ST. DAVID'S CHURCH-IN- WALES PRIMARY SCHOOL

(adopted by Colwinston Childcare, where individual policies are not already in place)

HEALTH AND SAFETY

POLICY STATEMENT

A GENERAL STATEM

Our policy is to provide ns, equipment and systems of work for all our pupils, staff and visitors to the school and also to provide information, training and supervision for this purpose.

The allocation of duties for safety matters and the arrangements, which we will make to implement the policy are summarised in this document, but the staff always refer to the Vale agreed procedure guidelines in the LEA Health & Safety & IOSH Files kept in the Headteacher's office.

The H & S File in the Headteacher's office outlines detailed procedures related to:

- Accidents & Incidents
- Alcohol Abuse in the Workplace
- Boiler Maintenance & Gas Installations
- Buildings & Establishment
- Control of Infectious Diseases
- COSHH
- DSE- Poster on Office Wall
- Educational Visits + Evolve
- Electricity at Work - PAT
- Fire Evacuation, Risk Assessment & Arson
- First Aid at Work
- Administration of Medicines
- Health & Safety Audits
- Managing Contractors
- Manual Handling – posters in each resource area
- Risk Assessment
- Environmental Health Reports
- Dealing with Violence & Work – Lone Working – Home visiting – Handling Money

The policies will be kept up to date as and when necessary. ***(SEE ALSO EMERGENCY PLANNING PROCEDURES POLICY)***

The Governing Body is joined with the Headteacher in accepting responsibility for all Health and Safety matters in this school.

The policy will be kept up to date as personnel change and new areas of care are found to be necessary.

In addition to any updating, a complete Safety Audit will be carried out each term by the school caretaker and the Headteacher.

This policy and the way in which it is operated, will be **reviewed every two years** by the Governing Body (or sooner, in the event of any local or national legislation or major changes in practice).

Signed ..... Headteacher (Registered Person)

Signed .....On behalf of the Governing Body

Date .....

SCHOOL RESPONSIBILITIES

Overall and final responsibility for health and Safety in this school is that of the Headteacher (Registered Person) and the designated Governor John Duxbury.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in the hall, classrooms and practical teaching areas is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

All staff members are equally responsible to the Headteacher for sections of risk and hazard. She will ensure that they are fully cognizant of the provisions of this document.

Therefore any member of staff who notices a health and safety problem will be expected to report this to the Headteacher.

Class teachers are expected:-

- To exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for special safe working procedures etc. where necessary. (e.g. Science, D/T, P.E., Games etc.).
- To have regard for the health and safety of all staff in the school.
- To report any risks, hazards or repair needs immediately to the headteacher.
- To sign in and out of the building and to wear their lanyard with identification card at all times.

Suggestions by any member of staff to improve standards of health and safety are always welcomed by the Headteacher.

Pupils are expected:

- To exercise personal responsibility for the safety of self and other pupils.
- To observe standards of dress consistent with safety and/or hygiene.

- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.

- To use and not wilfully misuse, neglect or interfere with materials, equipment etc. provided for his/her safety.

LUNCHTIME SUPERVISION OF PUPILS

Teaching Assistants are responsible, under the direction of the Headteacher, for securing the safety, welfare and good conduct of the pupils during the mid-day break period, in accordance with the practices and procedures of the local authority. ***(see relevant risk assessments).***

All accidents or injuries must be recorded in the accident book. Any serious accidents or injuries must be reported immediately to the Headteacher or Deputy Headteacher. Parents are informed through text or phonecall of any incident that involves a bump to the head.

SITE MAINTENANCE

The Headteacher will be ultimately responsible for the maintenance and management of the site. The caretaker is responsible for informing the Headteacher of any required maintenance following his daily check of the buildings and grounds.
Health & safety audits are carried out weekly, half-termly and annually by the caretaker and full audits are carried out regularly by Vale Heath & Safety Officer,
The Premises Committee of the Governing Body review these audits and practices annually, as well as conducting their own brief risk assessment.

FIRE DRILL ***(see also Emergency Planning Procedures)***

Written instructions in case of fire are displayed in each main working area next to the fire alarm.

A 'Fire Drill' will take place at the beginning of each term, in order to familiarise both existing and any new pupils or members of staff of the procedure to be adopted in the event of a fire. Visitors to the school, including workmen, should be familiarised with the evacuation procedures of the school and the sound of the fire alarm.

The standard Fire Drill Report should be completed and returned to the Vale of Glamorgan Education Department on each occasion a drill is held.
The procedure for a Fire Drill is as follows:

1. **The fire alarm is activated.**

2. **Office staff bring Fire Pack** ***(includes visitor login information, plan for fire service, keys & Contact details)***

3. All staff and children evacuate the building as quickly as possible using the fire exits or the nearest convenient exit door. (All fire exit doors have panic bars and are clearly marked.)

3. **Children, teaching and non-teaching staff assemble on the main yard.**

5. Teachers check pupils present.

6. **Headteacher or Deputy Headteacher checks that all personnel are present.**

In the event of a fire, the fire brigade would be summoned by the fire alarm. Once the building has been completely evacuated, under no circumstances should any person re-enter the building.

If a pupil or member of staff is not accounted for, the Headteacher or a senior member of staff should be informed, who will then assess the situation and decide upon the best course of action.

The Headteacher always carries a mobile phone and, if necessary the staff and children will be relocated to The Village Hall or Sycamore Pub.

The school has a contract with Plexus and Fire Safe Wales for the regular inspection of fire alarms and extinguishers.

IF AN ACCIDENT OCCURS

Unfortunately, even when all due precautions are taken, accidents do sometimes occur. In this instance, a member of staff should remain with the injured party and should send for a first aid officer. **All teaching assistants** have been trained in Emergency First Aid and how to administer an Epipen training. Lindsey Lynch and Julie Osbourne are the designated first aiders.

FIRST AID SUPPLIES

First aid boxes are situated in:-

1. The main school office.
2. Every classroom has a basic first aid box.
4. A 'mobile' first aid kit is available for playground supervisors, school trips etc.

The First Aider is responsible for checking the first aid supplies on a half-termly basis and for informing the school secretary of any items which are needed to replenish stock.

If an accident occurs on the school premises to a pupil, member of staff or other person who requires help in addition to first aid, extra support will be called i.e. fire**,** ambulance, doctor, police. Written notes will be made as to the sequence of events, actions taken, responses, times, names of witnesses in order to complete official forms.

The school accident book will be written up. INCIDENT & ACCIDENT FORMS will be completed.

For serious accidents to pupils, staff or visitors, a standard form (available in the staffroom) should be completed, whether or not the injury involves loss of working time. An accidental injury resulting in loss of working time must be reported to the L.E.A. within 7 days.

For accidents of a more serious nature the L.E.A. must be informed promptly. There is also a legal duty to notify the Health and Safety Executive, by telephoning the local office regarding any accident causing 'major injury' or resulting in death. 'Major injury' includes amputation, serious burns, acute illness, fractures (except of hand and toe bones) loss of sight or consciousness or a stay of over 24 hours in hospital.

Accident reports should form the basis of investigation, so that the lessons of every accident can be learned for the future.

SCHOOL VISITS
School visits are an important dimension of school life and may be strictly educational and cultural or merely a leisure activity. When pupils are taken out of school on organised visits, teachers must exercise the same duty of care arising from being "in loco parentis".

The headteacher must retain overall responsibility for all visits and must ensure that the leader, in consultation with appropriate colleagues, has discussed every aspect of the visit and that responsibilities have been recognised and allocated.

Educational Visit Coordinator, Andrew Morgan Cudd or Headteacher must be informed, in advance, of any planned school visits. Appropriate EVOLVE forms must be completed at least a week prior to the event. The Governing Body of St. David's and the LEA must be informed for residential trips.

PREPARATION

1. A prior visit to the site of the planned visit should be undertaken by the group leader if possible, to assess potential hazards as well as educational activities. **A Risk Assessment form is completed by the group leader.**
2. As much information as possible regarding the visit, should be conveyed in advance, to the parents. A standard consent form should be completed for each child, signed by the parent or guardian. For children with health problems or those who may be taking prescribed medication at the time of the visit, full details must be provided and a medical form completed.
3. Suitable footwear/clothing should be worn for the visit.
4. Children must be supervised by an adequate number of teachers/adults. The minimum supervision ratio is 1 hand 1 child in Nursery, 1:6 for Reception – Yr 2 and 1:10 for Yr 3 - 6. Adults supporting children on a 1:1 basis are excluded from this ratio.
5. The party leader will carry a master copy listing the groups with all names/addresses/ emergency contact numbers of pupils participating together with any medical information etc. Each group supervisor will have all the information relating to pupils in his/her group**. A list of all teachers, helpers and pupils going on the trip; plus the contact number of the leader and coach company details, will be left in school with the Admin. Officer in case of an emergency.**
6. Whenever possible, a member of staff trained in first aid procedures will accompany the party and will carry a first aid kit.
7. Those accepting responsibility for supervision of pupils on visits are effectively on duty continuously. In the case of younger pupils, it is particularly important that careful supervision is maintained at all times.
8. LEA Insurance cover must be taken out for all school visits, whether taking place inside or
9. out or the Vale of Glamorgan. *This cover is taken out annually by the school to cover all types of trips and visits (inc. Residential visits)*
10. For visits LEA guidelines & relevant forms see H&S School Trips Folder.

RESIDENTIAL COURSES
St. David's school take Y6 pupils on a U.K. residential outdoor pursuits course (e.g. Storey Arms, Brecon) Year 5 to the Urdd centre in Cardiff Bay and Year 4 to Rock Summit UK in Merthyr.

The LEA and Governing Body must be given full details of the visit, together with a detailed schedule of activities before the visit takes place.

Parents must also be well informed of all activities which will be undertaken during the residence eg canoeing/swimming. Relevant forms must be completed for each participating child.

TRANSPORT OF PUPILS
St. David's school does not have its own transport but uses Department of Transport/LEA approved contractors for school visits and for transporting pupils to and from school.

The appointed school coach company employs a Bus Escort to supervise children who use the contract bus service to and from school. Seatbelts are worn at all times.

For small groups of children, out of school for trips requiring transportation ie to *collect awards, attend presentations or sporting events*, a ratio of "1:10 KS2 or 1:6 FP" is used.
Where pupil's parents are unable to provide transport to the event, consultation will take place with parents as to whether donations could be sought to enable a minibus to be booked.

In an urgent safeguarding situation, the headtaecher/deputy headteacher, along with another staff member as a passenger, may transport pupils:

- in accordance with vehicle passenger limits
- with confirmed MOT, regular safety maintenance checks & business insurance on the car used
- where necessary, fitted with child booster seats and over shoulder seatbelts

For **class educational trips**, local coach companies are sought according to Audit Finance (Quotes) and Safety (company risk assessment/ H & S checks). Donations are sought for such trips, where the school has insufficient funds.

SECURITY
Staff and pupils need to be able to work and learn in a safe and secure environment. Recent tragic incidents, although rare, have highlighted the real need for all schools to review their security arrangements.

The main gates to the car park, yard and teaching areas are padlocked at 9am. Access to the main gate is controlled through a mag lock system. The perimeter fencing will be regularly inspected and repairs be immediately addressed by the caretaker or the LEA. The main gate to the car park should be securely closed to prevent unattended children entering the car park. The car par is for staff use only the exceptions being:

- Parents or children with additional needs who have made a prior arrangement with the school
- Children transported by the Vale of Glamorgan buses
- Parents collecting from After school club who are asked to park in the bus bays or electric vehicle charging points and take full responsibility for the safety of their children.

VISITORS/CONTRACTORS
Any visitors, contractors, workpeople entering the premises will immediately be greeted by the nearest available member of staff, record their arrival using our digital sign in system and will then report to the Headteacher.
Visitors remaining on site for a session will be allocated a visitor badge. All visitors should sign out of the digital system before they leave.

Any visitors or other persons legitimately on the premises are in our care as far as our activities affect them.

Contractors and other persons will be reminded by the staff of the school of the dangers in leaving tools and equipment unsupervised and that extra care is needed when children are around.

All visitors and other persons will be required to observe the safety rules of the school. In particular, parents who help out from time to time will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Contractors will be given the site map highlighting positions of amenity shut off points & asbestos. Contractors must also complete the Permits to Work.

COMMUNICATING THE POLICY

A copy of this Policy is available to all staff employed at St. David's School, to all parent and adult helpers and to all Governors. A summary is included in the Staff Handbook.

SCHOOL SAFETY AUDIT

The following is a useful checklist for the regular annual 'Health and Safety' audit. Premises Committee can be joined by the Y6 School Council members and Caretaker.

EXTERNAL AREAS OF THE SCHOOL

SCHOOL FRONT

Gate kept clear to allow full opening for rapid clearance of people from the pavement and so avoid over-spilling into the roadway and into the path of traffic. Any bikes/scooters to be safely stored in the bike storage areas.

YARD

Any objects such as skips, bins, trolley, sports posts etc. to be stored on the periphery of the yard.

ASSEMBLY AREAS

Emergency assembly areas to be indicated around the periphery of the yard.

YARD MAINTENANCE

Concrete and tarmac areas to be in good repair. Grids/drains to be clear. Down-pipes unbroken and secured to the walls. Fences and gates in place and securely fixed.

YARD LIGHTING

This to be switched on at each check. All staff should know where this switch is (Main Plant Room).

ENTRANCES

Building entrance doors to open outward and do not jam in any position.

INTERNAL AREAS OF THE SCHOOL

DOORS

Any defective doors must be corrected as soon as possible.
Cracked or broken glass to be replaced.
Door handles to be secure and in working order.
Doors should not swing freely when unrestrained.
Doors with glass panels should have toughened glass.

CARPETS AND MATS

Wherever located, carpets must be secured to the floor and edged by proper metal edging at doors. Tears or holes to be repaired or the item replaced as a matter of urgency.

WINDOWS

Broken or cracked glass to be replaced.
Window-operating levers to be in free working order.
Windows meant to be opened or closed to be in condition to do so.
Sun-affected sides of buildings to have effective sun blinds.

HEATING

Any fault in the central heating control equipment to be treated most urgently.
Electric storage radiators to be kept free of debris.

LIGHTING

All lights work.
Broken shades to be replaced.
Switches to be free of cracks and positive in action.

POWER POINTS
Sockets if cracked or broken to be corrected by an electrician.
Reported heat at a socket to be treated as urgent and not to be used until corrected by an electrician.

ELECTRIC PLUGS
Any loose wires sighted at cable entrance to a plug calls for a stop on using that plug until corrected.
Cables must be anchored by the strap inside the plug.
Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by electrician.
All appliances/plugs to be PAT tested regularly by a qualified person.

ROOM SINKS
To be free of chipped and cracked areas.
Overfill exit to be clear.
Detergents held in classrooms to be user friendly.

TOILETS
To be well ventilated.
Hot and cold taps to be clearly marked.
All taps to give good flow.
Hot taps to be on-line to a temperature controlled supply delivering a safe supply.
Sinks not cracked or chipped and securely fixed.
Hot air dryers to be securely fixed and ***below*** face level of the possible users. Guards in place.
Floors without any cracked or broken sections.
Pedestal units and seats in good repair, no cracked or broken porcelain.
Flushes work and refill quickly.
All lights work.

APPARATUS
Electrically powered adhesive guns are only to be used by adults in appropriate and safe areas. They are never to be left unattended or in reach on children.

Creation and operation of electrical circuits, electro magnets and motors must only be powered by low voltage dry batteries of no more than 9 (nine) volts. Even with these low voltages, use of this wire will give very HOT sections of wire if the item being powered does not use a lot of power. Step-down transformers connected to mains supply must ***never*** be used.

Fusing of plugs supplying apparatus is very important. Each item is rated for fuse protection purposes in ***amperes*** or ***amps*** e.g. if a tape recorder is listed for a 3 amp rating, it is no use using a plug with a 13 amp fuse. If power surge occurs, the surge passes the 13 amp fuse and ruins the tape recorder. This matter should be resolved by an electrician and his recommendations carried out.
In the case of a fire in a piece of electrical apparatus, like a T.V. or video recorder, the following procedure must be followed:
Switch off.

Pull out the plug.
Remove pupils from room.
The smoke you see will be very poisonous due to burning insulation and varnishes in the unit.
Do not use water type extinguishers on ***any*** electric fire. The correct type is the CO_2 which covers the unit in carbon dioxide gas which will not harm you. Obviously you will call the Fire Service.

FIRE EXTINGUISHERS
In place. Inspection ticket in place and up to date.
In place printed label saying ***type*** and contents intact. Each one should have a large print notice saying what sort of fire extinguisher **not** to use it on. e.g. ***water*** type would have notice **'NOT TO BE USED FOR FIRES IN ELECTRICAL EQUIPMENT, NOR FOR HOT OIL OR FATS.**
(N.B. A Fire equipment maintenance service is carried out annually by an approved independent service provider)
Fire extinguishers are not to be used to prop open doors.

ROOMS
All lights work. No damaged lamp shades.
Electric switches and wall sockets undamaged.
Windows open and close as designed. No cracked or missing glass.
Heating system working. Can be turned on and off.
Doors undamaged. Door furniture complete in good order.
Secondary exits not blocked.
Cupboards do not wobble and have **no glass** panels inset.
Desks, tables, chairs and benches are stable and have no splinters or raised plastic edging which can cause injury.
Carpets and mats are secured by proper metal edging with no torn or holed areas.
No heavy objects stored on window ledges or on top of cupboards.

HALL/GYMNASIUM
Vaulting horses, hurdles etc. not wobbly.
Mats are non-skid and in good repair.
Windows open easily. No cracked or broken glass.
Exits including secondary exits always kept clear.

STAFF FACILITIES
Staff room and toilet facilities are adequate for the numbers.
Equipment for making tea, coffee etc.
Sink facility for dish washing is in place and in good condition.
Lighting adequate.
Windows unbroken, no cracked or missing glass.
Ventilation adequate.
Sufficient seating for all members.
Curtain or other form of providing sun shade in place.
Heating system adequate and capable of being turned on and off locally.
Floors in sound condition.
Carpets, rugs and mats where fitted are secured by proper metal edging. No holes or tears.

CARETAKER

The Caretaker is responsible for ensuring that:
Compliance Testing is up-to-date.
Certifiable equipment has been checked at the required interval including insurance inspections.
Cleaning materials of a hazardous nature are stored in a secure area.
The Caretaker is also responsible for assisting the Headteacher & Premises Committee with the annual 'Safety Audit'.

ACTION REQUIRED RESULTING FROM
HEALTH & SAFETY AUDIT

Date of Audit:_____

FAULT ACTION REQUIRED ACTION TAKEN

Signed:_____On behalf of Governing Body

Signed:_____On behalf of School

Date:_____