

**CYNGOR SIR POWYS/POWYS COUNTY
COUNCIL**

Policy for Health & Safety



ADOPTED MARCH 2014

Chair of Governors: _____ Date: _____

Acting Headteacher: _____ Date: _____

Date for Review: _____

**sgol Tref-y-Clawdd/ Knighton C. in W. Primary
HEALTH AND SAFETY POLICY**

POLICY STATEMENT

The Governors and Acting Headteacher of Knighton C. in W. Primary School recognise and accept the responsibilities which are laid down in the Powys County 'Statement of Safety Policy'.

In doing so, the Acting Headteacher will attempt to minimise the incidence of work place risks by providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees and to provide information, training and supervision whenever needed for this purpose.

Responsibility is also accepted for the health and safety of pupils and other visitors to the school who may be affected by the school's activities.

The Governing Body will:

- Provide a safe and healthy working/teaching/learning environment in compliance with statutory requirements;
- Maintain the building in a good state of repair and cleanliness;
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff and pupils;
- Provide safe storage for dangerous substances and materials;
- Provide adequate first aid facilities;
- Establish, practise and maintain effective emergency procedures;
- Provide consultative measures to monitor and review the effectiveness of health and safety measures, including annual Risk Assessments;
- Carry out an investigation of accidents and dangerous occurrences to persons to prevent a recurrence;
- Liaise with the LA and other official bodies with the aim of improving all aspects of health and safety at work;
- Provide access to Health and Safety Training for governors with specific responsibility for H. & S. (including the Acting Headteacher);
- Ensure that all aspects of this policy include the 3s Provision and the Specialist Centre.

RESPONSIBILITIES

The statutory responsibility for health and safety is shared between the Local Authority, the Governing Body and the school staff.

GOVERNING BODY

The Governing Body will comply, in so far as it is within its power to do so, with the LA policy for health and safety including the arrangements as set out in this policy.

The Governing Body will ensure that there is a school Health & Safety Policy which will be reviewed annually.

The nominated Governor, with special responsibility for Health and Safety, is Mrs C. Mellings

Acting Headteacher

The Acting Headteacher is responsible to the Governors and to the LA for the implementation of this policy.

In the absence of the Acting Headteacher, the Acting Deputy Headteacher will assume the responsibilities of the Acting Headteacher.

It is the responsibility of the Acting Headteacher to:

- Take day to day responsibility for matters of health and safety;
- Maintain a Health and Safety file on the premises and ensure all the necessary information is passed on to appropriate persons;
- Undertake and review risk assessments on areas to which staff, pupils and visitors may be exposed;
- Report any suspected dangers which are outside her control to the LA, Governing Body, Architect's Department and, if necessary, the Emergency Services. She will take any necessary immediate action to remove or protect pupils, staff and other occupiers from any risk of injury. She will warn others that a temporary hazard exists;
- Make regular observations of safety practices, buildings, premises, equipment, facilities etc., and act on concerns raised;
- Monitor, on a weekly basis, the entries made in the accident book;
- Implement relevant accident procedures to cover the reporting of any accident, first aid treatment given, transfer to surgery/hospital and notification to parents and other relevant agencies. Accidents will be reported to the County Safety Officer as directed in the County Policy;
- Set up emergency procedures e.g. fire evacuation drills and the procedure for contacting the emergency services;
- Ensure the provision of appropriate and adequate first aid equipment;
- Ensure adequate training is given to all staff having specific responsibilities under this policy so that they can discharge their responsibilities in a competent manner;
- Maintain an inventory of all items of portable electrical equipment and ensure that regular safety checks are undertaken in line with the County Policy;
- Ensure that all other equipment is inspected and maintained on a regular basis. Faulty equipment will be put out of use and subsequently repaired or removed from the premises;
- Ensure limited access to areas of high risk by nominated persons;

- Ensure that all hazardous substances are stored securely and that provision is kept to a minimum;
- Set down safe systems to cover all types of pupil or staff risk activities e.g. school outings and use of potentially hazardous equipment;
- Ensure, as far as is reasonably practicable, whilst having regard to health and safety matters and when acting in a client capacity, the competency of contractors who are employed to work on the premises;
- Take adequate steps to ensure the health and safety of any other person authorised to undertake work on the premises;
- Set down procedures for the safe management of traffic on the school premises;
- Monitor the performance of this policy and make any necessary modifications.
- Ensure that copies of the school and LA policies are made available to all staff, including students, work experience students and supply teachers.

SCHOOL STAFF

All employees have the responsibility to co-operate with the Acting Headteacher and to comply with the requirements of this policy in order to achieve a healthy and safe workplace and, in doing so, to take reasonable care of themselves and others. They should notify the Acting Headteacher immediately of any concerns.

All staff must:

- Carry out, at all times, instructions, directions and advice regarding safe working practices;
- Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues, and to any other person attending or visiting the premises;
- Use, and ensure others use, any necessary protective clothing and equipment and also ensure that they are maintained in a clean and usable condition;
- Report all equipment and working environments which they consider to be unsafe;
- Report to the Acting Headteacher all accidents to themselves and pupils under their control;
- Avoid using any hazardous substance without proper training, also any item of electrical equipment which may be causing concern;
- Undertake any necessary training related to health and safety e.g. object handling, first aid
- Make themselves familiar with this policy, together with the County's Health and Safety Policy.

HEALTH AND SAFETY ARRANGEMENTS

FIRST AID

First Aid boxes are located at the following locations:

- Outside the Hall
- School office
- all classrooms except the specialist centre room
- canteen

These are checked regularly and under the control of S. Hamer, school administrator.

All teaching and associate staff attend accredited First Aid training non-pupil INSET sessions.

The Playgroup ensures that half of all staff on duty have up to date First Aid training.

The Playgroup has its own First Aid equipment in the room and this is checked regularly by C. Traylor, Playgroup Leader.

REPORTING ACCIDENTS

Accidents resulting in injury are recorded in the school's Accident Report Book which is kept outside the hall at the First Aid Station. All staff follow the Accident Procedure, which details which types of accident require a phone call home. The Parent Council, TAs and teaching staff all worked to put the procedure together. Phone calls home follow a set script, and are recorded in a log book in the office.

More serious accidents are recorded on the LA 'Accident Report Form' or 'Pupil Accident Report Form' and reported within 3 days. Any 'Near miss or dangerous incidents' are also recorded and sent to the LA (See Appendix A).

3's Provision have their own accident book. Parents are notified of any accidents following the 3's Provision own policy.

MEDICATION

Parents have been informed that staff will supervise the administration of medication, provided parents complete a consent form each time this occurs. (See Appendix B). All medicines, brought into school, must be stored in a safe place in the office.

FIRE EVACUATION PROCEDURES

- Fire Inspections are carried out in accordance with Local Authority schedules.
- The LA Health and Safety Officer will shortly be helping the Acting Headteacher in carrying out a thorough audit of fire safety procedures at the school.
- Written fire evacuation procedures are displayed in all rooms.
- Posters, showing exit points, are placed throughout the school. Exit signs are updated as necessary.
- Fire equipment is checked on a 6 monthly basis.
- Whole school Fire Drills are carried out termly, and includes 3's provision.

PUPIL AND STAFF SECURITY PROCEDURES

- The school has alarms and adequate lighting.
- The clearly designated school entrance is controlled by an electronic locking system.
- All visitors report in and out using the Visitors' Book kept in the Reception area. Identity badges are being introduced for school visitors.
- Pupils and Playgroup children do not arrive at school before 8.45 a.m., with the exception of Breakfast Club children who arrive at 8:10. They are supervised by staff throughout the breakfast session.
- Parents are asked to stay with children until 8.50am on the school yard before the school day begins. A member of staff is on duty for Breakfast Club children.
- Nursery and Reception pupils go into school with their parents/carers at 8.50am.
- Parents are requested to collect Infant children, or arrange for them to be escorted, from the FP exit at the end of the day.
- Pupils are supervised on the school yard and grounds – by teaching staff during morning and afternoon breaks – and by Midday Supervisors at lunch time. The 3s provision has its own procedures for supervision when children are outside.
- Children are not allowed outside the school premises without the knowledge and approval of their class teacher. Parents must inform staff directly if this ever needs to happen.

TRANSPORTING CHILDREN

- Parents do not transport other parents' children during the school day. If they wish to transport other children at the start or end of the school day, the agreement is a private one between parents/carers and will not involve the school.

DBS CHECKS and SAFEGUARDING

- All staff, governors, parents who do voluntary work in the school and adults who are contracted to carry out work in the school must have DBS certificates issued by Powys County Council within the past three years. This policy applies also to the Playgroup.
- Parents give consent for their child to be photographed at the school. Photos in newspapers and on the website do not contain the child's surname.

E-SAFETY

- Parents/carers must give their consent before children use email and the internet and agree to conditions set out on the Acceptable Use Policy as given to parents/carers when their children start school at Knighton.
- The Local Authority block the use of inappropriate websites.

HEALTH AWARENESS

- The school has been awarded the Healthy Schools Phase 4 status.
- The school promotes healthy eating by encouraging pupils to buy fruit from the canteen 'tuck shop' or to bring their own. Water is available to all pupils from two water dispensers.
- Children (and parents) are encouraged to cycle or walk to school.
- The school meets statutory time allocations for P.E. and runs extra-curricular sports clubs throughout the year.
- The school operates a policy of No Smoking on the school premises.

RISK ASSESSMENTS

SCHOOL AUDIT

- Health and Safety audits and risk assessments are carried out annually by the Acting Headteacher and appointed governor during a walk around the school building and premises.

MANUAL HANDLING/OBJECT HANDLING/RESTRICTIVE PHYSICAL INTERVENTION

- Staff who support pupils with physical disabilities receive annual safe handling training.
- All employees of the school have received statutory object handling training.
- Staff have received training in 'Team Teach' Restrictive Physical Intervention from the outreach team of Penmaes School, Brecon.
- The school has a separate policy governing the use of Restrictive Physical Intervention.

HAZARDOUS SUBSTANCES

- Hazardous waste is removed by contractors.
- Cleaning materials are stored securely in the caretaker's designated storerooms.
- All sprays and chemical powders are stored in locked cupboards.

DISPLAY SCREENS

- Workplace assessments are carried out to ensure that P.C. users (staff and pupils) are not affected by glare from the sun. Blinds are fitted in all classrooms and offices.
- Appropriate furniture is used for work at computer 'stations'.

BOUNDARIES

- All gates, except the School Entrance gate, are locked; entrance to the school is controlled electronically.
- Non fire doors, where practicable, remain locked from the outside during the school day.
- Windows are closed by staff at the end of the day.
- Boundary fences and hedges (including tall trees) are inspected regularly.

VIOLENCE TO STAFF

- Any incidents of violence to staff should be recorded on the 'Violent Incident report Form' (See Appendix E)
- The secretary should ensure that the transit of cash is carried out as securely as possible.

PUPIL SUPERVISION

- Senior managers and teaching staff are on the school premises no later than 8.40 a.m. Non-breakfast Club pupils should not arrive before 8.40 a.m. A member of staff is on playground duty with Breakfast Club children from 8:30 – 8.50 on a sunny day, but from at least 8.40 every day.

- Breakfast Club children are supervised from 8:00 onwards, both inside the school hall and on the playground.
 - Pupils should never be in classrooms without an adult present. (This applies during lesson time and breaks). If the class teacher has to leave the classroom in an emergency, the class teaching assistant or a member of staff in an adjacent classroom is asked to oversee the class.
 - Playground duty is organised by the Acting Deputy Headteacher. At least two members of staff are on duty at the same time. When the bell goes, children are expected to come into the school in an orderly manner, using two separate entrances:
 - FP pupils via the door by the office
 - KS2 pupils via the doors by the Specialist Centre
- Staff are expected to be in the classroom before children come in from the playground and to meet children from the yard first thing in the morning and after lunch.
- During wet breaktimes (morning and afternoon), a member of staff is always inside the classroom with the children.
 - Lunch time supervision is managed by the Acting Headteacher with the assistance of the Midday Supervisors. Pupils are not allowed into the school building during breaks unless they need to go to the toilet. During the Headteacher's absence from school, lunchtime management is the responsibility of the Deputy Headteacher. (See Appendix F)
 - At the end of the school day, a member of staff takes responsibility for pupils who use the minibus taxi service.
 - Parents are requested to give details of how children will return home safely following school visits and extra-curricular clubs.
 - When pupils are registered at the school and, thereafter, at the start of each school year, parents are asked to complete a form updating medical information, contact details and consent for pupils to visit the local area during the school day. Staff should have this information available at all times.
 - Details of school closure, due to inclement weather, will be posted, where possible, on the school website the night before. Details are also posted on the Powys County Council website.
 - Pupils and staff follow the school's Behaviour Policy to ensure that Health and Safety risks are kept to a minimum.

HIGH RISK ACTIVITIES

TRANSPORT AND TRAFFIC MANAGEMENT

- A risk assessment has been carried out on the way the car park is operated.
- Children and parents are reminded of the need for constant vigilance in the car park in newsletters and by going through procedures with the children
- Staff only park on the quad in front of the school.
- Pedestrian access in and out of the school is on pavements.
- Cycle training is undertaken annually by Year 5 children.
- Pupils (and parents) are encouraged to cycle or walk to school to reduce traffic congestion and to promote health and fitness.
- The school has Junior Road Safety Officers who run competitions to keep all pupils informed of road safety.

EDUCATIONAL VISITS

- All staff follow the LA guidance on 'Health and Safety of Pupils on Educational Visits'.
- Risk assessments are carried out for all class visits.
- The Staff/Adult: Pupil ratio for all walks and visits are as follows:
 - 1:5 (Nursery and Reception)
 - 1:6 (Year 1 - 3)
 - 1:10 or 15 (Year 4 – 6)

RESIDENTIAL VISITS

- Llangrannog and Staylittle Centres carry out detailed risk assessments which are shared with the school before pupil visits.
- Parents are invited to meet staff accompanying pupils on residential visits, also, where possible, leaders from the residential centres.
- The qualifications of all centre leaders are verified.
- Staff at residential centres are notified in advance of pupils with learning and/or behavioural difficulties.
- The centre is given detailed information about individual pupils' health, diet and medication requirements.

SWIMMING LESSONS

- Staff at the Leisure Centre are given information about pupils' medical needs, also information about pupils with SEN.
- Pupils wear goggles only with parental consent.
- Parents are informed of appropriate swimming clothing for their children.

P.E.

- Equipment is inspected annually.
- Staff are responsible for the safety and safe storage of all equipment used.
- Staff and governors monitor the state of the school grounds and report to the Acting Headteacher. When remedial action is necessary, the grounds maintenance contractor is contacted.

CURRICULUM POLICY

Curriculum policies contain statements about Health & Safety to ensure pupils' safety.

BUILDINGS AND GROUNDS

- Pupil and staff safety is of paramount importance in the day-to-day running of the school, especially when on-site contractual work is being undertaken. Pupils are made fully aware of prohibited areas.
- The school's Facilities Manager, Richard Hill, liaises with and monitors the work of on-site contractors.
- Close liaison takes place between the school, LA managers and those undertaking contractual work.
- The 'Handyman' carries out Health & Safety related work booked by the school staff and secretary.
- Cleaning, hygiene, catering and grounds maintenance are overseen by LA staff.
- School grounds, including paths and play areas, are inspected regularly to ensure that accidents do not occur.
- Tree surgery has been carried out in the playing field area.

- The school has adequate litter bins and pupils are expected to follow the 'No Litter' policy. Children use compost bins for fruit waste.
- Access to and from the school premises is checked regularly.
- There is adequate lighting for footpaths leading to the school building.
- The school cleaner in charge, Mrs Gill Husbands, monitors a large number of health and safety issues on a daily basis and reports concerns immediately. She checks emergency lighting and the alarm system on a weekly basis.

SPECIFIC LEGISLATIVE REQUIREMENTS

Electrical equipment

All portable electrical appliances are inspected annually, and maintained in accordance with County Policy. It is the duty of members of staff to report (to the Acting Headteacher) any faulty equipment, and to cease using it until it is repaired.

Asbestos Management

The school takes account of the 'Duty to Manage' asbestos legislation which came in force in May, 2004. The county 'Asbestos Management Policy' is followed and they carry out an annual asbestos check.

Legionellosis

An LA survey was commissioned in 2003 and subsequent monthly checks are carried out by the LA.

Boiler Room and Plant Equipment

- There is easy access to both and they are adequately ventilated.
- These premises are clear of combustible items and remain locked.

HEALTH AND SAFETY REPRESENTATIVES

Health and Safety representatives of Teaching and Staff Unions/Associations have the right to carry out their own inspections and investigations and to make reports to the Acting Headteacher.

MONITORING HEALTH AND SAFETY PERFORMANCE

In addition to the usual day to day monitoring of matters affecting health and safety performance, the Acting Headteacher will ensure that issues are included in the agendas of staff and governors' meetings on a regular basis.

HEALTH AND SAFETY POLICY

APPENDICES

APPENDIX A

LA Accident Report Form – PCC/AR1

Pupil Accident Report Form – PCC/AR2

Report on a Near Miss or Dangerous Occurrence – PCC/AR3

Violent Incident Report Form – PCC/AR4

APPENDIX B

Request for School to administer medication

APPENDIX C

Fire Evacuation Procedure

Plan of school with fire exits highlighted

APPENDIX D

Policy for Safe and Effective Intervention and Use of Reasonable Force

APPENDIX E

Violent Incident Report Form