



Ysgol Bro Gwaun

Polisi Iechyd a Diogelwch Health and Safety Policy

Approved – Governor's Committee October 2014
Review every 3 years
Next Review: 2017

Ysgol Bro Gwaun

Health and Safety Statement of Intent

1. Health and Safety Statement of Intent

- 1.1. The Governors and management of Ysgol Bro Gwaun are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro- active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to eliminate / reduce to a safe level any foreseen risks.
- 1.2. This policy supplements and operates in conjunction with Pembrokeshire County Council's policy statement on Health and Safety.
- 1.3. It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
- 1.4. All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
- 1.5. A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
- 1.6. Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The Pembrokeshire County Council's Corporate Safety Unit, Building Maintenance Department or Property Review Department or other specialist advisers.
- 1.7. All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
- 1.8. A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.
- 1.9. Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the Health and Safety Guidance Documents (PCC). These can be found in the Health and safety File.

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

Ysgol Bro Gwaun

KEY HEALTH & SAFETY ROLES & RESPONSIBILITIES

HEALTH & SAFETY CO-ORDINATOR	Mr. A Andrews
FIRE SAFETY CO-ORDINATOR	Mrs. Nerys Nicholas
FIRST AIDER(S)	Mrs Doreen Davies Mrs Sioned Page Jones Mr Rob Woodman Mr Emyr Hughes
GOVERNOR WITH RESPONSIBILITY FOR HEALTH & SAFETY	Mr A Andrews
CHILD PROTECTION	Mr A Andrews Miss Sian Bowen
SCHOOL VISITS CO-ORDINATOR	Mr. A Andrews
TEAM TEACH	Mrs. Nerys Nicholas

CONTENTS

Aims

Responsibilities

- Governors
- Head Teacher
- Deputy Head Teacher
- Teaching Staff
- Other Members of Staff
- Trade Union Representative
- Health and Safety Executive

Risk Assessments

Fire and Emergency procedures

Lettings

Contractors on Site

Asbestos

Rubbish and Combustible Waste

Smoking

Electrical Supplies and Fittings

Personal Protective Equipment

First Aid

Accident Reporting Procedures

Administration of Medicines

PE and swimming/After School Activities

Missing Children

Educational Trips and Visits

Transport

Piano

Stress and Mental Health

Visitors to School

Severe Weather Conditions

School Times

School Security

Violence to Staff

Other General Points to Consider

Monitoring and Evaluation

Aims

It is the aim of the Governors and Head Teacher of Ysgol Bro Gwaun to maintain safe and healthy working conditions, equipment and work arrangements for all employees and to ensure such information, training and supervision as they need for this purpose in line with the Health and Education Act 1974.

We also accept our responsibility for the health and safety of our pupils and for other people who may be affected by our activities.

Our health and safety procedures follow the guidelines set down by the health and safety department at Pembrokeshire County Council. We have adopted their policies copies of which are to be found in the 'Health and Safety' file.

Responsibilities

YBG recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

1. Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors Must Ensure

- a. That in co-operation with the head teacher, an individual school Health and Safety Policy is produced, and this policy is regularly reviewed and revised as and when necessary
- b. That risk assessments are undertaken with any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly
- c. That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc.
- d. That regular health and safety inspections of the premises are carried out on a termly basis
- e. That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the head teacher
- f. That a positive health and safety culture is established and maintained.

2. Head Teacher

The Head Teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school.

In order for this to be achieved, his/her operational duties include the following:

- a. Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc.) are aware of the contents of the school health and safety policy and all safe working practices.
- b. If deemed necessary, appointing one or more members of staff undertaking specific duties in relation to health and safety. The head teacher acts as co-ordinator for the school on health and safety matters affecting the school.

- c. Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Pembrokeshire County Council recommends that a group approach to risk assessment be carried out, usually consisting of the head teacher, an individual who has received specific training in the theory of risk assessment, class teachers, support staff and any other relevant members of the Ysgol Bro Gwaun community. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.
- d. Undertaking inspections of the school premise, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- e. Providing an Annual Report to the Governors of the school regarding safety performance. – E.g. what risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends etc.
- f. Making recommendations to Governors where Health and Safety funding is required, and to advising on any safety policies that need to be introduced.
- g. Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Department of Pembrokeshire County Council. (This allows Pembrokeshire County Council to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).

3. Deputy Head Teacher

Deputy Heads are responsible to the Head Teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this the duties include the following:

- a. Ensuring that all staff, newly inducted staff, students, supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- b. Actively encouraging the participation in health and safety and welfare matters of all pupils.
- c. Making known to the Head Teacher any identified training needs.
- d. Establishing and regularly reviewing safe working practices for activities under their control.
- e. Taking effective action and/or immediately referring to the Head Teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- f. Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced.
- g. Checking the adequacy of fire precautions and procedures in liaison with the Head Teacher.
- h. If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

4. Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this their duties include the following:

- a. Ensuring that all students, newly appointed staff, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- b. Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- c. Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- d. Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.

- e. Setting an example by personally following safe working practices.
- f. Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment is visually checked before use.
- g. Reporting to the Head Teacher or Deputy Head any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)
- h. Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. (E.g. The use of equipment in technology lessons).

5. Other members of staff

It is very important that all other members of staff are aware of the Health and Safety Policy and operate within its guidelines at all times. These groups include: Learning Support Assistants, Caretaker/cleaner, administrative staff, Lunchtime supervisors etc.

There is a need to stress that all employees have legal responsibilities under The Health and Safety at Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace.

6. Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Head Teacher to fulfil his/her duties as well as being released for any appropriate training. The Head Teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

7. Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents. They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

Risk Assessments

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

Comprehensive risk assessments are carried out every year to monitor and further improve our health and safety record. Staff, Parents, Governors and children all contribute to the risk assessment process to make our school a healthier and safer place to be. Copies of the risk assessments are to be found in the 'Health and Safety' file.

The Risk Assessment process is co-ordinated by the Deputy Head Teacher, Mr. A. Andrews, who has attended relevant training.

Fire and Emergency Procedures

We have a comprehensive Fire Emergency Policy which includes details of our Emergency Plan. Fire drills are carried out once per term to enable everyone to become familiar with the evacuation procedure. The outcomes of the fire drills are reported to the Governing Body and recorded in the Fire Log Book. A Fire Risk Assessment has been completed and is reviewed annually. It is to be found in the Health and Safety File.

In all areas within the school the 'Fire Emergency Plan' and diagrams showing evacuation routes are clearly displayed.

Fire exits and fire exit routes are free from obstruction and all fire exit doors remain unlocked whilst there are people in the building.

All fire exits are clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.

All visitors spending any length of time in the school are made aware of arrangements in case of fire. The fire log book is kept in the School Office. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, firefighting equipment checks etc.

Lettings

The following points are very important to consider:

- Details of fire procedures will be given to hirers.
- Special precautions are taken for large gatherings (e.g. school plays).
- All emergency exits must be unlocked.
- All hirers have access to the school telephone if required in the case of emergency.
- The Caretaker inspects premises after use by hirers and check for possible fires.
- The school Non- Smoking Policy must be communicated to the hirers.

Contractors on Site

Whenever appropriate we ensure that contractors employed to work at the school not only have a good work record, but also a good health and safety record. We endeavour to ensure that contractors working on our school site will not endanger any members of staff, pupils or visitors by their actions or failure to act.

If necessary we will investigate their Health and Safety record.

When Contractors arrive on site to commence work the following 'Safe Systems of Work' will be followed...

- All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
- Ensure that any changes to the job are discussed with the Head Teacher or Deputy Head, and any changes affecting timing, or Health and Safety be investigated and action taken where necessary.
- Ensure that any contractors working on site or sub-contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
- A copy of the Statement of Intent is displayed in the front cover of the Visitors' Book so that when the contractors sign in and out they have had sight of and the opportunity to read the document.
- We continually monitor the contractors' performance during the works and take appropriate action when necessary. If we believe there to be detrimental effects on Health and Safety then the job would be stopped until we are satisfied with the Health and Safety practices.

Asbestos

Pembrokeshire County Council's Asbestos Unit undertakes asbestos surveys in all buildings.

An asbestos survey has been undertaken at Ysgol Bro Gwaun. A copy of the survey is held in the Health and Safety File.

All maintenance and minor works are reported to the Asbestos Unit, and work will not be allowed to start until clearance and/or instructions have been given by the Asbestos Unit.

Rubbish and Combustible Waste

Rubbish and combustible materials are kept in metal or non-combustible bins outside the school building. These bins have been provided by Pembrokeshire County Council.

Smoking

YBG operates a Smoke Free Policy. This document is available and is found in the Health and Safety file. Appropriate signage is clearly visible.

Electrical Supplies and Fittings

Pembrokeshire County Council is responsible for the inspection of electrical installations and equipment. (Portable Appliance Testing – PAT). Personal electrical equipment should not be used unless it has been PAT tested. The Head Teacher and staff are responsible for the safe use of the equipment and their withdrawal if defects are identified. Any electrical faults are reported immediately. Any faulty fittings (e.g. cracked sockets etc.) are isolated and labelled for repair.

All staff should take care not to trail leads which could cause an accident. The use of extension leads should be limited and use purely as a temporary/short term measure. The use of adaptors is not permitted.

Staff are expected to ensure all electrical equipment is turned off before the end of the day. Appliances are not to be left on standby.

Personal Protective Equipment

Plastic aprons, disposable gloves and resuscitation masks are available if required. All staff are instructed to use disposable gloves when dealing with body fluids and follow strict procedures to prevent any risk of infection. Gloves are disposed of in the bin in the Medical Room after use.

First Aid

Our First Aiders who hold the nationally recognized qualifications are:

Mrs. Doreen Davies, Mr Rob Woodman, Mrs Sioned P Jones, Mr Emyr Hughes.

These named persons are qualified to administer first aid to casualties.

The first aid equipment in our school is located in: - **The Office/Medical Room**

The responsibilities of appointed persons are:-

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- Mrs D Davies ensures that the first aid boxes/cupboards are fully stocked with designated items only.

Minor injuries in school or in the playground e.g. cuts, scrapes, grazes are dealt with in school by the school first aiders in the Medical Room. Staff must ensure that they wear protective gloves when dealing with cuts.

If the injury appears more serious, then the parents or guardians are contacted immediately and the child may need to visit the doctor/hospital. Serious injuries would include any deep cut, possible fracture or head injury. If parents are unavailable, the child will be taken to a doctor or the local hospital.

In the event of a very serious injury, the parents should be contacted and an ambulance requested to take the child to the hospital. No attempt to move an injured person should be made until a proper examination and assessment has been completed.

In such cases, responsibility of the appointed person ends when the patient is handed over to the parent/guardian.

In the event of a head injury, however minor, the parents should always be informed, verbally, if possible, or by 'Parent Information' sheets so that they can monitor the situation when the child returns home.

All teaching staff act in loco parentis during the time that the school is open for children.

All injuries, whether to staff, pupils or visitors, must be recorded in the school accident book.

Accident Reporting Procedures

At YBG we follow the procedures outlined in the Pembrokeshire County Council's 'Accident Reporting Policy'. All accidents must be reported to the Head Teacher or Deputy Head and entered into accident book which is found at the First Aid station.

More serious injuries are reported to the LEA and the RIDDOR procedures followed. Fatal or Major Injuries must be reported immediately by telephone to the Safety Unit 01437 775509 and also to the Chair of Governors. This must be followed up by the completion of an accident report form and sent to the Safety Unit at County Hall. Dangerous Occurrences must also be reported immediately by telephone to Health & Safety Unit- 0143777 5509.

Administration of Medicines

While we are prepared to administer prescribed medicines when necessary, it can only be done following a request, with written instructions, from the parents. This is in line with Pembrokeshire County policy. Parents are requested to fill in the form 'Request for School to Administer Medication' which has been provided by Pembrokeshire County Council, when their child requires medication in school. A record is kept in the school office of all medication which has been administered.

For a child with special medical needs a Healthcare Plan will be drawn up in consultation with the parents. This will apply to any child with long term medical needs e.g. diabetes, epilepsy, cystic fibrosis etc.

Our school operates within guidelines provided by the PCC policy for Administration of Medicines. This is to be found in the Health and Safety File.

P.E. and Swimming /After School activities

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds, it is the **PARENT ALONE WHO CAN REMOVE IT.**
2. If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc.), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which result in claims may for damages should an incident occur.

A note of consent must be received from the parent/guardian before a child may take part in any after school activities.

Cancellation of Activities - Parents/guardians are notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Equipment - Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

Swimming Supervision –There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool for each 50 bathers at all times. There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water. Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Recreational Periods

During recreational periods staff are on duty in the playground, or during inclement weather, in the school building. Care must be taken to see that during recreational periods children do not play in potentially hazardous areas, e.g. trees, near refuse bins, boundary fences, car parking areas etc.

Missing Children

If a child should go missing at YBG we follow this procedure:

- Make sure all the other children are safe (i.e. with responsible adults).
- Make sure any external exits are secure.
- Inform the person in charge.
- Start a systematic search, based on where the child was last seen, and with whom, and make sure all areas are covered.
- Inform the child's parents.
- Inform the LEA and the local police.

Educational Trips and Visits

It is the responsibility of the Deputy Head Teacher to ensure that all school visits and trips are well planned and that they meet the criteria laid down by Pembrokeshire County Council's guidelines for educational visits. Please see PCC Policy for Educational trips and Visits.

At all times adequate supervision should be provided and sufficient and qualified staff present. Details of the visit should be submitted to the Head Teacher and the LEA. A detailed letter will be sent home to parents and guardians and consent must be obtained for all visits. A yellow First Aid bag should accompany each visit outside school.

Transport

A number of our pupils are transported to school by minibus. Children are reminded that unruly behaviour boarding, alighting and during the journey or around stationary vehicles could lead to accidents. Repeated inappropriate behaviour may result in a child not being allowed to travel by bus for a specific period.

Children are led onto the minibus at night and the member of staff with them ensures that seatbelts are correctly fitted. Parents and staff are asked to park away from the school gates to avoid congestion and accidents. A Traffic Management risk assessment has been carried out and is found in the 'Health and safety File.'

Stress and Mental Health

All staff must take reasonable precautions to ensure that they do not put themselves at risk. All staff have access to the Emotional Health and Wellbeing booklet. The Head Teacher is in consultation with any individual felt to be at risk and all necessary steps are taken to reduce stress.

Visitors to school

All visitors should report to the Head Teacher or the office and sign the Visitors' Book which is clearly displayed in the front entrance. Visitors are expected to conduct themselves in an appropriate manner in order to ensure their safety as well as the safety of others. The authority has provided policy guidelines for educational establishments with regard to pupils/students participating in work experience programmes. We ensure that we operate within these guidelines.

Severe Weather Conditions

At YBG we follow the Severe Weather Procedures – Policy and Guidelines for schools provided by Pembrokeshire County Council. Procedures relating to the closure of the school due to bad weather conditions are as follows:

In the event of bad weather conditions arising throughout the school day we will endeavour to contact all the parents. Those children whose parents cannot be contacted will go home with a person previously named by the parent. If this person cannot be contacted then the child will remain in school with a member of staff.

Every effort will be made to keep the school open, but snow conditions locally can deteriorate rapidly and it is our priority to return children home safely and as swiftly as possible.

Parents are encouraged to phone the school if concerned that the weather conditions might affect closure.

School will re-open as soon as local weather conditions allow.

Advice to parents is:

- Phone the school to check whether or not the school has re-opened. Parents are reminded of their obligations to ensure that their child(ren) attends school when it has re-opened and if local conditions allow for their children to be present.
- Do not wait for buses for more than half an hour after normal pick up time.
- Information will be broadcast on Pembrokeshire Radio.

In the event of bad weather children and teachers are requested to stay in their classrooms until arrangements have been made for their children to go home.

School Times

Children should arrive in school no more than 30 minutes before the start of school day at 08:30am unless attending Breakfast Club. Outside of this time the children will not be supervised. Once pupils arrive in school they must remain in school until the end of the school day.

Children should not go outside the school boundary at any time during the school day unless under supervision. Parents are reminded frequently to take care when walking their children from the collection point to the car parking areas.

School Security

Every effort is made to ensure that YBG is a safe and secure working environment. Outside doors are closed during the day.

Violence to Staff

The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working at YBG. If any member of staff is subjected to **any** aggression on school premises they must inform the Head Teacher immediately. The local police may need to be notified by the Head Teacher or a senior member of staff.

An accident report form should be completed and sent to the Education Health & Safety Officer at the LEA. Appropriate steps will be taken by the Head Teacher to deal with such a situation. If necessary, the Governors and LEA will be informed and involved. Staff are asked to keep written records of any such episodes.

Other General Points to Consider

Movement around the school will **always** be at a walking pace.

Cycling is not allowed in the playground.

Ear Rings – We prefer children not to wear jewellery for various safety reasons. However, if earrings are worn they must be of the stud or sleeper variety. Any jewellery worn will have to be removed for games/PE sessions.

All staff should ensure that they are not put in the position of being alone with a child.

All staff should ensure that, before taking children in their cars, they have the necessary insurance cover.

Staff and parents should be informed of the following: '**Incidence of head lice or infectious diseases in school.**'

In the event of a child having HIV, staff should be informed and the need for confidentiality should be stressed.

Monitoring and Evaluating our Health and Safety Performance

It is the duty of the Head Teacher and Health and Safety Link governor to monitor the implementation of this Health and Safety Policy. The school premises will be inspected regularly noting areas for improvement and building these observations into the school risk assessment process.

We will also use external agencies to monitor the safety equipment and resources e.g. electrical equipment, fire hydrants, PE equipment. etc.

This policy shall be reviewed regularly and amended as necessary.

It was agreed by the Governing Body of YBG on:

Date: _____

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

