

CATWG PRIMARY

Health and Safety Procedures

Where relevant to the school setting The Governing Body of Catwg Primary have adopted the Neath Port Talbot Corporate Health and Safety Policy and have included school procedures for:-

- ❖ Fire Precautions
- ❖ First Aid
- ❖ Administration of Medication
- ❖ Electrical Testing/Safety
- ❖ Maintenance of PE/Sports Equipment
- ❖ No Smoking
- ❖ Guidance For Contractors
- ❖ Off Site Visits
- ❖ Manual Handling
- ❖ Traffic Management

The Health and Safety Committee of the Governing Body will carry out inspection tours of the premises on a regular basis.

STATEMENT OF INTENT

The Governing Body and Headteacher together with all employees are committed to ensuring that the highest standards of health and safety are maintained in the school.

The objective is to maximise the protection of employees, pupils and other school users and to minimise any risks that may arise.

Employees are expected to work safely and to have due regard for the safety of others and should inform the Headteacher of any change in their physical or mental condition that may affect their health or safety whilst at work.

A copy of the policy can be found in the staffroom and the school office.

The policy will be reviewed annually and revised as necessary in the light of legislative or organisational changes.

Chair of Governors

Mrs Carol Bassett
Headteacher

Date **16th October 2018**

FIRE PRECAUTIONS

On discovery of a fire, the alarm must be sounded by breaking the glass call point.

Everyone on the school campus must then evacuate the buildings using the nearest safe exit and report to the assembly point in the main yard, the Headteacher will check main building toilets. In the absence of the Headteacher the school clerk will check toilets.

The Fire Alarm is monitored by CHUBB, when the alarm is activated, the monitoring station telephones school, where no answer is received, the monitoring station contacts the Fire Service. The school clerk also telephones the Fire Service 999 and gives the appropriate details.

Class teachers will take their class registers to the assembly point.

Class teachers will carry out a roll call and inform the Headteacher at the assembly point if anyone is unaccounted for.

The Headteacher will then liaise with the Senior Fire Officer on his arrival to inform him of the location of the fire, location of services and any missing persons.

Staff and pupils will only re-enter the building when instructed to do so by the Senior Fire Officer.

FIRE DRILL

- A fire drill will be carried out once a term.
- As soon as the fire alarm sounds everyone must stop what they are doing and leave the building in an orderly fashion through the nearest safe exit.
- A roll call will be carried out and at the end of the drill the Headteacher will debrief staff to identify any problems encountered and suggest remedies/improvements.
- The drill date and evacuation time must then be recorded in the fire log book.

LUNCHTIME FIRE PROCEDURES

- All lunchtime supervisors on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Kitchen staff and lunchtime supervisors on duty in the dining area shall evacuate all children from the building. The Headteacher will ensure that any toilets are vacated.
- Lunchtime supervisors in classrooms during wet weather shall evacuate all children from the building. The Headteacher will ensure that any toilets are vacated.
- The Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

BOMB ALERTS

In the event of a fire or bomb alert the Headteacher must:

- Obtain as much information from the caller as practical.
- Ring the fire alarm to activate the evacuation of the premises of all adults and children (See fire drill procedure).
- Remain at the front of the school to meet the Fire Brigade/Police and provide them with relevant information and inform them if anyone is not accounted for.
- All children and adults must remain outside.
- Only when the all clear has been given by the Fire Service/Police will the children and adults be permitted to re-enter the premises.

FIRE FIGHTING EQUIPMENT

The appointed contractor will maintain firefighting equipment on an annual basis and records kept in the Fire Log book.

In addition, the caretaker carries out a monthly inspection of extinguishers, this is recorded.

Any discharged fire extinguishers must be reported to the Headteacher immediately, who will contact the appointed contractor to organise for replacement/recharge.

EMERGENCY LIGHTING

Emergency lighting will be tested on a half yearly basis by Building Services and a record to be kept in the Fire Log book.

In addition, the caretaker carries out a monthly inspection of emergency lighting, this is recorded.

FIRE ALARM

The fire alarm is maintained by Building Services on a regular basis. The fire alarm is tested on a weekly basis by the caretaker. This is then recorded in the Fire Log book.

FIRE AWARENESS TRAINING

The LA arranges fire warden training. The Headteacher will identify key staff to undertake training.

FIRST AID ARRANGEMENTS

First Aid Kits

These are located at:

1. Foyer cupboard

Contents

- Scissors
 - Bandages
 - Safety Pins
 - Dressings
 - Micro Pore
 - Antiseptic wipes
 - Cotton wool
 - Disposable gloves
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- A record of all First Aid administered will be kept in the First Aid Log book, which is located in the foyer cupboard.
 - Parents will be contacted if it is felt appropriate and where there has been a head injury.
 - The school clerk is responsible for the regular checking and stocking the contents of the first aid kit.
 - An accident report will be completed if the injury is not a minor one.

FIRST AIDERS

1. Leanne Sandry
3. Sue O'Sullivan
4. Gaynor Hopkins
5. Lisa Kethro

The Headteacher will ensure that appropriate training is provided for First Aiders.

SAFETY/HIV PROTECTION

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

ADMINISTRATION OF MEDICINES DURING SCHOOL HOURS

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from minor ailments (coughs, colds etc)

Although members of staff are not required to administer medicine, they may do so for short term, minor ailments if written permission is given by a parent.

- Parents must complete a form giving authorisation for medicines to be administered to their children. This must include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states:
(a) The name of the medicine, (b) The dosage and time of administration
- Where possible the medicine should be self-administered under the supervision of an adult.
- Medicines will be kept in a secure place by staff.

Where long term needs for emergency medication exist –

- the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.
- Detailed written instructions should be sent to the school and the parent/carer should liaise with their child's class teacher.
- If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.
- Where appropriate a Health Care Plan should be completed by a medical practitioner, in consultation with parents and school.
- Where appropriate, relevant training should be provided for staff.

THE HEADTEACHER OR DEPUTY HEADTEACHER MAY REFUSE PERMISSION FOR MEDICATION TO BE GIVEN IF IT IS CONSIDERED INAPPROPRIATE FOR ANY REASON.

ELECTRICAL TESTING/SAFETY

- Prior to the use of any electrical equipment all staff have a duty to undertake a visual inspection in order to identify any obvious defects – frayed leads, broken plugs damaged casing etc.
- Any defects must be reported to the Headteacher and the equipment taken out of use.
- All electrical equipment is tested annually by competent, trained persons.
- The records of this testing are kept in the school office.
- Competent, qualified persons must undertake all repairs.

MAINTENANCE OF PE/SPORTS EQUIPMENT

- Prior to the use of any PE/sports equipment all staff have a duty to undertake a visual inspection in order to identify any obvious defects.
- Any defects must be reported to the Headteacher and the equipment taken out of use.
- All large equipment is tested annually by competent, trained persons.
- Any necessary repairs are carried out by competent, trained persons.

NO SMOKING POLICY

- In accordance with national legislation smoking is not permitted inside the school building.
- No-smoking signs are clearly displayed around the building.
- In addition, it is the policy of the Governing Body that smoking is not permitted in any area of the school, including the yard areas, by staff, parents or visitors to the school

GUIDANCE FOR CONTRACTORS ON SITE

- All building work should be organised via the LEA or Surveyor. Prior to any work, **authorisation to work** must be sought. (to establish if asbestos is present).
- Contractors are encouraged to telephone and make appropriate arrangements with the Headteacher prior to visiting the school.
- All contractors should report to the school office prior to beginning work.
- Contractors should liaise with the Headteacher and caretaker so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- Where possible repairs or maintenance should not be carried out in areas which are occupied by children or adults.
- If contractors are working near the children's play areas, then all equipment and machinery must be safely contained.
- Contractors will be informed of any hazards present at school.
- All work will be monitored by the Headteacher and any concerns reported to the contractor concerned and the appropriate department at the LEA.

GUIDANCE FOR CONTRACTORS ON SITE

We have been recommended by the Health and Safety Officer (LEA) to ask you to observe the following:

- **Report to the school office prior to commencing work**
- **No smoking in the building or in the grounds**
- **Our children are asked not to talk to strangers, we would appreciate it therefore if you would respect this where possible**
- **Vehicles should not be moved when children are at play**
- **Equipment should not be left lying around and should be safely contained**
- **Music should not be played during school hours**

If you have any problems, please see the Headteacher or Caretaker.

OFF SITE VISITS

- A risk assessment should be carried out prior to all off site visits.
- A parental consent form must be received from each child before they are permitted to take part in any off site visit.
- Insurance for school journeys is provided through the LA.

MANUAL HANDLING

Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children may be asked to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children should be shown how to lift and carry safely. Children must always be supervised when moving any equipment or item of furniture.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed to safely move each piece of equipment.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the caretaker and staff will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. can be moved freely by children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

ITEMS CHILDREN MUST NOT MOVE

- Computers – monitors can easily fall off trolleys, cables may be a trip hazard.
- Piano – although on wheels, it can tip, and feet or fingers become trapped.
- Paper cutters – sharp blade.

CATWG PRIMARY SCHOOL
Traffic Management Arrangements

1. Parents are not permitted to drive onto school premises during school hours.
2. Parents are not permitted to pull into or park in the layby at any time.
3. Parents and pupils must use pedestrian entrances when coming to and from school.
4. Taxis and minibuses may use the layby for the transport of Learning Support Centre pupils.
5. Access into the parking area in the school yard is restricted to:-

a. **Staff Vehicles**

Staff are permitted to park in the designated area.

The following should be observed:-

- Staff cars must be parked by 8.30am
- Staff cars must not leave at the end of the day until pupils have left the premises
- Any staff member wishing to leave school at lunchtime must park their vehicle outside of the premises
- Staff vehicles must not be moved when children are on the yard
- Vehicles must be parked with hand brake on and in gear.

b. **Delivery Vehicles**

Delivery vehicles must pull into the layby and contact the office. If appropriate, vehicles can drive onto the yard under supervision. Vehicles are not permitted to park on the driveway. Vehicles must be parked with hand brake on and in gear.

c. **Building Works Vehicles**

Vehicle access and working arrangements must be discussed and agreed between the Headteacher and the contractor.

Vehicles must be parked with hand brake on, and in gear.

d. **Authorised School Visitors**

If appropriate, vehicles can drive onto the yard under supervision. Vehicles are not permitted to park on the driveway.

Vehicles must be parked with hand brake on and in gear.

6. Pupils will be regularly reminded of the rules which are relevant to them.
7. Physical control measures include:
 - Speed limit signs
 - No entry signs on main gates with instruction to contact the office.
 - Instruction notice to contact office staff before entering the yard area
 - Speed humps
 - A barrier at the bottom of the drive
 - A designated parking area
 - Suitable pedestrian footpaths

All vehicle drivers authorised to enter the school during the school day will do so under the supervision of staff and are informed of the need to exercise extreme caution during access and egress of the site.

Risk Assessment is carried out regularly and after a potentially serious incident.