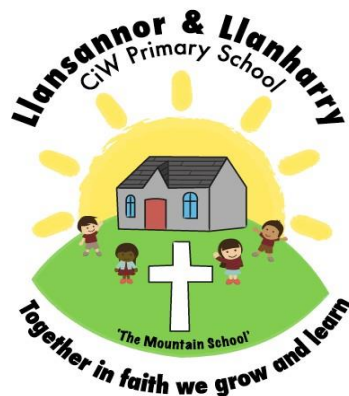


Llansannor & Llanharry C/W Primary School



Health and Safety Policy



Health & Safety Policy

DOCUMENT INFORMATION			
Created by :	Mrs S. Prosser	Reviewed by :	Finance
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Chair of Governors :	Signed electronically by Mr P Whiting		
Headteacher :	Signed electronically by Mrs S. Davies		



1. Policy Statement

- 1.1 This is the health and safety policy of our school, which should be read in conjunction with the Vale of Glamorgan Council's Corporate Health and Safety policy and procedures. ^[L]_{SEP}
- 1.2 Our School accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who may be affected by its activities. ^[L]_{SEP}
- 1.3 The Senior Management Team and the School Governing Body will take all reasonable steps to ensure that the Vale of Glamorgan's Corporate Health and Safety Policy and our own school Policy are implemented and, that the Vale of Glamorgan Corporate guidance documents, which have been formally adopted by the Governing Body, are followed and monitored throughout the School. ^[L]_{SEP}

2. Responsibilities

As a Church in Wales Voluntary Aided school the Governing Body at Llansannor & Llanharry C/W Primary School is responsible for ensuring the health and safety of all staff, pupils and visitors at all times.

- 2.1 For its part the Governing Body will:
 - Ensure health and safety has a high profile
 - Ensure adequate resources for health and safety are available
 - Monitor and review health and safety arrangements, policies, procedures and risk assessments.
- 2.2 The Head teacher will:
 - Develop a health and safety culture throughout the school
 - Take day to day operational decisions
 - Ensure staff are aware of their responsibilities
 - Update governors
 - Draw up health and safety procedures
 - Monitor effectiveness of procedures
 - Ensure the development, management and review of risk assessments
- 2.3 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.

3. General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site, they are expected to follow school safety procedure. The Head teacher / Caretaker or Business Manager will liaise with contractors as appropriate.

Contractors completing high risk activities will be expected to inform the school management team and provide (as necessary) the relevant documents including risk assessments and permits to work.

A yearly check will be carried out by the Health and Safety Committee of the Governing body with the Head Teacher to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety. All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

4. Monitoring and Review of Health and Safety Arrangements

The yearly check by the Headteacher, Site Manager and appointed members of the Governing Body Health and Safety Committee will be used to prioritise need and to inform planning.

The Site Manager's Logbook will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day-to-day basis. The Site Manager will monitor school grounds and premises daily. Monitoring by governors will be via the Health and Safety Committee and the Head teacher's Report. The policy will be reviewed annually.

Other types of monitoring tools include:

Classroom checklist for teachers to complete (good way to develop ownership & raise awareness)

Arson checklist – to be completed twice a year

Annual inspection – template available on schools staffnet pages

5. Allergies

Information about children who suffer from an allergy is shared promptly with key stakeholders and updated regularly on SIMs. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary. Epi Pen training is given by the School Nurse when required.

6. Asbestos

The policy for the Management of Asbestos issued by the Vale of Glamorgan County Council will be adhered to. The Asbestos register is kept both within Headteacher Office and shows there is no Asbestos in the school building. This is annually inspected and updated where necessary. All contractors are shown

the asbestos management plan and sign to ensure that they are aware of their duties.

7. Boiler house

The school will follow LA guidelines in that the boiler house will not be used for storing any items other than those necessary for performing maintenance and stoking duties.

Storage of flammables, corrosive materials or any item liable to cause a risk of any kind will not be tolerated.

The boiler house will be kept as safe as possible for those working in there with no trip hazards or obstructions. The boiler house will be kept locked when the boiler operator (caretaker or head) is not working in there.

8. Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school prospectus.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

9. Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. If in doubt we contact the school doctor. Further advice can be sought via the Corporate Health & Safety department.

10. Computer Operators

Administration staff using VDUs should vary their work routines and follow guidance on regular eye tests. Display screen users can complete an online self-assessment if required. (via e-learning / staffnet.)

11. Curriculum - Use of Resources

We follow the LA guidelines with regard to Science, ICT, Technology, Art and PE. A copy of each is kept in the school office and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

In addition, the following have higher risk aspects:

PE - in accordance with the "Safety in PE" document and specific area guidance e.g. outdoor education,

Science - reference should be made to the 'Safety in Science' document;

Art - reference should be made to the 'Safety in Art' document and **Technology** - reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Foundation Phase and Key Stage 2' document.

12. Equipment and Appliances

All boilers, heating appliances are inspected annually by a registered inspector and logs are kept by the Building Services department within the LA.

13. Electricity

Pupils will be made aware of the dangers of electricity. Only teachers or authorised staff will plug in for use or switch off electrical appliances. Only teachers or authorised staff will move electrical equipment. All electrical equipment will be switched off when not in use.

All portable electrical items will be subject to regular PAT testing.

Broken or cracked sockets are not to be used and will be reported to the headteacher who will arrange for replacement by a qualified electrician as per Local Authority Guidelines.

Socket covers will be used where there is potential risk of children sustaining injury.

Any electrical items brought into school must not be used until it has undergone a portable appliance test and has been passed as safe for by a qualified electrician.

Cables and wiring will be checked for damage periodically. Any damage will be reported to the headteacher and the item(s) taken out of use until repairs have been carried out by a qualified electrician and the item passed for safe use.

All electrical equipment used on school premises will have the correct fuse fitted.

A residual power breaker unit should be used when operating tools etc.

14. Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No secondhand equipment must be introduced to school without the agreement of the Head teacher.

Electrical equipment will be tested regularly in accordance with Vale of Glamorgan Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed. Firefighting equipment and alarm systems are maintained via annual contract. PE equipment is maintained via an annual contract. Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas.

15. Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. All staff and pupils will be made aware of the procedures to follow in the event of a fire. A Fire Procedures notice will be displayed in all classrooms and other relevant areas.

The school regularly tests and records alarm systems weekly.

All staff ensure that emergency exits are clear and that the children and adult visitors within their rooms are aware of fire procedures.

The Caretaker will test all alarms and emergency lighting systems on a Friday afternoon after school hours.

A logbook is kept of all weekly tests and termly fire evacuation drills. A staff debriefing session will be held and details of the fire drill including any observations will be discussed. Any weakness or flaws in the procedure will be identified and acted upon.

A full fire plan is carried out on an annual basis by both the Headteacher, Site Manager and/or the LA Health and Safety officer.

Testing of fire extinguishers will be maintained under the annual maintenance contract which is centrally coordinated by the directorate of education. The service dates will be checked for regularity to ensure compliance with the contract by noting the last service date entered on the service sticker attached to each extinguisher. If the anniversary date is passed, then the contractor will be notified.

Suitable fire safety and awareness training for staff will be provided on the use of fire extinguishers will be arranged with the fire service from time to time.

Fire risk assessments will be completed periodically by the Corporate Health & Safety department in order to comply with the Regulatory Reform (Fire Safety) Order 2005. It is the responsibility of the school management team and the Health & Safety Governing body to monitor fire safety and implement the recommendations of the assessment. A copy of the Fire Risk Assessment will be provided to the school and will be kept in the school's Health and Safety File.

16. First Aid

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment. **All staff receive regular training updates and designated staff will attend the full first aid at Work 3-day training delivered by an appropriately recognised organisation. First aid and medical supplies are available in the main building corridor opposite the classrooms which are also used by the Lunch Time Supervisory staff.**

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid bags for school journeys are stored in the staffroom as well as other items required to be on hand during a journey.

Midday Supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. A note should be made in the Accident Book, which is located at the first aid station.

Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed. Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. A secondary book is kept with all first aid boxes to jot down immediate responses. The school follows the Corporate Accident and Incident reporting procedures.

17. Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one. A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Generic risk assessments are available for common hazardous substances used in schools. Information / COSHH assessments relating to hazardous substances in school are kept alongside the items in question. All chemicals are kept securely under lock and key to prevent unauthorised access.

18. Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

19. Hygiene

The cleaning of the premises will be adequately monitored, and health and safety concerns connected with cleaning practices or standards will be brought to the attention of the Headteacher.

Cleaning materials used will be those recommended by the LA/Cleaning Company and the use of any products not on the recommended list will be checked with the Caretaking Support Officers before use.

COSHH risk assessment will be completed and recorded for all cleaning materials.

20. Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn. A watch may be worn if it is named and not of any great value but must be removed for PE. It is advisable to collect all such items prior to the lesson and store safely.

21. Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in. Before leaving, the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's wellbeing.

22. Leaving the school Premises

No child will be allowed to leave the premises during the school day unless s/he is collected by a parent or other responsible adult.

Children will be encouraged to leave school in an orderly fashion at the end of the school day. For children taking buses to and from school, a member of staff will escort groups of children to their assigned buses after close of school and will greet them in the morning.

23. Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised annually for each class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

24. Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Anyone lone working on a regular basis should be equipped with a personal mobile phone. When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

25. Manual Lifting

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded. Mechanical aids are provided, e.g. trolleys, sack trucks where necessary. Training on safe manual handling of inanimate objects has been made available from the LA.

Employees should consult the HSE guidelines, www.hse.gov.uk, which provides specific guidance in regard to maximum acceptable weights/loads for use.

Further information can be found on <https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm>

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

26. Medication at School (refer to Medication policy)

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office. All medication should be stored safely either in the fridge in the staff room in or in the in the Head teacher's office. All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office. It is the responsibility of the class teachers to ensure children have access to inhalers/ medicines on any off-site visits.

27. Off Site Activities and Visits (see also Educational Visits policy)

For all off-site activities teachers must read the appropriate section for their activity: 'Off Site Activities' 'Hazardous Pursuits' 'Open Country' 'Farm Visits'. Any visit off site must be approved by the Head teacher. For any visit to take place off the school site, a letter home requesting permission is required.

At the beginning of each school year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

The visit will be logged via the L.A. EVOLVE website and approved by the Headteacher. Where necessary, the LA Safety Officer can provide further guidance on the creation of risk assessments.

The school will also complete specific risk assessments based on the event or activity using the Corporate Risk Assessment template. These risk assessments where appropriate will be uploaded onto Evolve.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who is travelling on which coach. Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the authority for the activity must be met. Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration

too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff. All coaches hired by the school will have seat belts fitted and adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured. Children should not sit in the front seats of the coach nor in the centre back seat. Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible: Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and handkerchiefs; and 'Sick bags'. NB: The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

This policy is in collaboration with the school Critical Incident Policy and should be regarded as a living, working document.

28. Physical Education

Pupils will change into a Tshirt- and shorts for P E activities. They will wear suitable gym shoes, or they will work in bare feet.

All items of jewellery must be removed even- stud type earrings are a potential hazard during PE activities. Long hair will be tied back.

Safety will be a major feature during PE activities particularly where apparatus is being used. The pupils will be made fully aware of all safety issues at the start of each lesson.

All P E equipment will be regularly inspected and maintained in line with the conditions of the annual maintenance contract which is centrally Coordinated by the directorate's health and safety officer.

Overall responsibility for PE equipment rests with the headteacher. Any piece of equipment identified by any member of staff as being faulty or unsafe will be immediately taken out of use and reported to the headteacher.

The guidance issued by the LA and those published by the Association for Physical Education and PE will be followed.

29. Playtimes and Lunchtimes

The duty teacher will be available as soon as the bell rings for playtime.
If a child is hurt in the playground the teacher / teachers on duty will call for assistance and will not leave the children unsupervised.

Midday supervisors will be made aware of the policy on health and safety and the procedures to follow in the event of an injury to a pupil or in an emergency. They will be made aware of the importance of treating every injury to a child as serious and that an emergency aider must be informed of any injury immediately. On no account should treatment be administered by anyone other than an emergency / first aid trained person. When the bell rings for the end of play, children will line up at the designated assembly point in an orderly fashion. From this point, staff will instruct the children to walk into the building.

At **all times** adequate supervision levels will be maintained.

30. Risk Assessments

This school will adhere to the requirements of the Management of Health and Safety at Work Regulations 1999 by carrying out written risk assessments for any activity or any area of the premises which may be hazardous and where there may be a risk of injury to persons.

The results of any risk assessments will be brought to the attention of all persons affected.

Any necessary actions and precautions highlighted, as a result of the risk assessments, will be implemented as soon as possible and appropriate persons will be informed of any such action. If, as a result of any risk assessment, there is a requirement for remedial works to be carried out by the LA, the relevant department at the Vale of Glamorgan council will be contacted and the Learning & Skills health and safety officer will also be informed. If no remedial action has been carried out within an acceptable period of time (i.e. depending on severity of the situation) then the research and development unit and the directorate's health and safety officer will be contacted again. This will continue until the remedial action has been carried out, as safety on school premises is the responsibility of the headteacher and the school governors.

As a result of risk assessments on work activities, the need for personal protective equipment for staff will be identified and the necessary personal protective equipment will be issued to the appropriate staff, ensuring that it is the correct type and quality for the specific work task and that it fits the wearer comfortably and correctly. Staff will be expected to keep their own personal protective equipment in a clean condition, and any defects must be reported to the headteacher immediately so that replacements can be organised.

All written risk assessments will be kept in a file in the HT office and they will be readily available for anyone who wishes to read them.

31 School Lettings / Evening Use

Safety measures are considered to be as important for evening use of premises as they are for daytime use. Any doubt over the requirements for obtaining a Public Entertainment Licence or occasional / Theatrical Licence will be investigated by contacting the Licensing Section in the Legal and Properly Department of the Vale of Glamorgan Council.

Risk assessments will be carried out to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

32. Safety

All staff have a responsibility to be mindful of their own safety and should refer to the general risk assessments for further guidance on the school's specific procedures and guidelines.

33. School Building Access - General Safety

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Parents and children enter through the main gates.

The vehicular access to the staff car park should not be used by parents and children. Anyone seen using this access on foot should be reminded so.

All visitors must report to the school office and sign in where they will be issued with a visitor's pass and entry fob. All visitors must log out and hand their pass back to the school office before leaving.

The entry code on the intercom will be changed if there is a change in staff (teaching or non-teaching) in order to maintain school security. Any adults on site who do not work in the school and who are not wearing a visitor's pass must be reported to the school office. The main entrance is locked, allowing access on request from the school office, via an intercom. The internal doors in the reception lobby are also security coded to prevent access to the main building.

While children are playing on the yard the main gates will be locked by a member of staff on duty. Children are never left unattended whilst on the yard.

34. School Procedures

Parents will be requested annually to complete a form giving details of chronic illness, together with a note from the doctor, giving clear instructions on the dosage of any necessary medication

A list of children requiring medication, with details of the correct dosage, will be displayed on the staff notice board. A copy of the list will also be kept in the

school health and safety file.

The nominated person responsible for maintaining and updating the list is the school business manager or office clerk.

Necessary medication will be kept in a safe, secure place which will be a nominated area identified through consultation between the class teacher, headteacher and site safety officer. The nominated safe storage area(s) will be recorded in the school's health and safety file. The medication must, however, be easily accessible in an emergency.

All pupils will be instructed that they are not to touch any medication.

The teacher responsible for any child on medication, or the school site safety officer will ensure that necessary medication is taken on school trips or sports fixtures.

35. Security

The school will regularly monitor security issues having regards to the LA's advisory document on school security along with other documentation on this subject. CCTV has recently been installed in the school enabling close scrutiny and surveillance of all entrance and exit points to the school.

Safeguarding and security is considered as part of the general risk assessment.

36. Smoking

This school implements a no smoking policy whereby smoking is not permitted anywhere on the premises at any time.

37. Swimming

Swimming trips are organised and carried out in accordance with the guidelines issued by the LA, in line with their training courses for teachers.

A qualified instructor will be in attendance at all times. Adequate super-vision levels will be maintained. Someone qualified in poolside resuscitation techniques will be in attendance at all times.

38. Training

This school recognises the importance of suitable training in areas of health and safety and will actively support any training offered by the LA.

Staff will be given the opportunity to receive adequate health and safety training where appropriate.

39. Staff Health and Welfare

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.

The Headteacher and other members of the Senior Management Team will receive update training on a bi-annual basis on how to recognise and deal with stress. This will be administered by the LA.

A free and confidential counselling service is available to all employees on **01962 646388**, and for the Head teacher on **01962 825600**.

A list of emergency contact names and phone numbers for all staff is held in the school office.

40. Vehicles

Parents are requested not to bring their cars onto the school site. Parents collecting children who are injured or unwell should use the lanes outside school. No cars should be parked in the area designated by green codes outside the school or in front of the staff car park gates where access is required at all times. Parents are requested to be aware of how they park and drive outside the school and show respect for our neighbours and other pedestrians.

Pupils will not be allowed to open and close the school gates for vehicle / visitor access and a member of staff should be called.

Staff cars should be parked in the designated staff car park. Other areas should remain clear. Canteen delivery vehicles are permitted to enter the car park outside of children play times only. Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block doorways, disabled

41. Vandalism

The governors, headteacher and staff will hold discussions to identify the most likely areas of risks arising from vandalism and will implement suitable preventative measures to alleviate the identified risks.

42. Violence

The guidance given in the 'Guide to School Security' and in the "Guidelines for Assaults on Staff" documents issued by the LA will be followed by this school.

Assaults on school staff will be reported promptly, using the appropriate assault report form, with one copy being sent to the Directorate's Health and Safety Officer and one copy retained at school.

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

