

Health & Safety

Date	Review Date	Coordinator	Nominated Governor
March 2018	March 2020	Mr N G Clode/ Mr. R. McVeigh	Owen Rayment

This policy is supplementary to the overarching corporate Health & Safety policy issued by Bridgend County Borough Council. We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To promote the development and maintenance of sound safety, health and welfare practices.
- Assesses risks and takes preventative measures
- Consults those working on the site about health and safety matters
- Provide training in health and safety, and first aid, to the appropriate persons
- Provide and maintain safe, healthy and legal working arrangements for staff and pupils
- Maintain a constant and continuing interest in Health, Safety and welfare matters appropriate to our school's activities, through the Governing Body Health and Safety Committee, our nominated Governor, Mr. Owen Rayment and Mr. R. McVeigh, our nominated Health and Safety Officer.

Procedure

Delegation

- The Governing Body has delegated the day to day management of Health and Safety to the Headteacher.
- The ultimate responsibility for Health and Safety in the school rests with the LA but in practice it is delegated to the Headteacher as site manager.

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

▪ The Local Authority	▪ The Site Manager
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<ul style="list-style-type: none"> ▪ The Governing Body ▪ The Headteacher ▪ Teaching Staff ▪ Support Staff 	<ul style="list-style-type: none"> ▪ The Health and Safety Representative ▪ Pupils ▪ Parents ▪ Visitors
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The Role of the Governing Body

- Health and Safety sub Committee with delegated powers to:
 - Provide a safe and healthy workplace
 - Provide safe equipment and systems for use
 - Provide safety rules and Instructions
 - Ensure that information, instruction, training and supervision is available
 - Ensure that risk assessment is undertaken
 - Record risks
 - Report to the full Governing body

The Role of the Head Teacher

The head teacher will:

- Be responsible and accountable for implementing our policy
- Exercise day to day management, and responsibility for implementing the Governing Body's policy and procedures
- Be able to act swiftly without recourse to the sub committee when people are at risk
- Delegate routine procedures to the Health and Safety Officer
- Ensure there are clear lines of communication within the school with reference to Health and Safety
- Ensure there are processes in place which deal with all matters relating to Health and safety
- Be responsible for ensuring that all new, amended or updated material regarding health and safety is brought to the attention of the Health and Safety Officer.
- Meet with the Health and Safety sub committee twice a year.

The Role of the Health and Safety Officer

The Health and Safety Officer, Mr. McVeigh, will:

- Be responsible for advising the head teacher and the sub committee on all matters of Health and Safety
- Report identified defects and hazards to the head teacher
- With the Head Teacher Identify training needs in Health and Safety including First Aid of staff and Governors
- Monitor that training is effective and relevant
- Be aware of Health and Safety Regulations and report on their implications to the sub committee
- Be responsible for compiling a register of known hazards, substances and materials
- Be responsible for auditing our school buildings, and ensuring that an annual inspection is carried out, prior to the new financial year.

- Co-ordinate Health and Safety work in school
- Ensure he is up to date on relevant training and documents
- Liaise with suppliers to gain confirmation of Health and Safety issues relating to new equipment.
- Liaise with staff to ensure they have the authority to remove defective equipment.
- Adhere to the Governing Body's and LEA's procedures on Health and Safety
- Ensure that contractors are aware of and carry out safety procedures

The Role of all staff and Volunteers

All staff and Volunteers will:

- Take reasonable care and be responsible for their own actions by dynamically risk assessing
- Report any hazard, malfunction or potential danger
- Understand and follow all safety instructions and school safety procedures
- Report any defective equipment
- Dress sensibly and safely for work, especially games and PE
- Maintain classroom equipment in good working order
- Ensure children understand safety procedures and safe use of equipment
- Report all accidents and note them in the accident file
- Attend relevant courses on Health and Safety, first aid

The Role of contractors working on site

Any Contractors Working on Site:

- Must be aware of [by the site supervisor] the school's policies
- Must conform to the Health and Safety Standards that apply to their work and work place
- All power tools must be 110 voltage and in good working order and confirmed to be checked by a qualified electrician and a check must be made on the extension cables.
- Adhere to the Governing Body's and LEA's procedures on Health and Safety.

The Role of the school council

- Representatives of the School Council will attend Health and Safety Governing Body meetings and will feedback to full Council.

Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices

- Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a **common-sense** approach and continued diligence.
 - We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
 - All of us have a legal responsibility for the safety of our colleagues.

Inspections

- A daily inspection is undertaken by the caretaker who reports to the Headteacher.
- Weekly checks are undertaken by the relevant personnel.
- The Local Authority Health and Safety section undertakes an annual inspection.
- Annual inspection by the Governor with responsibility for Health & Safety.

Reporting

- The Headteacher receives a daily report from the caretaker.
- The Headteacher provides a termly report to the Governing Body.
- The Headteacher provides an annual report to the Governors and to the Local Authority.
- The Governing Body receives a periodic inspection report from the Health & Safety section of the Local Authority.

Training

- All staff meet periodically to discuss safety policies, procedures and safe working practices.
- The appropriate personnel undertake training when required.

Health and Safety Policies

<ul style="list-style-type: none"> • Accidents & Emergencies • Asbestos • Asthma • COSHH • Crisis Management (Critical Incidents) • Display Screen Equipment • Drugs & Alcohol • E-Safety (ICT Internet) • Electrical Safety • Fire Safety • First Aid • Food Safety • Head lice • Health & Safety in the Curriculum 	<ul style="list-style-type: none"> • Medical & First Aid • New & Expectant Mothers at Work • PE Safety Guidelines • Physical Restraint • Photographic & Video Images – use of • Risk Assessment • School Trips • Security • Slips, Trips & Falls • Smoking at Work • Stress Management • Sun Protection • Traffic Management • Violence in Schools
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<ul style="list-style-type: none"> • Health & Safety Policy • Health & Well-Being • Lone Workers • Management of Health & Safety Regulations • Manual Handling • Medical Conditions & Communicable Diseases 	<ul style="list-style-type: none"> • Visitors & Contractors • Working at Height • Work-life Balance • Workplace Environment
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Related Policy

- Health and Safety – Responsibilities

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

Signed by chair of governors on behalf of the governing body:



Date approved: 20th March 2017 (by full governing body)

Date of review: March 2020

Signed by Head Teacher:



Implementation of Health and Safety Procedures

1. All staff, governors and visitors to our school must follow procedures on the following:
 - Accidents
 - Banned areas
 - Banned articles
 - Car park
 - Children's health and safety education, saying no, using tools
 - Closure of the school
 - Communicable diseases
 - Emergency procedures
 - Fire drill, evacuation of the building
 - Head lice
 - Leaving the school premises
 - Maintenance of external and internal areas of the school
 - P.E. and games
 - Movement around the school
 - Registers
 - School trips
 - Smoking on the site
 - Supervision of children
 - Swimming
 - Visitors to school.

2. It is the responsibility of all members of staff to:
 - Report risks to the Head teacher / Safety Officer
 - Remove children from the area/problem

3. Head teacher and Health and Safety to assess risk factor:
 - High risk, requiring immediate action which would override any existing work
 - Medium action to be taken at earliest convenient time
 - Low, to be included as part of future refurbishment plans
 - The school to undertake a C.O.S.H.

4. Areas identified for refurbishment or improvement to be:
 - Costed and contracted
 - Allocated timescale
 - Included in School Development plan

5. To provide for the above, the Governing Body:
 - Ensures that there is part of the school budget allocated for maintenance, implementation of Health and Safety matters, with due regard to what is 'reasonably practicable' by balancing the risk involved against the cost [in terms of time and money] required to put the matter right.

The head teacher and Safety representative will work with the sub committee of the Governing body to formulate a report that will be presented to the full governing body.

PROCEDURES

Accidents:

Accidents during school sessions, or during supervised extra curricular activities, are to be reported to Miss Jury for inclusion in the accident book.

Accidents at lunch time are to be dealt with in the first instance by our lunch time supervisors and if necessary, reported to Mr Clode, who will complete necessary documentation.

During class time, children requiring attention will be taken to Miss Jury who is a trained first aider.

During morning and afternoon break, children will be taken to the teacher on duty, who will request further help if necessary. The teacher on duty does not leave the playground to attend to injuries.

If at any time children need further care, or advice about further action, Mr Clode will be contacted.

During class time teachers requiring urgent assistance will send a responsible child to Mr Clode.

In the event of a notifiable accident, the relevant form will be completed and sent to the District Education Office.

If the accident is deemed serious, the parents will be contacted. If there is a head injury, the parents are always contacted. An ambulance will be contacted if deemed necessary.

All members of staff wear disposable gloves for blood injuries. Supplies are kept in the ladies toilet.

First aid kits are found in the

- Staff room
- Secretaries room
- Corridor
- Terrapins
- Second floor

First aid kits are taken on school visits

- Replenishing the kits is the responsibility of Miss Jury

Banned Area

Certain areas in the school are banned areas for children:

1. Balcony immediately behind the hall
2. Area behind the dining room
3. Car park and area leading to it

Children are not allowed to play in the following areas:

1. Grass behind the terrapins
2. The wild garden
3. Steps leading to the building from the playground
4. Footpath leading to the school gates
5. Any area between the building and the main gate

Banned articles / substance

1. Chewing gum
2. Expensive toys
3. Penknives and other sharp tools
4. Glass containers [for drinks]

Car park / Bringing cars into school

1. There is a designated car park – to be used for staff cars and visitors to the school
2. Parents are not allowed to bring cars onto the site, except in exceptional circumstances
3. Children must not be sent to collect things from cars, unless accompanied by an adult
4. All cars are parked at owners risk. The school does not accept responsibility for damage or loss.

Children's Health and Safety

1. Children are taught the correct usage of all tools – saws, glue guns, hammers, nails, scissors, and any safety procedures connected with these.
2. They are supervised when they use the above.
3. Felt pens, glues, are those recommended by reputable suppliers, and do not contain any dangerous substances.
4. Cleaning products are locked in the cleaning cupboard.
5. Other safety issues – the dangers of plastic bags, putting things in ones mouth, dangerous playground games, road safety, drug misuse, alcohol misuse etc are part of the PSHE framework.
6. When children are asked to carry chairs they are required to hold them by the seat, with the back of the chair away from them, and chair legs pointing to the ground.
7. Children are reminded not to play dangerous games, use bats unsupervised, to play with a ball on the top yard and not to carry other children.

Closure of the school

Should the school have to close in an emergency every effort will be made to contact parents beforehand:

- In the case of no heating a letter will be sent home on the day prior to the closure
- In the case of inclement weather parents are asked to contact the school
- In the case of closure due to a major emergency the school has made plans to use the community centre

Emergency Procedures

1. In the event of an emergency, the Health and Safety officer and head will locate the gas isolation valves; the electrical mains switch and the water stop cocks.
2. All emergency phone numbers are to be found in the staff room and Head teachers' room.
3. Parents are requested to give an emergency contact number. These are kept on the school computer.
4. Parents who do not give an emergency number cannot hold the school responsible for any action taken on the child's behalf eg contacting the Welfare Officer.
5. Staff are not expected to use their cars to transport children, either to the hospital, or the child's home, we are not insured to do so.

Fire Drill

Maintenance procedures:

- Fire drill is carried out twice termly
- Fire equipment is checked annually
- Fire alarm system is checked quarterly
- Fire alarm is tested weekly by the caretaker
- Fire log book is maintained following each drill and maintenance check

Fire drill practice:

- Applies to everyone in the building, including kitchen staff, and visitors
- Assembly point is in the playground and the grassed area near the car park for the terrapins

Routes to take:

- Children in the hall exit through the hall doors onto the balcony
- Children in the dining room exit through the lobby door
- Classes in the main building use the fire doors to the play ground
- Staff not with children use the nearest door.

Once in the play ground children will line up in registration groups.
Registers are brought by the teachers to check all names

Children are taught:

- To exit quietly and swiftly
- To make no attempt to collect belongings
- If they are not in the classroom when the alarm sounds they must go out of the building through the nearest door, not run back to the classroom, and join their class outside.
- If, in the unlikely event of the teacher not being in the classroom when the alarm goes, they proceed quietly outside.
- If the alarm goes during playtime, children must line up—they do not come into the building
- At lunch time the procedure is the same, with the supervisors and kitchen staff helping to check that all children are present.
- Registers are to be checked and confirmation of presence given to the head teacher
- The head teacher will telephone the fire service, and then come into the playground.

Headlice

The Health Authority no longer makes provision for hair checks by a school nurse. As such, we can only encourage parents to let us know if they discover nits in their child's hair. If we are told, we send a letter to the parents of all children in the year group concerned, advising them of the problem. No child is identified.

Leaving the School Premises

No child leaves the premises during the day unless:

- S/he is a child in the lower school is collected by a parent or other responsible adult, or has brought a note from home requesting permission.
- At lunchtime, the only children allowed off site are those who go home for lunch. No child is allowed off site to go to the shops.
- All the children leave the site via the two exits – either along the footpath to the main gate at Llangewydd Road, or through Bryntirion Junior School to Heol y Frenhines.

- Children, who need to cross Llangewydd Road, must do so using the lollipop lady. They must not go down the hill and attempt to cross the road by the shops.
- Similarly, children needing to cross Merlin Crescent must cross with the lollipop lady on Merlin Crescent.
- Children who are taken on visits are reminded that good behaviour and great care is required at all times. We reserve the right to exclude a child from a visit should we believe his/her behaviour may be a problem.

Maintaining External Areas of The School

1. Main gates and paths are to be kept clear, to allow for easy access.
2. Vehicles parked on yellow lines will be reported to the police
3. Playground maintenance:
 - Paving slabs, concrete areas and tarmac areas, steps to be in good repair
 - Drains to be cleaned regularly, blockages reported to Health and Safety Officer
 - Downpipes unbroken and secured to the wall, manhole covers in good repair.
 - Roof guttering and concrete sills to be secure as far as visible checks can ascertain
 - Entrance doors to open outwards, exists well lit and unobstructed
 - Litter to be collected

Maintenance of Internal Areas

1. Doors:
 - i. Cracked or broken glass to be replaced
 - ii. Door handles to be secure and in working order
 - iii. Doors should not swing freely when unrestrained
 - iv. Fire doors must not be propped open
2. Carpets to be securely fitted
3. Cracked windows to be repaired and in good order
4. Pin boards to be at recommended height for safety. Standing on chairs is discouraged.
5. Guards are to be kept around the heaters. No materials or furniture to be kept near the heaters
6. Fire exits to be kept clear
7. All lights should work, and defective tubes replaced.
8. Electrical leads must not trail across the classroom
9. All electrical appliances, leads and points to be inspected annually by a qualified electrician.

Toilets:

- Well ventilated
- Hot taps to give appropriate temperature
- Flushes to work properly
- Open drains to be free of rubbish

Apparatus, if electrical to be fitted with correct fuses. Only staff are to put plugs into sockets, and switch on/off equipment. In case of fire all plugs are to be pulled out. Use a fire extinguisher.

All storage furniture to be in good order and stable. Desks, chairs and tables to be stable, have no splinters. Heavy objects are not to be placed on cupboard tops.

All PE equipment to be in good order and maintained annually. Apparatus firmly fixed to the wall.

Movement around The School

Children are expected to move quietly and sensibly around the school by:

- Walking in single file along the corridors, up and down the stairs
- Keeping to footpaths when entering and leaving the school grounds.

Entrances and exits

- Children leave the main building by the fire doors leading into the playground.
- Children in the terrapins make their way around the main building to the playground
- Entrance to or from the lobby does not happen unless supervised.

When the bell rings for the end of playtime the children go to their classes as follows:

- Children line up in their classes
- Teachers collect the children from the playground
- Children in the terrapins make their way around the main building following the footpath
- At lunch- time children having school dinner are placed on a rota for their turn in the dining hall. Sandwiches are eaten in the classrooms. Supervisory assistants cover all areas of the building.
- No food is to be taken into the playground.

At the end of the day children leave the school through the fire doors. Children are not allowed to use the main door, except in an emergency.

PE and games

PE and games are a compulsory part of the curriculum and children need the following:

- Children must change into T shirt and shorts. Underwear can be used in an emergency
- They may wear plimsolls or take PE in bare feet.
- Jewellery is to be removed.

Games

- For winter, an old tracksuit, or warm top and trousers
- Summer, a pair of shorts
- Trainers
- All jewellery to be removed.

Children are not to be left unattended

Safety is paramount and children must learn to use the apparatus with respect and care

Teachers' instructions are to be obeyed implicitly

PE is an indoor activity, and if the child is well enough to be in school they should in most cases be well enough to do PE.

Registers

Attendance register is to be completed twice daily. The main registration details are kept in the SIMS system. A code suggested by the Authority is used. In an emergency teachers will use registers to record the children are safely accounted for,

Smoking on the school site

There is no smoking on school premises.

Supervision of the children

Before school

- Children are supervised if attending breakfast club by relevant staff from 8am
- Children meet in the playground if it is dry.
- Children go straight to the hall if the weather is inclement. Teachers will be available from 8.50 when the bell rings for entry into school. Registration is at 9.00am.

School breakfast is served from 8.10 until 8.45.

Children are never left unsupervised except in an emergency. A teacher in a neighbouring class is asked to keep an eye on the children.

A child taken ill is not left unsupervised, but taken to sit in the secretary's room until collected by a parent.

Playtime supervision:

- The teacher on duty goes to the playground immediately the bell rings
- Two staff are on duty each day
- During wet play times three teachers are on duty, one in the terrapins, one up stairs and one down stairs. Movement in the class is not encouraged.
- Class teacher must ensure children are out of the class before them.
- At the end of break teachers supervise the children in an orderly fashion from the playground into the classroom.
- Children may stay in if
- the teacher thinks the child is unfit to go out. The child will sit in the corridor near a radiator, supervised by the Head teacher or other member of staff.
- They are supervised in the classroom to complete work,
- Weather is inclement