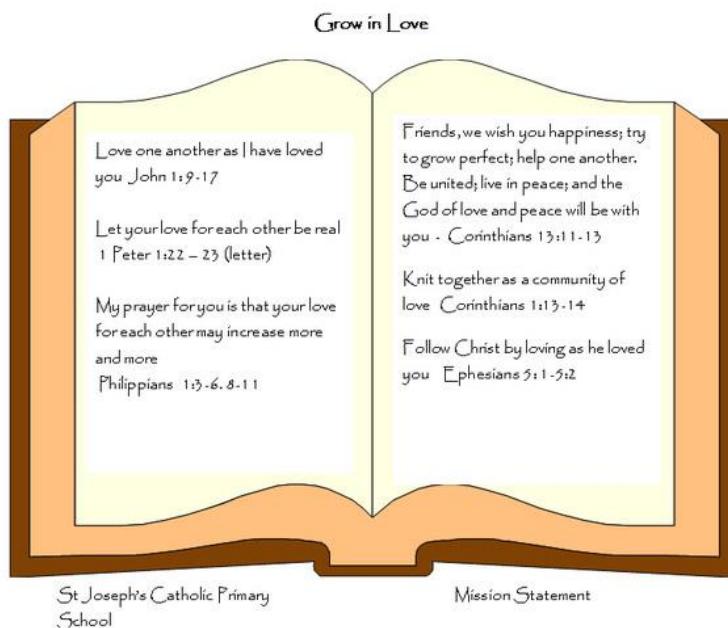




8. Health and Safety Policy

**Policy Valid until Spring 2023
Policy owned by Head teacher**



**For and on behalf of the
Board of Governors**

Headteacher

Date:

1.0 STATEMENT OF POLICY

This is the health and safety policy of St Joseph's Catholic Primary School which complies with the health and safety policies of Conwy LA and Conwy County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practises, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.
- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.
- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

2.0 ORGANISATIONAL STRUCTURE

The Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Authority (LA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS

Governors have duties and responsibilities under the Education Reform Act 1988 with regard to the control and overall effective management of the school. The responsibility for the day to day management of St Joseph's is delegated under the Local Management of Schools scheme to Governors, Headteacher and staff, and for areas under their control they should comply with the LA's policies.

N.B. Health and Safety responsibilities will be viewed in the same light and as such liability remains with the LA, if with respect to this school's health and safety management the governing body as far as is reasonably practicable had complied with such policies. However should the governing body not comply with LA policy, the LA could in order to meet its statutory obligation under the Health and Safety at Work Act 1974 intervene in the health and safety management of the school.

Therefore the statutory responsibility for health and safety under LMS in St Joseph's is shared between the LA and the School (Governing Body, Headteacher and staff).

2.2 RESPONSIBILITIES - HEADTEACHER - (Health and Safety Co-ordinator)

Health and Safety Co-ordinator is Mr J Wilkinson

The role of the Headteacher in St Joseph's is to comply with LA policies with respect to his/her delegated responsibilities, and to prepare and implement local health and safety procedure for his/her area of control.

The Headteacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc.

Duties and responsibilities are defined as follows -

- i) Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LA (e.g. the requirement to carry out risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).
- ii) Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe working procedures at a local level.
- iii) Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school)..
- iv) Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. property

section) for remedial works.

- v) To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LA procedure, in order to comply with requirements of legislation.
- vi) To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LA guidance, and in order to comply with Health and Safety (First Aid) Regulations 1981.
- vii) Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, visitors) are given the appropriate information and instruction. (see Critical Incident File)
- viii) To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data)
- ix) Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LA policies, procedures and guidance and with local school site health and safety procedures.
- x) To ensure that health and safety issues are discussed at School Governor Meetings, and appropriate action taken in respect of ensuring continuous compliance with LA policies, procedures and guidance.
- xi) To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.
- xii) To ensure that all contractors on site liaise with the Headteacher and follow county and LA guidance on the guidance "Control of Contractors".
- xiii) Responsibility of the school to ensure that the Headteacher participates in health and safety training courses arranged by the LA.

2.3 ADMINISTRATIVE STAFF

Administrative staff (including staff dealing with dinner monies) are responsible for implementing safe working procedures in respect of their activities, which should comply with the LA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

2.4 CARETAKER

The caretaker is responsible for ensuring that he/she implements safe working practise in respect of their activities on and around and complies with LA policies, procedures and guidance as appropriate.

N.B. In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practises could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to are safe and without risk.

2.5 GENERAL

This policy incorporates the aspects of the LA health and safety policy that are relevant to the school.

The policy addresses those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

3.0 ARRANGEMENTS

The school will follow the latest Conwy guidance for Health and Safety arrangements. The is located on Conwy Intranet at the following address -

[The Health and Safety Site File \(conwy.gov.uk\)](http://conwy.gov.uk)

A copy of the latest guidance is kept in the site Health and Safety Purple File

4.0 COVID – 19

The main aim of the school during the lockdown easing period is to protect the workforce and learners, whilst collaborating effectively to maintain and deliver education and learning on school premises during the COVID – 19 public health emergency.

In addition to the school's responsibilities, this will require all staff and, as far as possible, learners to contribute to the recovery process and consider their own health and safety and that of others.

This will be critical to enable everyone to be safe at school.

The guiding principles for easing of Lockdown will be:

- The safety and wellbeing of learners and staff;
- Employees to continue to work from home where possible/required;
- It is essential that employees required to be present at school to undertake their

- duties are provided with a safe environment;
- It is safe for staff and learners to be at school;
- When staff cannot work from home, they should aim to minimise the number of days they work in school setting;
- All reasonable controls will be implemented by the school to protect the staff and learners;
- All reasonable controls will be implemented by school staff and, as far as possible, learners to protect themselves and others;
- Reasonable controls will be identified by undertaking risks assessments;
- Risk assessment will be agreed by school leaders before proceeding;
- Effective monitoring arrangements will be undertaken to inform adjustments and changes to protect the workforce;
- Complying with National Guidelines and Legislation whilst assess the risk from local infection rate: <https://gov.wales/sites/default/files/publications/2020-05/unlocking-our-society-and-economy-continuing-the-conversation.pdf>

Risk Assessment

The employer must protect people from harm. This includes taking reasonable steps to protect learners and staff and others from Covid19. This will be done by carrying out risk assessments for where and when will be work carried out, the control measures which can be implemented and the current situation locally.

The principles identified within this document should be used to guide the risk assessment process.

Infection Rate

The infection rate locally may be different from that of other regions. This must be considered and in consultation with Education establish possible further controls for the continued function of the school

Routes of transmission

The Infection control advice is based on the reasonable assumption that the transmission characteristics of COVID-19 are similar to those of the 2003 SARS-CoV outbreak.

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet, airborne and contact.

As such the principle control measures to be considered are:

Eliminate / Reduce exposure

- Staff, due to their role or function, who are required to attend school do so but in limited numbers in order to ensure social distancing. Staff rotas could be a means of achieving this;
- Staff that can work from home continue to work from home, especially those

members of staff identified as being at high risk. School leaders should monitor staff working from home in respect of their welfare, workload and productivity;

- Areas should be restricted to learners and relevant staff only;
- Use electronic means of communication as much as possible;
- Maintaining a social distance of 2m between people where possible. Limiting the number of people in a building, introducing one way systems and limiting some activities may help achieve this;
- Eliminate or reduce the need for shared equipment and resources including desks, chairs, phones etc. Where relevant, this will mean No Hot Desking will take place in the first stage to reduce risk of cross contamination. If equipment has to be shared it should be for the duration of the day and cleaned before and after use;
- Restricting public access where possible.

Infection controls

- Areas identified as possibly contaminated must be isolated immediately;
- Where a staff member or learner is showing symptoms of COVID19 they must remain away from school for a minimum 7 days;
- If symptoms develop whilst at school they should inform the relevant member of the school's senior leadership team and remove themselves from school as soon as possible and isolate for a minimum of 7 days. The parents of any child showing symptoms must collect their child from the site as soon as possible, following agreed protocol;
- The provision of means for good hand hygiene will be required (hand washing facilities or hand sanitisers);
- Staff and learners will be encouraged and informed on the practise of maintaining good hygiene standards;
- Regular cleaning – identify a regular cleaning schedule for workplaces and work equipment. This will include providing staff with the required cleaning products and PPE;
- The expectation will be for staff to clean their workstation at the start and end of each shift. This is to help protect themselves and others.

Information, Instruction and Training

- Information will be provided to staff to allow them to make informed decisions with regard to avoiding contamination;
- Instruction will be given to staff on what controls are in place and how these controls should be applied. This includes informing staff of the content of risk assessment and safe methods of work;
- Where specific training has been identified this will be made available;
- Provision of suitable signage to provide relevant information.

Travel

- Limit travel where possible;
- Avoid the use of public transport unless absolutely necessary;
- Limit to one person per vehicle other than vehicles designed for passenger travel e.g. Buses;
- Maintain distance on multi-person vehicle use.

Personal Protective Equipment (PPE)

- Where PPE has been identified in risk assessments and in line with Government guidance this will be provided by the council;
- Replacement PPE will be provided as required;
- PPE will be used and disposed of in accordance with guidelines.

General Health and Safety

- Ensure general Health and Safety precautions are not significantly compromised by the implementation of infection control techniques.

Monitoring the health and safety policy

The LA has a legal duty to monitor its safety policy, and this will be done by receiving the results of the annual health and safety audit. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or sub-committee) to complete the audit at a convenient time in the year.

Governors may also monitor the policy as follows -

- a. As an agenda item during governing body meetings.
- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections (this may be done jointly with the trades union health and safety representatives if so desired)
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

Further information regarding monitoring of the health and safety policy is given on page 7 of the HSE publication "The Responsibilities of School Governors for Health and Safety", a copy of which is available from Site Management.