

# Pentrepoeth Primary School

## Health and Safety Policy



‘creating a **C**aring, **R**espectful,  
**O**pen **E**nvironment where  
**S**uccess and **O**ppportunity  
flourish’



# **Pentrepoeth Primary School**

## **Health and Safety Policy**

### **AIM**

The purpose of this policy is to aid staff and Governors in the provision of a safe working environment at Pentrepoeth Primary School.

### **OBJECTIVES**

- to identify the health and safety matters for which the school governors are responsible;
- to establish how the roles of the school staff in relation to health and safety matters are organised and;
- to provide details of the procedures to be followed and the standards to be achieved in implementing the school's health and safety policy.

### **BACKGROUND TO HEALTH AND SAFETY**

The school recognises that the four areas detailed below affect the operation of the Pentrepoeth Health and Safety Policy:

1 The Health and Safety at Work etc Act 1974 requires Newport City Council to provide a safe and healthy work place and working environment for all of its employees and it discharges this responsibility, as far as schools are concerned, through the Chief Education Officer. In exercising his responsibility for health and safety in schools, the CEO has delegated responsibility to the head teacher and Governing Body to act on his behalf.

**See also Newport City Council Health and Safety Policy and Lifelong Learning and Leisure Health and Safety Policy and Handbook**

2 Under the Education Reform Act 1988, which introduced LMS, Governors are given more responsibility to ensure that schools are run without risk to health and safety. As a consequence, the CEO, School Staff and Governing Body need to work together to establish their health and safety objectives;

3 The Governing Body of Pentrepoeth School recognises and accepts its responsibilities for health and safety and has prepared this policy statement to meet this responsibility. This statement is subsidiary to any policy statement issued by the Director of Education and is, in all respects, complementary to it;

4 Governors also recognise that all employees have duties under Section 7 of the Health and Safety Act to ensure they work in ways which are safe and without health risks to themselves, other staff, pupils or visitors.

### **RESPONSIBILITIES**

Responsibility for health and safety issues is shared between the Chief Education Officer and the Governing Body of Pentrepoeth School.

In general the CEO is responsible for the health and safety aspects of buildings and responsibilities of Governors are listed in Annex 1.

It is the responsibility of Governors to be aware of the requirements of the law and guidance provided by the DFE, WAG, or Chief Education Officer.

## **ORGANISATION**

The Governors in association with the Head teacher will document the health and safety policy appropriate to the needs of the school and ensure that practical procedures are specified, so that the policy may be implemented in an effective manner.

The Governors and the Head teacher will sustain the school's health and safety performance through:

- carrying out regular inspections;
- monitoring the accident/incident reports and;
- taking action on reports from its own safety inspections, and inspections arranged by the CEO, reports of HSE inspectors and complaints about hazards reported by staff, pupils and parents.

The Head teacher will liaise with the Governors on health and safety policy issues, take day to day responsibility for implementing the policy in the school and ensuring that any problems in policy implementation are reported to the Governors.

The Deputy Head, teachers, support assistants, midday school meals supervisors and school administrative staff must adhere to health and safety instructions and report any hazards or unsafe practices to the Head teacher.

## **INSTRUCTIONS AND PROCEDURES TO BE FOLLOWED**

In their aim to manage health and safety effectively, the Governors, in conjunction with the Head teacher, will set out procedures and instructions in the areas identified in the annex. They are an integral part of the policy in so far as they provide the mechanisms that support this policy statement. They will be reviewed periodically to ensure that the policy is working satisfactorily.

## **ACCIDENT REPORTING**

All accidents are reported through the accident book system. Separate Accident Books are kept for Junior and Infant pupils. They are completed following any accident. The Head Teacher is informed of any serious accident and parents are immediately informed.

All accidents are treated in school, for more serious accidents parents are informed and hospital treatment may be needed.

## **FIRST AID**

### First Aiders in Work ;

All staff have received First Aid training.

Mrs Rowe, Mr Brewer, Mrs Mason and Mrs Hill are designated for 2019-20

## **FIRST AID PROVISION**

The medical room contains supplies of first aid materials, as do areas in the infant and junior departments. The room also contains health/safety related information.

## **INFECTIOUS DISEASES**

The school is provided with a list of reportable and infectious disease and how this should be dealt with.

## **FIRE SAFETY/EVACUATION DRILL**

A Fire /Evacuation Drill Policy has been drawn up and is known to staff.

## **LITTER**

The caretaker regularly inspects the site and all staff report any items that need removing. The eco team also undertake regular litter picks with full appropriate equipment.

## **ELECTRICAL APPLIANCES**

All appliances are tested on an annual basis and a Portable Appliance Testing Register kept. Any appliances malfunctioning are immediately disconnected and professional advice sought.

## **PLAYGROUND SAFETY**

This is reviewed regularly by Senior Leadership Team.

Adequate supervision is provided at break times by teachers and at lunchtimes by learning support assistants and midday supervisors.

## **SCHOOL VISITS OFF SITE**

The school adheres to Newport's policy and follows the EVOLVE system for off site visits.

## **WORK EXPERIENCE/STUDENT ARRANGEMENTS**

All new staff, students and work experience pupils have an induction meeting with Mrs Beynon.

## **LETTINGS**

There are currently no lettings agreed by the school.

## **SMOKING**

There is no smoking on school premises

## **MEDICINE**

If a child is being treated with medication or drugs having known side effects which will affect them in school, it is vital to make these facts known to us.

It is normally unnecessary for children to continue with medication during school time, with the exception of asthma inhalers and diabetic medication.

If however, it is absolutely essential, medication must be administered by the parent.

## **SECURITY**

Security of pupils during the school day is of paramount importance. Governors and staff of the school have recently discussed improvements to school security and these will enhance pupil safety.



After 9.10 am each morning the school will be "locked" and entry for visitors will only be possible through the main entrance. The main school door will also be "locked" with entrance gained only by an electronically operated system.

All doors will be opened at lunchtime and at 3.10 pm each day, just before school finishes.

For fire safety reasons all doors can be opened easily from the inside.

## **RISK ASSESSMENTS**

Risk assessment is important in identifying hazards and developing a planned approach to providing a safe and healthy environment. School activities, premises and work processes will be subject to risk assessment. Risk Assessments are kept in a Risk Assessment File in the Secretary's Office and are made known to staff.

Information gathered will be used to inform decisions on matters to be included in the Action Plan.

## **GENERAL STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils and employees.

Areas of Health and Safety are constantly under review with teachers and support staff attending updates through training events run by Newport City Council.

This policy together with established procedures and instructions will be the subject of on-going review in the light of experience.

Reviews will be carried out by Head Teacher and the two Health and Safety representatives; one from school staff and one from the governing body.

Staff: Mr D Taylor      Governors: Mrs R. Davies

The allocation of duties and arrangements are set out in the policy. Adjustments will be made in the allocation of duties to reflect changes in personnel, circumstances or the needs of the school. Major changes will be reported to the Governing Body in an annual review of this policy.

Policy agreed and approved by Governors on :	OCTOBER 7 <sup>TH</sup> 2024
Reviewed on :	OCTOBER 2025
Signed:	Headteacher
Signed:	Chair of Governors