



**YSGOL CARREG  
HIRFAEN HEALTH  
& SAFETY POLICY**

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## **Introduction**

1. It is Ysgol Carreg Hirfaen's policy to comply with the requirements of the Health and Safety at Work etc. Act 1974 and with all its Statutory Provisions, subject only to the exceptions and qualifications provided in the legislation or as arranged by the Local Education Authority. Similarly, it is Carreg Hirfaen's policy to comply with the Local Education Authority Health and Safety at work directives and instructions, as amplified and modified where appropriate.
2. The Health and Safety at Work etc. Act 1974 is wide ranging and in particular:
  - a) Covers all persons at work whether employers, employees, or self-employed, with the exception of domestic workers in private employment.
  - b) Imposes a general duty of care on most people associated with work activities. It includes both the protection of people at work and the prevention of risks to the health and safety of the general public which may arise from work activities.
  - c) Is concerned with people and their activities as well as with premises and processes.
  - d) Provides a framework for better self regulation of health and safety matters requiring employers to set out written statements of their health and safety policy and regulation, to consult representatives of their employees and if requested by safety representatives nominated by trade unions, to set up safety committees. It also requires the provision of adequate training, instruction and supervision.
3. The Statement of General policy and organisation for implementing the policy made by the head sets out the current policy to enable the school to comply with the requirements of legislation.
4. Following discussion of the matter with the Governing Body, Mrs Georgina Cornock-Evans has been appointed as the Governor with responsibility for Health and Safety.



### **Structure of the Policy.**

- A. Statement of General Policy.
- B. Organisation for implementing the Policy.
- C. Monitoring the effect of the Policy.

### **A. Statement of General Policy.**

The responsible body for schools with a delegated budget is the Local Education Authority. The Local Education Authority, as the employer, has the responsibility of ensuring that the Safety Policy of the school is adequate; is effectively managed; that its performance is monitored and that any necessary amendments are made.

### **B. Organisation for Implementing the Policy.**

The head will be safety representative of the school and will liaise closely with the employer on matters concerning health and safety. He will also be aware of the Authority's Health and Safety Policy.

However, all staff have a duty while at work:

- a) "to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions of work;" and
- b) "as regards duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary, to enable that duty or requirement to be performed or complied with" [*Section 7 of the Health and Safety at Work Act 1974*].

All staff should report any hazard to the head or deputy who will ascertain the extent of the risk and decide upon any remedial action, whether in his capacity as executive to rectify the hazard himself, or to pass on information to the Local Education Authority for them to undertake their statutory duties. In the interim period, the member of staff reporting the incident will, as soon as is practicable and in consultation with the head or deputy, take action to make the area safe for other employees, pupils and visitors.

The primary objective of this policy is to ensure that the school is a safe place for both pupils and staff and consequently its intention is to inform all staff of the ways and means by which the school and Governing Body intends to meet the various requirements of legislation.



All staff are aware of the following:

1. In case of an accident to a pupil, basic First Aid is administered by the member of staff on duty at the time. The First Aid box is situated in the office and contains a selection of dressings and creams. It is the duty of the head to ensure that the First Aid box is kept adequately stocked. Upon administration of treatment, soiled cotton wool etc are disposed of hygienically. Staff are aware of the need for protective gloves during the administration of treatment to any wounds and a supply is kept in the First Aid cupboard. All staff are trained in basic First Aid and hold a St. John Ambulance Certificate.

If the accident is, however, of a more serious nature, requiring hospital attention, then every effort will be made to contact the parents or relatives. If this proves unsuccessful, then a member of staff will accompany the child to hospital. Details of all accidents are inserted into the accident book.

1. No person (pupil, staff or visitor) is allowed to run in the corridors and notices to this effect are posted throughout the school. Pupils are reminded of the rule during morning assembly.
2. Children are made aware of the need for safety during P.E. lessons and are aware of certain restricted areas. No pupil is allowed into the hall for P.E. or Games without a teacher being present.
3. It is responsibility of the parents to ensure that no dangerous objects are brought into school by the children.
4. All out of school excursions are Risk Assessed and details sent to Carmarthenshire LEA.
5. Swimming lessons – Please refer to HSE Document (HSG179) Managing health and safety in swimming pools.
6. Regarding work carried out by Local Authority personnel or by contractors, the organisation and arrangements for controlling such activities may be detailed in codes of safe working practice for the Local Authority Service Department. The head or senior teacher will liaise with the Service Department or contractor to ensure that any necessary arrangements are made for segregating pupils from maintenance work activities.
7. In the event of a fire the fire alarm will sound and upon hearing this each member of staff is to ensure that their class vacates the building in as prompt manner as possible and convenes at the designated



### *Ysgol Carreg Hirfaen Health & Safety Policy*

muster point, where a roll call will ensue. The head will ensure that all persons have been evacuated and will have, in the interim period, notified the Fire Service. Regular fire drills are undertaken and details of evacuation times are recorded in the Fire Precaution Log Book.

In the case of a bomb threat, a similar procedure will be undertaken, but children will convene at the muster point situated at the bottom of the road.

8. Flammable materials are stored in an exterior store and non-flammable items such as metal ladders are housed in the caretaker store room. Cleaning products are kept in a locked store cupboard, to which the children do not have access.
9. Annual checks are undertaken on all electrical equipment and a certificate of their condition is issued by the inspecting electrician. Records of dates of inspections are situated in the Health and Safety file.
10. There are staff parking facilities at the rear of the school and parents are made aware that these are out of bounds, thereby limiting the amount of traffic on school premises, especially at the beginning and end of the school day.
11. The staff handbook states that staff do not administer medicines, however, as the school is acting "in loco parentis", if the request is a reasonable one, **prescribed** medicines will be administered due to the fact that some children attend school, upon medical advice, whilst still needing medication. The class teacher will supervise the safe keeping and administration of medicines and will keep a written record of the time and date of administration.

### **Responsibilities for Health and Safety.**

The Head / Local Education Authority has responsibility for the health and safety of personnel employed in or attached to the school, including pupils, temporary employees, visitors and personnel undergoing works experience and teacher training; they also have Health and Safety responsibilities towards contractor's personnel working in these areas and for ensuring the contractors' activities are monitored and do not jeopardise the health and safety of others. In particular the head must ensure that:

- a) Potential and real hazards are identified, assessed and immediately eliminated or where this is not reasonably practicable, appropriate safeguards introduced.



### *Ysgol Carreg Hirfaen Health & Safety Policy*

- b) Mandatory health and safety information notices, warning notices and instructions are clearly displayed.
- c) All personnel are aware of the safety precautions to be taken when performing their duties.
- d) Adequate supplies of the correct protective clothing and equipment are available where needed and that effective arrangements exist to maintain them in accordance with authorised procedure.
- e) Appropriate emergency equipment / supplies are readily available and personnel are trained in their use.
- f) Personnel are thoroughly briefed on emergency procedures and these are periodically exercised and updated as necessary.
- g) Proper liaison with contractors exists on health and safety matters and information hazards and risks exchanged.
- h) Procedures for ensuring the safety of visitors exists.
- i) Accident reporting and investigation procedures are properly applied.
- j) Appropriate supervision, information, instruction and training is available for tasks.

#### **Visitors Health and Safety.**

The Head has responsibility for the health and safety of visitors to Ysgol Carreg Hirfaen. Visitors are requested to sign the Visitors Book and wear a Visitors Tag whilst in and around the building. Staff are aware that it is their duty to establish the legitimacy of any visitor not wearing a tag and that they should be directed to the reception area to book in.

As visitors they will be given the following information:

- 1) Under the Health and Safety at Work Act 1974 we are obliged to take all reasonably practicable measures to ensure that visitors come to no harm whilst at Ysgol Carreg Hirfaen.
- 2) As a visitor, you also have health and safety responsibilities, in particular you are requested to:
  - a) Take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions.
  - b) Co-operate with others so far as is necessary to enable them to comply with any health and safety requirements.
  - c) Refrain from interfering with any health and safety safeguards and comply with all relevant notices.
  - d) If, during your visit, you see what you believe to be a hazard, please report it immediately to the head.



### **Risk Assessment and Monitoring the Effect of the Policy.**

The Management of Health and Safety at Work Regulations 1992 require to which all employees are exposed whilst at work. In addition the risks to the health and safety of pupils and persons who are not employees that arise out of, or in connection with, the conduct of work activities or other factors are also to be assessed. Significant findings of Risk Assessments will be put in writing and will include:

- a) The significant hazards identified.
- b) The existing control measures in place and the extent to which they control the risks.
- c) The personnel who may be affected, including any groups who are especially at risk.

Definitions of hazards and risks are:

- a) Hazard: A hazard is something with the potential to cause harm.
- b) Risk: Risk expresses the likelihood that the harm from a particular hazard is realised.

The degree or extent of a risk reflects both the likelihood that harm will occur and it's severity.

Risk Assessment are undertaken by the designated, qualified member of staff on behalf of the Head or by the Headteacher himself and are filed with the Health and Safety policy.

The procedure itself will comprise of identification of process /areas /facilities/ activities for assessment, an assessment format and a recording system.

Following the initial assessment, full risk re-assessments will be undertaken every two years to ensure continuity of compliance with legislation. Interim assessments will be required whenever changes occur, such as new equipment, new or changed procedures, layout changes, legislation changes, etc. They may also be required in the light of accidents, near misses or defects in equipment or apparatus.