

Ysgol Gymraeg Glan Cleddau



Health and Safety Policy

Policy on Health, Safety and Welfare

Introduction

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

1 General Policy Statement – Pembrokeshire County Council

Pembrokeshire County Council fully supports the aims of the Health and Safety at Work etc Act 1974, and all other relevant health and safety law. As a minimum standard the Council will achieve full compliance with all appropriate legislation.

The Council, together with the Health & Safety Executive, provides a health and safety enforcement role for businesses within Pembrokeshire and also sets the standard for all contractors who undertake work and services for the Council, therefore acting as the exemplar within Pembrokeshire.

The Council is committed to achieve on-going, continuous improvement in its health and safety performance and the elimination, or reduction, of risk, so far as is reasonably practicable. This will be underpinned by undertaking risk assessments for all significant hazards, and monitoring to ensure that suitable and sufficient controls are in place and maintained appropriately.

The Council will follow the principles set out in the Health & Safety Executive's publication, Successful Health & Safety Management (HS(G)65) which requires an effective policy, organising for health and safety, planning and implementation, measuring performance, and auditing and reviewing performance.

Directors and Heads of Services will ensure that a suitably resourced management system and organisational structure are put in place to support the Council's commitments and facilitate the integration of good health and safety practice into core management activity. This will include the provision of suitable training and effective communications.

The Occupational Health Unit and the Safety Unit will provide assistance, where necessary, to managers in devising and implementing protective and preventative measures within the Council.

The Council recognises that it has a responsibility to ensure the health, safety and welfare of all its employees and is committed to working towards the Welsh Assembly Government Health at Work initiative - The Corporate Health Standard, which is a tool to support continuous and sustainable improvement in the health and wellbeing of its employees.

The Council is committed to the prevention of accidents and ill health and actively monitors with a view to establishing root causes and implementing suitable remedial actions.

Our aim is to ensure that no employees, customers, contractors or members of the public are injured or have their health damaged as a result of our business activity.

2 Organising for Health and Safety – Pembrokeshire County Council

The Council will ensure that there are suitable systems in place, including centralised Occupational Health and Safety units, to give effect to the Health and Safety Policy. Directorates will put in place structures necessary to their business, within the corporate structure.

It is important to emphasise that responsibility for the management of health and safety and welfare issues lies with line managers within the system already in place – IT CANNOT IN ANY WAY BE REGARDED AS THE RESPONSIBILITY OF SOMEONE ELSE.

Any problems or complaints raised by any employee should, in the first instance, be referred to the immediate supervisor or manager.

Trade union representatives may be consulted by employees at any time and they may make representations to management on their behalf.

Failure to resolve an issue of health and safety at any level will normally entitle the employee or his/her representative access to the next tier of management. Failure to resolve any issue to the satisfaction of all parties may result in the matter being referred to an appropriate Consultative Group for consideration, and upward to the Employee Liaison meeting.

Organising for Health and Safety – Ysgol Gymraeg Glan Cleddau (roles and responsibilities)

The Governing Body shall:

- ensure that school business is planned and delivered in an organised, responsible and safe manner and give due consideration to health and safety when developing all school policies and strategies and when allocating associated responsibilities and resources
- ensure that the management of health and safety in the school is a core management function which must be integrated into all other management policies and practices and have at least equal importance with other aspects of business performance
- ensure that all their decisions/actions are commensurate with the Pembrokeshire County Council - Health and Safety Policy
- ensure that health and safety features in Governing Body (or Committee) meetings

The Head Teacher shall:

- have overall responsibility for health and safety in their school(s)
- include health and safety within the school business planning process as a core management activity
- provide sufficient resources to enable all health and safety functions and training requirements to be fulfilled
- ensure that a full programme of risk assessment is undertaken and maintained

- prepare a school health and safety programme, to give effect to the Pembrokeshire County Council -Health and Safety Policy including active & reactive monitoring and audit
- consult and inform employees on health and safety matters
- ensure all accidents, dangerous occurrences and “near miss” incidents are reported and investigated
- advise and keep the Governing Body (or Committee) up to date on health and safety matters.

3 Planning and implementation

A healthy school

We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example we teach them about the work of the police and fire services, about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents or carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents or carers receive the above benefits, are entitled to free milk each school day.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. Pupils bringing their own meals are encouraged not to bring any food which may contain nuts or peanuts. This is to protect children who have nut allergies. The canteen is nut free.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

School uniform

It is our policy that all children are encouraged to wear the school uniform when attending school, (although as a primary school we cannot force parents/pupils to conform to this requirement) or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

Child protection (see Child Protection policy)

The named person with responsibility for child protection in our school is the headteacher (or the deputy in his absence), who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the head or deputy about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with the local authority and the social services. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application vetted by the police (CRB check), in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to show a means of identification

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the staff room. All school staff have had training but Mrs A Woodhouse and Mrs J Davies are the designated First Aid members of staff.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see risk assessments for all such visits)

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office) or to fill in a form explaining the dosages required and giving the school permission to administer the medicine..

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

Internet safety

(see also the Communications policy)

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Theft or other criminal acts

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

4 Monitoring and measuring performance

The governing body has a named governor with responsibility for health and safety matters (Mrs L Griffiths). It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors termly on health and safety issues.

5 Auditing and reviewing performance

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Signed: A G Davies Head

Date: 17/09/17