



Palmerston Primary School

Health and Safety Policy

Health and Safety at Work



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Palmerston Primary School

Health and Safety Policy

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1. Preface - Introduction and Statement of Policy

Palmerston Primary School
Pen-y-Bryn,
Barry
CF63 2XL

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At Palmerston Primary School we aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils and staff and to provide information, training and supervision for this purpose.

We accept our responsibility for the health and safety of other people who may be affected by our activities.

The LEA Health and Safety Policy requires all of its educational establishments to produce a local Health and Safety Policy which is consistent with that of the LEA.

The policy will be kept up to date annually or as personnel and circumstances change or when new areas of care are found to be necessary. A programme of risk assessments, Safety Audits, Health and Safety Monitoring and full consultation will inform future policies and procedures. Certain aspects will generate separate policy statements cross referenced to this policy.

The LEA outline their overall responsibilities and that of others in the County Policy and the Health and Safety Management Pack.

“The ultimate responsibility for health and safety in each establishment rests with the employer. A local education authority may need to delegate some of its functions under the Health and Safety at Work Act to headteachers, but the duty to comply with statutory requirements cannot be delegated.”
(NAHT June 2001)

The following School Policy for Health and Safety needs to be considered in conjunction with LEA Policy. The roles and responsibilities for Health and Safety set out in Part 2 are drawn from the LEA guidelines.

The specific allocation of duties for Health and Safety matters within the school are contained later in this document.

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Palmerston Primary School

Health and Safety Policy

2. Executive Summary

Palmerston Primary School is county mixed day school in the suburb of Palmerston, Barry in the Vale of Glamorgan. The Vale of Glamorgan general statement of Health and Safety Policy is published in their Education Handbook and Website. The Governing Body has accepted this as a standard of good practice.

The school is committed to maintaining a high standard of health and safety across all the functions of the school and has therefore produced this document to work alongside the current documents produced by the Health and Safety Department at the Vale of Glamorgan.

The focus of this commitment is a written Health and Safety Policy relating to all functions. Mr Mark Middlemiss - Headteacher / Health and Safety Representative & Mrs Katy Edwards – Deputy Head / Deputy Health and Safety Representative coordinate health and safety activities for the school, and a list of procedures that relate to the Policies developed by the School and the Health and Safety Department is attached as an appendix, to help the staff understand their roles and responsibilities in any circumstances that relates to the policies.

The policy has three parts:

Part 1 General Statement of Health and Safety Policy

This statement summarises Palmerston Primary School's commitment to health and safety and will be communicated to all employees, staff, pupils, parents, contractors and visitors.

Part 2 Organisation

This part illustrates how the organisation is arranged to deliver the commitment within the General Statement and the responsibilities allocated to key personnel.

Part 3 Arrangements

This part is concerned with the systems and procedures that Palmerston Primary School has in place to maintain the health, safety and welfare of employees, pupils, contractors, visitors and others. There are a substantial number of systems and procedures in place and a summary of existing arrangements is included within this document.

The detailed procedures are stored electronically. The Headteacher holds a hard copy of the Health and Safety Manual, and there is also a copy in the main reception office of the school.

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Part 1 General Statement of Health and Safety Policy

Palmerston Primary School attaches the greatest importance to the health, safety and welfare at work of all our employees, pupils, contractors, visitors, parents and anyone else who may be affected by the functions of school.

Palmerston Primary School accepts its responsibility as far as it is possible and appropriate to manage risk and prevent injuries, work related ill health and damage to the environment and will ensure that its premises, plant and equipment are safe and adequately maintained. Sufficient resources are available to ensure this.

Every effort will be made to comply with all current legislation, regulations and codes of practice concerning health, safety and welfare issues and achieve active cooperation of all employees and other under our control.

Palmerston Primary School expects all employees, pupils, parents, visitors and contractors to comply with their legal responsibility to cooperate with the management on health and safety and welfare issues and to work in such a way that accidents to themselves and others are avoided.

Palmerston Primary School will arrange safety training, protective clothing and equipment and keep under review all its safety issues.

All employees, pupil, parents, visitors, contractors and consultants employed by, studying at, working at Palmerston Primary School in a capacity shall organise themselves with and adhere to the responsibilities and procedures set out in this Health and Safety Policy.

Signed:

Signed:

.....
Miss Sarah Cason
Acting Headteacher
Palmerston Primary School

.....
Mrs Emma Ryles
Chair of Governors
Palmerston Primary School

March 2022

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Part 2 Organisation

Palmerston Primary School is an LEA School in the suburb of Palmerston providing education for 3 to 11 year olds in the catchment area and beyond. The school is also a Resource Base for pupils who have physical and / or complex needs including medical conditions. The school has a typical management structure and Senior Management Team (SMT). It also has SEN / ALN personnel that are employed by the LEA, with line management delegated to the School SMT.

To ensure that health and safety matters are controlled and coordinated, Palmerston Primary School has key personnel to oversee and manage the day-to-day aspects of health and safety.

1. Overall Responsibility – Miss Sarah Cason / Palmerston Primary School

Note: The Local Authority have the ultimate responsibility for Health and Safety in Schools, but they expect schools to have sound policies and procedures in place.

The overall responsibility for health, safety and welfare issues is vested with the Headteacher, with support from the LEA Health & Safety Department, advisers and the Governing Body.

2. Operational Responsibility

The Health & Safety Representatives, execute responsibilities through the SMT, Staff and Governors at Palmerston Primary School.

The duties of the Health & Safety Representative are:-

- 2.1 To pursue the safety objectives as described in the General Statement of Health and Safety.
- 2.2 To liaise with the LEA Health & Safety Department and outside consultants to seek advice on all health and safety matters and act on it as appropriate.
- 2.3 To communicate the Health and Safety Policy to all employees, pupils, parents, visitors, and main contractors.
- 2.4 To maintain an appropriate system of risk assessment and inspection sufficient to provide a safe working environment.
- 2.5 To ensure employees, pupils, parents, visitors, and contractors have sufficient information, instruction, training and supervision to conduct their work activities in a safe manner within the school and its grounds.
- 2.6 To be available to any employee, pupil, parent, visitor, and contractor to discuss and seek to resolve health and safety issues that may arise.

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- 2.7 To report to the Headteacher / SMT and Governors those instances where insufficient resources or authority are available to reduce health and safety risks to an acceptable level.
- 2.8 To set up and maintain a system for collating health and safety information to aid analysis of health and safety performance and continuous improvement of the policy.
- 2.9 To keep an updated list of local contacts to facilitate the implementation of the policy across all aspects of the school.
- 2.10 To receive written reports from local contacts and respond in writing to the issues raised within a reasonable time.
- 2.11 To ensure that all vehicles and equipment are subject to a health and safety inspections within their required timeframes and those records of such inspections are held and stored centrally and securely, where required.
- 2.12 To ensure that materials and equipment purchased for use within the school and its grounds are safe and without risks to health when properly used.
- 2.13 To ensure that the circumstances of all accidents and incidents are appropriately investigated and recorded and that all reasonable steps are taken to reduce the likelihood of, or prevent recurrence.
- 2.14 To ensure that all visitors and contractors are made aware of any hazards on site and when and where such work activities may affect those in occupation.
- 2.15 To ensure that all contractors that work at Palmerston Primary School are competent, comply with relevant health and safety legislation and the Palmerston Primary School Health and Safety Policy.

2.20 Organisation - Explicit statement of individuals' responsibilities for Health and Safety

The Health and Safety Policy makes an explicit statement of individuals' responsibilities for Health and Safety. No one should be in any doubt about what they are responsible for. EVERY member of the staff has Health and Safety responsibilities. All staff should be aware of these in this policy.

2.21 Governing Body

In county and controlled schools the Governing Body, with the Headteacher, is responsible for:-

- monitoring Health and Safety standards within the school
- consideration of inspection reports
- prioritising actions where resources are required

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- ensuring actions are taken
- producing an annual report on Health and Safety
- ratifying the School Health and Safety Policy

In schools with delegated budgets, if a Governing Body fails to carry out essential work for which it is responsible to ensure the Health and Safety of its staff, pupils and other people using the site, the LEA, after consultation with the Headteacher, can carry out essential work and charge it to that school's budget.

To support Governing Bodies with their Health and Safety functions, a system of Health and Safety Governors has been established. Each Governing Body should nominate one Governor to act as a Health and Safety Governor. This Governor will not be any more responsible for Health and Safety within the school than any other Governor. They will have no personal decision-making powers in relation to Health and Safety. However, they will:

- take a special interest in Health and Safety, checking that the Governing Body is meeting its objectives, and pointing out the Health and Safety implications of other actions under consideration
- support the Headteacher/Health and Safety Representative, as well as other members of staff, in the strategic management of Health and Safety provide a contact point for information, support, training and guidance from the LEA

2.22 Headteacher

The implementation of this policy on a day-to-day basis will be the responsibility of the Headteacher:-

- producing and reviewing a school Health and Safety Policy
- developing and maintaining safe working practices and procedures within the school
- ensuring that risk assessments for all activities within the school are carried out by a competent person, and that action is taken
- ensuring regular inspections and investigations are carried out
- submitting inspection reports to the Governing Body and/or LEA
- taking action as required
- passing Health and Safety information to relevant members of staff
- identifying staff training needs and ensuring that they are fulfilled
- liaising with the Governing Body and the LEA on matters relating to Health and Safety
- informing the Governing Body of actions required to comply with Health and Safety legislation
- supporting the Governing Body in monitoring Health and Safety performance within the school

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- co-operating with and providing necessary facilities for Trade Union safety representatives
- ensuring that contractors working on site have appropriate Health and Safety policies and procedures in operation
- following LEA guidelines on Health and Safety

2.23 Health and Safety Representatives / Senior Management Team

The Health and Safety Representatives / Senior Management Team should have the following main functions relating to Health and Safety:-

- serve as a Health and Safety Committee
- day-to-day management of Health and Safety in accordance with LEA and School Policy
- establishing and reviewing Health and Safety Policies and Procedures
- carrying out regular audits, reviews, inspections and communicating the results to the Headteacher and others as appropriate eg LEA, Unions
- ensuring action is taken
- arranging staff training and information
- co-operating with the risk assessment process

2.24 Caretaker / Site Superintendent – Mr Mike Williams

Mr Mike Williams (Caretaker) will monitor and maintain health and safety standards within the school and will report matters outside his control to the Mr Mark Middlemiss - Headteacher / Health & Safety Representative.

2.25 All Staff

All Staff are expected to carry out the following basic functions:-

- day-to-day management of Health and Safety in accordance with the LEA and School Policy
- checking classrooms/work areas are safe
- ensuring that equipment is safe before use
- ensuring safe procedures are followed
- ensuring protective equipment is used when appropriate
- bringing problems to the relevant manager's attention
- co-operating with the risk assessment process

Teachers, Learning Support Assistants, new staff, students on placement, volunteers and temporary/supply teachers are given guidance according to their role and will be expected to contribute to the above functions.

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2.26 Employee / Pupil Responsibilities

- All employees / pupils must comply with their duty to take care of themselves and others who may be affected by their work or activities.
- All employees / pupils must cooperate with the employer on health and safety matters.
- No employee / pupil shall intentionally interfere with or misuse anything provided in the interests of health and safety (e.g. fire alarms, extinguishers, first aid boxes and machine guards).
- All employees / pupils must follow advice and training on health and safety matters provided by the employer and act on findings of risk assessments.
- Employees / pupils shall ensure that all plant, equipment and substances used at work are used in a manner, which will not adversely affect their health and safety or that of others.

2.27 Pupils and others who use/serve the school (inc. adults)

Pupils and others who use the school are expected, according to their experience, maturity and understanding, to:-

- exercise personal responsibility for the safety of themselves and those around them
- observe the Health and Safety policies and procedures of the school as well as instructions given by school staff
- to use and not wilfully misuse, neglect or interfere with equipment provided for their safety

Pupils/Users and where relevant parents/carers should be made aware of these expectations.

2.28 Other people and Licensees on site

- Any other adults who come on site should be aware and observe the school's Health and Safety Policy and the school should be satisfied that they operate within any policy they are subject too with regard to Health and Safety. Such people may include support services personnel, contractors, refuse collectors etc.
- Any private or public organisation renting accommodation from Palmerston Primary School will be responsible for identifying and notifying health and safety concerns to the Health and Safety Representative within a reasonable timeframe. These concerns will be documented and acted upon immediately.

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- Such organisations will cooperate fully with Palmerston Primary School in improving health and safety standards.
- Any organisation permanently located on Palmerston Primary School premises shall provide evidence of an existing Health and Safety Policy and cooperate with Palmerston Primary School on health and safety matters.

2.29 Personnel with particular responsibilities for Health and Safety

Summary

Overall and final responsibility for Health and Safety at Palmerston Primary School is that of the Headteacher and the Chair of the Governing Body.

The Deputy Headteacher will assume responsibility in the absence of the Headteacher.

There is a nominated member of staff who acts as Health and Safety Representative and has special responsibilities for co-ordinating risk assessments, audits, monitoring and evaluation. The co-ordinator is fully instructed in the duties imposed upon the role with the understanding that training may become necessary in the future should circumstances arise which may warrant such expertise.

The Headteacher, Health and Safety Representative and SMT/ Health and Safety Committee will delegate certain risk assessments to appropriate personnel
eg. Teachers organising trips conduct specific risk assessments,
Caretaker/Site Superintendent carries out certain site and building risks assessments / physical health and safety checks / audits and reviews / carry out actions as appropriate

Where any member of the staff notices a Health and Safety problem which they cannot put right straight away, they must immediately remove pupils from the area and report to the Headteacher / Deputy Headteacher /Caretaker. NB. Protocol must never be a factor in seeking redress of a dangerous situation.

Emergency Services, Fire, Ambulance may be called out without reference to any higher authority. The only criticism which can be made is if such necessary service is NOT called out.

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Personnel with particular responsibilities for Health and Safety

Chair of Governor – Mrs Emma Ryles

Headteacher – Miss Sarah Cason

Deputy Headteacher – Miss Trac Merriott

Health and Safety Representative – Miss Sarah Cason*

Health and Safety Committee/ SMT – Miss Sarah Cason
Miss Tracy Merriott
Mr Michael Williams

Caretaker / Site Superintendent – Mr Michael Williams

Nominated Health and Safety Governor – Mrs Helen Jenkins
Safeguarding/Child Protection Co-ordinator – Mrs Nicola Herbert

First Aiders – Miss Tanya Fiddler – First Aid in the Work Place (to be updated)
Mrs Karen Morgan - First Aid in the Work Place (to be updated)
Mrs Karon Breed - First Aid in the Work Place (to be updated)

Cleaner in Charge – Mrs Kim Dawson (County Cleaning Services)
All cleaners are instructed to report any Health and Safety issues.
They are all subject to LEA/ School Services H&S Policies

2.30 Consultation

Palmerston Primary School does not have trade union appointed Safety Representatives, however, consultation in event that such entities are appointed in the future, Palmerston Primary School will comply with its legal duties.

The management structure within Palmerston Primary School lends itself to direct employee consultation on health and safety matters. Employees may raise health and safety issues with the Health and Safety Representative / Headteacher at any time. Such issues will always be treated seriously and a response will be provided to the employee within a reasonable period of time.

2.31 Communication of Health and Safety Information

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Palmerston Primary School will employ a number of different means of circulating relevant information to employees, pupils, local contacts and contractors. These will include briefings, direct communication, use of the school website and internal networks, Health and safety meetings and regular memo's.

2.32 Sources of Information

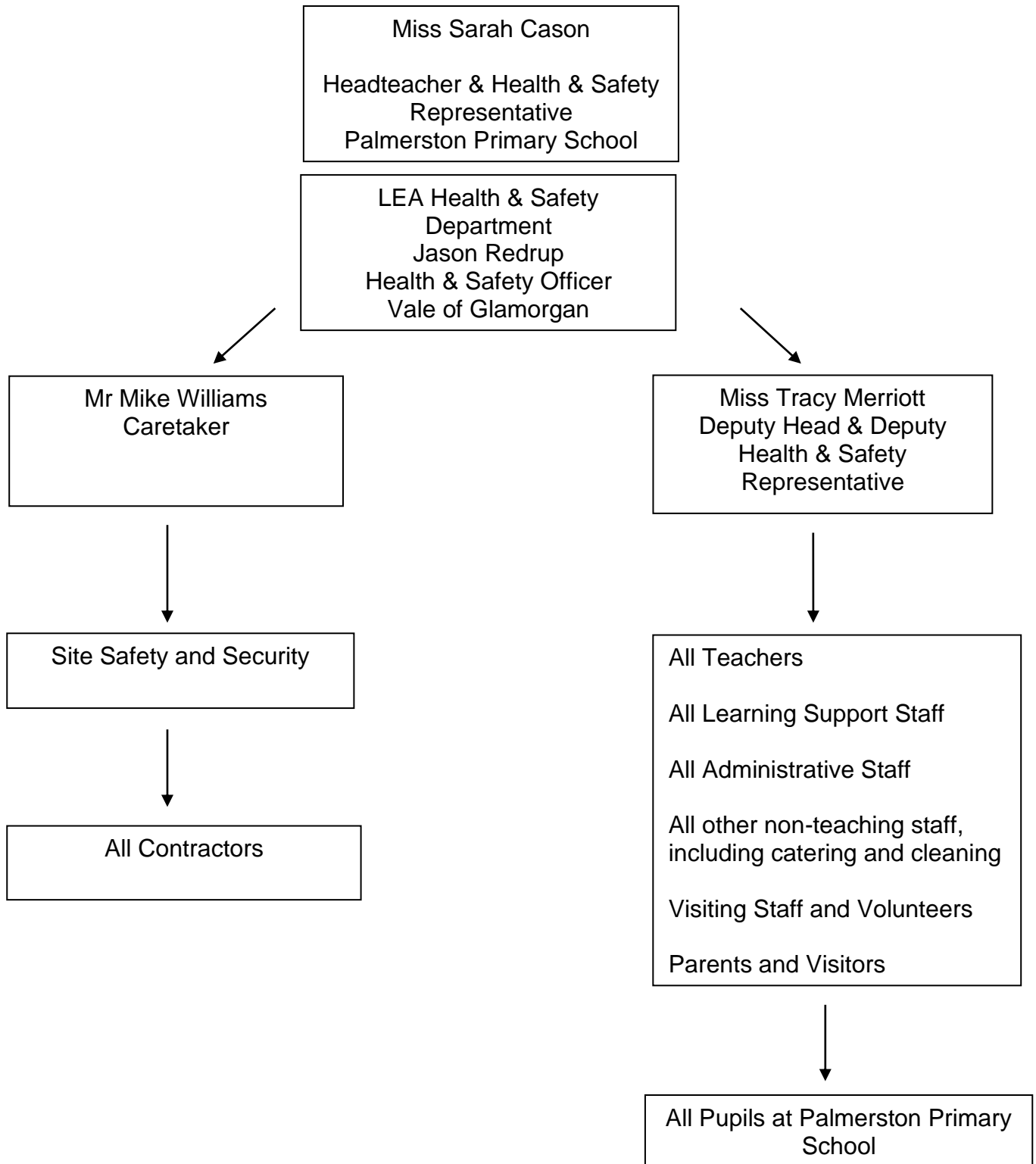
To ensure that Palmerston Primary School remains well informed on health and safety matters, it is vital to maintain contacts and links with the LEA Health and Safety Department, HSE Guidance and other advisers that can be called upon for assistance and advice, to supplement in-house skills and competence.

The following organisations provide assistance:

- Vale of Glamorgan Council
Health and Safety Department
Contact: Sue Williams Manual Handling Trainer / Health & Safety Officer
Holm View Leisure Centre
Skomer Road,
Barry CF62 9DA
Tel: 01446 709862 Mob: 07976652966
Email: skwilliams@valeofglamorgan.gov.uk
- The Health and Safety Executive (HSE) (Wales Region)
Government Buildings,
Phase1, Ty Glas,
Llanishen
Cardiff
CF14 5SH
Web: www.hse.gov.uk
- The Environment Agency
Tel: 01454 624400
Web: www.environment-agency.gov.uk
- Health Development Advice
Web: www.hda-online.org.uk

Organisation Chart

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Part 3 Arrangements

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3.0 Systems and Procedures

Detailed health and safety systems and procedures are stored electronically and on the school's internal network. Hard copies are held by Miss Sarah Cason - Headteacher / Health and Safety Representative and the Main Reception Office. Additionally a table summarising the existing procedures is provided in Appendix 2. Compliance charts are held by Mr Williams – Caretaker. A blank is attached as Appendix 3.

3.1 Health and Safety Procedures are listed & detailed in the Appendices or as separated documents as appropriate.

3.2 Risk Assessments that have informed the procedures are held in a separate folder.

3.3 Contractors Details are filed separately

3.4 Monitoring Health and Safety

There are basically two forms of Monitoring Health and Safety.

3.4a Active monitoring 3.4b Reactive monitoring

Ref. Health and Safety Management Pack

3.4a Active Monitoring

Routine, effective active monitoring will hopefully avoid things going wrong.

There is a process of ongoing monitoring, audits, inspections (internal and external) reviews and evaluations.

There is an annual self-audit which covers most aspects of Health and Safety led by the Headteacher /Health and Safety Co-ordinator and LEA Health and Safety Officer.

There is an ongoing process of monitoring and checking for a wide range of aspects.

The personnel, nature and regularity depends on the issue.

Outcomes from all audits are considered and the appropriate actions planned and carried out including policy and procedural changes if required.

3.4b Reactive Monitoring

Some accidents are avoidable in schools. Risk assessment and active monitoring cannot eliminate accidents, although they can lead to significant reductions.

When accidents do occur or where there have been near-misses which have led to actual or potential harm it is important to learn from them to reduce the chances of repetition.

Therefore incidents should be investigated thoroughly taking into account the **immediate** causes and **underlying** causes that may have existed.

Any shortcomings that may be found should not focus on individual blame but on what processes and actions should be taken to limit /eliminate risk.



There is a set of revised accident forms for pupils, staff and members of the public which cover risk assessment and follow-up to accidents.

Ref. Health and Safety Management Pack for further guidance.
Outcomes should be reported according to need, taking into account the need to provide appropriate feedback and to plan future actions.
(including reporting to parents, staff, pupils, governors, LEA as appropriate)

There are also benefits to the analysis of accident statistics and/or sickness/health records to establish general trends which could lead to actions to limit or avoid occurrences.

Ref. Health and Safety Management Pack

3.5 Audit and Review

These arrangements will be reviewed annually by the Health and Safety Representative or sooner if there is a significant change to the working environment. Where appropriate, the Health and Safety Representative will submit recommendations on changes and updates to the SMT and then Governing Body for consideration.

Those responsible for particular aspects of Health and Safety will utilise some of the audit formats enclosed in the Health and Safety Management Pack. Other formats will be used which are in line with other inspectoral bodies and others are used which have been devised for our purposes.

Ref. Health and Safety Management Pack

4.0 Contact Names and Numbers / Information

Fire, Ambulance, Police		999
Police – Barry Police Station		01446 734451
Gas Emergency		0800 111 999
Electricity Emergency		0800 0568090
Water Emergency		0800 111 999
Schools Services – Property	ALPS	02920 673000
LEA - Civic Offices, Barry		01446 700111
Health and Safety Executive		01446 700111

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Appendix 1

List of Procedures and / Risk Assessments

No	Title	
	Accident / Incident / Disease Reporting on school premises on school trips / function or away from school premises	
	After School Clubs & Out Of Hours Clubs	
	Asbestos Management	
	Body Fluid Spillages	
	Bulbs & Filter – multi-media projectors	
	Classrooms & Curriculum Areas	
	Communicable Diseases	
	Cookers and Microwaves	
	Contractors	
	COSHH – Hazardous Substances	
	Critical Incidents	
	Dance	
	Display Screen Equipment	
	Doors	
	Educational Visits - General Procedures - Generic RA All Aspects - Trips RA, Travel RA, Tour Op RA	
	Electrical Safety – PAT Testing etc.	
	Emergency Evacuation Procedures	
	Equipment Management, Storage and Use	
	Fire Prevention Fire Safety – Prevention Notice Fire Safety and Evacuation	
	Fire Safety / Evacuation – Disabled Pupils PEEPS	
	Food Hygiene	
	First Aid Arrangements on site	
	First Aid Arrangements off site	
	Games	
	Gas. Electric, Water – Cut Offs / Checks	
	Glass and Glazing	
	Grounds Maintenance PPS & CW	
	Gymnastics	
	Handling Sports Apparatus & Equipment	
	Hazardous Substances	
	Heating and Ventilation	
	Hire of School Premises	
	HIV Aids & Blood Infections	
	Indoor Play inc School Hall	
	Infant and Nursery Play Equipment	
	Induction	

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	Inspection, Compliance & Monitoring	
	Legionella	
	Lone Working	
	Manual Handling including Items & Children with additional needs	
	Medical Conditions / Administration of Medication	
	Monitoring of Health and Safety	
	New and Expectant Mothers	
	Non-Smoking Policy	
	Outdoor Play & Playground Safety	
	Personal Protective Equipment / Clothing	
	PE Equipment – See Indoor /Outdoor Play / Manual Handling / Using PE Mats	
	Physical Intervention	
	Premises, Site Management & Cleaning	
	Risk Assessments	
	Safeguarding / Child Protection	
	School Hall as a Dining Room	
	Science & Design Technology etc - Testing Models - Using Batteries - Using Sharp Edged Tools - Joining Materials - Using Glue Guns	
	Security – Site Risks & Procedures	
	Sharps & Needles	
	Signs and Notices	
	Slips, Trips & Falls	
	Snow and Ice Clearance See VOG School Closure Procedures	
	Stress Management – Ref Policy Plus	
	Sun Safety	
	Traffic Management - Home / School Transport - Vehicle / Pedestrian Separation	
	Training and Competence	
	Using Indoor PE Mats	
	Violence at Work - On Staff by Adults - On Staff by Children	
	Work Experience	
	Work Related Ill Health	
	Working at Height – Steps & Ladders	
	Work Sites - Safety of Children	
	Additional Policies	
	Health & Safety Committees & Meetings	
	Compliance and Health & Safety Inspections	
	Regular Maintenance Checks	



CPD

CPD will be provided to support the needs of the school and individuals. Staff should receive suitable Health and Safety training and advice, as appropriate to their role.

Extra-curricular and out of school opportunities

Our extra-curricular provision allows our pupils to broaden their experiences. We participate in many initiatives and have a strong Schools Council that provides a forum for pupils to express their views and feedback to governors. The extra-curricular provision supports the More Able and Talented agenda and allows children with specific interests to pursue them further. All activities must consider possible risks and make the necessary arrangements to eliminate or reduce risks.

Leadership and Management roles and responsibilities

The first point of contact for this area is the Headteacher and Staff, then the Chair of the Governing Body. There is a link governor with responsibility for this area of learning. The Governor monitors the provision within the curriculum.

Equal Opportunities

All work on Health and Safety supports the school's equal opportunities policies and practices.

Health and Safety Requirements

We adhere to the requirements and recommendations of the LEA's and School's Health and Safety Policies. Parental permission is sought for all work off site. Risk Assessments are carried out as required in all subject areas. Where required, advice is taken from outside agencies.

This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.

Signed:

Date: March 2022 but subject continuous monitoring and evaluation



Appendices

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