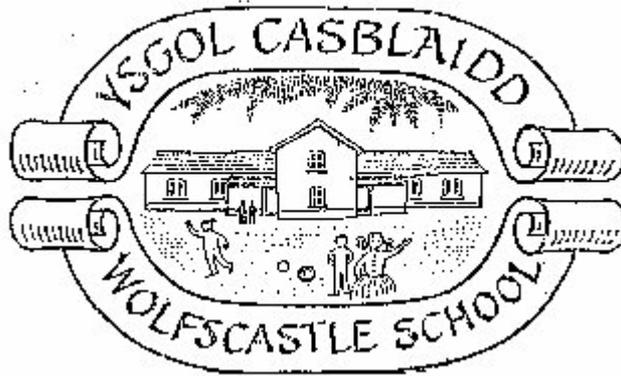


# Ysgol Casblaidd



## Wolfscastle C.P School

# Health & Safety Policy

"Dyros dy law i mi ac fe awn i ben y mynydd."

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# Statement of Policy

This is the Health and Safety policy of Wolfscastle CP School, which should be read in conjunction with the Health and Safety policy of Pembrokeshire LA.

The governors and staff are committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- a) A healthy and safe environment throughout the school.
- b) Safe working practices for staff and pupils.
- c) Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school.
- d) Provision and dissemination of health and safety information which is received from the LA or any other source.
- e) Access to health and safety training.
- f) Safe means of access.
- g) Welfare facilities for all staff.
- h) Procedures for emergencies such as fire and first aid.
- i) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- j) Access to specialist help with reference to health and safety matters.
- k) Encouragement for staff to participate in the promotion of health and safety standards in school.
- l) The setting up of health and safety committee in the school to deal with health and safety matters as they arise.

## **Organisation**

This section deals with the individual responsibilities of governors and members of staff at the school.

### **Governors**

1. Governors have two areas of responsibility –
  - i) Section 36(i) of the Health and Safety at Work Act requires them to conform to the Pembrokeshire Education Authority's requirement in respect of health and safety legislation.
  - ii) Governors are responsible under Section 4 of the Health and Safety at Work Act for ensuring the safety of the premises. Governors are responsible in schools, which have budgetary control, for spending in a way which complies with Health and Safety legislation.
2. Governors and Head teachers have a responsibility –
  - i) To see that Pembrokeshire Education Authority health and safety requirements are met. This includes a written health and safety policy for the school and to make sure it is implemented.

- ii) For providing training for all staff in implementing their school policy.
  - iii) To make sure all staff understand the extent to which they are responsible for health and safety obligations.
3. Governors should make sure when responsibility for health and safety issues is appropriately delegated, that this is clearly stated in the school policy and that these responsibilities are written into individuals' job descriptions.
  4. Governors should recognise the role of health and safety representatives selected by a recognised trade union, and see that their rights and responsibilities are upheld. These representatives do not act on behalf of the governing body or the Pembrokeshire Education Authority.
  5. The Governing body should make sure that proper channels of communication are maintained between school and the LEA and that all information about the school's health and safety procedures is passed on to Pembrokeshire Education Authority. They should be familiar with procedures for reporting accidents and ensure that the school complies with Pembrokeshire Education Authority requirements in this respect.
  6. Governors should ensure that health and safety issues are regular items at governing body meetings.
  7. Governors should include comments on health and safety issues in their annual report to parents when appropriate.
  8. Where governors have responsibility for awarding contracts, they must ensure that suitable health and safety standards as part of their specification and that these standards are monitored and met in practice.
  9. Training of governors to meet their health and safety obligations is the responsibility of the LA.

### **Headteacher**

It is the Headteacher's responsibility to –

- a) Be aware of the Pembrokeshire Education Authority policy on Health and Safety and set up arrangements in the school to comply with it and to cover all Health and Safety legal requirements. The Head teacher must also prepare a written statement of those arrangements to be approved by the governing body and bring the approved statement to the attention of all staff.
- b) Be aware of the responsibility for Health and Safety in the day to day running of the school.
- c) Nominate a school Health and Safety co-ordinator, specify the co-ordinator's role and responsibilities in writing and to ensure that s/he undergoes frequent training to fulfil his/her responsibilities.
- d) Liaise with the governors and Pembrokeshire Education Authority on matters of Health and Safety and prepare reports as required.

- e) Set up and guide the school Health and Safety Committee and arrange for Minutes to be kept permanently available to all staff and governors.
- f) Report to the LA those instances where her executive authority does not allow the elimination of a hazard or reduction to a satisfactory level of a risk but to take all necessary short-term measures to avoid danger pending rectification.
- g) Note and pass on to the School Health and Safety Co-ordinator information passed on from the LA, to keep written details of such advice and to make this advice available to all staff.
- h) Keep a list of safety representatives and other committee members and to co-operate with them as far as possible in carrying out their functions.
- i) Ensuring that the policy is satisfactorily implemented, monitored and regularly updated.
- j) Report any accidents/dangerous occurrences in accordance with the following procedures:
  - i. Where a defect or hazard poses a risk to employees, pupils, visitors, or other on-site workers, the head teacher is required to take immediate action to contain the risk at an acceptable level. She should immediately inform the County Council's Health and Safety Advisor, either by telephone or fax, of the defect or hazard, of the action taken or in serious occurrences, request help from the authority to deal with these situation, and should later support this with a written report.
  - ii. Where there is no immediate risk the head teacher should submit a written report as soon as possible after noting the defect. They should then monitor the defect until further action is taken.
  - iii. Report all serious injuries in line with the County Council's Accident Reporting Procedure and RIDDOR requirements. *See Health & Safety Guidance Document No 2: Accident reporting and Investigation Procedure.*
- k) Ensure that Risk Assessments are carried out on a regular basis in all curriculum areas,
- l) Ensure that Risk Assessments are carried out for all school trips.

### **Health and Safety Co-ordinator**

It is the Health and Safety Co-ordinator's responsibility to:

- i) Be aware of Pembrokeshire Education Authority and school policy on Health and Safety and to co-operate with the Head-teacher in setting up systems which comply with these policies.
- ii) Ensure that all risk assessments are satisfactorily completed by the designated person on an annual basis or whenever a new risk is introduced.
- iii) Attend meetings of the establishment's Health and Safety Committee.
- iv) Keep a list of safety representatives and other committee members and assist them wherever possible in carrying out their functions.
- v) Be available to members of staff to discuss and seek to resolve Health and Safety problems and to bring these problems to the attention of the Headteacher.
- vi) Ensure that a system is established in line with the County Council and school policy for the reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences.
- vii) Ensure that all visitors (including maintenance contractors) are informed of any hazards on site of which they may be unaware. Make sure that all Health and Safety issues are considered regarding the effect on pupils and employees and staff carrying out maintenance work.

- viii) Ensure that new employees are made aware of the school policy on Health and Safety, that they are given a copy of the policy and made aware of any specific hazards or safety arrangements on their area of work.
- ix) Monitor the provision and use of any protective clothing and equipment.
- x) Ensure that proper arrangements have been made for the effective evacuation of the building in an emergency and that fire fighting equipment is available and properly maintained.
- xi) Arrange at suitable intervals that the building is inspected for fire hazards by a competent officer and that he carries out a Fire risk Assessment.
- xii) Ensure that First Aid/Emergency procedures are established and maintained in line with the requirements of the Health and Safety (First Aid) Regulations 1981.
- xiii) Carry out any other duties relating to Health and Safety as instructed by the Head Teacher.

## **Employees**

### **It is the Curriculum Leader's responsibility to:**

- i. Ensure that a full risk assessment procedure has been carried out in the area for which they have responsibility on a regular basis, and that a written statement of hazards and controls is produced and presented to the Health & Safety Co-ordinator.
- ii. Receive from members of the school staff details of any Health & Safety issues which arise from time to time and pursue these with the Health and Safety Coordinator.
- iii. Ensure that warning notices and special safety procedures are clearly displayed.
- iv. Monitor on a regular basis, the school's compliance with the Health and Safety Policy.
- v. Ensure that appropriate protective clothing is available as required and that equipment is regularly checked, properly maintained and replaced when necessary.

### **It is the responsibility of each employee to:**

- a) Be aware of the LA and school policy on Health and Safety and to take all reasonable steps to comply fully with sections 7 & 8 of the Health and Safety at Work Act 1974.
- b) Report any hazards, which arise, to the Health and Safety Co-ordinator and to take immediate steps to make the area safe for other employees and/or pupils and visitors.
- c) Know and carry out the procedures in case of an emergency e.g. evacuation procedures, location of first aid equipment and procedures laid down for dealing with an accident.

## **The Buildings, Health and Safety Committee**

All categories of staff are represented and the committee reports to the governors at least once a term.

Members:

- a) Head teacher/Health and safety co-ordinator
- b) Governing Body Representatives
- c) Anyone co-opted to help with specific matters.

Arrangements for nominating representatives to the Health and Safety committee;  
The governing body nominate their own representative.

Meetings are held on site, termly or as needed.

Items for the agenda should be submitted to the Health and Safety Coordinator at least a week before the meeting, date and time to be arranged.

## **Terms of reference for Buildings, Health and Safety Committee**

### **Rules for membership**

The committee shall consist of the number of governors chosen by the full Governing body. The Head teacher will be a member of the committee. Non governors may be co-opted to serve on the committee. ***The number of governors must exceed the number of non-governors on the committee.***

The governing body will not confer voting rights on non governors.

### **Quorum**

***The quorum shall be one half of the membership of the committee, rounded up to the nearest whole number.***

### **Purpose of committee**

Within its responsibilities for: Health and Safety Policy, Lettings Policy and the physical environment of the school the committee will:

- support the headteacher in undertaking onsite Health and Safety inspections and to identify priorities for repair and maintenance
- oversee and encourage community use of premises
- regularly review security and the safe use of school grounds, including traffic management

The committee will meet termly.

## **LA Officers**

### **Advisory Staff**

It is the responsibility of the advisory staff to:

- 1) To keep themselves informed of health and safety issues relating to their subject area.
- 2) To provide any information to schools, in order to help them fulfil their health and safety obligations.
- 3) To co-operate in providing training for staff in their subject area.
- 4) To provide written guidelines on health and safety matters as they relate to their activity area to include advice on:
  - Level of supervision.
  - Use of any hazardous equipment/substances.
  - Levels of competency appropriate to specific activities e.g. swimming instructor.
- 5) To advise and report to senior management of the LEA any general recommendations regarding health and safety in their area.
- 6) To advise the County Council Health and Safety Officer, members of the Health and Safety Executive or the LEA representative in any specific enquiry of investigations resulting from an accident in their area of activity.
- 7) To inspect aspects of activity as requested by the Director of Education as part of their routine activities in school/establishments.

## **Management structure and responsibilities regarding health and safety issues**

Head teacher Health and Safety co-ordinator

Assistant teacher,

Qualified First Aiders (See Appendix)

School Caretaker

LSA's

All staff with health and safety responsibilities are accountable to the head teacher.

## **Procedure in case of Accidents**

In the event of any major injury occurring on the school premises the Head teacher or their deputy shall follow the accident reporting process as laid out in *Health and Safety for Educational Establishments No.2: Accident Reporting Procedure*.

In addition for pupils of the school any head injury shall be carefully monitored in accordance with the school First Aid Policy. A member of staff will notify parent/guardian of any head injuries their child might have sustained during the school day.

The Head teacher or their deputy will contact the parent or guardian of any child sustaining a major injury.

The school keeps a minor injuries/accident book, this is to be monitored by the Health and Safety co-ordinator, in respect of types of injuries and potential hazard hot spots, taking any action that is required in response to this.

## **First Aid**

A minimum of three members of staff should be trained to administer First Aid. They should be aware of the location, maintenance and replacement of equipment (see Appendix).

All staff to be aware of the location of First Aid equipment.

The Head teacher, Health & Safety co-ordinator or qualified First Aider will summon the ambulance, notify parents and if necessary accompany pupils to hospital.

For further information refer to *Health and Safety Guidance Document No. 5: First Aid* and the school First Aid Policy.

## **The Administration of Medicines in School**

- a) Parents are advised, upon registering their child at the school of the school's policies and arrangements regarding the administration of medicines and procedures in respect of illness or injury.
- b) School staff will be made aware of the school's policies and arrangements and are trained appropriately.
- c) Inhalers are kept in an unlocked area – children have access at all times during the school day.
- d) Parents will be informed of the school policy concerning pupils who become unwell at school. They will, in general be expected to make arrangements to collect unwell pupils and to take them home or to the doctor or hospital. To this end the pupils home telephone number, and other emergency numbers such as those of relatives will be kept in school. If a pupil becomes seriously unwell or injured and parents or relatives are not available, medical advice will be sought and, if necessary, the assistance of the ambulance service will be sought. Occasionally it may be necessary for a pupil to be conveyed to the home or hospital. Car owners should make sure that their car insurance covers such conveyance of pupils.
- e) For further information refer to *Health and Safety Guidance Document No. 3: Administering Medicines and the school policy on administering medicines*

## **Procedure in regard to infectious diseases**

### **Infectious diseases**

- Staff will be informed at the earliest opportunity upon the discovery or notification of any infectious disease, at which time appropriate medical advice will be given.
- All public communications with regards to any infectious disease will be made by the head teacher in consultation with advice from the LA and/or local health authority.

### **Hepatitis B**

- a) Unless there is a known case or carrier of Hepatitis B it is considered unnecessary for any staff or pupil to be immunised against the disease.
- b) Any case or carrier of Hepatitis B will be discussed with the school doctor. The doctor following advice from the Consultant in Communicable Disease Contact will advise on the level of risk and suggest either exclusion of the child from activities with a risk of blood to blood exchange (e.g. some sports) or the immunisation of staff and pupils. Counselling of

the child and staff will be offered where appropriate. Immunisation will be considered if there are any risks to staff or pupils, such as where the case involve a young child who may exhibit inadequate hygiene or violent behaviour. These arrangements will also apply to regular visiting staff. In these circumstances the immunisation programme will be arranged by and provided through the District Health Authority.

c) To reduce the risk of Hepatitis B it is important that –

- washing and toilet areas should be kept clean
- soap and toilet paper should be provided at all times
- staff and pupils wash their hands before meals and after using the toilet facilities.

### HIV Infection

Similar measures will be taken as with Hepatitis B infection with the exception of the immunisation programme above (see (a) above).

### **Hazards**

The Health and Safety co-ordinator will be responsible for carrying out Risk Assessments in the school.

It is the responsibility of curriculum leaders to carry out Risk Assessments specific to their curriculum area. Risks Assessments will be carried out in reference to *Health and Safety for Educational Establishments No. 7: Curricular guidance.*

Physical Education

Science

Design Technology

Information Technology

Environmental Education

Art

All areas of the school where different parts of the curriculum take place eg hall, playground have their own set of rules which contribute positively to the safety of the area.

Any cleaning products, or substances which may constitute a danger, will be stored under lock and key or in areas inaccessible to children. Key Holders; Head teacher, Assistant teacher, , Caretaker & School Admin Officer.

All fire exits and fire doors will be checked regularly by County Council approved technicians. Fire exits/doors and routes are to be kept clear.

General equipment such as ladders are to be periodically checked by the caretaker. Any member of staff using a piece of equipment should give it a visual check prior to its use. Any suspect piece of equipment should not be used and reported as set out in 'Reporting Defects Guidelines'.

All equipment should be used in accordance with manufacturer's guidelines.

All electrical equipment, static and portable, will be checked annually by an approved contractor, dated and marked safe for use. Records and dates of all inspections will be kept up to date.

All electrical equipment to be used in accordance with the manufacturers guidelines for such equipment.

Regular visual checks should be made by staff on electrical equipment they use, especially with regard to portable equipment, extension leads and power leads. **No equipment should be used if it is suspected as being faulty**, faults should be reported immediately to the Health And Safety Coordinator/ Headteacher.

## **Emergency Procedures**

The following emergency procedures are written in conjunction with *Health and Safety Guidance Document No. 1: Emergency planning*.

In the event of a major incident such as those listed below the following procedures will be implemented;

Arson attack/Fire

Attack/Physical Assault

Traffic incident – on site/nearby or on an educational visit

Bomb – See appropriate Policy document

Accident

Act of God

## **Fire Precautions**

The school will comply fully with the requirements of the Fire Precautions (workplace) regulations 1997

All fire fighting equipment will be regularly inspected by approved personnel and records of inspections kept.

Safety Signs and Signals will follow the guidelines as laid out in Health and Safety (Safety Signs and Signals) Regulations 1996

It is important that registers are accurate and called in the morning and afternoon. They should be kept in a convenient location at all times.

## **Evacuation Procedure**

- Upon the discovery of a fire it is the responsibility of the person discovering the fire to raise the alarm. The fire alarm should be sounded.
- Upon hearing the alarm the building should be evacuated by the safest and most appropriate route. (Fire escape signs are displayed in prominent locations around the school.)
- Peripatetic Teachers, LSA's & Parent helpers should escort any children they have been working with out of the school building to the fire assembly lines where the children should join their class.
- Evacuees should assemble at the designated area.
- Class teachers will use their registers to check that all attending pupils are accounted for.
- Staff should use Visitors Book to account for visitors to the school.
- Dining Room Assistant to account for all catering staff & Lunch Time Supervisors

- Staff should notify Head teacher or the Assistant teacher of any missing persons, Head teacher or the assistant teacher will notify the fire brigade
- During Lunch time **MSA's** to ensure that children in their designated area use the nearest safe exit and assemble on the yard as normal, where class teacher will take responsibility for checking children. MSA's to report to dining room assistant once hand over to class teacher achieved.

### **Emergency in procedure**

- Upon the discovery of an emergency outside the school building it is the responsibility of the person discovering the emergency or danger to raise the alarm. The emergency in whistle must be blown loudly and clearly. (the whistle is located by the main reception door and worn by all teaching and classroom support staff)
- Upon hearing the whistle the yard and school gardens should be evacuated immediately entry to the building should be through the nearest open door.
- Duty staff, teachers and LSA's should escort any children into the school building. The assembly point is the Foundation Phase or Junior Classroom whichever is the closest.
- Class teachers will use their registers to check that all attending pupils are accounted for. Staff should use Visitors Book to account for visitors to the school.
- Everyone should stay indoors until the danger has been removed.

### **Emergency Procedures in the event of a suspected terrorist attack.**

1. Head teacher or their deputy will Contact LA to inform them of the situation and ask them to contact the local Radio Station with the request to notify parents/guardians that all children will remain in the school until the incident has been dealt with. When it is safe for parents to collect their children from the school they may do so at their own discretion.
2. Staff are to remain at the school until their children are collected or sent home once the relevant authorities have given the all clear.
3. All windows in the school are to be closed as a barrier to airborne threats (gas attack).
4. If it is not safe to remain in the school then the children will be evacuated by the school staff to the Chapel vestry. The decision to do so will be made by the Headteacher or the Assistant teacher on the advice of the emergency services. An additional message will be sent to the LA asking them to relay the new location of the children to the parents/guardians via local Radio Stations.
5. The school will tune in to the local radio station to keep up to date with any emergency announcements.

### **Evacuation in the event of a Bomb Threat**

Evacuation is the same procedure as with a fire alarm, but with the following additional precautions:-

Initially pupils and staff will be moved to the bottom of the hair pin bend at least 200m from school buildings.

Any decision to reoccupy must be made in full liaison with the police but the final decision rests with the headteacher or authorised person.

## **Anti Arson Policy**

For additional information refer to *Health and Safety Guidance for Educational Establishments No. 19: Assessing Vulnerability to Arson Attack*

The responsible person in the event of an arson attack is the Head teacher. Access to the school is limited as detailed in the general security measures.

### **Reduce Opportunities**

- The waste paper recycling point is situated as far as is practicable from the school building.
- Skirts are fitted to the base of storage cabin.

### **Reduce Scope**

- In any new construction and under advice from the architects dept any fire walls or breaks will be considered as a design criteria.
- School records will be backed up on disk and stored in a safe location.
- Staff should be trained in the use of basic fire fighting equipment (extinguishers)
- The school has a fire detection system (smoke and heat).

### **Reduce Subsequent Losses**

- Adequate and appropriate extinguishers will be located strategically around the school.
- The school practices emergency evacuations on a termly basis.

### **Salvage Plan**

The school admin officer will retrieve back up disks and materials, including addresses of pupils and exit building.

Back up materials should be stored in an easily accessible location.

### **Recovery Plan**

See General Disaster strategy

Included in appendix

Vulnerability Assessment

Checklist for Head teacher

Monthly checklist for caretaker

## **The use of Reasonable Force to Control or Restrain Pupils**

This policy should be read in conjunction with *Health and Safety for Educational Establishments No.8: The use of Reasonable Force to Control or Restrain Pupils*.

Where there is a need to use reasonable force to control or restrain pupils that it is done in strict accordance with Welsh Office Circular 37/98.

The use of physical intervention should be regarded only as a final option when other strategies prove ineffective.

The Head teacher will authorise teachers and non-teaching staff to have lawful control or charge of pupils to use such force as is reasonable to prevent a pupil from:

- ❖ Committing a criminal offence;
- ❖ Injuring themselves or others;
- ❖ Causing damage to property;
- ❖ Behaving in a disruptive or dangerous manner.

There is no legal definition of 'reasonable force'.

The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of **Any** degree of force is unlawful if the particular circumstances do not warrant the use of physical force.

The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to achieve the desired result.

Whether it is reasonable to use the force, and the degree of force that could be reasonably employed, may also depend upon the age, understanding, physical maturity and sex of the pupil.

The Head teacher will maintain a list of any staff member authorised to use 'reasonable force', and explain to them the implications that this authorisation entails.

The Head teacher will authorise any LA employees whilst on school premises.

### **In the event of an incident**

- ❖ Verbally try to calm the situation.
- ❖ Send for help.
- ❖ No staff member should attempt any situation on their own.
- ❖ If the situation persists or worsens then the use of an appropriate amount of force to restrain the child should be used, bearing in mind the situation and physical disparity in size.

### **Reporting**

Once the incident has been resolved a verbal report should be given to the Head teacher or the Assistant teacher, this should be followed by a written report using the pro forma in the **appendix**.

These written reports will be stored in the Head teacher's office.

Parents will be informed of any incident and given an opportunity to discuss it.

### **Complaints**

Complaints should be made in writing to the Governing Body. Governing Body will follow their agreed complaints procedure.

Further advice is available from LA.

### **Incidents involving Knives and Firearms**

Further guidance is available in *Health and Safety Guidance for Educational Establishments No.11: Guidelines for Dealing with Knives and Firearms in Educational Establishments*.

The offensive Weapons Act 1996 created a new offence – “**to carry an article with a blade or point, or an offensive weapon, on school premises**”.

Any member of staff who becomes concerned that an individual is carrying an offensive weapon on school premises should immediately notify the Head teacher or the Assistant teacher. The Head teacher or their deputy will follow the guidelines laid down in *Health and Safety Guidance for Educational Establishments No.11: Guidelines for Dealing with Knives and Firearms in Educational Establishments*.

The following points should be considered by all staff;

- Before searching a pupil, consent must be given by that individual; if it is refused, it should be explained that the only other option is to call the police to carry out the search. **Any forced search by staff could be interpreted as an assault.**
- Firearms are always treated as if they are loaded, handling should be kept to a minimum and it should be locked in a safe location until the arrival of the police.
- In the event of an incident the emergency evacuation procedures should be followed.

### **Traffic Incident**

In the event of a traffic incident occurring off site during an educational visit the staff should follow guidelines as laid down for educational visits.

- Once the school has been notified they will contact parents and all other parties.

In the event of an incident occurring on site or in the immediate vicinity;

- Raise the alarm
- The Head teacher or the assistant teacher will contact the appropriate emergency services
- Remove bystanders to a safe distance and if appropriate evacuate the school to a safe point as in standard evacuation procedures (fire assembly point or as far away from the accident as possible).
- First Aid should be administered
- Notify any involved parties eg if crash has involved electricity or telephone junction box the power will need to be cut off.

Possible incidents that might require the evacuation of the school;

- ❖ Fire/arson attack
- ❖ Gas explosion or similar on site or in close proximity to the school
- ❖ Bomb threat
- ❖ Violent attack
- ❖ Act of God
- ❖ Suicide or attempted suicide of pupil/staff member

For certain of the above scenarios the use of the school Fire Alarm which connects to the Fire Brigade would not be an appropriate signal.

In those cases the Head teacher or the assistant teacher will notify each class to evacuate the building, the school admin officer will contact the appropriate emergency services.

The school will be evacuated as laid out in the Evacuation Procedure.

## **Crisis Management Team**

The Head teacher or the assistant teacher will lead the CMT, and take charge of the incident on behalf of the establishment.

The team will consist of;

School Admin Officer

Chair of Governors

Crisis Management team will follow procedures as set out in *Health and Safety for Educational Establishments No 1; Emergency Planning, Guidelines for Dealing with a Major Incident*

## **Severe Weather Procedures**

For additional information see *Health and Safety Guidance for Educational Establishments No. 12: Severe Weather Procedures – Policy and Guidance for Schools*

In the event of Severe weather

The Head teacher will decide if the school needs to close early.

The closure might affect all children or only those living in certain areas (where severe weather might be causing extreme difficulties).

Head teacher or the assistant teacher will inform the educational services, officers in services to schools section.

These officers will in turn inform school transport section, school meal providers and Marketing & Communications (Media Links)

School Transport providers can also notify the school that they wish to transport children early because of severe weather, in which case the school will comply with their request.

If due to severe weather school transport is not provided in the morning it is to be assumed that it will not be available in the afternoon - for the return journey. Parents who instead bring their child to school will be informed that they must transport their child home too.

Head teachers should inform the school transport section.

The school will contact;

- parents wherever possible to inform them of the school closure, paying particular attention to parents of children with special needs,
- Chair of Governors,
- nearby schools.

Where there is no responsible adult to either collect or receive a child the child will remain on school premises until arrangements can be made to collect them.

Staff will remain until all the children have been collected.

Usually if the school has been closed to children similarly it will be closed to staff. Staff should report to their nearest school or county council offices. If severe weather conditions prevent this they remain at home.

## **Reporting Defects**

Upon the discovery of any defect, it is the duty of the discoverer to ensure that the defective equipment is not used and to take whatever emergency steps are necessary to ensure an acceptable level of safety until the problem is rectified.

The defect should be reported to the Head teacher or their deputy as soon as possible.

The Head Teacher will follow the appropriate procedure.

## **Transport**

### **Private Hire of Vehicles**

The following minimum checks will be made when pupils are conveyed on schools trips or to swimming lessons:

- a) That the contractor has a valid operators licence and Tax disc.
- b) That the contractor has a valid Insurance cover.
- c) That the driver has been cleared by the Authority under the disclosure of criminal background of those with access to children.
- d) That the vehicle displays the appropriate discs (Operator and Tax).
- e) That the vehicle has a current M.O.T. certificate.
- f) That the contractor has adequate "back up" in case of breakdown.

### **Monitoring and evaluation**

Arrangements for in-house **monitoring and evaluation** of the systems.

- The Health and Safety Committee will hold termly inspections of areas of the school to assess compliance with the Health and Safety policy and potential hazards/risks within the school grounds.
- Records of these inspections will be presented at governing body meetings. A written copy will be held in the Head Teacher's office.
- The school will complete an audit of Health & Safety using the pro forma in *Health and Safety for Educational Establishments No. 16: Self monitoring and Evaluation*.
- If at any time there are any changes made in Health & Safety procedures, in response either to school Risk Assessments or from the LEA, the staff will be notified at the earliest opportunity.
- Risk assessments will be reviewed as often as maybe necessary.
- It is the curriculum Leader's responsibility to monitor compliance with the school's Health and Safety policy within their curriculum area and carry out appropriate risk assessments.
- PE equipment is checked on an annual basis by an approved technician – also checked regularly by PE Curriculum Leader.

It is the responsibility of the Health & Safety Co-ordinator to authorise the bringing of electrical equipment onto school premises.

## **Health and Safety Information and advice**

The staff has access to any of the Health and Safety for Educational Establishments guides mentioned in this policy. Further information is available from Paul Eades the LEA Risk Manager, or from their own union.

For specific information regarding Health and Safety implications associated with curricular activities staff should refer to *Health and Safety Guidance for Educational Establishments No. 7: Curricular Guidance*

School curricular policy documents will also contain clear guidance on safety issues appertaining to the curriculum area.

**New employees** will be informed of the school's policy on Health and Safety and provided with a copy of the policy as part of their induction training.

**Contractors** working on site will be made aware of Health and Safety Policy by the Head teacher or their deputy. Contractors will comply with any Health and Safety procedures as set out by Pembrokeshire County Council.

**Visitors** will be made aware by the Head teacher or their deputy of any hazards they may encounter and the procedures for evacuating the buildings or the school yard in the event of an emergency occurring while they are on site.

## **Violence and security**

Further guidance on dealing with intruders, strangers or violent individuals is available in the *Health and Safety for Educational Establishments No. 6: Guidelines for dealing with security in school & Health and Safety for Educational Establishments No. 11: Knives & Firearms*

### **Visitors**

- All visitors must enter the school through the main gates and then the door where there is a sign displayed clearly informing them to wait for admittance. This door is fitted with a digital lock.
- 
- Before being admitted to the school site staff should satisfy themselves that the visitor has a genuine reason for entering the school and have proof of identity if appropriate.
- Once inside they must sign their name
- If the visitor refuses to sign in or report to reception;
  - i. Obtain assistance from another member of staff
  - ii. Ask them to leave the premises
  - iii. If they still refuse to leave either use panic alarm or dial 999 and ask for the police.
  - iv. Inform the visitor that the police are on their way
  - v. Do not allow the visitor any further access to the school
- Visitors should be accompanied whilst on the premises and not allowed to wander freely.
- Whenever possible visits should always be by appointment.

## **Vehicles**

- All vehicles parked in the staff car park are parked at their owners risk.
- Delivery van drivers should report to the Head teacher or the assistant teacher before bringing their vehicle onto school premises.
- Drivers for deliveries or collections from the canteen should use the staff car park and report to the dining room assistant
- Vehicular access to the school grounds;
  - i. Access through the staff car park.
  - ii. Only during times when the playground is empty of children.
  - iii. Drivers should report to the Head teacher or their deputy before bringing their vehicles onto school grounds.

## **Contractors**

- Contractors must report to the Head teacher or the assistant teacher before work is carried and the number of workmen logged in by the foreman /employer.
- Contractors will be made aware of the fire/bomb threat procedures in the event of an emergency.
- All contractors should have clearly displayed id cards/visitor badges.

## **Pupil Security**

### Playground supervision

- Two members of staff to be on duty from 8:45 am until the bell at 9:00 am.
- Playtime supervision during morning & afternoon break is carried out by two members of staff.
- During wet breaks the staff will patrol corridors while the children remain in their classes.
- Lunchtime supervision is carried out by the Lunchtime supervisor. Teacher on duty brings the children in from lunch break at 1.00pm.
- After school/home time;
  - i. At end of school day all staff are in position to see that the children leave the school building in a safe manner onto the school yard.
  - ii. Teachers on duty will stay on duty until 3:30 or until all the children have left the school building.
  - iii. Parents are expected to wait for their children on the school yard.
  - iv. It is the parents' responsibility to make suitable arrangements for their children to return home.
  - v. If a child is not collected on time Teacher on duty will try to contact parent of child to make further arrangements for them to be collected. Children will wait in the Cwtsh until they are collected.
  - vi. Children will not be allowed to leave with another adult unless their parents have given permission/consent for them to do so. (Verbally to teacher on duty or in writing)
- Pupils arriving early - the school will only take responsibility for children on school grounds from 8:45 onwards (unless they are at Breakfast Club).
- Pupils arriving late should report to their class teacher as soon as possible to get their registration mark.
- Pupils needing to leave school early should notify the headteacher. Pupils must be collected from the school by a parent or another designated adult. Children will not be allowed to leave the school unaccompanied.

#### After school clubs

- Children taking part in after school clubs must have permission from their parents.
- Parents will be notified when the club takes place and at what time the club finishes.
- It is the parent's responsibility to make suitable arrangements for their child's journey home.

#### Breakfast Clubs

- Children taking part in after school clubs must have permission from their parents.
- Parents will be notified when the club takes place and at what time the club starts.

#### School Discos / Concerts

- Parents will be notified of date and time of the event.
- It is the parent's responsibility to make suitable arrangements for their child's journey home.
- Staff will remain on site until all the children have been collected

### **Alarms**

- The school has an approved intruder alarm, which is linked to a central monitoring station, providing out of hours protection.
- Key Holders Head teacher & Caretaker
- The school has an approved fire alarm system, which is linked to the fire brigade.

### **Communications**

#### Telephone

Mobile phone is available for use on off site visits/field trips

Telephone number 07582620796

### **Security marking**

High risk equipment is visibly security marked.

Manufacturers'/product numbers are kept in school office.

### **Emergency Procedures**

See previous sections

Emergency telephone numbers are clearly displayed next to office phones.

In the event of threatening behaviour and or verbal/physical abuse

- Quietly and politely, make it clear that such behaviour is not acceptable.
- Obtain the assistance of another member of staff, send a child for help or use personal attack alarm.
- Dial 999 and ask for the police.
- Inform the person that the police are on their way.
- Remove children from close proximity, unless doing so would further inflame the situation or jeopardise their safety.
- On hearing personal attack alarm or any other indications of the need for assistance all available staff members should cautiously proceed to location to provide support/assistance.
- The Head teacher or their deputy will dial 999.

## **General Security Measures**

- Gates and doors will be checked on a regular basis by the caretaker for maintenance, any defects to be reported to the Head teacher or Assistant teacher.
- Fire extinguishers to be checked on regular basis by LEA approved contractor for suitability, servicing needs and general condition, records to be kept of checks.
- Fire and Safety notices to be displayed throughout the school

## **Trespass**

- The general public do not have the right of access to school premises
- Head teacher can withdraw the right of a particular person to enter the premises of the school.
- Section 547 of the 1996 Education act makes it an offence to be present on the premises (ie playground, playing fields) of a maintained school without lawful authority and whilst there to cause or permit nuisance or disturbance to the annoyance of persons who lawfully use those premises, whether or not the users are there at the time.

Further advice can be obtained from Paul Eades, the Risk Manager, Pembs County Council, The Risk Management and Insurance Section, Finance Dept., County Hall, Haverfordwest. Tel. No. 01437 776291

## **Stress**

Stress will be relieved by monitoring staff workload, resolving areas of conflict, providing support and guidance (especially new staff) and the provision of clearly defined job descriptions.

## **Managing stress**

### **Steps we take to deal with employees who encounter stress are: -**

- Being alert and observing for signs during the working day  
-Anxiety, panic attacks, becoming withdrawn, irritability, neglecting personal appearance; poor concentration; frequent absences.
- Identifying and dealing with the stressors, whether they are work practise or people.
- Encourage members to talk about it and report their experiences.
- Identifying stress issues in the regular inspection reports.
- Working with Union Representatives in raising issues with management
- Ensuring that stress is regular item on the agenda of the Health and Safety committee.

### **Coping strategies**

- Relaxation and exercise
- Examine how work/life balance can be addressed
- Social interaction with colleagues
- Relaxation therapies
- Assist with access to support and Counselling Services.
- Stress questionnaire and "**recognising Stress**" Union handouts x3 part
- Aspects on **Womens' Health booklet**, photocopied, available, regarding specific issues like the menopause, occupational voice loss, PMT, new and expectant mothers.

## **Pregnant Staff**

We ensure that new and expectant mothers have: -

- A place to sit and rest
- Easy access to toilet and drink facilities.

## **Disability access for employees in school**

*" Disabled staff can make an important contribution to the overall school curriculum, both as effective employees and in raising the aspirations of disabled pupils and educating non-disabled people about the reality of having a disability.*

Whilst recognising the fact that we have the provision for disabled facilities we will deal with them as necessary and accordingly.

## **Outdoor activities, pursuits and expeditions**

It is the responsibility of any member of staff organising a school trip to see that the county and national guidelines for the safety of children and staff on **outdoor activities, pursuits and expeditions** will be followed. Refer to *Health and Safety Guidance for Educational Establishments No. 4: Guidelines for Educational Visits*

## **Disciplinary procedures**

Disciplinary measures will be taken in the event that the school's Health & Safety policy is not followed.

## **Alcohol Policy**

For additional information refer to *Health and Safety Guidance for Educational Establishments No. 10: Alcohol: Policy and Guidance*

The Governing body of Wolfscastle Community School recognises that an alcohol policy should be part of its general Health and Safety policy.

This policy applies to all employees and does not discriminate on grounds of gender, race or status.

This policy is aimed at the promotion of sensible, appropriate drinking rather than being anti-alcohol. This will ensure that all employees are aware of the possible harmful consequences of drinking to excess.

The head teacher shall have discretion to specify, following appropriate union consultation, that employees will be subject to more rigorous requirements.

The consumption of alcoholic beverages is not allowed on school premises (without the specific approval of the governing body).

The Governing Body recognises that alcohol adversely affects work performance. Therefore, employees are encouraged to refrain from drinking during the working day.

The Governing Body seeks to prevent the emergence of alcohol related problems among its employees through good management and personnel practice supported by training.

Employees will be able to seek advice, information and help from a named source about any alcohol related problems

The application of this policy does not preclude the use of the Governing Body's disciplinary procedures in the event of an employee committing misconduct.

The confidential nature of any records or counselling will be strictly preserved.

**Asbestos Safety Code**

The school will follow all procedures as laid out in *Health and Safety Guidance for Educational Establishments No. 17: Asbestos Safety Code*

**No work is to be carried out on any of the fabric of the school building unless the workmen are able to positively confirm that the material that they are working on does not contain Asbestos.**

## **Appendix 1.**

Staff with Health and Safety responsibilities

Head teacher/Health & Safety Co-ordinator  
Administration of Medicines  
First Aiders

Mrs Wendy Raymond  
Mrs Wendy Raymond/Miss Bethan Lewis  
Mrs Wendy Raymond/Miss Bethan  
Lewis/Mrs Miranda Peakman/Mr Paul  
Thomas/Miss Fallon Clancy/Mrs Susan  
Hedley/Mrs Helen Battin  
Mrs Susan Hedley

School Caretaker

First Aid equipment is located; Infant Cloakroom/ Staff toilet

First Aid equipment to be maintained by Admin Assistant/Caretaker: Mrs .Emma Beynon Mrs Susan Hedley.

# Useful Telephone Numbers

**County Hall** 01437 764551

**Emergency Report Team** 01437 775522

Paul Eades, Risk Manager 01437 776291

## Press Office Numbers

David Thomas	01437 775850	Office
	01834 831570	Home
	0421 861049	Mobile

Nigel Watts	01437 775387	Office
	01437 769424	Home
	07775 666168	Mobile

Fax 01437 775838

## Services to school sections

Margaret Hicks	01437 775068
Kath Bowen	01437 775050
Glyn John	01437 775027

## Schools Transport section

Caroline Holmes	01437 775221
Lucy Fowler	01437 775222

Fire Brigade  
Police  
Doctors

Please use Home and Mobile numbers in <b>emergency only</b> .
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April 2017

