



HEALTH & SAFETY POLICY

Adopted: Spring 24

Review: Spring 27

Policy Review and Monitoring

This policy is due to be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

Signed: Chair of Governors

Mr J. Orchard

Headteacher

Mr K. Stroud

HEALTH & SAFETY POLICY

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Statement of Intent

This statement is published in pursuance of the Health and Safety at Work Act 1974, associated regulations, health and safety legislation and other relevant 'Approved Codes of Practice'. This policy has been informed by the relevant Local Authority's corporate Health and Safety policies and current guidance. A number of aspects are also dealt with through other policies (e.g. smoking, medication).

Aims

The aim of this policy is ensure that Maes yr Haul Primary School provides and maintains safe and healthy working conditions, equipment and systems of work for all pupils, staff and visitors to our site. The Governing Body recognises and accepts its legal obligations as well as its moral duty to provide this to the best of its ability, in full cooperation with Bridgend County Borough Council.

Responsibilities

Everyone within the school has a responsibility for health and safety. All employees are required to act in a safe manner at all times, so as to ensure their own safety and the safety of others in the work area. In particular, they will:

- Not misuse or interfere with anything provided in the interest of health, safety or welfare.
- Report incidents / accidents to their manager.
- Attend and/or complete health & safety training as requested.
- Use the correct tools and equipment for the job.
- Not take unnecessary risks.
- Report any situation that they may reasonably consider to represent an immediate danger to health and safety to themselves or others.

All visitors and contractors are also expected to apply similar care and attention.

A member of the Governing Body is named as the Health & Safety representative. Certain staff have specific duties in relation to health and safety, such as the caretaker. However, the overall and final responsibility for health and safety in the school lies with the Headteacher and the Chairperson of the Board of Governors.

Risk Assessments

In line with national legislation and good practice guidelines, risk assessments are undertaken for various aspects such as fire safety, premises safety, play equipment, school trips or where there is a potential risk of injury to persons. Most assessments are updated annually and findings are shared with all relevant staff. Where available, BCBC standardised risk assessments are used.

Risk assessments are also required for any class trips and must be completed using the Evolve programme before permission is given by the headteacher for the trip to go ahead.

Selecting and Managing Contractors

This section reflects the Corporate BCBC Policy 'The Management of Contractors' and 'Asbestos Management Guidance'

All contractors are required to report to the main office when attending site and sign in. Contractors are expected to provide proof of identity. All works being carried out at the school should be by prior arrangement.

The Headteacher or Deputy Headteacher should make an immediate risk assessment of the proposed works, based upon factors such as use of hazardous materials or equipment and proximity to pupils. The contractors will be made aware of the risks that children can present and any specific safety procedures agreed before work commences. Where appropriate, contractors will be required to ensure that the children are separated from equipment and the work areas by adequate provision of necessary barriers. Upon completion of works, the senior member of staff on site should ensure that the working area has been left in a safe condition for pupils. Outside of normal school hours, the caretaker will often undertake these duties, ensuring safe working practices and provision of appropriate safety measures / barriers where necessary.

Selection of contractors is made in accordance with current corporate BCBC policy. The majority of contractors working at the site will be appointed and arranged through the Corporate Landlord department. Where work falls outside of the council's Service Level Agreement, the school may appoint its own contractors (e.g. grounds). Where relevant, the Headteacher will ensure that the selection is compliant with Local Authority requirements. (e.g. registered with Construction-line, electricians must hold NICEIC etc)

Asbestos

The school was built in 2001 and is confirmed as having no asbestos. However, all contractors intending to work in ways which are potentially invasive to walls, flooring, roof spaces and where there is potential to encounter asbestos will be expected to view and sign the Asbestos Register and any known hazards identified. At the time of writing, the asbestos register indicates no known sources of Asbestos in any part of the school.

Vehicles on Site

Staff should use the staff car park at the rear of the school and should only double park on the left hand side as you come down the ramp. No double parking is permitted on the right hand side to allow access for emergency services and fire fighting appliances. Pupils are made aware that vehicle parking areas are out of bounds to them.

Visitors are encouraged to park their cars in the visitor parking area at the front of the school. A disabled parking bay is provided. Any contractor wishing to bring a vehicle on to the school grounds must agree this with either the site manager, headteacher or deputy headteacher. Parents are not to use the staff car park for dropping off, picking up or turning. All vehicles parked at the school are there at the owner's risk.

Delivery vehicles are directed to the rear access.

Accidents and First Aid

This section reflects the Corporate BCBC Policy, 'First Aid at Work'

By their very nature, small children often have accidents. It is simply impossible to report every single incident that may happen to every pupil in the school. Therefore, whilst this policy section is intended to clarify what would be considered an accident, and how these are handled in school, there will always be a need for professional judgements to be made relevant to each specific circumstance.

The following types of injury should always be reported:

- Any head injury.
- Any known bone break or cut more significant than a simple scratch
- Any burn
- Any significant new bruise (sufficient so as to be noticeable within a reasonable time in school)
- Any swelling as a result of an impact injury.
- Any injury requiring first aid.

In the case of very minor injuries the school aims to provide basic first aid and will notify the parent at the end of the day. If there is doubt about the possible severity of an injury the school will always contact the parents if at all possible and ask them to make the final decision regarding whether the pupil should remain in school, or seek further medical advice.

If any accident should occur to a pupil, member of staff, or anyone on the premises where more specialist or urgent medical attention is required, external agencies will be contacted, e.g. ambulance, doctor. The parent/carer should also be contacted and for accidents of a serious nature the local authority's official notification form should be completed.

Staff are expected to notify their line manager of any accident that occurs to themselves in the course of their work based upon the same general guidelines and this will also be recorded. Staff will be advised accordingly and released to seek medical attention if appropriate.

A number of school staff hold current Emergency First Aid at Work certificates. The number of staff and level of training is risk-assessed in line with current guidance. Training is provided on a rolling basis to ensure that there is always a good proportion of staff with relevant training throughout the school. This aims to ensure that a first aider is always available during the school day and on school visits, wherever possible.

First aid kits are located in the kitchen, medical room, disabled toilets, classrooms and office. Disposable gloves, aprons, face masks are available for anyone dealing with body fluids. Plasters can be applied if parental permission has been received on the parental consent form. Any adult dealing with any body fluids is provided with appropriate PPE equipment (e.g. gloves). First aid packs must be taken on off-site visits.

Any organization using the school outside school hours needs to ensure they have their own first aid arrangements in accordance with their own risk-assessments and relevant legislation.

All parents are required to give emergency contact numbers and the name of at least one adult who can assume responsibility for their child in their absence. All contact details are available on the SIMS system.

Communicable Diseases

This section reflects the Corporate BCBC Policy, 'Infection Control Guidance'

From time to time outbreaks of highly contagious diseases may occur in the school or local area. The school will abide by current Local Authority guidelines on communicable diseases and takes up to date advice when appropriate. (e.g. Swine Flu, Legionnaires disease). Outbreaks will be published to parents and staff informed immediately to ensure that pregnant women are informed.

Pupils are encouraged to wash their hands thoroughly – liquid soap is provided in all toilets and classrooms for this. Staff also have access to alcohol soap to ensure their hands are disinfected. Pupils or staff with diarrhoea should remain absent from school for 48 hours from the end of their symptoms to ensure that this is not spread throughout the school.

General Cleaning

The cleaning contractor, site manager and Headteacher are responsible for ensuring the cleanliness of the site. Any concerns should be addressed to them.

Good hygiene amongst the pupils is actively encouraged. Pupils are taught and encouraged to wash their hands after using toilet facilities and to use handkerchiefs/tissues appropriately. Pupils are encouraged to take pride in the school facilities and develop a sense of responsibility in maintaining a well looked after safe learning environment.

It is the responsibility of the site manager to ensure cleanliness of toilets and that adequate soap and hand towels are available to all pupils and staff.

All cleaning and/or potentially hazardous products used within the school are logged and stored in compliance with COSHH regulations. A register of safety data sheets is held in the office for easy reference. Staff are not allowed to bring to school / use any liquid or spray chemicals (e.g. aerosol) which have not been purchased through the appropriate school procedures. Cleaning contractors are required to comply with all the relevant regulations for provision and storage of chemicals.

Food Hygiene

Any activity which involves the preparation of food must be carefully supervised and carried out in accordance with food regulation requirements. Surfaces must be properly cleaned and if necessary covered appropriately. Hand washing before touching foodstuffs is essential. Maes yr Haul has a curriculum kitchen which is used for food activities, thus helping to ensure good hygiene for all such activities. Staff must consult with current medical registers to check for any food allergies. Parents will be informed of any food activities, specifically identifying any of the known allergens.

Physical Education

Physical Education equipment is maintained and checked annually by an appropriate contractor. Pupils are taught how to handle apparatus properly and are supervised when doing so. The uniform policy details the expectations of pupils with regards to safe clothing for Physical Education. However, in summary, the expectations are that:

- Children should wear suitable clothing for P.E. lessons.
- Pupils may take indoor P.E. in bare feet, trainers are not acceptable for gymnastics.
- Children should not wear any type of jewellery for P.E./games lessons, long hair must be tied back.

School Security

The school takes reasonable measures to help ensure the safety of its staff, pupils and visitors whilst on the school premises. All access during the school day is via the main and rear entrances, both of which are mag-locked and controlled by video intercom & release systems. Additional pedestrian gates are used only for the start and end of the school day and are locked after pupils arrive at school. Signage also helps to direct all visitors to the reception upon arrival. All parents and visitors are requested to also leave by the main entrance so that other external access doors are not left open during the school day.

All visitors to the school are required to sign in and out. This electronic register is collected in the event of an evacuation procedure. CCTV cameras monitor the school grounds and are used as a deterrent and also a means of reviewing any notable events.

Supervision of Pupils

School begins at 8.50 a.m. for all classes. Parents and carers are reminded that there is no supervision around the school grounds prior to this time.

A rota for teachers and support staff ensures that there is appropriate levels of supervision during breaktimes. Support staff also undertake duties for part of the pupils lunchtime to help with levels of supervision and to improve staffing ratios.

At the end of the day, pupils from Nursery – Year 2 are ‘handed over’ at the classroom door to their parents or another delegated adult. Parents of pupils from Years 3 to 6 are able to provide consent for their pupils to travel home by themselves.

Pupils are encouraged to cycle to school using cycle paths that run throughout the estate. Cycle racks are provided at the front of the school. Pupils are not permitted to ride cycles or scooters in the school grounds to avoid knocking into other pedestrians. Parents are asked to reinforce this expectation with their children.

Pupils and their siblings are not allowed unsupervised access to any of the play equipment in the school grounds, such as exercise equipment and ‘trim-trails’. There are signs which make parents aware of this and regular reminders are sent to all families.

Off Site Visits

Safety must be a major consideration when organizing any trip. Parental permission is obtained prior to the majority of trips requiring transport. Some local coach visits (e.g. transition / swimming) and walking trips are covered in advance by a general consent form. Adequate levels of supervision relevant to the age of the children must be ensured in line with LA guidelines. Parents are informed of departure and return times and if the trip arrives back after the end of the afternoon session, they need to know where to meet their child.

Any parents accompanying a trip need to be briefed about the visit and their role. Full risk assessments need to be completed by staff prior to the trip being approved. Accompanying parents need to be aware of the risk assessments. Only buses fitted with seat belts will be used. Relevant information relating to all visits are held on the 'Evolve' system and maintained in accordance with the relevant document retention schedule.

Manual Handling

This section reflects the Corporate BCBC Policy, 'Manual Handling'

All staff should refrain from lifting or carrying loads which are beyond their individual capacity. This will vary from individual to individual, depending upon their age, physical fitness and body weight. Assistance should be sought where appropriate. A push-truck is available to assist staff with moving heavier loads around the school if needed. Pregnant women particularly, should take care to modify their activities in school appropriately. Pupils should not be expected to carry loads which could be hazardous to themselves or others, nor beyond their own individual capacity.

The caretaker receives manual handling training, as handling equipment and furniture will regularly form part of his/her everyday duties.

Where a child with mobility problems has been identified, risk assessments will be carried out by school staff in consultation with the local authority, identifying any necessary training. Any member of staff who has not received manual handling training should not attempt to lift or carry a child.

Safety in the Classroom

- Staff should be available to receive their class from the playground so that they can bring them into class calmly at the start of session times.
- If using potentially dangerous equipment, e.g. scissors, hammer, nails, pupils must be shown the correct methods for handling and usage. The degree of supervision required for such activities will vary in accordance with their age, manual dexterity and the challenge of the task at hand.
- Pupils should also be made aware of the dangers of pencils, drawing pins, staplers if handled inappropriately. When working with the above equipment the number of children should be restricted.
- If it is necessary for a child to carry a chair, it must be held correctly.
- No cleaning fluids to be kept within reach of the children.
- Children must walk at all times in the school building.
- Carry out dynamic risk assessment for activities in class, taking account of materials, age and behaviour of pupils, supervision etc.

Use of Ladders

There is a small stepladder and an “elephant’s foot” available to staff for the purpose of reaching the top of display boards. Staff should not step on tables or chairs. If using a ‘lean-to’ ladder, there should be another adult in attendance at the foot of the ladder to ensure first that the ladder is secure and that aid is available should a fall occur.

Lone Working

Staff should generally avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that outside doors are locked. Fire doors must be unlocked when staff are working on the premises. Anyone lone working on a regular basis should keep a mobile phone on them in case of emergency. Security lighting is present around the school and grounds.

Display Screen Equipment

This section reflects the Corporate BCBC guidance, ‘Display Screen Equipment’

Designated regular users of Display Screen Equipment (DSE) should vary their work routines, and have a sight test at least every two years. This is considered to be staff who are working at a screen for at least 2 hours each day (generally Headteacher, Deputy Headteacher and office staff). This is paid for by the school on behalf of the employee.

Many classrooms have overhead projectors installed in the ceiling. Teachers and pupils are made aware that they should not look directly into the beam of the overhead projector.

Stress

This section reflects the Corporate BCBC guidance, ‘Managing Pressure’

Any member of staff who feels that they may be suffering from stress should discuss their concerns with either the Headteacher or Deputy Headteacher. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised where physically possible. A free and confidential service is available to all employees through the local authority’s own provider and/or the schools’ own additional staff welfare provision. Staff who are on extended sickness absence (beyond 28 days) will normally be referred to the Local Authority Occupational Health Services for assessment.

Violence to Staff

Staff should always take steps to minimise the possibility of violence in school. Staff should avoid meeting with parents who are known or believed to be aggressive or violent on their own and should ask a colleague to also be present. Any assaults on school staff should be reported immediately to the Headteacher and the Local Authority informed using the appropriate proforma.

Control of Hazardous Substances (COSHH)

This section reflects the Corporate BCBC Policy 'Control of Substances Hazardous to Health – COSHH' Arrangements for the use and storage of any chemicals or substances are subject to the requirements of the Control of Substances Hazardous to Health (COSHH) 1999 Regulations. Information is obtained on cleaning products used, (such as dilution rates) and information provided to employees with regard to their health and safety when using the product.

The caretaker is responsible for ensuring, as a matter of routine that all hazardous chemicals are appropriately stored and that other equipment (such as ladders) are maintained to standards necessary to remove the likelihood of failure, giving rise to personal injury or ill health. However, all staff should act in such a manner as to uphold these standards, by notifying senior staff of any known faults and ensuring that any cleaning materials used are returned to their correct place.

So far as is reasonably practicable materials will be stored so that they are maintained in a proper condition to allow safe placement and retrieval by staff and secured safely out of reach of pupils. For most cleaning products this means that they are locked away, out of children's reach. All staff should take responsibility for ensuring that materials are returned, and that keys are stored appropriately. All chemicals are to be stored in appropriate, correctly labelled containers.

Sun Protection

Further details are provided in the separate Sun Protection Policy.

Smoking

The school operates a strict no smoking policy in line with national legislation.

Personal Protective Equipment (PPE)

This section reflects the Corporate BCBC guidance, 'Personal Protective Equipment – PPE' Personal Protective Equipment (PPE) is provided in order to remove/reduce risk for all staff and pupils according to the nature of risk where appropriate control measures and alternative methods have been explored and risks still remain. Such activities are carried out in accordance with the relevant risk assessments.

At Maes yr Haul Primary School, this generally means:

- Aprons for staff and pupils for cooking activities.
- Oven gloves for staff for cooking activities.
- Bibs for lunchtime supervisors and cleaning staff.
- Disposable gloves, aprons and face masks for anyone dealing with body fluids.
- Gauntlets, waterproof jacket, trousers, suitable footwear, gloves for caretaker.

If a member of staff believes that an additional item of PPE should be provided, they should make that request to the headteacher at the first opportunity. A risk assessment will then be carried out.

Electrical Safety

Pupils will be made aware of the dangers of electricity. For pupils up to and including Year 2, only staff will plug in electrical equipment. Staff are responsible for ensuring that electrical equipment is stored safely and is good condition before use.

Any defective sockets /equipment must immediately be removed/made safe/covered and reported to the site manager who will arrange for repair/replacement by a qualified electrician.

Any electrical appliance brought into school not newly purchased must be subjected to a portable appliance test before being plugged in. All electrical equipment used in the school should have the correct fuse fitted. Residual power breakers should be used when operating power tools etc.

Fire Safety

All staff will be made aware of the procedures to follow in the event of a fire inside or outside the building. A Fire evacuation notice is displayed in each classroom and other relevant areas.

A Fire risk assessment will be carried out on a regular basis by a qualified person. Fire drills will be held at least twice annually (usually every term) and observations will be recorded by the headteacher. Staff will be debriefed and procedures reviewed to promote the efficient evacuation of the school (see Evacuation Plan). Times of fire drills will be varied to include lunch times to ensure that all staff who work at the school experience a fire drill.

The assembly points are the all weather pitch at the front of the school, the soft play area near the perimeter fence at the junior end of the school and the area adjoining the playing field. Each member of staff including lunch time supervisors will be made aware of the evacuation procedures and will ensure that when the alarm sounds pupils will move calmly and quickly to their evacuation point. Classroom staff take out their paper registers and the admin staff take the visitors signing in tablet.

Fire alarms are tested weekly by the site manager and a record of checks kept in the Fire Log Book. Fire extinguishers are maintained under a service contract. Escape routes must be kept clear and materials likely to be flammable should be stored responsibly so as not to cause a fire hazard. The site manager makes regular checks to see that fire escape routes are kept free from obstruction and that all fire doors and exits are working correctly and in a good state of repair. Further information is available in the Fire Risk Assessment document. Our priority in a fire is the safety of the pupils and not the fighting of the fire.

Pupil Safety

No child will be allowed to leave the school premises during the school day unless he/she is collected by a parent/carer. Children are encouraged to enter and leave classrooms and the school in an orderly fashion. If there is no one to meet the child at the end of the school day the child will be brought to the school office so that parents can be contacted. Nursery pupils will be kept in class with familiar adults or brought to the office with a member of staff from the Nursery. Older pupils who may be meeting a parent at the gate are encouraged to return to the office if their parent is not there. Infant pupils are not allowed to wait for older brothers and sisters unsupervised. Parents must make adequate child minding arrangements.

Play Equipment

All outdoor play equipment is assessed annually by an appropriately trained inspector and any significant issues addressed. Visual inspections are carried out by the site manager on a weekly basis.

Training

The school provides training for staff in areas such as emergency first aid, manual handling, fire training, safeguarding as required. Registers are kept of attendees.

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