



TREMAINS PRIMARY SCHOOL HEALTH & SAFETY POLICY

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POLICY STATEMENT

The policy at Tremains Primary School is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors.

The Governors and headteacher accept responsibility for ensuring that as far as is reasonably practicable, a safe environment is maintained for all pupils, staff and visitors and that all activities and operations are free from risk and properly supervised. All staff are adequately trained for the duties they are required to perform.

Any hazards to health and safety, which may be apparent in the fabric of the buildings or grounds, machinery and equipment, must be brought to the attention of all persons who may be affected by them. Steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and wellbeing.

The school will implement the contents of this policy and act within the parameters of the Bridgend County Borough Council Safety Policy and the Directorate of Education and Skills Safety Policy.

This policy will be reviewed regularly.

RESPONSIBILITIES

Overall and final responsibility for health and safety at Tremains Primary School is that of the headteacher and the governing body.

All members of staff, both teaching and school support staff (including temporary staff) will be made aware of the identity of the appointed health and safety officer for the school. (Mrs. E. J. Williams - headteacher). They will have full knowledge and free access to the school's health and safety policy, the health and safety policy of BCBC and the Directorate of Education and Skills.

Any member of staff who identifies a health and safety problem will take appropriate steps to alleviate the problem. If there is a health and safety

problem which cannot immediately be rectified, then the member of staff will **promptly** clear the affected area and notify the headteacher.

The headteacher will ensure that arrangements are made to rectify the identified problem, and that the affected area is made inaccessible until remedial action has been taken to remove the risk. The headteacher has a responsibility to ensure that the required remedial action is carried out and if there is a delay in such action being carried out then they will contact the appropriate persons to reinforce the importance of swift action.

The headteacher and staff have a responsibility to protect others from an identified risk.

ACCIDENTS AT SCHOOL

- All staff will record any accidents in the file in the school office. Any suspected disease or significant incident must be reported to the headteacher.
- The directions contained within the Arrangement Guidelines for the Reporting of Injuries, Diseases and Dangerous Occurrences document issued by the Directorate of Education and Skills will be adhered to.
- If an accident occurs in school involving a pupil, member of staff, or to anyone on the premises, the required help, in addition to first aid, will be sought. This will include the calling of the emergency services as required.
- The Health & Safety Officer of the LEA will be informed.
- If appropriate, services such as gas, water or electricity will be contacted.
- In the event of a notifiable accident, the health and safety officer of the LEA will be immediately notified(Telephone 01656 642600) This will be followed by the completion of an accident report form which will be sent to the H & Safety officer at Civic Offices, Angel Street, Bridgend.(a copy of the form must be retained in school)
- A full account of the incident will be recorded in writing and also kept on the school's accident file (The headteacher's computer)
- If a child receives a bump to the head this will be recorded in the accident book. If the bump is of a serious nature then the child's parents will be notified immediately. Parents will otherwise be notified by the teacher at the end of the school day or by letter should they not be collecting their child. If the child is attending after-school club then the receiving adult must be informed.

CONTRACTORS AND VISITORS

- The term 'visitor' refers to anyone other than school staff and children
- All visitors must use the main entrance and will report to the office staff upon entering the school premises.
- Visitors will be asked to sign in and out of the school and will be issued with a visitor identity card whilst on the premises.
- All contractors will be asked to produce an identity card before admittance into the building
- Visitors will be accompanied to the person/area they have come to see and then escorted from the premises at the end of their visit. This ensures that all persons can be accounted for should an emergency arise.
- Contractors will be issued with the transport plan and will be required to sign the Asbestos Register when entering the building.
- Contractors will ensure that all materials and equipment are kept safely away from the pupils at all times. No equipment should be left unattended.
- Contractors will be required to store equipment in a locked store or removed from the premises at the end of each school day.
- Contractors and visitors will be made aware of Fire Emergency procedures - displayed in every teaching area.

MANAGEMENT OF TRANSPORT AND SCHOOL PREMISES

- Staff cars are to be parked in the designated areas only and extreme caution is to be used by staff during access/egress
- No other cars apart from those providing pupil transport are allowed into the driveway between 8.30 a. m and 9.00 a. m and 14.50 p.m. and 16.10 p.m., unless displaying a disabled badge.
- No pupil is allowed to walk on the driveway at any time. A fence and a gateway prevent access between the car park and the school yard. Parents are informed of this policy in the School Brochure.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto the school premises. Where advance warning of their visit has been received the headteacher

will ensure that the school's transport policy is issued and adhered to.

- **Pupils will not be asked to collect or put things in staff cars unless accompanied by the relevant member of staff**
- Pupils will not be accompanied on the driveway by any member of staff at any time.
- All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.

TIMES OF ENTRY

- Specific times are designated for the entry and parking of staff cars which will be before the normal arrival/departure of pupils. The minimum is **ten minutes prior** to the commencement of the school day and **ten minutes after** the end of the school day.
- **All staff are expected to adhere to these times.**
- A Transport Policy is available and all contractors and delivery personnel will be informed of school policy.
- No movement of vehicles will be allowed outside of the designated times unless they are emergency vehicles attending an emergency, or any other vehicle being used for emergency transport.

COMMUNICABLE DISEASES (see appendix)

The school follows the guidelines circulated by the LEA and Iechyd Morgannwg Health Authority.

Any significant incidents of illness should be reported to the Health and Safety Officer at BCBC and the local health authority.

DISPENSING OF MEDICINES TO PUPILS

Only medication prescribed by a doctor will be administered to pupils.

- Staff will administer medication prescribed by a doctor only if accompanied by a signed medication form relating to the Dispensing of Medicines (signed by parent/guardian and headteacher) - kept for pupil records

- All medication **MUST** be administered by two members of staff, checked and an administration of medicine form for the individual pupil signed by both. This must be kept with the medication and returned to the office for filing at the end of the course/school year.
- Medication must be kept in the fridge in the medical room and away from pupil access.
- Medication brought to school **MUST** be in the original container, marked clearly with the pupils name, prescribed medication name and dosage.
- All asthma pumps **MUST** be labelled with the pupil's name and kept available. Staff **MUST** ensure that these are kept safe and taken on school visits.
- Medicines bought over the counter e.g. throat sweets; cough medicines etc are **NOT** to be administered in school.

CHILDREN WHO BECOME UNWELL IN SCHOOL

- Emergency contact number for parents/guardians will be available for all staff through SIMS. Emergency contact numbers **MUST** be taken on all visits outside school.
- Should a child become unwell/injured and require hospital treatment, and a parent cannot be contacted, then an ambulance will be used to take the child to hospital.

SCHOOL PROCEDURES

- The SENCo will be responsible for updating the list of pupils on long term medication - annually.
- The SENCo is responsible for ensuring that photographs and details of individual medical conditions are displayed in the staff room. Supply teachers must be informed of any child in their class/es who needs special medical consideration.
- Each teacher is responsible for ensuring that any child in their care takes the medication as prescribed.
- Teachers are responsible for ensuring that medication is taken on school trips/swimming/educational visits.

FIRST AID

- Staff are trained in first aid procedures through a rolling programme of training.
- First aid will be administered only where there is parental consent and in line with current guidance.

- All details of first aid administration should be recorded in the school's accident book located in the office.
- Staff should ensure that any incidents are reported to the class teacher and/or headteacher.
- Disposable gloves are available alongside each first aid box.
- First Aid boxes are located in every teaching area. They should be replenished after each use. Class teachers should replenish stock from the reception office.

RECORD - REPORT - REPLENISH

EMERGENCY PROCEDURES

- All members of staff will be responsible for moving pupils out of immediate danger.
- All exterior doors must be kept closed at all times to ensure pupil/staff safety.
- Staff must ensure that all emergency exits are kept free of clutter.
- The children should be assembled at the emergency assembly points.
- In the event of the need to evacuate the school - the children will be escorted to the infant school.
- All emergency phone numbers will be available for removal from the school office so that parents/guardians can be contacted.
- Emergency Action posters are displayed in each teaching area and reception. They are printed on RED paper.
- Emergency lighting is switched on when the school has evening events.

FIRE

- All staff and pupils are subject to regular fire safety practice - termly
- Any flaws or weaknesses identified are acted upon immediately
- Everyone in the school takes part in fire drills, class registers will be checked immediately
- Fire alarms are tested termly.
- All staff are made aware of the necessary fire precautions and will be expected to ensure safety procedures for emergency evacuations are not compromised.
- Fire doors and fire escapes will not be blocked by furniture or equipment
- Pupils will be taught about fire safety and will be encouraged not to leave bags and coats on walkways where others may fall over them
- Training for all staff on the use of fire extinguishers is undertaken

- Fire assessments are undertaken annually to comply with the Fire Precautions (workplace) Regulations 1997. These are kept in the school office - Fire Log Box File.
- Serious risks identified will be reported to the Health and Safety Officer of the LEA
- All staff will check daily to ensure that fire escape routes are kept free from obstruction.
- The caretaker will check fire doors regularly to ensure that they are well maintained and are able to be opened easily
- Any defects will be reported to the headteacher immediately

ELECTRICITY

- Pupils will be made aware of the dangers of electricity.
- Staff will ensure that equipment is plugged in safely.
- Broken/cracked sockets are NOT to be used. Any defects to plugs/sockets will be immediately reported to the headteacher
- Only electrical items subject to the annual Portable Appliance Testing will be used
- No electrical items should be brought into school.
- A residual power breaker should be used when using power tools

RISK ASSESSMENTS

- Written Risk Assessments are written up and stored on the shared server. All staff will make themselves familiar with these.
- Any necessary actions and precautions highlighted as a result of the risk assessments will be implemented as soon as possible and the appropriate persons informed. (headteacher / LEA)
- Personal protective equipment must be used as appropriate. (children and staff)

PHYSICAL EDUCATION

See PE Policy

SCHOOL VISITS

See Educational Visits Policy

SWIMMING

See PE Policy

SCHOOL BUSES/MINIBUS HIRE

- Staff will ensure that all seatbelts are checked and secured prior to the bus moving
- No child should be allowed to sit in the front two seats.
- Staff should ensure that First Aid equipment is taken on all trips

LEAVING THE SCHOOL PREMISES

- No child will be allowed to leave the premises during the school day unless:
 - S/he is collected by a parent or other responsible adult.
 - All children must be signed out in the book at Reception. Children should be signed back in on return.
 - Any change in normal arrangements is notifiable.
- Staff are responsible for ensuring that children leave the premises safely at the end of the school day.
- Tremains Primary School implements the guidelines contained within "Guide it School Security" issued by the LEA

HYGIENE

- The cleaning of the premises will be adequately monitored by the caretaker and the headteacher.
- All health and safety concerns connected with cleaning practices or cleaning standards will be brought to the attention of the headteacher.

Tremains Primary School directly employs cleaning staff. If problems occur in relation to standards of cleaning the Caretaking Support Officers of the LEA will be asked to advise and monitor.

Cleaning materials used are those recommended by the LEA and the use of any products not on the recommended list will be checked with the Caretaking Support Officers before use.

COSHH assessments will be completed and recorded for all cleaning materials used.

PLAYTIMES/LUNCHTIMES

- The duty teachers will be available on the yard as soon as playtime begins.
- **No hot drinks or breakable cups/glasses are to be used in classrooms or on the school yard.**
- If a child is hurt on the playground the teacher/s on duty will call for assistance. The children **MUST NOT** be left unsupervised.
- A Supervisory Assistant Policy includes Behaviour Management and school procedures.
- Supervisory Assistants have a copy of the Health and Safety Policy and are appropriately trained in First Aid.
- **Supervisory Assistants must remain in the designated areas on the yard to ensure pupils are adequately supervised. Children must not be left unattended at any time**
- **Supervisory Assistants will remain with the children when the bell rings until the children are handed to the class teacher.**
- **Any accidents/incidents will be reported to the member of staff collecting the children.**

VANDALISM

- The governors, headteacher and staff will discuss the most likely areas of risk from vandalism and will implement suitable preventative measures to alleviate the identified risks.
- E.g. the 'Wheelie Bins' have been locked against the wall in the bin pen - away from the building. This prevents vandals being able to use them to access the roof and prevents them being used for arson.

VIOLENCE/ASSAULTS (including Verbal Assaults)

- The guidance contained in the 'Guide to School Security' and in the 'Guidelines for Assaults on Staff' documents issued by the LEA will be followed
- Any assaults on school staff will be reported promptly, one copy to the Health and Safety Officer of BCBC, the other being retained in school.

DISPLAY SCREEN EQUIPMENT

- At Tremains Primary School we follow the guidelines issued by the LEA in respect of display screen equipment. Users of display screen equipment are provided with adequate training and opportunity to use

equipment effectively. If an eye test proves that the 'user' requires corrective eyewear for use with the display screen equipment then the minimum cost as recommended in the guidelines issued by the LEA will be reimbursed.

- The 'user' survey will be conducted using the forms and guidelines issued by the LEA

MANUAL HANDLING AND LIFTING

- It is recognised the BCBC is employing two occupational therapists as back-care advisors and that a prioritise programme of training will be provided throughout all directorates.
- It is also recognised that further measures may need to be implemented in the short term whilst the priority list is 'worked-through' by the back-care advisors.
- Tremains Primary School agrees to actively support any interim training measures deemed necessary by the LEA in order to meet the requirements of the Manual Handling Operations Regulations 1992. Any guidelines issued by the LEA will be followed so that risks of injury from manual handling and lifting operations can be reduced and hopefully eradicated. Advice will be sought from the Health and Safety Officer as appropriate. Risk assessments will be completed for all activities which have manual handling and lifting implications and the results made known to staff with any control measures being implemented as soon as possible.

SCHOOL LETTINGS/EVENING USE

- Safety measures are considered to be as important for evening use of premises as they are for daytime use.

Any doubt over the requirements for obtaining a Public Entertainment Licence or Occasional/Theatrical licence will be investigated by contacting the Licensing Section in the Legal and Property Department of BCBC.

Risk Assessments will be carried out to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

BOILERHOUSE

- Tremains Primary School follows the LEA guidelines in respect of the use of the boilerhouse. The boilerhouse WILL NOT be used for storing

any items other than those for performing maintenance and stoking duties.

- **Storage of flammable, corrosive materials of any item liable to cause risk of any kind will not be tolerated.**
- The boilerhouse will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area.
- The boilerhouse will be kept locked when the boiler operator (caretaker) is not working in the area.
- Pupils will not enter the area at any time.
- The correct procedures as issued by the LEA and instructed by the Caretaking Support Officers will be followed as far as daily maintenance/stoking of boiler is concerned.
- Any relevant training for caretakers as arranged by the LEA will be actively supported by the school.

ASBESTOS

- The guidelines issued by the LEA and the policy statement , which is issued by BCBC will be adhered to.
- All contractors/workmen will be required to sign the Asbestos Register prior to the commencement of any work being undertaken.