**Llanfair Primary School**

**Health and Safety Policy**

**STATEMENT OF INTENT**

This policy is designed to provide clear direction on providing and maintaining safe and healthy working conditions, 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.

Aims:

* to provide adequate control of the health and safety risks arising from our work activities
* to consult with our 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; and
* to review and revise this policy as necessary at regular intervals.

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 of Glamorgan LA’s agreed procedure and guidelines. These are available on Staffnet via the Headteacher (Mr R Jones) or administrative office. A list of these procedures and polices is available in the staffroom or in the Health & Safety File kept in the Headteacher’s office and as an appendix to this policy. The policies will be updated as and when necessary.

This policy should be read in conjunction with the Corporate Health and Safety Policy, the Safeguarding Policy and the Administration of Medicine policy.

The Governing Body is joined with the Headteacher (Mr R Jones) 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. This policy and the way in which it is operated, will be reviewed annually by the Governing Body.

**SCHOOL RESPONSIBILITIES**

Overall local responsibility for Health and Safety in this school is that of the Governing Body and Headteacher.

**Special Obligations of Headteacher**

* to ensure their own health & safety, as well as the health and safety of the staff, pupils and anybody else who might be affected by their activities
* to ensure that all relevant health & safety information is disseminated to the relevant parties

**Special Obligations of Deputy Headteacher (Miss Jen Davies)**

* to liaise with the head teacher on a regular basis regarding health & safety

**Special Obligations of Teaching and Support Staff**

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 (Mr R Jones) for sections of risk and hazard. The Headteacher (Mr R Jones) will ensure that staff members are fully aware of the provisions of this document. Therefore any member of staff who notices a health and safety problem is to report this to the Headteacher.

**Teaching and support staff 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, outdoor learning 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.

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 their safety.

**Lunchtime Supervision of Pupils**

Mid-day supervisors 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 LA.
* all accidents or injuries must be reported immediately

**Site Maintenance**

The Headteacher (Mr R Jones) is responsible for the maintenance and management of the site. The caretaker is responsible for informing the Headteacher (Mr R Jones) of any required maintenance. Health & safety audits are carried out weekly, half-termly and annually by the Headteacher/Caretaker/Governing Body Premises Committee and full audits are carried out regularly by The Vale of Glamorgan’s Health & Safety Officers. The Health & Safety Committee of the Governing Body review these audits and practices annually.

The school caretaker and headteacher ensures that appropriate checks are completed in line with LA compliance requirements. These checks include play equipment, gymnasium equipment, PAT testing, electrical checks.

The school caretaker and Headteacher (Mr R Jones) ensure that emergency lights, legionella checks, fire alarm checks, fire equipment checks and first aid are completed in accordance with frequency guidelines.

**Storage of Hazardous Materials**

Cleaning is provided by Vale of Glamorgan County Council. Materials are stored in locked cupboards.

**Emergency Procedures**

Please see emergency evacuation procedures documentation. A separate procedure exists for Pond Evacuation.

**Fire Drill**

* Written instructions in case of fire are displayed in each main working area.
* A 'Fire Drill' will take place
* Visitors to the school, including construction personnel, should be familiarised with the evacuation procedures of the school and the sound of the fire alarm.
* In the event of a fire, the Fire Service should be summoned as soon as possible.
* 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 (Mr R Jones) or a senior member of staff should be informed, who will then assess the situation and decide upon the best course of action.

The school arranges for the annual inspection of fire alarms and extinguishers – all inspection findings are recorded in the Fire Log Book (found in the Entrance Hall storage area)

**Risk Assessments**

School holds a generic risk assessment covering areas such as traffic management, arrival on site, school pond etc. This risk assessment is reviewed annually in the summer term. All staff are made aware of the risk assessment.

Additional risk assessments are completed as needed and shared appropriately. The Headteacher (Mr R Jones) checks risk assessments carried out by the PTA for school based events.

**Smoking**

It is prohibited to smoke (including vaping) anywhere on the school site.

**An Accident Occurs**

When a minor accident occurs; pupils/visitors are brought to the entrance hall. If the casualty cannot be moved then a member of staff should remain with the injured party and should send for first aid support. All support staff at Llanfair Primary School are trained in first aid.

A minor accident book is maintained in the entrance hall and must be completed following the administration of first aid and a copy provided to the child.

In the event of a head-bump a text message will be sent to parents. School staff will contact parents/named contacts directly if deemed necessary and may ask parents to attend school.

**Incident & Accident Forms**

For serious accidents to pupils, staff or visitors, a standard form (available in theAdministrative Office) 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.A. within 7 days. For accidents of a more serious nature the L.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.

**First Aid Supplies**

First aid equipment is situated in each building. The main supply is kept in the entrance hall of the main building. The Administrative Officer is responsible for checking the first aid supplies on a half-termly basis and for replenishing stock.

**School Visits**

School visits are an important dimension of school life and may be educational, 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 (Mr R Jones) 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.

The Educational Visit Coordinator (EVC) for the school is Mrs. A. Gaisford. Further guidance on can be found in the school’s Educational Visits Policy.

The Governing Body must be informed of residential trips.

**Transportation of Pupils**

Llanfair Primary School does not have its own transport but uses Department of Transport/LA approved contractors for school visits and for transporting pupils to and from school.

On occasions the school may rely on parental provision for transportation. Please see the school’s policy on parental transportation.

**Security**

Staff and pupils need to be able to work and learn in a safe and secure environment.

* The main gates to the school are locked during the school day with the exception of times for pupil collection.
* The perimeter fencing will be regularly inspected and repairs will be immediately addressed by the Headteacher (Mr R Jones) or the LA.
* CCTV is used for the security and safety of pupils, staff and visitors to Llanfair Primary School. Monitors are housed in the Headteacher and Administrative Offices.
* Access into school buildings is restricted to those persons with an electronic security fob.
* Visitors must press the intercom at the main gate. The person answering the call in the office will check the identification of the person if they are not known to the school. If the visitor is not known to the school they will be met at the gate to provide more information and will be escorted to the main office to sign in.
* All visitors admitted into school are provided with key health and safety and safeguarding information and are signed in.
* If pupils walk home unaccompanied a signature from a parent is required which gives consent and a phone call to the school on the day the pupils is walking home is required also (only applicable to Year 6 pupils)

*Staff will challenge unidentified visitors to the school.*

Parents complete a form indicating who can collect their child from school. Parents must inform school if pupils are to be collected by anyone other than those listed on these forms. School reserves the right not to release pupils to adults collecting pupils without this confirmation.

Security arrangements at Llanfair Primary School will be regularly monitored and reviewed.

**Visitors/Contractors**

* School ensures contractors are suitably qualified and competent to complete the work for which they are employed.
* 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.
* For all work carried out in school, regulations regarding asbestos must be followed – see Asbestos Management File.
* Contractors will be given the site map highlighting positions of amenity shut off points & asbestos. Contractors must also complete the Permits to Work and review the Asbestos file.

COMMUNICATING THE POLICY

A copy of this Policy is available to all staff employed at Llanfair Primary School. A summary (contained in the appendix) is provided in the staffroom and to all staff. New staff and visitors are made aware as part of their induction.

EVALUATION AND REVIEW

The implementation and effectiveness of the 'Health and Safety' Policy is monitored by the

Headteacher (Mr R Jones) and GB Premises Committee.

The Governing Body will adopt the Health and safety policy annually. The policy will be updated as and when required.

**Appendices**

**HEALTH & SAFETY FILE – CONTENTS GUIDE**

**CORPORATE**

**Available from:- STAFFNET/Health & Safety/Health & Safety Policies, Guidance, Forms and Procedures.**

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| **POLICIES** | **DATE LAST UPDATED** |
| Alcohol Misuse Policy | **Under review** |
| Asbestos Management Policy | **01/2013** |
| Domestic Abuse, Violence Against Women and Sexual Violence Workplace Policy | **07/2013** |
| DSE & Eyesight Test (including e-learning & self-assessment) | **04/2015** |
| First Aid Policy | **09/2016** |
| Hand Arm Vibration Policy | **09/2016** |
| Health & Safety Policy | **09/2011** |
| Lone Working Policy | **07/2011** |
| Manual Handling Policy | **Under review** |
| Management of Contractors Engaged in Construction Work Policy | **01/2017** |
| Misuse of Drug & Substance Policy | **Under review** |
| Mobile Phones and Driving Policy | **Undated** |
| Occupational Health Policy | **10/2012** |
| School Specific Health & Safety Policy (if appropriate) |  |
| Smoke Free Workplace Policy | **04/2014** |
| Mental Health & Wellbeing Policy (Stress Policy) | **Under review** |
| Violence at Work Policy | **Under review** |
| Work-life Balance Summary Policy | **Undated** |

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| **GUIDANCE & FORMS** | **DATE LAST UPDATED** |
| Controlling the Risk from Hand Arm Vibration |  |
| COSHH – Control of Substances Hazardous to Health |  |
| Hand Arm Vibration Advice Sheet for Employees |  |
| Ice, Frost & Snow – Advice for Managers and Staff |  |
| Latex Management | **11/2004** |
| Legionella Guidance |  |
| Lone working Guidance | **10/08/17** |
| Manual Handling Guidance | **03/2010** |
| Manslaughter and Homicide Act Guidance |  |
| Occasional Home Working | **12/2008** |
| PAT Testing | **05/2014** |
| Permanent Home Working | **12/2010** |
| Pregnant Worker Risk Assessment – Guide for Managers | **04/2012** |
| Principles of Sensible Risk Management |  |
| Risk Assessment – 5 Steps HSE guidance |  |
| RPE & Fit Testing Guidance |  |
| Work Related Stress - Risk Assessment Form |  |
| Workstation Set Up Guidance |  |
| Working in hot weather/environment – guidance for managers |  |
| Working time Directive Regulations guidance | **11/2010** |

**SCHOOL SPECIFIC**

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| **GUIDANCE & UPDATES**  **(also available from the L&S Health & Safety Officer / H&S Team)** |  |
| Caretakers H&S guidance | **Aug 2017** |
| Checklist for H&S Policy Document | **28/02/2017** |
| Control of infections in schools | **2016** |
| Dealing with Snow & Ice | **Jan 2016** |
| Developing & using environmental areas in schools | **2014** |
| Educational visits Risk Assessment template | **01/03/2017** |
| Epi Pen Guidance | **2016** |
| Guidance on the use of emergency salbutamol inhalers in schools | **17/10/2014** |
| Guidance on Manual Handling | **2008** |
| Hand washing guidance (Welsh & English versions) | **2016** |
| H&S guidance for schools (Buildings Compliance and Management of Contractors) | **27/02/2017** |
| Hygiene control in school | **28/01/2015** |
| Keeping chickens in schools - guidance | **03/09/2015** |
| ‘Let us out of the bubble wrap’ – How adults can support children’s need for risky play (PlayWales) | **Aug 2008** |
| Lunchtime Playground Supervision | **05/04/2016** |
| Managing Allergies in Schools | **July 2017** |
| Norovirus guidance documents, posters and template letters to parents | **01/10/2016** |
| Opening schools in extreme bad weather | **Feb 2016** |
| Pest and pest control | **12/5/2012** |
| Planning & Approval procedures – Education Visits (VOG & Consortium) | **2016** |
| Play and Risk – weighing up the risk and benefits | **2016** |
| Playground supervision (NUT) guidance |  |
| Play equipment and safety flooring guidance | **28/02/2017** |
| Risk benefit example forms – Play Forum Wales | **01/07/2015** |
| Risk awareness in IT, D&T & Home Economics | **August 2015** |
| School emergency framework (Critical Incident Emergency planning) | **Oct 2007** |
| Schools H&S Structure - VOG |  |
| School toilets guidance (good practice) WAG | **10/12/2015** |
| Solar eclipse guidance | **Mar 2015** |
| Sun protection policy and risk assessment guidance | **June 2015** |
| Template Primary Schools Fire Strategy | **2014** |
| Template PEEP (Personal Emergency Evacuation Procedure) | **2015** |
| The reporting of accidents and incidents in schools – Flowchart & procedure | **Oct 2016** |
| WAG Guidance on concussion in schools |  |
| Work experience placement guidance | **06/07/2015** |
| Working in schools during hot temperatures | **July 2017** |

**Copies of School specific Procedures & Guidance can be obtained from:**

**STAFFNET/Schools/Schools Health & Safety Management File.**

**SCHOOL SPECIFIC**

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| **PROCEDURES & DOCUMENTS**  **(Available from L&S Health & Safety Officer / H&S Department)** | **DATE LAST UPDATED** |
| Action Plan (template) |  |
| Arson Checklist | **July 2019** |
| Audit & Inspection checklists – weekly, monthly, annual, ½ Termly |  |
| Classroom Checklist (HSE) |  |
| The reporting of accidents and incidents in schools (procedure & flowchart) | **Oct 2016** |

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| **RISK ASSESSMENT TEMPLATES**  **\*\*\* all risk assessments completed on individual staff/pupils should be held in PERSONAL HR or similar confidential files – not in this general H&S file\*\*\*** | **DATE LAST UPDATED** |
| General Risk Assessments | **Oct 2016** |
| Manual Handling Risk Assessment |  |
| Stress Risk Assessments |  |
| Task or activity based risk assessments, i.e. EVOLVE |  |
| Individual Pupil Risk Assessment | **March 2016** |

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| **Health and Safety Summary for Staff and Visitors**  **Report any safety concerns to the HT or DHT** | |
| **Pond Emergency Plan**  In Case of Emergency:   * Evacuate children from the pond area. * If a child has entered the water the adult present will help the child out whilst taking care of their own safety. * The member of staff will instruct a child or other staff member to contact a senior member of staff. * The member of staff will assess the child’s medical condition and take appropriate first aid action or call for a first aider.   Please further steps on display in staffroom | **Visitors On Site**  When a visitor arrives on site:   * Escort them to the entrance hall and ask them to sign in * Ensure they read the health and safety notice and wear a visitor sticker |
| **Site Security**   * The school gates must remain locked from 9.00am to 11.50am and from 12pm to 3.10pm * Be extra vigilant when the gates are open for pupil collection |
| **First Aid**   * All support staff are first aid trained * The minor accident book is completed and slip sent home with child * A text is sent for head bumps * An accident form is sent to Corporate H&S for serious injuries especially those where the casualty seeks medical attention | **Volunteers**   * Make sure volunteers sign in and acknowledge the safeguarding and health and safety notice. * Ensure they are aware of fire evacuation procedures * Ensure they are aware of the location of adult toilets |
| **Fire Evacuation**  ANY PERSON DISCOVERING A FIRE MUST AT ONCE:   1. Shout **“FIRE”** and sound the alarm by **breaking the glass** at their nearest fire alarm call point. 2. Ensure that the Fire Brigade is called immediately by dialling **9.999** on a direct line telephone. 3. If possible, attack the fire with a fire extinguisher, **but only where this can be undertaken without risk to yourself or to others.** 4. Close all doors and windows in the vicinity of the fire if practicable. 5. Proceed without delay to your designated assembly point, via the nearest fire exit to your current location.   ON HEARING THE FIRE ALARM:  All persons must immediately leave the building by the nearest fire exit and proceed to your designated assembly point.  The **teaching staff** will collect their fire registers and supervise the evacuation. All should leave in a quiet, orderly manner. Teachers will signal red if any pupil is unaccounted for within their class.  The **responsible person/s** will go to the fire control panel by the safest route and liaise with the attending fire officer if safe to do so. MEMBERS OF THE PUBLIC / VISITORS Staff will take responsibility for guiding members of the public / visitors off the premises. ASSEMBLY AREAS The fire assembly areas are:  **At either Assembly Point 1 or 2 on the school yard** .  **Fire evacuation plan**  A fire evacuation plan can be found on the back of each classroom door. | |