

<b>G1 Emergency Procedure and Planning</b>
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## **PENARTH LEARNING COMMUNITY**

### **HEALTH AND SAFETY POLICY**

This Health and Safety Policy of the Penarth Learning Community is a supplement to the Health and Safety Policy of the Vale of Glamorgan Council. Further advice and guidance can be found on the Vale of Glamorgan Council's Corporate Health and Safety staff net pages and the HSE website.

#### **Statement of Intent**

The purpose of the Health and Safety Policy is to provide a framework which will ensure that all pupils, staff, governors, visitors and external users of the Penarth Learning Community are able to undertake all activities safely and in accordance with relevant legislation. The Policy specifically seeks to address the following matters:

- To provide adequate control of the health and safety risks arising from the schools activities.
- To consult with all pupils, staff and other users on matters affecting their health and safety.
- To provide and maintain a safe place of work.
- To ensure safe handling and use of substances.
- To provide adequate information and instruction in relation to safety to all PLC users.
- To ensure adequate supervision of all PLC users.
- To ensure all pupils, staff, governors and contractors are competent to undertake their tasks and, where necessary, to provide them with adequate training.
- To prevent accidents and cases of work related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- To update the policy in line with legal advice received and with advice received from the relevant local authority.
- To ensure that those who are not directly involved in the activities of PLC are not adversely affected by such activities.
- To ensure all users of PLC do not knowingly put themselves or any one else at risk.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Head teacher)

\_\_\_\_\_  
(Head teacher)

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Chair of Governors)

(Chair of Governors)

Date:

### **Introduction**

This document reflects the values and philosophy of Penarth Learning Community in relation to Health and Safety. The policy is intended to provide and maintain safe and healthy working conditions for all stakeholders (pupils, staff, Governors, visitors and external users) of Penarth Learning Community and to provide information, training and supervision for this purpose.

- The management of Penarth Learning Community also accept its responsibility for the health and safety of other people who may be affected by its activities.
- The Policy deals with the allocation of duties for safety matters and the arrangements, which will be made to implement the policy.
- The Policy will be reviewed and amended as necessary, in particular following changes in personnel, procedures and legislation.

### **Organisational Responsibilities All employees**

#### **All employees have a responsibility to:**

- Take reasonable care of themselves and of other people who might be affected by their actions,
- To co-operate with Penarth Learning Community and the Local Authority to enable them to fulfill their legal duties.

### **Head Teachers**

The Head Teachers of St Cyres Comprehensive School and Ysgol y Deri acknowledge that they are jointly responsible for the general Health and Safety Management of Penarth Learning Community. This responsibility includes ensuring that all staff are aware of the health and safety regulations and procedures which apply to them.

#### **The Head Teachers have a responsibility:**

- To ensure their own health and safety as well as the health and safety of all pupils, staff, visitors, external users, contractors and anybody else who might be affected by the schools activities.
- To ensure that suitable and sufficient risk assessments are carried out on all significant risks in relation to the schools activities and ensure they are reviewed on a regular basis.
- To ensure that all relevant health and safety information and training is disseminated to the relevant parties i.e. staff, visitors and all other users.
- To ensure health and safety is an agenda item at staff meetings.
- To ensure that there is adequate supervision of pupils.

- To ensure any contractors who work at the Schools provide a suitable and sufficient risk assessment/s, method statement/s for the work they will be undertaking and are adequately monitored whilst on site.
- To ensure that any contractors working on the site are shown the asbestos register and are made aware of any other significant risks prior to work being commenced.
- To ensure that all building works are undertaken in compliance with Construction, Design and Management (CDM) Regulations where applicable.
- To ensure there is an adequate provision of first aid for the Schools and that the provision is managed effectively based on a suitable and sufficient risk assessment.
- To ensure that the risk of fire is managed in line with the Fire Risk Assessment and supporting documents.
- To ensure that all relevant staff have Safeguarding/Child Protection training from the Head Teachers or Senior Leadership Teams.
- To ensure that DBS (CRB) checks are undertaken for all members of staff, volunteers and the child protection governor.
- To ensure that all risk assessments involving educational visits are in line with EVOLVE local authority guidance.

### **Governors**

#### **The Governing bodies of St Cyres Comprehensive School and Ysgol y Deri have a joint responsibility:**

- To ensure that the Penarth Learning Community Premises Committee effectively manages health and safety issues at the Schools.
- The Committee should meet once a term and should report back to the full governing bodies and Head Teachers in respect of matters of concern.
- Minutes of the meetings should be maintained and submitted to the governing bodies of the constituent schools.
- To ensure that the Premises Committee arrange a health and safety inspection of the schools (internal areas and school grounds) at least once a year,
- To ensure that the Premises Committee reviews the health and safety policy and presents it to the full governing bodies for approval at least once every 4 years. In the case of a proposed significant change to the policy then the matter should be considered by the full governing bodies as soon as possible.

### **Deputy Head Teachers**

#### **The Deputy Head Teachers have a responsibility:**

- To undertake the responsibilities of the Head Teachers in their absence.

## **Teaching and Support Staff holding positions of Additional Responsibility**

This includes members of the senior leadership teams, heads of department, heads of year and support staff managers.

### **Teaching and Support Staff holding positions of additional responsibility have a responsibility:**

- To apply the Health and Safety Policy within their own department or area of work and be directly responsible to the Head Teachers for the application of health and safety procedures and arrangements.
- To carry out regular health and safety risk assessments and inspections of the activities for which they are responsible.
- To ensure that all staff for whom they are responsible are familiar with health and safety procedures.
- To attempt to resolve health, safety and welfare issues referred to them by staff for whom they are responsible and to refer matters which cannot be satisfactorily resolved to the relevant manager or to the Head Teacher.
- To ensure that appropriate training in relation to health and safety matters is provided to staff for whom they are responsible.
- To ensure all accidents and dangerous occurrences are investigated appropriately.
- To include health and safety as an agenda item in departmental meetings.

## **Operations Manager**

### **The Operations Manager has a responsibility to:**

- Coordinate and manage the risk assessment process throughout the premises.
- Coordinate the termly general workplace monitoring inspections.
- Ensure that work equipment throughout the premises is periodically inspected and maintained.
- Ensure that records are maintained in relation to health and safety activities.
- Advise the Head Teachers of both constituent schools of situations or activities which are potentially hazardous to the health and safety of pupils, staff and visitors.
- Ensure that facilities management staff undertake their duties in a safe and healthy manner.
- Effectively manage all contractors when on site.
- Report to the Premises Committee of the Penarth Learning Community in relation to health and safety matters.

## **Teachers and Learning Support Assistants (LSA) All teachers and LSAs have a responsibility:**

- To report any health and safety concerns to the Head, Deputy Head Teacher or relevant manager.
- To ensure all significant risks are managed in the lesson through the lesson plan.
- To exercise effective supervision of pupils.
- To ensure that they and the pupils for whom they are responsible make use of personal protective equipment, and guards where it is appropriate to do so.
- To complete a suitable and sufficient risk assessment/s for school trips in line with the Local Authority Evolve process.
- To report and record any dangerous occurrences and accidents of pupils or staff to their manager and where appropriate to the Head Teacher or Deputy Head Teacher.
- To be aware of fire risk and to ensure that they and the pupils for whom they are responsible are familiar with the emergency evacuation procedure.

### **Pupils**

**All pupils have a responsibility** (commensurate with ability and aptitude):

- To exercise personal responsibility for the health and safety of themselves and others.
- To observe all health and safety rules of the schools and comply with relevant instructions.
- To use, not misuse, neglect or interfere with equipment provided for their health and safety.
- To follow instructions of staff during an emergency evacuation process.

### **Support, Ancillary and other Staff.**

**All support, ancillary and other staff have a responsibility:**

- To exercise personal responsibility for the health and safety of themselves and others.
- To comply with all health and safety rules of the schools.
- To report any concerns in relation to health and safety to their manager or to the Head Teacher / Deputy Head Teacher.
- To report any dangerous occurrence or accident to their manager.

### **School Administrators**

**The school administrators have a responsibility:**

- To ensure that all visitors sign the visitor's book on arrival and provide badges to all visitors,

- To manage all health and safety records which are stored in the administration office.

### **Premises Assistants**

#### **Premises Assistants have a responsibility:**

- To report any matters of concern in relation to health and safety to the Operations Manager.
- To ensure that all relevant activities undertaken have been subject to the risk assessment process.
- To ensure that any hazardous substances used in the course of their work are appropriately stored and that COSHH Assessments have been undertaken and are available for reference,
- To make use of appropriate access equipment (e.g. steps, trolleys for heavy lifting) when undertaking their duties,
- To ensure that all access equipment is appropriately tested prior to use.
- To assist in testing the fire alarm system on a weekly basis.
- To assist in testing the emergency lighting system on a monthly basis.
- To assist in the undertaking of a monthly and half termly school maintenance check and to report any concerns in relation to health and safety to the Operations Manager.

### **Lunchtime Supervisors**

#### **Lunchtime supervisors have a responsibility:**

- To adequately supervise pupils in their lunch breaks.
- To report and record all accidents/dangerous occurrences to the Head Teacher, Deputy Head Teacher or other member of the Senior Leadership Team.
- To report any health and safety concerns to the Head Teacher, Deputy Head Teacher or other member of the Senior Leadership Team.

### **Respite Centre Staff**

#### **Respite Centre staff have a responsibility:**

- To adequately supervise those for whom care is provided..
- To effectively assess the manual handling requirements of those to whom care is provided.
- To be aware of fire risk and of the emergency evacuation procedures.
- To report any concerns in relation to health and safety to the relevant manager.
- To report any accidents/dangerous occurrences to the relevant manager.

### **Visitors**

#### **All visitors to the premises have a responsibility:**

- To report to Reception upon arrival and to sign in.

- To ensure that they are accompanied by a member of staff.
- To comply with all relevant health and safety requirements.
- To be aware of emergency evacuation arrangements and to comply with instructions of staff in the case of such an evacuation.
- To sign out when leaving the premises.

### **Community/Out of Hours use**

**All persons making use of the premises for community and other use have a responsibility:**

- To comply with all conditions, policies and procedures which relate to health and safety matters.
- To follow instructions provided by staff in relation to the safe use of the premises.
- To familiarize themselves with emergency evacuation procedures and comply with them in the case of such an evacuation.
- To confine themselves to areas of the premises particularly allocated to the activity which they are undertaking.
- To advise premises staff of any concerns in relation to health and safety of themselves or others.

### **Arrangements for the Implementation of the Health and Safety Policy.**

#### **Induction and Training**

- All pupils, staff, governors, visitors and external users will be made aware of the Penarth Learning Community Health and Safety Policy and all relevant procedures including fire evacuation, first aid arrangements and the reporting of accident and incidents.
- All premises users will, so far as is reasonable and practicable, be made aware of relevant health and safety information and procedures. This will form part of an induction process.
- Health and Safety training will form part of general training and INSET training. This will include risk assessment and manual handling training. Such training will generally be delivered by the Health and Safety section of the Vale of Glamorgan Council.

#### **Risk Assessments and Procedures**

- Those managing the Penarth Learning Community will ensure that suitable and sufficient risk assessments with supporting procedures (where applicable) will be undertaken by key members of staff in relation to all significant risk at the premises.
- The risk assessments will be reviewed on a regular basis/as required.
- Risk assessments with supporting procedures (where applicable) for educational visits will be carried out in line with EVOLVE guidance. The schools Evolve coordinators will receive regular training from the Local

Authority in order to ensure that such risk assessments are completed in line with the policy.

- All those providing services at the premises will provide a suitable and sufficient risk assessment with support procedures in respect of all significant risks in relation to their activities to the relevant senior manager at the premises as required.
- Contractors will provide suitable and sufficient documentation as required (scheme of work, risk assessment, method statement, permit to work) in respect of all significant risks in relation to their activities at the premises. Such documentation will be considered by the relevant senior manager prior to any work commencing.

### **Reporting Accidents and incidents**

- All accidents, dangerous occurrences and significant incidents involving pupils, staff, governors, visitors, external users, contractors, other stakeholders and members of the public will be documented, an investigation undertaken and appropriate records maintained.
- All significant accidents, dangerous occurrences and incidents should be reported to the Corporate Occupational Health and Safety Team in the Vale of Glamorgan Council.
- Appropriate forms for accidents or incidents are available from each schools Administrator. Accident Form AC1 is used for serious injury and in relation to attendance at hospital. Minor injuries will be recorded in the appropriate log.
- Lunchtime supervisors should, if First Aid trained, complete accident forms or the minor injury log in relation to pupils involved in an accident during the lunchtime period if an injury has occurred. The main school First Aid book is retained at the Reception Desk of each school.
- First Aiders should complete the accident or minor injury book where applicable and advise the relevant manager.
- The Head Teacher or designated member of staff will ensure parents are informed of any accidents at school which have resulted in treatment.
- Where bumps or injury to the head occurs and depending on the condition of the pupil, parents/guardians will be informed of the incident. The parent/guardian may be asked to come to school and collect their child and seek medical attention. In the event of a serious incident an ambulance will be called.
- Certain categories of accidents, as specified in the Reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) are to be reported to the Health and Safety Executive (HSE). The Vale of Glamorgan Corporate Health and Safety Team may be contacted for advice and guidance in relation to this matter.



### ▪ **First Aid at Work**

- All appointed persons authorized to undertake First Aid will have received appropriate training and will hold a relevant qualification.
- The number of such persons so appointed will be based on a suitable and sufficient risk assessment.
- Regular refresher training should be undertaken by staff who have been so trained.
- A list of those authorized to perform First Aid and relevant contact details will be available throughout the premises and all staff will be made aware of those so authorized.
- In the case of an accident/incident taking place which requires the administering of First Aid, accident forms are to be completed by staff observing the incident and by the member of staff so administering.
- First Aid boxes are located throughout the school and a nominated member of staff will be responsible for checking and restocking the First Aid boxes.

### **Medicines**

- All staff authorized to administer medicine will be trained by a competent person and refresher training will be undertaken as necessary.
- Appropriate records will be maintained of medicines administered.
- No medicine is to be received by a member of staff from a pupil, parent or guardian unless the parent or guardian has completed appropriate documentation authorizing the medicine to be administered.
- Only medicines prescribed by a qualified medical practitioner may be administered. The medicine should be in the correct container with the dosage clearly stated.
- Medicines are to be safely stored in a lockable cupboard when not being administered. The medicine cupboard should only be accessed by authorized persons.

Further information in relation to the administration of medicine in schools is available in guidance issued by the Welsh Government: “**Supporting People with Medical Needs in Schools**” which can be accessed from the following link:

[http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical\\_Needs?lang=en](http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en)

### **Fire Safety**

A Fire Risk Assessment of the premises has been undertaken by the Vale of Glamorgan Council Health and Safety Section. A comprehensive Emergency Evacuation Procedure has been developed and will be communicated to all

users of the premises. In order to ensure the safety of all users the following will apply:

- Pupils and staff will take part in a fire drill at least once a term. This will be planned and its effectiveness will be monitored by the Head Teachers.
- The fire alarm system will be tested weekly and a record maintained in the Fire Log Book.
- The fire alarm system will be inspected by a competent person every six months.
- Fire extinguishers will be maintained and inspected on a yearly basis.
- Records of fire drills and resultant action will be maintained.
- The Penarth Learning Community Premises Committee will monitor the frequency and effectiveness of fire drills and this matter will form an agenda item.
- The Local Authority will be responsible for reviewing the Fire Risk Assessment.

### **Security**

- The premises are provided with a comprehensive security system including CCTV.
- Classrooms and other areas of the premises are accessed by way of a keypad system.
- All those attempting to access the premises during school hours are monitored by reception staff.
- Comprehensive external lighting is provided.

### **Car park**

- A car park is available for use by staff and visitors. ▪  
The car park is monitored by the CCTV system.

### **School Trips**

- Guidelines for school trips are provided by the EVOLVE process of the Vale of Glamorgan Council.
- The schools have developed a procedure for dealing with all school trips.
- Consent forms will be obtained from each parent/guardian.
- Risk assessments will be carried out by the lead teacher and checked by the Head Teacher, Deputy Head Teacher or other member of the Senior Leadership Team.

### **Livestock/pets**

- Any livestock/pets kept on site will be managed by a member of staff in line with current guidance.
- Regular checks by vets will be undertaken if necessary and vaccinations arranged.
- Pupils handling any animals will be supervised at all times.
- Correct hygiene procedures will be adhered to.
- Risk assessments will be undertaken and updated as required.

## **The Vale of Glamorgan Council**

### **The Vale of Glamorgan Council have a responsibility:**

- For the structural safety of premises,
- For the safe installation and maintenance of all services and associated fittings,
- For the safety of electrical supplies including provision of circuit breakers and isolating devices,
- For the provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

### **Electricity and PAT testing**

- All portable electrical appliances will be subject to PAT testing.
- The PAT register is maintained and monitored by the delegated member of the Senior Leadership team.
- PAT testing is undertaken by a competent person.

### **Asbestos Management**

- An asbestos Register will be maintained by the Operations Manager
- All contractors undertaking work at the premises will be shown and will sign the Asbestos Register which will be located in the Facilities Management office.

### **References**

Vale of Glamorgan Corporate Health and Safety staffnet pages

Health Safety Executive, <http://www.hse.gov.uk>

Health and Safety at Work Act 1974

Management of Health and Safety at Work regulations 1999,

Health and Safety of pupils on educational visits - National Assembly 2010,

<http://wales.gov.uk/docs/dcells/publications/100309educationalvisitsguide2010en.doc>

**Policy adopted: Full Governors Meeting 15 June 2015.**

**STATEMENT OF ORGANISATION & ARRANGEMENTS**

**FOR ENSURING HEALTH AND SAFETY (CODE OF PRACTICE)**

Reviewed September 2023