



CWMFFRWDOER PRIMARY SCHOOL

HEALTH & SAFETY POLICY

INTRODUCTION

This document is produced in respect of Cwmffrwdoer Primary School and should be read in conjunction with other school policy documents such as the Staff Handbook, School Prospectus and curriculum policies.

Copies of this document are kept by the Head teacher.

Why have a Health and Safety Policy statement?

Every firm of five or more people must, by law, write down its policy for health and safety, and show it to an inspector if requested.

An explicit safety policy demonstrates to our employees, parents and pupils that we care for their welfare. Writing it down helps us think through the arrangements we have made.

GENERAL STATEMENT of POLICY

The school recognises the need to promote health and safety in order for it to achieve improvements in standards and safe methods of work. The school will take all steps, within its powers, to prevent personal injury, health hazards and damage to property. The school also accepts responsibility, so far as is reasonably practicable, to extend this protection to pupils, students, contractors and members of the general public. The school will work closely with the Council's Corporate Health and Safety Team and its policy will be to,

- provide and maintain safe and healthy working conditions
- provide safe plant, equipment and systems of work
- ensure safe arrangements for the use, handling and storage of articles and substances
- provide such information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
- Provide personal and protective clothing/equipment as appropriate
- accept our responsibility for the health and safety of other people who may be affected by our activities

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The school will also maintain a risk assessment audit which will highlight areas of risk, existing control measures and action required.

The ultimate responsibility for Health and Safety in the school rests with the LA but in practice the function is delegated to the Head teacher as site manager.

This policy must be noted by all staff working on site including

- Teachers
- Clerical staff
- Support staff
- Midday Supervisors
- Caretaker
- Cleaning staff through their contractor
- Catering staff thorough Torfaen School Catering
- Volunteer helpers

To support the governing body in achieving its objective to provide a healthy and safe environment, all staff, contractors and other persons who may visit the school must adopt the following standards of working,

- to work safely and efficiently
- not to misuse any machine or substances
- to use approved clothing and equipment where required
- to report defects in equipment
- to comply with instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and clothing and to take reasonable care for the health and safety of others who may be affected by their acts or omissions at work.

Technical and specialist advice will be sought from the LA on health and safety matters as and when it is required.

RESPONSIBILITIES

The governing body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accidents. In doing so, it acknowledges the ultimate responsibility for health and safety matters remains with the LA. Responsibility for health and safety within the school is that of the Head teacher, who will ensure that the policy is effectively implemented and understood at all levels.

The caretaker and cleaner are responsible to the Head teacher for the implementation of the school's policy within their areas of control. They should ensure, after guidance from Torfaen Contract Cleaning that

- hazards arising out of their activities are properly assessed and safe systems of work have been devised
- they have adequate information and training
- checks are made of equipment to ensure their safe operation
- appropriate clothing & equipment are used
- all accidents are investigated with a view to preventing their recurrence and recorded in conformity with procedures.

All staff have a duty,

- to ensure they do not place themselves or others at risk by their acts or omissions
- to co-operate with the governing body to secure health and safety objectives
- to work safely and efficiently
- not to misuse equipment, articles or substances
- to use protective clothing and equipment where required
- to report defective items of equipment
- to comply with all instructions issued for their safety and for the safety of others
- to ensure accidents to themselves or others are reported to the Head teacher

MANAGEMENT of HEALTH and SAFETY

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons working within it. Health and safety systems and procedures have been set up within the school to deal as effectively as possible with this. The efficiency of systems and procedures will be monitored and modified, if and when necessary, after appropriate consultation.

Staff will liaise with the Head teacher on a regular basis. The Head teacher, in turn, will keep the governing body informed of health and safety measures and advise it on its responsibilities with regard to such matters.

ACCIDENT/INCIDENT REPORTING and INVESTIGATION

All accidents/incidents involving members of staff, pupils, visitors or outside contractors must be reported to the Head teacher or Deputy Head teacher. An incident form must be completed and, where necessary, an investigation to be carried out

All accidents/incidents involving pupils must be reported to the Head teacher/Deputy head teacher. The qualified first aider/s should be consulted immediately if there is any doubt as to the welfare of the child. If necessary, an ambulance must be sent for without delay. The member of staff (during lessons) and the Head teacher/Deputy Head teacher will investigate the accident /incident in the first instance.

Minor injuries such as cuts & bruises should be recorded in the school's 'Accident Book', there are two copies, each at the first aid boxes in Foundation Phase and Key Stage 2.

Major injuries must be recorded on the Torfaen Accident/Incident/Near Miss Reporting Form and stored safely, a copy of which should be sent to the LA. Details of accidents should be reported to LA. The Health and Safety advisor for education will determine whether the accident needs to be reported to the Health and Safety Officer

Where there is a fatality or major injury, Greg Price the Health and Safety advisor will be informed immediately by telephone. Except for helping the injured, nothing at the site of the accident will be moved until an examination has been carried out. Dangerous occurrences will also be reported immediately.

All parties are advised that in the event of a serious incident, they should note times, details etc for their own use whilst events are fresh in their minds.

Accident/incident report forms for cleaning and catering staff will be completed by their supervisor.

First Aid boxes are kept in the Foundation Phase shared area, the Key stage 2 shared area and the office. First aid supplies are kept in the stockroom until transferred to the first aid boxes.

The appointed first aiders are: Mrs Lynda Evans and Mrs Jane Jones

In her absence, the Headteacher will:-

- take charge in the situation where personal injury or illness has occurred and where further medical help is required; and

The person responsible for First Aid Boxes is: **Mrs Lynda Evans**

A First Aid Kit must be taken on all out-of-school visits.

Pupils' medical information is kept in the admissions file (with contact phone numbers), the NNEB will keep a record of pupils with asthma pumps, regular medication or other needs.

- All injuries which are not considered to be of a minor nature **MUST** be reported to the Head teacher.

ADMINISTRATION of MEDICINES

Staff cannot be **compelled** to administer medicines but where they do so, they must follow the guidelines given in the school's policy. Torfaen has produced a draft "Guidance on the administration of medicines/medications", which complies with WAG guidance. Parents should try to obtain medication which does not impinge upon the school day i.e. three doses per day.

If it is unavoidable, parents/carers must contact the Headteacher.

FIRE PRECAUTIONS

AS SOON AS AN OUTBREAK OF FIRE IS DISCOVERED:-

- The nearest Fire Alarm should be sounded
- The Fire Brigade must be informed

On hearing the alarm

- Teachers should at once proceed with the orderly evacuation of classes to their respective assembly points (playgrounds)

- | | |
|--------------------|-------------------------------------|
| • Dosbarth Pinc | Through external door |
| • Dosbarth Coch | Through external door |
| • Dosbarth Melyn | Through shared area & cloakroom |
| • Dosbarth Oren | Through KS2 shared area & cloakroom |
| • Dosbarth Gwyrdd | Rear door of classroom |
| • Dosbarth Porffor | Junior exit |
| • Dosbarth Oren | Rear door of classroom |

- All should walk quickly but not run. They should not stop or return for any clothing, personal belongings or books.
- Teachers should close all doors and windows, if circumstances permit, in an endeavour to prevent fire spreading.
- Staff are advised to take their car keys with them, but not to expose themselves to danger in doing so.

- At the assembly points, teachers should check that all pupils are present using the class registers if possible.
- Where practical, the first aid boxes (and asthma pumps) should be taken to the assembly point
- Children using the toilets, practical areas or on messages should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area.
- As soon as the safety of the pupils is assured; staff who have had appropriate training only should endeavour to put the fire out by using the fire extinguishers available provided it is reasonably safe to do this. Staff may also switch off power supplies provided they do not expose themselves to undue risk.

The Headteacher and Caretaker ensure:-

- fire exits are clearly identified and marked
- means of escape are inspected regularly
- Fire Exit signs are present adjacent to fire exit doors
- in each room, there is a diagram showing fire exits and assembly line up points
- fire resisting doors are kept in good order
- fire exit doors remain openable from the inside whilst the buildings are being occupied
- there is no improper storage along fire routes or near fire exit doors; eg under stairs
- that the use of display material in fire exit routes is strictly controlled. Display material or decorations are not placed near temporary gas heaters or suspended from light fittings
- notices detailing action to be taken in case of fire in all classroom/staffroom areas and adjacent to fire alarm operating points are maintained in good order
- new pupils and staff are shown escape routes at the beginning of their first term
- fire drills are held at least once per term and a record is kept in the fire log book
- the fire alarm system is tested periodically to ensure that it remains effective and recorded in the Risk Monitor Book.

- quarterly and annual tests of the fire alarm system are carried out by qualified engineers and recorded in the Risk Monitor Book.
- annual tests on extinguishers and hose reels are carried out by the Fire Service and recorded in the Risk Monitor Book.
- emergency lighting inspections are carried out on a regular basis and recorded in the Risk Monitor Book.
- that any faults in supply/fittings are reported immediately
- highly flammable goods are kept in proper storage conditions
- rubbish and combustible waste is put in metal or non-combustible containers and properly disposed of as soon as possible. **Refuse should be stored away from the school in the designated area.**

All these items are carried out in conjunction with the School Caretaker, Mr Jeff Manning.

SAFETY in SCHOOL

Class teachers are responsible for awareness raising procedures within their class and subject areas as specified in the school's policy. The responsibility for ensuring that health and safety training takes place is that of the Head teacher.

CRAFT, DESIGN & TECHNOLOGY

Staff should ensure that:-

- children are supervised at all times;
- sharp edged tools are stored so that cutting edges cannot be accidentally touched;
- all tools are stored appropriately in storage units;
- files and similar objects should have properly fitted handles;
- hammer heads are checked regularly
- tools are only used for their intended purpose
- Instruction is given in the safe use of tools

FOOD TECHNOLOGY

Before food activities take place, the following checks should be made:

- the area should be uncluttered with the passageways free for safe movement.
- windows and ventilation should be properly controlled;
- a properly stocked first aid box should be kept in the area, with clearly visible notice;
- a fire blanket/extinguisher to be kept near the oven/cooker area;
- staff should note various means of exit from food area;
- there must be no flammable materials on or near the cookers.

Safety:

- any faults must be reported immediately to the Head Teacher/Caretaker
- there is a safe and adequate working space around cookers;
- no two or three-way adapters should be used

Hygiene:

- The work surface should be thoroughly cleaned before use
- staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food;
- all foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc;
- food waste disposal bins must be emptied daily or immediately after cookery sessions;

Pupil protection - All pupils should:

- wear clean aprons
- tie back long hair
- be discouraged from wearing loose clothing
- pupils must walk in the area
- no pupils may carry bowls of hot water
- frying is not allowed

- children should be closely supervised at all times
- The use and storage of sharp knives should be very carefully monitored

ANIMALS in SCHOOL

If staff would like to keep animals in school as part of their class activities, they should discuss practical and health & safety issues with the head teacher/caretaker.

ELECTRICAL SAFETY

All members of staff should carry out a visual inspection only of portable electrical equipment, plugs and cables before use. Any visible defects should be reported to the Head teacher/caretaker immediately. In addition, steps are taken promptly to ensure that the piece of equipment is identified as faulty and where possible, isolated to prevent usage until it can be thoroughly inspected to ensure that it is safe to use. Arrangements are also in place to test all portable and fixed electrical appliances on an annual basis respectively.

The use of portable extension cables is discouraged. Where they are used, they should be inspected and tested as for portable electrical appliances.

Only fuses recommended by the manufacturer should be fitted to the plugs of electrical equipment.

GAS SAFETY

There must be access to an isolator, this is in the boiler room.

BUILDINGS/GROUNDS

Any part of the building, fencing, hard/soft play areas identified as being damaged, faulty or posing a potential hazard must be reported to the Head teacher/caretaker immediately.

No children are to be allowed outside the building without the supervision of an adult. Designated members of staff are on duty before and after school and during break times. Designated midday supervisors are on duty during their lunch breaks.

Children are to be kept well away from machinery and other building work. Staff on duty are encouraged to 'cone off' unsafe areas e.g. spillages on playgrounds. Cones are kept in the PE storage area.

Playground equipment is only to be used at the discretion and under the direction of the member of staff on duty. This also applies to use of grassed areas.

All staff should be diligent in checking the grounds before use.

EQUIPMENT and MATERIALS

The rules of behaviour are specified in the school's Behaviour Policy, children should be reminded that rules are for their own safety.

Machinery will only be used by competent personnel.

The maintenance of equipment will be monitored by the Head teacher/caretaker

Breakages & faults should be reported to the Head teacher/caretaker.

Staff should not tamper with any plant or equipment where the presence of asbestos is suspected.

Glue Guns

Only warm melt guns are to be used

Eye protection and cotton gloves must be used

Glue guns should be located in safe places, away from the children.

Small Equipment

Children should be taught how to use scissors (blunt-ended), compasses etc safely.

Children are not allowed to use staple guns

Children should be warned of the dangers of putting things in their mouths

Children should not be asked to carry or push (on trolleys) heavy or dangerous items

Kettles

Electric kettles or water boilers should only be used by adults where pupils are not nearby.

Printing and Reprographics

Toners should be stored in a safe cupboard

The photocopier should be in a well ventilated room

Piano

The piano should only be moved by adults, pupils should be kept well clear

SCHOOL TRIPS

For detailed information see the "School Trips/Visits" Policy.

- A risk assessment must be carried out on all types of visits
- The LA must be informed of certain types of visits

- It is normal practice to write to parents outlining the nature of the visit, clothing and food required etc and to seek their consent
- The Evolve system is used for planning all school visit/trips.

SAFETY ON SCHOOL TRANSPORT

Contractors for home/school transport are responsible for safety on their buses, but the school will investigate any reports of dangerous conduct and will report to the contractor and parents accordingly.

VIOLENCE TO STAFF

Violence, threats, abuse or gestures made to staff should be reported to the Head teacher immediately. The LA should also be informed of any incident so they can update their "Employee Warning Database".

If anyone is at risk, 999 should be dialled immediately.

Where staff intend bringing a prosecution against their assailant, both the LA and school should be informed.

CONTROL OF SUBSTANCES HAZARDOUS to HEALTH REGULATIONS

Substances used for cleaning the school are kept in a lockable cupboard .

No substances harmful to health (spirit based paints, correction fluids, cleaning fluids, bleach) should be left unattended.

If staff plan to use materials which may be harmful, for example - in a science lesson, the Head teacher must be consulted.

Care should be taken with 'tasting' experiments in science, children should be advised of the dangers of tasting or smelling unknown substances.

TRAFFIC MANAGEMENT

When members of staff, parents or others visit the school site they should observe low speeds and keep a watchful eye for children

SMOKING

The school (which includes the school grounds) is a no smoking area

SCHOOL SECURITY

Staff should take responsibility for their own valuable items. During lesson times all external doors should be locked (whilst still allowing exit in an emergency) so that access cannot be gained from the outside. This will contribute to greater security of staff, pupils and property.

All visitors, including parents are asked to report to the office in the first instance. Where appropriate, they should be issued with a visitor's badge and asked to sign the visitor's book stating who they are and the nature of their business. Visitors should not be left unattended before the nature of their visit has been clarified.

All staff, including midday supervisors, cleaners, caretaker should be vigilant in reporting (to the Head teacher) strangers on or off the premises.

Parents are asked to advise the school if children are being collected by anyone unfamiliar to staff.

CONTRACTORS on SCHOOL PREMISES

Only contractors approved by the LA are allowed on school premises. In the first instance they must consult the Head teacher/Caretaker on safety and logistical issues. Arrangements will be made to seal off areas and to reduce the risk to everyone in the school.

Contractors must report to the office when they arrive on site and sign the visitors' book.

WORK EXPERIENCE/STUDENTS

All work experience pupils & students should be given the opportunity to read and discuss the Health & Safety Policy

INFORMATION to SCHOOL GOVERNORS

School governors shall be kept informed of,

- Any Health & safety audit organised by the LA
- Reports of H&S Inspector's visits
- New legislation
- New WAG/DFEE guidance
- Reports of Estyn or LA officials drawing attention to possible safety matters

TRAINING & ADVICE

Advice and training may be received from,

The LA (Greg Price Health and Safety Advisor)

Client Cleaning

Torfaen Catering

On site, assistance may be received from the Head teacher/caretaker. In all instances, the deputy head assumes the role of Head teacher in his absence.

This policy was agreed and adopted at a *Governors' Meeting* held on *date: 25.07.12*

The policy will be formally reviewed on *date. Spring Term 2015*

APPENDIX 1

GUIDANCE FOR CARETAKER

A few points to be used in conjunction with the full Health and Safety Policy.

- The grounds should be checked every morning before staff and children arrive to check for damage and dangers (broken glass, loose drain covers, needles etc.)
- Great care should be taken so that dangerous chemicals e.g. cleaning fluids, aerosols and polishes are not left around the school
- All bin bags, vacuum cleaners, buckets etc should not be left where they are a trip hazard or are blocking emergency fire exits.