

# **YSGOL CAERSWS SCHOOL HEALTH AND SAFETY POLICY**

## **POLICY STATEMENT**

The Governors and Headteacher of Ysgol Caersws School recognise and accept the responsibilities which are laid down in the Powys County 'Statement of Safety Policy'.

In doing so, the Headteacher will attempt to minimise the incidence of work place risks by providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees and to provide information, training and supervision whenever needed for this purpose.

Responsibility is also accepted for the health and safety of pupils and other visitors to the school who may be affected by the school's activities.

The Governing Body will:

- Provide a safe and healthy working/teaching/learning environment in compliance with statutory requirements;
- Maintain the building in a good state of repair and cleanliness;
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff and pupils;
- Provide safe storage for dangerous substances and materials;
- Provide adequate first aid facilities;
- Establish, practise and maintain effective emergency procedures;
- Provide consultative measures to monitor and review the effectiveness of health and safety measures, including annual Risk Assessments;
- Carry out an investigation of accidents and dangerous occurrences to persons to prevent a recurrence;
- Liaise with the LA and other official bodies with the aim of improving all aspects of health and safety at work;
- Provide access to Health and Safety Training for governors with specific responsibility for H. & S. (including the Acting Headteacher);
- Ensure that all aspects of this policy include the 3+Setting

## RESPONSIBILITIES

The statutory responsibility for health and safety is shared between the Local Authority, the Governing Body and the school staff.

### GOVERNING BODY

The Governing Body will comply, in so far as it is within its power to do so, with the LA policy for health and safety including the arrangements as set out in this policy.

The Governing Body will ensure that there is a school Health & Safety Policy which will be reviewed annually.

The nominated Governors, with special responsibility for Health and Safety, are Richard Burrows and Cllr Les George

The Headteacher is responsible to the Governors and to the LA for the implementation of this policy.

In the absence of the Headteacher, Mrs Nia Davies will assume the responsibilities of the Headteacher.

It is the responsibility of the Headteacher to:

- Take day to day responsibility for matters of health and safety;
- Maintain a Health and Safety file on the premises and ensure all the necessary information is passed on to appropriate persons;
- Undertake and review risk assessments on areas to which staff, pupils and visitors may be exposed;
- Report any suspected dangers which are outside her control to the LA, Governing Body, Architect's Department and, if necessary, the Emergency Services. She will take any necessary immediate action to remove or protect pupils, staff and other occupiers from any risk of injury. She will warn others that a temporary hazard exists;
- Make regular observations of safety practices, buildings, premises, equipment, facilities etc., and act on concerns raised;
- Monitor, on a weekly basis, the entries made in the accident book;
- Implement relevant accident procedures to cover the reporting of any accident, first aid treatment given, transfer to surgery/hospital and notification to parents and other relevant agencies. Accidents will be reported to the County Safety Officer as directed in the County Policy;
- Set up emergency procedures e.g. fire evacuation drills and the procedure for contacting the emergency services;
- Ensure the provision of appropriate and adequate first aid equipment;
- Ensure adequate training is given to all staff having specific responsibilities under this policy so that they can discharge their responsibilities in a competent manner;
- Maintain an inventory of all items of portable electrical equipment and ensure that regular safety checks are undertaken in line with the County Policy;

- Ensure that all other equipment is inspected and maintained on a regular basis. Faulty equipment will be put out of use and subsequently repaired or removed from the premises;
- Ensure limited access to areas of high risk by nominated persons;
- Ensure that all hazardous substances are stored securely and that provision is kept to a minimum;
- Set down safe systems to cover all types of pupil or staff risk activities e.g. school outings and use of potentially hazardous equipment;
- Ensure, as far as is reasonably practicable, whilst having regard to health and safety matters and when acting in a client capacity, the competency of contractors who are employed to work on the premises;
- Take adequate steps to ensure the health and safety of any other person authorised to undertake work on the premises;
- Set down procedures for the safe management of traffic on the school premises;
- Monitor the performance of this policy and make any necessary modifications.
- Ensure that copies of the school and LA policies are made available to all staff, including students, work experience students and supply teachers.

### SCHOOL STAFF

All employees have the responsibility to co-operate with the Acting Headteacher and to comply with the requirements of this policy in order to achieve a healthy and safe workplace and, in doing so, to take reasonable care of themselves and others. They should notify the Acting Headteacher immediately of any concerns.

All staff must:

- Carry out, at all times, instructions, directions and advice regarding safe working practices;
- Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues, and to any other person attending or visiting the premises;
- Use, and ensure others use, any necessary protective clothing and equipment and also ensure that they are maintained in a clean and usable condition;
- Report all equipment and working environments which they consider to be unsafe;
- Report to the Acting Headteacher all accidents to themselves and pupils under their control;
- Avoid using any hazardous substance without proper training, also any item of electrical equipment which may be causing concern;
- Undertake any necessary training related to health and safety e.g. object handling, first aid
- Make themselves familiar with this policy, together with the County's Health and Safety Policy.

## HEALTH AND SAFETY ARRANGEMENTS

### FIRST AID

First Aid boxes are located at the following locations:

- Staff Room

These are checked regularly and under the control of Mrs Sian Canning, secretary. All teaching and associate staff attend accredited First Aid training.

The 3+ Setting ensures all staff on duty have up to date First Aid training.

The 3+ Setting has its own First Aid equipment in the room and this is checked regularly by Mrs Angela Davies Setting Leader.

### REPORTING ACCIDENTS

Accidents resulting in injury are recorded in the school's Accident Report Book which is kept in the school office. All staff follow the Accident Procedure, which details which types of accident require a phone call home.

More serious accidents are recorded on the LA electronic Incident Reporting System.

The 3+ Setting have their own accident book. Parents are notified of any accidents following the 3+ Setting's own policy

### MEDICATION

Parents have been informed that staff will supervise the administration of medication, provided parents complete a consent form each time this occurs. All medicines, brought into school, must be stored in a safe place in the office.

### FIRE EVACUATION PROCEDURES

- Fire Inspections are carried out in accordance with Local Authority schedules.
- Written fire evacuation procedures are displayed in all rooms.
- Posters, showing exit points, are placed throughout the school. Exit signs are updated as necessary.
- Fire equipment is checked on a 6 monthly basis.
- Whole school Fire Drills are carried out termly, and includes 3+ provision.

### PUPIL AND STAFF SECURITY PROCEDURES

- The school has alarms and adequate lighting.
- The clearly designated school entrance is controlled by a keypad that requires a password
- All visitors report in and out using the Visitors' Book kept in the Reception area. Identity badges are used for school visitors.
- Pupils do not arrive at school before 8.50 a.m., with the exception of Breakfast Club children who arrive at 8:00. They are supervised by staff throughout the breakfast session.
- All pupils go into school through the correct door at 8.50am.
- Parents are requested to collect FP children from the FP playground at the end of the day.
- Pupils are supervised on the school yard and grounds – by teaching staff during morning and afternoon breaks – and by Midday Supervisors at lunch time. The 3+ Setting has its own procedures for supervision when children are outside.
- Children are not allowed outside the school premises without the knowledge and approval of their class teacher. Parents must inform staff directly if this ever needs to happen.

### TRANSPORTING CHILDREN

- Parents only transport other parents' children during the school day with the complete agreement between parents/carers.

### DBS CHECKS and SAFEGUARDING

- All staff, governors, parents who do voluntary work in the school and adults who are contracted to carry out work in the school must have DBS certificates issued by Powys County Council within the past three years. This policy applies also to the 3+ Setting.
- Parents give consent for their child to be photographed at the school. Photos in newspapers, Facebook and on the website do not contain the child's name.

### E-SAFETY

- Parents/carers must give their consent before children use email and the internet and agree to conditions set out on the Acceptable Use Policy as given to parents/carers when their children start school at Ysgol Caersws School.
- The Local Authority block the use of inappropriate websites.

### HEALTH AWARENESS

- The school has been awarded the Healthy Schools Phase 5 status.
- The school promotes healthy eating by encouraging pupils to bring fruit for snack. Pupils are encouraged to bring their own water bottles and have them on their tables throughout the day.
- Children (and parents) are encouraged to cycle or walk to school.
- The school meets statutory time allocations for P.E. and runs extracurricular sports clubs throughout the year. Pupils do a daily run
- The school operates a policy of No Smoking on the school premises.

## **RISK ASSESSMENTS**

### **SCHOOL AUDIT**

- Health and Safety audits and risk assessments are carried out annually by the Acting Headteacher and appointed governor during a walk around the school building and premises.

### **MANUAL HANDLING/OBJECT HANDLING/RESTRICTIVE PHYSICAL INTERVENTION**

- Staff who support pupils with physical disabilities receive annual safe handling training.
- All employees of the school have received statutory object handling training.
- Staff have received training in 'Team Teach' Restrictive Physical Intervention from the outreach team of Penmaes School, Brecon.
- The school has a separate policy governing the use of Restrictive Physical Intervention.

### **HAZARDOUS SUBSTANCES**

- Hazardous waste is removed by contractors.
- Cleaning materials are stored securely in the caretaker's designated storerooms.
- All sprays and chemical powders are stored in locked cupboards.

### **DISPLAY SCREENS**

- Workplace assessments are carried out to ensure that PC users (staff and pupils) are not affected by glare from the sun. Blinds/curtains are fitted in all classrooms and offices
- Appropriate furniture is used for work at computer 'stations'.

### **BOUNDARIES**

- All gates are kept shut; entrance to the school is controlled electronically.
- Non fire doors, where practicable, remain locked from the outside during the school day.
- Windows are closed by staff at the end of the day.
- Boundary fences and hedges (including tall trees) are inspected regularly.

### **VIOLENCE TO STAFF**

- Any incidents of violence to staff should be recorded on the 'Violent Incident report Form'

## **PUPIL SUPERVISION**

- Senior managers and teaching staff are on the school premises no later than 8.30 a.m.  
Non-breakfast Club pupils should not arrive before 8.50 a.m
- Breakfast Club children are supervised from 8:00 onwards.
- Pupils should never be in classrooms without an adult present. (This applies during lesson time and breaks). If the class teacher has to leave the classroom in an emergency, the class teaching assistant or a member of staff in an adjacent classroom is asked to oversee the class.
- Playground duty is organised by the Acting Headteacher. At least one member of staff is on duty at any time, usually more staff are available. When the bell goes, children are expected to come into the school in an orderly manner, FP and KS2 via their main corridor door. Staff are expected to be in the classroom before children come in from the playground and to meet children from the yard first thing in the morning and after lunch.

- During wet breaktimes (morning and afternoon), a member of staff is always inside the classroom with the children.
- Lunch time supervision is managed by the Headteacher with the assistance of the Midday Supervisors. Pupils are not allowed into the school building during breaks unless they need to go to the toilet. During the Headteacher's absence from school, lunchtime management is the responsibility of Mrs Nia Davies.
- At the end of the school day, a member of staff takes responsibility for pupils who use the minibus/ taxi service.
- Parents are requested to give details of how children will return home safely following school visits and extra-curricular clubs.
- When pupils are registered at the school and, thereafter, at the start of each school year, parents are asked to complete a form updating medical information, contact details and consent for pupils to visit the local area during the school day. Staff should have this information available at all times.
- Details of school closure, due to inclement weather, will be posted, at the earliest opportunity by text the text to parent service. Details are also posted on the Powys County Council website and Facebook page.
- Pupils and staff follow the school's Behaviour Policy to ensure that Health and Safety risks are kept to a minimum.

### **HIGH RISK ACTIVITIES**

#### **TRANSPORT AND TRAFFIC MANAGEMENT**

- A risk assessment has been carried out on the way the car park is operated.
- Children and parents are reminded of the need for constant vigilance in the car park in newsletters and by going through procedures with the children
- Staff only park at the front of the school.
- Pedestrian access in and out of the school is on pavements (avoiding road access).
- Cycle training is undertaken annually by Year 6 children.
- Pupils (and parents) are encouraged to cycle or walk to school to reduce traffic congestion and to promote health and fitness.

#### **EDUCATIONAL VISITS**

- All staff follow the LA guidance on 'Health and Safety of Pupils on Educational Visits'.
- Risk assessments are carried out for all class visits.
- The Staff/Adult: Pupil ratio for all walks and visits are as follows: - 1:5 (Nursery and Reception) - 1:6 (Year 1 - 3) - 1:10 or 15 (Year 4 – 6)
- RESIDENTIAL VISITS
- Activity and Residential Centres carry out detailed risk assessments which are shared with the school before pupil visits.
- Parents are invited to meet staff accompanying pupils on residential visits, also, where possible, leaders from the residential centres.
- The qualifications of all centre leaders are verified.
- Staff at residential centres are notified in advance of pupils with learning and/or behavioural difficulties.
- The centre is given detailed information about individual pupils' health, diet and medication requirements.

### SWIMMING LESSONS

- Staff at the Leisure Centre are given information about pupils' medical needs, also information about pupils with ALN.
- Pupils wear goggles only with parental consent.
- Parents are informed of appropriate swimming clothing for their children. P.E.
- Equipment is inspected annually.
- Staff are responsible for the safety and safe storage of all equipment used.
- Staff and governors monitor the state of the school grounds and report to the Acting Headteacher. When remedial action is necessary, the grounds maintenance contractor is contacted.

### CURRICULUM POLICY

Curriculum policies contain statements about Health & Safety to ensure pupils' safety.

### BUILDINGS AND GROUNDS

- Pupil and staff safety is of paramount importance in the day-to-day running of the school, especially when on-site contractual work is being undertaken. Pupils are made fully aware of prohibited areas.
- The school's Facilities Manager, David Thompson, liaises with and monitors the work of on-site contractors.
- Close liaison takes place between the school, LA managers and those undertaking contractual work.
- The 'Handyman' carries out Health & Safety related work booked by the school staff and secretary.
- Cleaning, hygiene, catering and grounds maintenance are overseen by either the Acting Headteacher or LA staff.
- School grounds, including paths and play areas, are inspected regularly to ensure that accidents do not occur.
- Tree surgery has previously been carried out in staff car park area
- The school has adequate litter bins and pupils are expected to follow the 'No Litter' policy. Children use compost bins for fruit waste.
- Access to and from the school premises is checked regularly.
- There is adequate lighting for footpaths leading to the school building.
- The school cleaner in charge, Mrs Christine Jehu, monitors a large number of health and safety issues on a daily basis and reports concerns immediately.

### **SPECIFIC LEGISLATIVE REQUIREMENTS**

#### Electrical equipment

All portable electrical appliances are inspected annually, and maintained in accordance with County Policy. It is the duty of members of staff to report (to the Acting Headteacher) any faulty equipment, and to cease using it until it is repaired.

#### Asbestos Management

The school takes account of the 'Duty to Manage' asbestos legislation which came in force in May, 2004. The county 'Asbestos Management Policy' is followed and they carry out an annual asbestos check.



### Legionellosis

An LA survey was commissioned in 2003 and subsequent monthly checks are carried out by the LA.

### Boiler Room and Plant Equipment

- There is easy access to both and they are adequately ventilated.
- These premises are clear of combustible items and remain locked.

### HEALTH AND SAFETY REPRESENTATIVES

Health and Safety representatives of Teaching and Staff Unions/Associations have the right to carry out their own inspections and investigations and to make reports to the Acting Headteacher.

### MONITORING HEALTH AND SAFETY PERFORMANCE

In addition to the usual day to day monitoring of matters affecting health and safety performance, the Acting Headteacher will ensure that issues are included in the agendas of staff and governors' meetings on a regular basis.