

YSGOL GYNRADD



Health and Safety Policy

2015 -2016

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Vale of Glamorgan County Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Albert Primary School.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- 1. establish and maintain a safe and healthy environment throughout the school;**
- 2. establish and maintain safe working procedures among staff and pupils;**
- 3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;**
- 4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;**
- 5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;**
- 6. formulate effective procedures for use in case of fire and for evacuating the school premises;**
- 7. lay down procedures to be followed in case of accident;**
- 8. teach safety as part of pupils' duties where appropriate;**
- 9. provide and maintain adequate welfare facilities and to make recommendations as appropriate.**

Signed by:

Date policy signed

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken.
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Vale of Glamorgan County Council Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Vale of Glamorgan County Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
11. review, monitor and/or complete any risk assessments relating to general health, safety and wellbeing, of staff and pupils.
12. review and monitor the fire risk assessment and/or safety arrangements, ensuring any necessary actions are undertaken.
13. ensure the findings of risk assessments are communicated to staff, pupils and visitors in a suitable manner.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated persons, H Garrard/L Rees, shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff Towards Pupils and Others in their Care

ALL staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- 1. exercise effective supervision over all those for whom they are responsible, including pupils;**
- 2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;**
- 3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;**
- 4. provide written job instructions, warning notices and signs as appropriate;**
- 5. provide appropriate protective clothing and safety equipment as necessary as identified in the general risk assessments and ensure that these are used as required;**
- 6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;**
- 7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;**
- 8. provide the opportunity for discussion of health and safety arrangements;**
- 9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;**
- 10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;**
- 11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.**

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- 1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;**
- 2. co-operate with the Chief Education Officer and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;**
- 3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;**
- 4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;**
- 5. use protective clothing and safety equipment provided and ensure that these are kept in good condition (as identified in the general risk assessments);**
- 6. ensure that offices, general accommodation and vehicles are kept tidy;**
- 7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.**
- 8. Co-operate with the school and the LEA to enable them to fulfil their legal duties.**

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

- 1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.**
- 2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.**
- 3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.**

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- 1. exercise personal responsibility for the safety of themselves and their fellow pupils;**
- 2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)**
- 3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;**
- 4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.**

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headteacher must ensure that:

- 1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;**
- 2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;**
- 3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;**
- 4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;**
- 5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.**

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available from the caretaker

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid supplies are available in the Office The name of the first aiders/appointed persons are: C Bousie, K Powell & S Wilson
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences are H Garrard & L Rees. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form is not an employee of the Authority are to be found in the Office.
3. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Arrangements

Induction and Training

Each new member of staff will be made aware of the school's Health and Safety Policy and be instructed in the school's fire, first aid and accident reporting procedures.

Health and Safety training will form part of INSET days, this will include risk assessment training and manual handling training which will be delivered by the Health and Safety section of the Vale of Glamorgan Council.

Risk Assessments and procedures

The risk assessments with supporting procedures (where applicable) are to be carried out by key member's staff on all significant risk in the school. They will be reviewed on a regular basis, or as and when necessary. Risk assessments with supporting procedures (where applicable) for educational visits will be carried out In line with EVOLVE guidance. The school's Evolve coordinator receives regular training from the LA when needed to ensure risk assessments are completed in line with policy.

Reporting Accidents

All accidents and Incidents involving staff, pupils and members of the public should be recorded with copies held on site. All significant accidents and incidents should be reported to the Corporate Occupational Health and Safety Team in the Vale of Glamorgan Council. Minor injuries should be recorded in the minor injuries book where used i.e. bumps and scraps.

Appropriate forms for accidents or incidents are available in the admin office. (AC1 accident form is used for serious injury and attendance to hospital).

Lunchtime supervisors should complete accident forms or minor injury book for any pupils or staff involved in an accident during the lunchtime period where an injury has occurred. First aid books are kept in the Nursery, Foundation Phase and Key Stage 2.

First Aiders should complete the accident or minor injury book where applicable and advise the head teacher. The head teacher or a member of staff will ensure parents are informed of any accidents at school which have resulted in any treatment. Where bumps to the head occur and depending on how the pupil is feeling, parents will be informed by text message or by phone. The parent may also be asked to come to school and collect their child and seek medical attention. In the event of an emergency, an ambulance will be called for.

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). Vale of Glamorgan Corporate Health and Safety Team should be contacted for advice and guidance.

First Aid at Work

All first aid person/s will have a suitable qualification based on a suitable and sufficient risk assessment. The designated First Aid Officer is listed on the staffroom wall and all employees are made aware of them regularly.

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.

Staff where identified will be trained in the use of Epi pens and inhalers. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed.

Guidelines for Medicines in School

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the school office and are kept by the School Administrator.

Only medication prescribed by the GP is able to be administered. The medicine should be in the correct box with the dosage clearly stated. Medicines are to be safely stored in the staff room and they should not be accessed by pupils or unauthorized persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) will be kept in the staffroom. Any member of

staff is able to administer the recommended dosage on the container and must record dose and time of administering of the medicine in the book provided.

For further information on medicine in schools, refer to Welsh Government's "Supporting People with Medical Needs in Schools" which can be assessed from the following link:

http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en

Fire Safety

- Pupils partake in a fire drill at least once a term. This will be planned and carried out by the head teacher or deputy head teacher/caretaker.
- The fire alarm system is tested weekly and inspected by a competent person once at least annually.
- Fire extinguishers are maintained and inspected on a yearly basis.
- All records of fire drills are kept in the school office. Alarm testing is recorded by the caretaker in the fire log book.
- Each classroom will have posted up a "fire drill notice" including the fire escape route
- The Health and Safety subcommittee will monitor that these drills take place (agenda item)
- The Local Authority is responsible for completing and formally reviewing the schools fire risk assessment. However, it is the responsibility of the school management to monitor the findings of the risk assessment on a continual basis.

Security

- The main building of the School is accessed via a key fob system,
- Security cameras are positioned at the front door and throughout areas internally and externally of the school
- Signage is clear and gives good direction to visitors to the site. (Awaiting placement)
- The main office is adjacent to the main door and there are windows to two sides; officers can see people approaching the school,
- There is an alarm system fitted to the main building which is PIR sensitive,
- Access to the school playgrounds is restricted by use of key pad systems

School Trips

Only reputable bus companies are to be used for school trips. Seat belts will always be available and worn by pupils and teachers

Signed consent forms must be completed for each child who leaves school either on a school trip or sporting activity.

Guidelines for school trips are provided by EVOLVE, Vale of Glamorgan. Risk assessments will be carried out by the lead teacher and checked by the head/deputy head teacher/administrative officer.

Livestock/pets

Any livestock/pets kept on site will be managed by a member of staff inline with current guidance and regular checks by vets will be undertaken if necessary. Pupils handling any animals will be supervised at all times. Correct hygiene procedures will be adhered to. Risk assessments and vaccinations will be kept up to date where required.

The Vale of Glamorgan Council

All Vale of Glamorgan Council have a responsibility to:

- **The structural safety of premises,**
- **The safe installation and maintenance of all services and associated fittings,**
- **The safety of electrical supplies including provision of circuit breakers and isolating devices,**
- **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

The PAT register is kept in the school office. Maintenance is undertaken annually. The emergency lighting is tested monthly by the caretaker and inspected by a competent person annually.

Asbestos Management

All contractors will be shown and will sign the Asbestos register which can be found in the school 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>