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# HEALTH AND SAFETY POLICY

## EVENLODE PRIMARY SCHOOL

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Review date Sept 2015

# **EVENLODE PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY**

This Health and Safety policy is a supplement to the Vale of Glamorgan Council's Health and Safety Policy. Further advice and guidance can be found on the Vale of Glamorgan Council's Corporate Health and Safety staffnet pages and the HSE website.

### **Statement of Intent**

- *To provide adequate control of the health and safety risks arising from our work activities;*
- *To consult with employees on matters affecting their health and safety;*
- *To provide and maintain a safe place of work and equipment;*
- *To ensure safe handling and use of substances;*
- *To provide information, instruction and supervision for employees;*
- *To ensure all employees are competent to do their tasks and to give them adequate training;*
- *To prevent accidents and cases of work related ill health;*
- *To maintain safe and healthy working conditions;*
- *To review and revise this policy as necessary at regular intervals;*
- *To update the policy against legal advice and advice from the LA;*
- *To ensure that those non employees who might be adversely affected by the school's undertakings- are not;*
- *To ensure all users of the school do not knowingly put themselves or any one else at risk.*

Signed: (Head teacher)

Signed: (Chair of Governors)

Date:

## **Introduction**

This document reflects the values and philosophy of Evenlode Primary School in relation to Health and Safety.

Our policy is to provide and maintain safe and healthy working conditions for our pupils, staff, Governors, PTA and all other stakeholders or visitors to Evenlode Primary School and to provide information, training and supervision for this purpose.

We also 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 arrangements, which we will make to implement the policy, are contained in this document.

The policy will be reviewed and amended as necessary as personnel change and new areas of care are found to be necessary.

## **Organisational Responsibilities**

### **Head teacher**

The Head teacher of Evenlode Primary School acknowledges that they are responsible for the day-to-day Health and Safety Management of School. The responsibility includes ensuring staff are aware of health and safety rules and procedures which apply.

#### **The Head teacher has a responsibility:**

- To ensure their own health and safety as well as the health and safety of the staff, pupils and anybody else who might be affected by the schools undertakings-are not (including visitors and contractors who visit site.),
- To ensure suitable and sufficient risk assessments are carried out on all significant risks in relation to the schools undertakings and ensure they are reviewed on a regular basis,
- To ensure that all relevant health and safety information and training is disseminated to the relevant parties i.e. staff, Parent and Teacher Association (PTA) and other users,
- To ensure health and safety is an agenda item at staff meetings,
- To ensure that there is adequate supervision of the pupils,
- To ensure any contractors who work on the school site provide a suitable and sufficient risk assessment/s, method statement/s for the work they will be undertaking and are adequately monitored where required by the school,
- To ensure that any contractors working on the school building are shown the asbestos register and any other significant risks prior to work being commenced,
- To ensure that all building works are undertaken in compliance with Construction, Design and Management (CDM) Regulations where identified,
- To ensure there are an adequate provision of first aid for the school and that the provision is managed effectively based on a suitable and sufficient risk assessment,
- To ensure that the risk of fire is managed in line with the fire risk assessment and supporting documents,
- To ensure that all relevant staff have Safe Guarding training from the HT or SLT,
- To ensure that DBS (CRB) checks are undertaken for all members of staff, helpers and the child protection governor,
- To ensure all risk assessments involving educational visits are in line with EVOLVE LA guidance.

## **Governors**

### **The Governing body has a responsibility:**

- To ensure that a Sub Committee is appointed to manage health and safety issues in the school. It should meet once a term and should report back to the head teacher and full governing body if there are any areas of concern. Minutes of the meetings should be kept and submitted to the governing body,
- To arrange a health and safety inspection of the school (internal and school grounds) by the appointed committee at least once a year,
- To review the health and safety policy and present it to the full governing body for approval every 4 years unless there has been a significant change.

## **Deputy Head teacher**

### **The Deputy Head teacher has a responsibility:**

- To liaise with the head teacher on a regular basis regarding health and safety,
- To take on the responsibilities of the head teacher in their absence.

## **Teachers and Learning Support Assistant (LSA)**

### **All teachers have a responsibility:**

- To report any health and safety concerns to the head or deputy head,
- To check and use any access equipment (e.g. step ladders) provided when working at height e.g. wall displays
- To ensure all significant risk are managed in the lesson through the lesson plan and complete a suitable and sufficient risk assessment/s for school trips ( in line with the LA and Evolve),
- To report and record any incidents or/and accidents of pupils or staff to the head teacher,
- To be aware of fire risk and to ensure the pupils are familiar with the emergency evacuation procedure.

## **Caretaker**

### **The caretaker has a responsibility:**

- To keep the caretakers store room/area tidy and ensure any hazardous substances are appropriately stored. COSHH Assessments should be available for reference,
- To report any health and safety concerns to the HT,
- To check and use appropriate access equipment (e.g. steps, trolleys for heavy lifting) when undertaking their duties,
- To test the fire alarm on a regular basis i.e. once a week and keep a recorded in the fire log book,
- To test the emergency lighting on a regular basis i.e. monthly and keep a recorded in the fire log book,
- To undertake a weekly and half termly school maintenance check and report any concerns to the head teacher.

## **School Business Manager**

### **The school administrator has a responsibility:**

- To ensure all visitors sign the visitor's book on arrival and provide badges to all visitors,
- To ensure all contractors and visitors are made aware of the emergency evacuation procedure prior to maintenance/building work commencing,
- To ensure all contractors have been shown the asbestos register and made aware of any significant risks,
- To monitor all health and safety records which are store in the admin office.

## **Lunchtime Supervisors**

### **All lunchtime supervisors have a responsibility:**

- To adequately supervise pupils in their lunch breaks,
- To report and record all accidents/incidents to the head teacher or deputy head teacher without delay,
- To report any health and safety concerns to the head teacher or deputy head teacher without delay.

## **All employees**

### **All employees have a responsibility to:**

- Take reasonable care of themselves and of other people who might be affected by their actions,
- To co-operate with the school and the LA to enable them to fulfill their legal duties.

## **Pupils**

### **Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and other pupils where possible,
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.

## **Visitors**

All visitors should report to the school office on arrival at the school. Visitors are required to sign in and out in the visitor book. Parents, volunteers and students, (including work experience) helping in the school are required to sign in/out of the building.

## **Arrangements**

### **Induction and Training**

Each new member of staff will be made aware of the school's Health and Safety Policy and be instructed in the school's fire, first aid and accident reporting procedures.

Health and Safety training will form part of INSET days, this will include risk assessment training and manual handling training which will be delivered by the Health and Safety section of the Vale of Glamorgan Council.

### **Risk Assessments and procedures**

The risk assessments with supporting procedures (where applicable) are to be carried out by key members' staff on all significant risk in the school. They will be reviewed on a regular basis, or as and when necessary. Risk assessments with supporting procedures (where applicable) for educational visits will be carried out in line with EVOLVE guidance. The school's Evolve coordinator receives regular training from the LA when needed to ensure risk assessments are completed in line with policy.

### **Reporting Accidents**

All accidents and Incidents involving staff, pupils and members of the public should be recorded with copies held on site. All significant accidents and incidents should be reported to the Corporate Occupational Health and Safety Team in the Vale of Glamorgan Council.

Minor injuries should be recorded in the minor injuries book where used i.e. bumps and scraps.

Appropriate forms for accidents or incidents are available in the admin office. (AC1 accident form is used for serious injury and attendance to hospital).

Lunchtime supervisors should complete accident forms or minor injury book for any pupils or staff involved in an accident during the lunchtime period where an injury has occurred. The main school First Aid book is kept on the top shelf in the school office. First aid books will be kept in the first aid boxes/bags kept in first aid areas.

First Aiders should complete the accident or minor injury book where applicable and advise the head teacher. The head teacher or a member of staff will ensure parents are informed of any accidents at school which have resulted in any treatment. Where bumps to the head occur and depending on how the pupil is feeling, parents will be informed by text message or by phone. The parent may also be asked to come to school and collect their child and seek medical attention. In the event of an emergency, an ambulance will be called for.

Certain categories of accidents, as specified in the Reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) are to be reported to the Health and Safety Executive (HSE). Vale of Glamorgan Corporate Health and Safety Team should be contacted for advice and guidance.

### **First Aid at Work**

All first aid person/s will have a suitable qualification based on a suitable and sufficient risk assessment. The designated First Aid Officers are listed on the staffroom wall and all employees are made aware of them regularly.

First Aid boxes are located throughout the school and a nominated member of staff will be responsible for checking and restocking the first aid boxes. The main first aid store cupboard is located by the school entrance and is kept locked.

All staff where identified will be trained in the use of Epi pens and inhalers. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed.

## **Guidelines for Medicines in School**

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the school office and are kept by the LSA responsible for the administration of the medication.

Only medication prescribed by the GP (prescribed 4X a day or more) is able to be administered. The medicine should be in the correct box with the dosage clearly stated on the pharmacist label.

Medicines are to be safely stored in the staff room fridge and they should not be accessed by pupils or unauthorized persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the school office. Any member of staff is able to administer the recommended dosage on the container and must record dose and time of administering of the medicine on the medical record sheet.

For further information on medicine in schools, refer to Welsh Government's "**Supporting People with Medical Needs in Schools**" which can be accessed from the following link:  
[http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical\\_Needs?lang=en](http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en)

## **Fire Safety**

- Pupils partake in a fire drill at least once a term. This will be planned and carried out by the head teacher or deputy head teacher.
- The fire alarm system is tested weekly and inspected by a competent person once every three months.
- Fire extinguishers are maintained and inspected on a yearly basis.
- All records of fire drills are kept in the school office. Alarm testing is recorded by the caretaker in the fire log book.
- Each classroom will have posted up a "fire drill notice" including the fire escape route and assembly points.
- The Health and Safety subcommittee will monitor that these drills take place (agenda item)
- The Local Authority is responsible for reviewing the schools fire risk assessment.

## **Security**

- The main building of the School can only be accessed via a keypad system.
- The main office is adjacent to the main door and there are windows to two sides; officers can see people approaching the school
- A CCTV system is in place.
- There is an alarm system fitted to the main building which is PIR sensitive.

## **Panic buttons**

All classrooms have panic buttons. These are to be used in an emergency by staff when immediate medical help is necessary.

## **Manual handling and Restraint**

Please refer to Physical Intervention Policy

## **Car park**

The main school car park is used by staff and visitors.

### **Use of cars**

Teachers can transport children if they have appropriate insurance and have completed a liability Evolve form including the assurance that appropriate child seats are available for those requiring them.

### **School Trips**

Only reputable bus companies are to be used for school trips. Seat belts will always be available and worn by pupils and teachers

Signed consent forms must be completed for each child who leaves school either on a school trip or sporting activity.

Guidelines for school trips are provided by EVOLVE, Vale of Glamorgan, please see the EVC policy. The EVC coordinator is Ms J. Pugsley (admin) or designated member of staff.

Risk assessments will be carried out by the lead teacher and checked by the head teacher

### **Livestock/pets**

Any livestock/pets kept on site will be managed by a member of staff inline with current guidance and regular checks by vets will be undertaken if necessary. Pupils handling any animals will be supervised at all times. Correct hygiene procedures will be adhered to. Risk assessments and vaccinations will be kept up to date where required.

### **The Vale of Glamorgan Council**

**All Vale of Glamorgan Council have a responsibility to:**

- The structural safety of premises,
- The safe installation and maintenance of all services and associated fittings,
- The safety of electrical supplies including provision of circuit breakers and isolating devices,
- The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

### **Electricity and PAT testing**

The PAT register is kept in the school office. Maintenance is undertaken annually. The emergency lighting is tested every six months and inspected by a competent person annually.

### **Asbestos Management**

All contractors will be shown and will sign the Asbestos register which can be found in the school office.

### **References**

Vale of Glamorgan Corporate Health and Safety staffnet pages

Health Safety Executive, <http://www.hse.gov.uk>

Health and Safety at Work Act 1974

Management of Health and Safety at Work regulations 1999,

Health and Safety of pupils on educational visits - National Assembly 2010,

<http://wales.gov.uk/docs/dcells/publications/100309educationalvisitsguide2010en.doc>