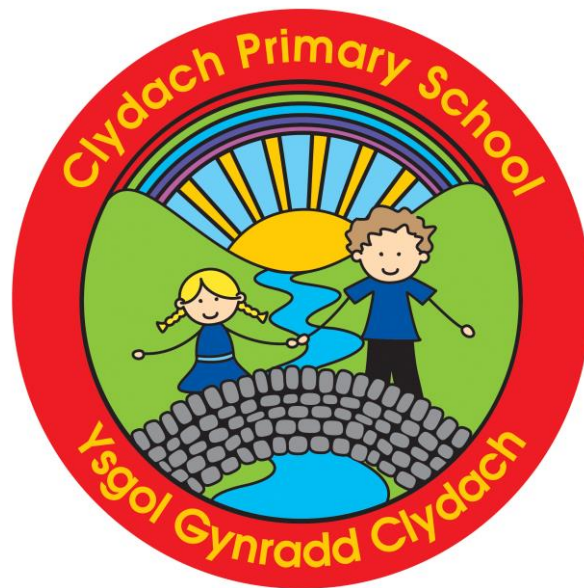


# Clydach Primary School Ysgol Gynradd Clydach



## Health and Safety Policy Polisi Iechyd a Diogelwch



## **CLYDACH PRIMARY SCHOOL - HEALTH AND SAFETY POLICY** **YSGOL GYNRADD CLYDACH – POLISI IECHYD A DIOGELWCH**

### **INTRODUCTION**

This policy outlines provision for Health and Safety in our school.

The school policy for this provision reflects the consensus of opinion of the whole teaching staff. It has been drawn up as a result of staff discussion and has the agreement of the Governing Body and teachers.

**The implementation of this policy is the responsibility of all staff.**

### **METHOD STATEMENT**

At Clydach Primary School our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, pupils and visitors and to provide such information, training and supervision as is needed for this purpose.

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

The policy will be regularly reviewed and updated

The ultimate responsibility for Health and Safety in the school rests with the LEA but in practice it is delegated to the head teacher/governing body as site managers.

#### **All staff will:**

- ◆ Support the implementation of health and safety arrangements
- ◆ Take reasonable care of themselves and others
- ◆ Ensure as far as is reasonably practicable that their classroom or work area is safe
- ◆ Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

**This policy must be adhered to by all school staff including catering and cleaning staff and by Governors and visitors.**

## **RESPONSIBILITIES**

The ultimate responsibility for Health and Safety in the school rests with the LEA but in practice it is delegated to the head teacher/governing body as site managers.

### **The following persons are responsible for:-**

Teaching areas	Individual class teachers
The school site and security	Mr B Llewelyn / Mrs E. Peters
Office and clerical systems	Mrs Julie Thomas /Mrs W Llewelyn
PE. & Games equipment	Mr M McComas/Mrs Jenny Rees
Technology equipment	Mrs S Downes
ICT equipment	Mr M McComas
Field trips and out of School activities	Group Leader
Curriculum/Pupil related safety	PSE Coordinator / All Staff

**It is the responsibility of all employees to cooperate with supervisors and managers to achieve a healthy and safe work place and to take reasonable care of themselves and others.**

Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightway tell the appropriate person named above and the problem registered. Any equipment identified as defective should be taken out of use immediately and labelled accordingly.

**The Governing Body will be required to check that the following is carried out by the people responsible.**

Safety Training	Headteacher/Deputy Head
Carrying out Safety Inspections	Headteacher and Caretaker
Investigating Accidents	Mrs E.Peters/Mrs S. McComas
Monitoring maintenance of plant and equipment	Caretaker and Site Cleaning Supervisor
First Aid	Mrs E.Peters/MrsJ.Thomas
Cleaning equipment	Mrs K. Chalcraft and Site Cleaning Supervisor

All fluids which are potentially hazardous must be kept locked away from third persons except when they are being immediately used. All flammable, toxic and corrosive substances must be used according to recommendations on labels and notices advertised in the **COSHH** booklet.

All equipment should be used appropriately and stored in a safe and tidy way. In particular there is the need to be careful of trailing leads and wet floors.

## **GENERAL ARRANGEMENTS**

### **Accidents**

First aid equipment/box is situated in a cupboard in the foyer in the juniors and the cupboard in the staff toilet in the infants. Smaller first aid boxes are available for trips etc. First aid boxes will only contain approved stock, which will include eyewash facilities. Disposable gloves should always be used when dealing with blood.

Most staff are trained in emergency first aid. Two members of staff are fully qualified first aiders. (awaiting refresher training at present)

### **Reporting Incidents.**

All teachers and supervisory assistants are responsible for reporting incidents. The accident book is kept in the cupboard in the foyer in the juniors and the cupboard in the staff toilet in the Infants. Accident report forms are kept in the office in filing cabinet labelled Accidents (see Secretary) All injuries which are not considered to be of a minor nature **MUST** be reported to the head teacher or senior member of staff who will decide whether to inform the pupil's parents. All injuries will be recorded. Parents will be notified of head injuries and a slip is given for the child to take home.

### **Medicines**

All medicines are kept locked in the office apart from asthma medication. Medication will be administered by staff in certain circumstances, but only when parents have given signed consent and where medicine bottles are properly labelled giving name, date and dosage. Refer to Medicine Policy.

Pupil's medical records are kept in the office on card index sheets and in box file labelled SIMS and within the SIMS computer system.

All staff are issued with a list of school children with medical problems.

### **Off Site**

A first aid kit and mobile phone must be taken on all out of school visits.

A first aid kit and mobile phone must be taken when children compete in sporting activities away from the school vicinity.

### **Playtime Duties**

At playtimes a teacher as well as a T.A will supervise children playing, bearing in mind the weather conditions and the state of the yard. During wet playtimes staff will monitor children in each of the classes with support from older pupils.

### **Security**

The main entrances to both departments have a key pad entry and all doors are kept shut to ensure unwanted visitors do not enter the school. All visitors are asked to use the main entrances which lead to the foyer where the school secretary ensures visitors sign in the Visitors' Book. **Children know they are not allowed to let anyone into the school.** A list of Emergency Contact Numbers is kept pinned on the Office wall near the phone.

## **PUPIL HEALTH AND WELFARE**

### **General**

All aspects of safety will be promoted as part of our PSE curriculum including Food Safety, Internet Safety, Road Safety, and Safety in Other Environments, Sun Safety, Personal Safety and Playground Safety.

### **Food Safety**

See Food Policy

### **Internet Safety**

Pupils will be asked to sign an internet agreement and this will be referred to regularly. No child will use a computer unsupervised but pupils must learn they have a responsibility to use computers safely.

### **Road Safety**

Pupils will learn about the importance of Road Safety as part of the PSE curriculum. The school participates in the Junior Road Safety Scheme and Y6 pupils are chosen as Junior Road Safety Officers. There is a road system marked on the playground and this is used to reinforce Road Safety and used when Y6 pupils participate in Cycling Proficiency.

### **Safety in Other Environments**

Any visit off site must be approved by the Head teacher and a risk assessment carried out prior to the visit. Parents must be notified of details of any visit which takes place off the school site.

At the beginning of each school year parents are asked to sign a form giving their permission for visits. Parents are also asked to give emergency contact names and phone numbers to be used in an emergency and these are regularly updated.

### **Sun Safety**

Pupils will be encouraged to wear hats and to use sun lotion if they are out on the playground etc. for any length of time.

### **Personal Safety**

The Police Schools Liaison Officer and the Community Safety Project Officer are regular visitors to the school and an awareness of personal safety forms an important part of the PSE curriculum.

## **Playground Safety**

The caretaker regularly checks the playground to ensure all equipment is safe. Pupils are encouraged to play safely and to adhere to the school's Playground Rules. They also know they are not allowed to climb on or over the school walls. There are always at least two adults on duty on the playground at any one time.

## **STAFF HEALTH AND WELFARE**

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head teacher, senior staff or the school's health and safety representative as soon as possible. The Head teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

### **Staff Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables

### **Violence**

Staff should always take steps to minimise the possibility of violence in school. HCC have produced a Code of Practice on Prevention and Management of Violence and this is kept in the staff room for reference. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. A notice in the foyer tells visitors the Governors will not tolerate rude or abusive behaviour.

## **General Fire Safety**

Escape routes:	Caretaker - daily
Fire extinguishers:	Caretaker - weekly
Fire drills held on a termly basis:	Headteacher
Fire alarms:	Caretaker - weekly
Other equipment:	L.E.A. recommended adviser

## **Advice and Constancy**

Local inspector's office and telephone number - refer to safety consultant.

Safety Consultant	Health and Safety Manager County Hall Swansea SAI 3SN Tel: 01792 636685
	Morrison Hospital Tel: 01792 702222
	Singleton Hospital: Tel: 01792 205666
	Ambulance: Tel: 999

## **Training**

Persons responsible for training:-	Head teacher:	Mrs E.Peters
	Cleaning Services:	Site Cleaning Supervisor
	Catering:	Catering Services

## **Contractors and Visitors**

Contractors working on site **MUST:**

Report to the Head teacher before beginning work

Sign in at the foyer

Liaise with caretaker about storing equipment

Liaise with the Head teacher before undertaking work in or near places where children are working or playing.

Ensure all equipment is out of the reach of children.

Ensure all ladders are secure and surrounded by safety barriers

## **Electrical Equipment**

The Health and Safety Officer and the Caretaker will:-

Ensure the safety of electrical equipment – carrying out regular PAT testing.

Ensure there is a routine for inspecting plugs and cables for loose connections and faults;

Ensure equipment is checked by LEA approved electrician on annual basis and registered.

Ensure leads are not trailing where likely to cause an obstacle to passing children or adults.

Make arrangements with electrical contractors for periodic checks according to recommended timescale of the installation and equipment:

**Staff know that no non essential plug sockets are to be left on overnight.**

Contacts County Hall Tel: 01792 636000

**PROCEDURES FOR EVACUATING THE BUILDING  
IN CASES OF EMERGENCY e.g. FIRE, BOMB THREAT**

- ◆ All classes will exit at the nearest safe exit
- ◆ Each class will assemble outside the front of the school next to the wall
- ◆ Registers, which are kept together outside the office, will be picked up and distributed to classroom teachers
- ◆ According to the appropriateness of the situation a roll call will be made at the front of the school
- ◆ Junior children will be evacuated to the playground or the Infant yard depending on the situation
- ◆ Infant children will be evacuated to the designated areas in the infant yard.
- ◆ Emergency services will be notified even in the case of a fire drill

Sept 2103

Latest Review Date Sept 2014

Head teacher.....Emma Peters

Chair of Governors.....Jan Jarman.