that the annual risk assessment and safety audit process is undertaken and significant findings reported to the Governing Body and Chief Officer. An annual risk assessment and safety audit process takes place in the Autumn Term.

Catrina Whyte: Deputy Headteacher will be responsible as deputies.

The following persons are responsible for:

Each class teacher: teaching areas

Caretaker (and Facilities Management company, Churchill Cleaning: school site and Security

Maria Appleton and Carolyn Shaw: Office and Clerical Systems

All class teachers: PE equipment

All class teachers: Games Equipment

All class teachers: Technology Equipment

All class teachers: computer equipment

Headteacher, / Deputy Head / Educational Visits Co-ordinator/  
Class Teachers: field trips & out of school activities

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must immediately inform the appropriate person named above. They may also tell the safety representative.

People responsible for:

Safety Training	-	Headteacher
Carrying out safety Inspections committee	-	Headteacher/Caretaker & Governing Body
Investigating accidents	-	Headteacher
Monitoring maintenance of plant and equipment	-	Caretaker & Churchill Cleaning Manager
First Aid	-	Trained / Qualified First Aider – D. Llewellyn, L. Voaden, T. Webb
Cleaning equipment	-	Caretaker and Churchill Cleaning Manager

## **2 GENERAL ARRANGEMENTS**

### **Accidents:**

First Aid boxes are situated in Foundation Phase and KS2 wet areas and medical room.

### **Trained/qualified First Aiders are:**

Mrs D Llewellyn, Mrs L Voaden, Mr T Webb  
Are the members of staff trained in First Aid and holds Emergency First Aid in Schools certificate. (27<sup>th</sup> Sept 2024)

### **Appointed persons responsible for First Aid boxes:**

Mrs D Llewellyn (LSA)

### **Persons responsible for reporting incidents:**

Mrs K Peacock (Acting Headteacher)

The accident record book is kept in the medical room/office.

Accident report forms are kept in the foundation Phase corridor, KS2 corridor and staff room

A First Aid kit is taken on all out of school visits.

Pupils' medical records are kept in the office.

All injuries which are not considered to be of minor nature, MUST be reported to the Headteacher and to the pupil's parents.

### **Educational Visits**

All school staff leading visits off the school site must be approved by their Headteacher / EVC.

Training for school group visit leaders is available and the LA strongly recommends that group leaders undertake appropriate training.

Appropriate training would typically be:

- Outdoor Education Advisors Panel – Visit Leader training for local visits / UK based residential visits
- Royal Geographical Society – Off Site Safety Management or BS8848 for overseas visits/exchanges
- UK Snowsport- Course Organisers for ski trips

### **Visits to the Outdoor Education Centres**

Where school groups visit outdoor education centres, group leaders at the establishment will have undertaken appropriate training and be assessed as competent and will lead activities where knowledge/skills are required (typically adventurous activities).

## **3 GENERAL FIRE SAFETY:**

Action – state who checks:

Escape routes – daily	Caretaker/Headteacher
Fire extinguishers – weekly	Caretaker
Fire drills on half termly basis	Headteacher
Fire alarms – weekly	Caretaker
Other equipment	South Wales Fire & Rescue Service

## **4 CONTRACTORS AND VISITORS:**

Contractors working on site MUST:

- Report to Headteacher before beginning work
- Refer to on- site Asbestos Register before beginning work
- Liaise with Caretaker about storing equipment

- Liaise with Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure ladders are secure and surrounded by safety barriers
- Ensure vehicles are only driven onto site under supervision

(reference to Schools' Guidance – Management of Contractors on School Sites)

## **5 ELECTRICAL EQUIPMENT**

### **Portable Appliance Testing**

Safety checks of plugs and cables, for loose connections and faults, should be undertaken by users on a daily basis.

Formal visual inspection of all hand held equipment, polishers, cleaners and other heavily used equipment carried out by a competent person from within the establishment – once each term.

Establish a programme of inspection and testing – carried out by a qualified person. (Note: test interval to be reviewed in the light of test results).

Arrangements with elected contractors for periodic checks of the electrical installation and equipment:

Contacts: Kierran Blayney: 07890 026050

Leads / extension cables – must not be left trailing where they are likely to cause an obstacle or trip hazard to passing children or adults.

Adapters – must not be used.

## **6 ADVICE AND CONSULTANCY**

Local Inspector's office and telephone number:

Health and Safety Executive  
Government Buildings, Phase 1, Ty Glas, Llanishen, Cardiff, CF14 5SH  
Tel: 02920 263000

Safety Consultants:

Nicola Wellington	Directorate issues	01633 644549
Delmie Othen	Senior Health and Safety Advisor	07581 048720
Jacqui Elias	ALN issues	01633 644566
Andrew Porter	Property related issues	07767842754

Royal Gwent Hospital: Tel. 01633 234234 Ambulance: 999  
Nevill Hall Hospital: Tel 01873 732732  
School Nurse: Allison Hall

- Clerk of Works Andrew Porter – 07767842754
- Heating Engineer
- Electrical Engineer Mike Roberts – 07721536866

### **Training**

Persons responsible for arranging training:

- Headteacher
- Nicola Wellington

## **FIRE DRILL AND FIRE PRECAUTIONS**

### **As soon as an outbreak of fire is discovered:**

- The nearest Fire Alarm should be sounded
- The Fire Brigade must be informed

### **On hearing the alarm:**

Teachers should at once proceed with the orderly evacuation of classes to their respective assembly points.

Teachers should close all doors and windows, if circumstances permit, in an endeavour to prevent fire spreading.

At the assembly points, teachers should check that all pupils are present using the class registers if possible.

Children using the toilets, reference areas or on errands should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area.

Arrangements should also be made to ensure that all visitors and members of the public are escorted to an appropriate assembly point.

Evacuation procedures should include details of arrangements to acquaint occupants of demountable buildings with the existence of an emergency and the actions to be taken in such an event.