



POLICY

For

**HEALTH AND SAFETY
2020-2021**

PRESTEIGNE PRIMARY SCHOOL/YSGOL GYNRADD LLANANDRAS

HEALTH AND SAFETY POLICY

POLICY STATEMENT

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

In doing so, the 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 Headteacher);
- Ensure that all aspects of this policy include the Playgroup.

The Playgroup has its own Health and Safety Policy and Risk Assessment procedures, both of which are compatible with those at the school.

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.

Nominated Governors, with special responsibility for Health and Safety, are Mr A. Lancett and Mrs R Davies. Mrs K. Stinton is the school representative.

HEADTEACHER

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

In the absence of the Headteacher, the Assistant Headteacher(s) will assume the responsibilities of the Headteacher.

It is the responsibility of the 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. He will take any necessary immediate action to remove or protect pupils, staff and other occupiers from any risk of injury. He 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 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 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 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
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- Make themselves familiar with this policy, together with the County's Health and Safety Policy.

The staff Health and Safety representative is Mrs. K. Stinton.

HEALTH AND SAFETY ARRANGEMENTS

FIRST AID

First Aid boxes are located at the following locations:

- The Hall
- Reception Classroom (small)
- Annexe Cloakroom (outside cookery room)
- Junior teaching block – cupboard by Year 5/6 classroom
- Staff room (2 boxes)

These are checked regularly and under the control of Mrs. T. Felgate, school administrator.

All classroom staff (and associate staff where possible) attend 1 day accredited First Aid training sessions every three years .

The Playgroup ensures that staff have up to date First Aid training.

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

REPORTING ACCIDENTS

Accidents resulting in injury are recorded in the school's Accident Report Book which is kept in the secretary's office. More serious accidents are recorded on the LA's IR1 incident report website.

The Playgroup has its own accident book which is kept in a locked cupboard. Parents are notified of any accidents.

MEDICATION

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

FIRE EVACUATION PROCEDURES

- Fire Inspections are carried out in accordance with Local Authority schedules.
- The LA Fire Safety Officer has assisted the former Headteacher in carrying out a thorough audit of fire safety procedures at the school.
- Written fire evacuation procedures are displayed in all rooms, in the Playgroup and in the canteen area. (See Appendix C).
- Posters, showing exit points, are placed throughout the school. Exit signs are updated as necessary.
- Fire equipment is checked on a six monthly basis.
- Whole school Fire Drills are carried out termly. This included playgroup.
- Alarms are tested on a weekly basis. No evacuation is required for these tests.

Fire Marshalls: A Faulkner, H Palmer, S Cook

PUPIL AND STAFF SECURITY PROCEDURES

- The school has alarms and adequate lighting.
- The clearly designated school entrance is controlled by an electronic locking system. The outside door leading into the new teaching block is locked electronically.
- All staff wear lanyards.
- All visitors report in and out using the Visitors' Book kept by the school office. New visitors must read and sign to confirm they have read the school's Child Protection procedures. Blue lanyards are issued to visitors known to have full DBS clearance. All other visitors are issued with red lanyards. They must be supervised by a member of staff at all times.
- Pupils and Playgroup children do not arrive at school before 8.45 a.m., with the exception of Breakfast Club children who arrive before 8.00-8.30. They are supervised by staff throughout the breakfast session. The entrance doors remain locked and are opened by staff.
- Parents can stay with children on the school yard before the school day begins; a member of staff is on duty from 8.45a.m.
- Reception pupils go straight into school on arrival.
- Parents are requested to escort Infant children, or arrange for them to be escorted, from the classroom 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 Playgroup has its own procedures for supervision when children are outside.
- The 'Wild Area' is locked when not used by classes;
- 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 who volunteer to transport children e.g. to sporting events, are obliged to complete the 'Volunteers Transporting Children' form which includes a thorough check of the car's safety. Parents whose children are transported by a volunteer parent must also complete a consent form prior to the journey being undertaken.

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 and videoed at the school. Photos in newspapers do not contain the child's surname.

ONLINE SAFETY

- Parents/carers must give their consent before children use email and the internet. Please see Online Safety Policy.
- The Local Authority block the use of inappropriate websites.

HEALTH AWARENESS

- The school has been awarded the Powys Excellence Award.
- The school promotes healthy eating by encouraging pupils to buy fruit from the canteen 'tuck shop' or to bring their own. Milk and water are available to all pupils.

- Children (and parents) are encouraged to cycle to school, making use of the new Safer Routes pathways.
- 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 Headteacher and appointed governors 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.
- Four staff undertook TeamTeach training in 2018.
- 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 the staff room.

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.
- 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.
- The Playgroup patio fence is closed during the day and the Reception garden gate is locked.

VIOLENCE TO STAFF

- Staff should adhere to the 'Violence to Staff' guidelines available in the staffroom.
- 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.
- The Playgroup carries out its own risk assessments.

PUPIL SUPERVISION

- Senior managers and teaching staff are on the school premises no later than 8.40 a.m. Pupils do not arrive before 8.45 a.m. A member of staff is on playground duty from 8:45 until the bell goes at 8.55.
- Breakfast Club children are supervised from 8:15 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 Assistant Headteachers. 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:
 - Infant pupils via the rear hall doors
 - Junior pupils via the door by Year 5/6 classroom.Staff are expected to be in the classroom before children come in from the playground.
- 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 Headteacher with the assistance of the Midday Supervisors. Pupils are not allowed into the school building during breaks. Only the toilets next to the playground should be used. During the Headteacher's absence from school, lunchtime management is the responsibility of the Assistant Headteachers. (See Appendix F)
- At the end of the school day, two members 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.
- At the start of the winter, parents are required to provide up-to -date contact details in the event of the school having to close at short notice due to inclement weather.
- Details of school closure, due to inclement weather, are posted, where possible, on the school website and Council website the night before.
- 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 car park management policy is in place, monitored regularly by the Headteacher and Governing Body (See Appendix G). 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 lay-by in front of the school.
- Pedestrian access in and out of the school is strictly controlled.
- Cycle training is undertaken annually by Year 6 children.
- Pupils (and parents) are encouraged to cycle to school to reduce traffic congestion and to promote health and fitness.
- A Junior Road Safety Officers club has been introduced 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'. Evolve is used to assist with planning visits.
- Risk assessments are carried out for all class visits.
- The Staff/Adult: Pupil ratio for all walks and visits are as follows:
 - 1:3 (Reception)
 - 1:6 (Year 1 - 3)
 - 1:10 (Year 4 – 6)

RESIDENTIAL VISITS

- Oaker Wood and Tregoyd carry out detailed risk assessments which are shared with the school before pupil visits.
- 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 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.
- Changing rooms are monitored by staff. Staff ensure that no members of the public are in the changing rooms.

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 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 liaises with and monitors the work of on-site contractors.
- Close liaison takes place between the school, LA managers and those undertaking contractual work.
- HOWPS carries out Health & Safety related work booked by the school staff and secretary.
- Catering and grounds maintenance are overseen by LA staff.
- Cleaning and hygiene staff are overseen by the school.
- School grounds, including paths and play areas, are inspected regularly to ensure that accidents do not occur.
- The school has adequate litter bins and pupils are expected to follow the 'No Litter' policy.
- Access to and from the school premises is checked regularly and vehicles and deliveries are discouraged from coming into school during breaktimes.
- There is adequate lighting for footpaths leading to the school building.
- The school caretaker, Mrs. Cheryl Williams, monitors a large number of health and safety issues on a daily basis and reports concerns immediately.

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 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. Remedial work is reported to the Facilities Manager and the county 'Asbestos Management Policy' is followed.

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 Headteacher.

MONITORING HEALTH AND SAFETY PERFORMANCE

In addition to the usual day to day monitoring of matters affecting health and safety performance, the 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

Pupil Accident Report Form – book kept in office

All accidents requiring medical attention reported via LA' online reporting system.

Incident report form

APPENDIX B

Request for School to administer medication

APPENDIX C

Fire Evacuation Procedure

Plan of school with classroom evacuation routes

APPENDIX D

Violent Incident Report Form

APPENDIX E

Lunchtime Supervision

APPENDIX F

Traffic Management Plan

PRESTEIGNE PRIMARY SCHOOL / YSGOL GYNRADD LLANANDRAS

Policy for Health and Safety

This policy was reviewed and adopted by the Governing Body in November 2020.

It will be reviewed in November 2021.

Signed:.....Chair of Governors

Signed:.....Headteacher