

# **YSGOL GYNRADD CREIGIAU PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF POLICY**

The school is committed to establishing, maintaining and promoting high standards of health, safety and welfare. The school recognises the importance of securing the physical, mental and social well being of staff and pupils and accepts its responsibility for the health and safety of other people who are affected by its activities or who use its premises.

All school activities will, as far as is reasonably practicable, be carried out safely and without risks to health to staff, pupils or others who are affected by school activities. A safe and healthy working environment, safe systems of work and safe equipment, plant and machinery will be provided and maintained.

The responsibility for implementing the Health and Safety Policy rests with everyone within the school. A positive health and safety culture will be encouraged within the school with the active support of the Senior Management Team and the Governors. Health and safety will be fully integrated into the management and decision making processes of the school. The performance of the organisation will be monitored to ensure the continual improvement of health and safety standards.

Health and safety management will be audited, reviewed and improved upon through the development of rolling annual Health and Safety Action Plans.

All staff will be involved in the implementation of the Health and Safety Policy.

The Senior Management Team will be involved in the implementation of the Health and Safety Policy.

Health and Safety Advisers from the County Council will provide competent advice and support to enable managers to fulfil their responsibilities in respect of health and safety.

The school aims to devote the necessary resources in the form of finance, equipment, personnel and time to ensure the effective implementation of the Health and Safety Policy.

The policy will be kept up to date and will be regularly reviewed.

## **RESPONSIBILITIES**

Where **ANY** member of staff notices a Health and Safety problem which they cannot put right straight away, they must immediately remove pupils from the area and report to the Health and Safety representative, **Ms Sharon Moore** or a member of the **Senior Management Team** if she is not available.

\* Emergency Services, Fire, Ambulance, may be called out without reference to any higher authority. The only criticism that can be made is if such necessary service is **NOT** called out.

## **ACCIDENT AT WORK**

1. If an accident occurs at school to a pupil, member of staff, or indeed, to anyone on the premises, the required help in addition to First Aid must be called, i.e. Fire, Ambulance, Doctor, Police.

In addition, support services to lessen or end the cause of the accident, such as services from Gas, Water, Electricity Company, PSD, must be called in.

2. In the event of a notifiable accident the **Pupil Accident Notification** form should be completed and a copy sent to County Hall immediately. In the case of staff all accidents should be noted. In the case of pupils or visitors, accidents requiring the person to be taken from the premises to hospital should be reported to County Hall using the appropriate **Accident Notification Form**. All accidents to be recorded, however, in the **Accident Book** kept in the **First Aid area**.
3. Playground accidents involving collisions, slips and falls should be recorded in the **Accident Book**.
4. Illness or injury – parents should ensure that the school has **three emergency contact numbers** on the admission form so that if a child is ill or injured a parent or nominated adult may be contacted. When the school fails to make a contact, the child will be cared for at school and professional medical attention will be sought if necessary.

## **VITAL TELEPHONE NUMBERS**

Fire, Ambulance, Police	999	
Gas Emergency	0800	111999
Electricity Emergency	0800	0520400
Water Emergency	0800	0520130
Local Education Authority		20872000
Health and Safety Executive	0541	545500
Caretaker (HOME NUMBER)	01443	208093

## **HEALTH AND SAFETY RESPONSIBILITIES**

Designated First Aiders: Mrs. Carroll Hurford  
Mrs. Kim Tewkesbury

(All members of staff have been trained)

Health and Safety Representative: Ms. Sharon Moore

Contracts are in place for the annual monitoring of PE, electrical and fire equipment.

### **CONTRACTORS / VISITORS**

All contractors / visitors must report to the office on arrival and departure.

Any visitor or service personnel legitimately on the premises is in our care as far as our activities can affect them.

Contractors will be reminded of their responsibility to cordon off working areas to ensure the safety of pupils and staff.

No contractor's vehicles will be allowed access to the school area between **8.30 a.m. – 4.00p.m.**, unless specific arrangements have been made with the Headteacher. Any such infringement of this must be reported to the Headteacher **IMMEDIATELY**. If a vehicle has to be driven through the playground: it should be done when there are no pupils on the yard and access points are supervised by members of staff. The vehicle should be driven slowly and the horn sounded frequently in order to alert everyone.

### **STAFF CARS**

These are parked at the school in a section off-limits to pupils.

Children should not be allowed to open the school gates for staff cars or any other vehicle.

### **COMMUNICABLE DISEASES**

This school follows the guidelines from the 'Headteacher's Guide to the Law' which is displayed in the staff room or specific advice given by a doctor or nurse.

### **DISPENSING OF MEDICINES TO PUPILS**

**Medicines should generally be administered at home.** In exceptional circumstances, the staff are prepared to give medication if authorised by a note from the parent. All medication should be handed to the teachers.

The school follows the guidelines below for the dispensing of medicines to pupils: -

1. Written consent, if possible, should be obtained from the parent authorising school staff to give the prescribed medicine to the pupil, including when it should be given.
2. The child's name and dosage should be clearly marked on the medicine bottle or container.
3. The assistance of the local Health Visitor should be sought in cases where further information is thought to be necessary.
4. On all occasions reasonable safeguards should be made to ensure all medicines are kept in a safe place.
5. Staff cannot be held responsible for missed dosages.

### **FIRST AID**

All staff should be aware of the nominated First Aiders.

The First Aid cupboard is situated in the First Aid area in the Welsh Infants cloakroom. It will be checked regularly by the First Aiders and any shortages made good.

Cuts should be cleaned thoroughly using water.

Disposable gloves should be used in dealing with blood flowing from a wound.

### **CLOSURE OF SCHOOL DURING INCLEMENT WEATHER OR OTHER CIRCUMSTANCES**

If the school has to be closed early because of inclement weather, all children must be collected from school unless the parents have given specific instructions. **The parents will be informed via a text message to the mobile phone of the first nominated contact and by a message on the school website**

### **EMERGENCY PROCEDURES**

In the event of an emergency related to gas, water or electricity any member of staff should isolate the supply.

**GAS:** The gas isolation valves are situated in the caretaker's store room (situated next to the boiler room).

**ELECTRICITY:** The electrical main switch is in the main entrance hall in the switch room (next to the photocopying room).

**WATER:** The main stop cock for the water is located in the boiler room.  
**Approach:** Main gates to be kept clear to allow full opening of gates for easy access to any emergency vehicles.

**Assembly Areas:** Staff should be aware of the emergency assembly areas:-

Classes 1, 2, 3, 6 & 7 and Dosb. 1, 3, 4, 5 & 6 on the school yard

Classes 4, 5, Dosb. 2 & Nurs/Meith on the tarmac area near the main gate

## **EXITS MUST NEVER BE OBSTRUCTED**

### **INTERNAL AREAS OF SCHOOL PREMISES**

1. **Corridors:** When inside the building children should walk at all times.
2. **Heaters:** No material to be placed on or near the heaters.

### **SMOKING**

Smoking is not permitted on school premises.

### **SAFETY IN THE CLASSROOM**

Staff must always be in the classroom to receive the children at the following times: -

#### **Infants**

8.50 a.m.  
10.30 a.m.  
1.10 p.m.  
2.50 p.m.

#### **Juniors**

8.50 a.m.  
10.50 a.m.  
1.10 p.m.  
2.30 p.m.

#### **Nursery**

9.00 a.m.  
12.45 p.m.

Children must be supervised at all times when using any of the following equipment:

Saws, glue guns, band saws, hammers, nails, screws, scissors, etc.

When working with any of the above equipment, the number of children working at any one time should be restricted.

They should also be made aware of the dangers of pencils, biro, drawing pins, staplers etc.

If it is necessary for a child to carry a chair, it must be held correctly, i.e. the chair is held by the seat, with the back of the chair furthest away from the carrier and the legs pointing to the ground.

No materials to be placed on or near the heaters.

No cleaning fluids to be kept within reach of the children.

## **ELECTRICITY**

Children must be made aware of the dangers of electricity. Only teachers or authorised staff should plug in for use or switch off electrical equipment.

Only teachers or authorised staff should carry or move electrical equipment.

All electrical equipment must be switched off and plugs removed when not being used.

## **FIRE**

Children must be made aware of the fire drill procedures. Fire drills will be carried out at least once a term.

Testing of fire bells will be according to regulations, once a week before or after school.

Fire extinguishers are in place and inspected regularly. The nature of their contents is indicated, as well as an instruction on what sort of fire the extinguisher is NOT to be used.

## **PLAYTIME**

Staff must be available for duty as soon as the bell is rung.

If a child is hurt in the playground, the Teaching Assistant on duty administers first aid in the First Aid area and records the accident in the accident book.

Supervisory Assistants should be made aware of the policy on Health and Safety.

When the bell rings at the end of the play period, all the children should stand still. Those playing on the grass should walk immediately onto the yard.

The children will then walk into the building as requested by the teacher on duty. This is to be done because we feel it will be far safer; they have to use a cloakroom area which can be a source of danger and entering the school in an orderly fashion will lessen this.

### **During Wet Playtimes**

Children should remain in their classrooms with suitable playtime activities provided under the supervision of a member of staff.

## **PHYSICAL EDUCATION**

Children should change into shorts and T-shirts or leotards and wear plimsolls or similar for all P.E. lessons. Pupils may take P.E. in bare feet. Jewellery must not be worn.

## **ON LEAVING SCHOOL**

Nursery and Infant children must always be met by a designated adult. If there is any change in this arrangement, the school must be informed beforehand. All children should **walk** from school in an orderly manner, keeping to the pavement. Children should walk to the Nursery on the path and not across the car park.

The school brochure gives precise instructions to parents.

## **SCHOOL TRIPS (See Policy on Educational Visits)**

Trips are always arranged with safety in mind as well as educational value. Adequate supervision is of prime importance; this will depend on the age of the pupils and the potential danger of the visit.

Whenever children are taken on excursions, i.e. football, netball, school trips, swimming, they are warned that good behaviour and care in what they do is required at all times.

The coaches used for school trips have seat belts fitted.

If visiting farms, the school will take account of the guidance given by the National Assembly for Wales.

## **SWIMMING**

The children are taken to the pool by coach. They are accompanied by a teacher and another adult. The lesson is taken by a qualified swimming instructor.

## **RELATED SCHOOL / COUNTY COUNCIL POLICIES e.g**

- **Health and Safety Policy**
- **Asbestos**
- **Educational Visits**
- **Display Screen Equipment**
- **Hazardous Substances**
- **Risk Assessment**
- **Manual Handling**
- **Stress Management**

- **Violence at Work**
- **Grievance Policy**
- **Harassment Policy**
- **Whistle Blowing Policy**
- **Special Leave Scheme**
- **Alcohol and Drug Abuse Policy**
- **Sickness Absence Policy**
- **Pupils with Medical Needs**

## **PPENDIX 1: DETAILED CONSIDERATIONS**

### **EXTERNAL AREAS OF SCHOOL PREMISES**

**Yard:** Any objects, such as skips, bins etc. must be stored on the periphery of the yard.

**Yard Maintenance:** Paving slabs, concrete areas and tarmac areas to be in good repair. Steps should be unbroken and not worn unevenly. Grids should be clear. Down pipes unbroken and secured to walls. Roof guttering to be secure as far as visible checks allow.

**Entrance and Exits:** Building entrance doors should open outwards and not jam in any position. Any steps must be well maintained.

All corridors and foyers to entrances and exits must always be well lit and not obstructed.

**Drains:** All drains to be cleaned regularly to allow water to flow away freely. Any blockages to be reported to the Headteacher immediately.

### **INTERNAL AREAS OF SCHOOL PREMISES**

**Doors:** Any defective doors must be corrected immediately.

Cracked or broken glass to be replaced.

Door handles must be secure and in working order.

Doors should not swing freely when unrestrained.

**Carpets and Mats:** Carpets must be secured all around by proper metal edging. Damaged sections should be repaired or replaced as a matter of urgency.

**Windows:** Broken or cracked glass to be replaced.

Window operating cords or levers to be in free working order.

Windows designed to be opened or closed to be in condition to do so.

**Pin Boards:** These must be at a recommended height for safety when displaying work. If reaching above hand height, a stepladder or proper step up equipment must be used. Standing on chairs, tables, etc. is dangerous and should be discouraged.

**Heating:** Regular checks must be made on our electric storage heaters, fan blowers and radiators to ensure they are working properly and present no danger to anyone in school.

**Lighting:** All lights should work and any defective tubing or bulbs be changed immediately.

Broken diffusers to be replaced. Light switches to be free of cracks and positive in action.

Defective strip lighting to be changed immediately.

**Power Points:** Sockets if broken or cracked to be replaced by an electrician.

Reported heat at a socket to be treated as urgent and the socket should not to be used until corrected by an electrician.

AMP ratings to be marked on each socket at each inspection by an electrician.

**Electric Plugs:** Any loose wire sighted at cable entrance to a plug means that the plug is not to be used until wiring is corrected.

Cables must be anchored at the cord grip inside the plug.

Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician.

All plugs are to be inspected on a regular basis according to the Authority's Regulations by a qualified electrician.

Each plug to have the correct fuse fitted, according to what equipment it is serving.

**Room Sinks:** To be cleaned on a regular basis. Overfill exits to be clear.

No solids allowed to block the drain hole.

Care to be taken when detergents used. These must be recommended and environmentally friendly.

No detergents to be stored within reach of the children.

**Toilets:** To be well ventilated.

Hot and cold taps to be marked.

All taps to give good flow.

Hot taps to deliver water of a safe temperature.

Sinks not cracked or chipped and securely fixed.

Floors without any cracks or broken sections.

Pedestal units and seats in good repair, no cracked or broken porcelain.

Flushes to work properly and refill quickly.

Gents urinals to have an automatic flush in working order. No rubbish to be allowed to build up around the drain.

**Apparatus:** All apparatus, if electrical, should be fitted with the correct fuse, decided by an electrician.

If a fire erupts in a piece of electrical equipment, like a television or a video recorder, the following instructions are to be carried out:-

- (a) Switch off.
- (b) Pull out the plug.
- (c) Remove pupils from the room, because any smoke from the fire will be very poisonous due to burning insulation and varnishes in the unit.
- (d) DO NOT use water-type extinguishers on ANY electrical fire.
- (e) A CO<sub>2</sub> gun extinguisher, which covers the unit in carbon dioxide gas and will not harm anyone, is to be used. CO<sub>2</sub> gun extinguisher is available in the entrance hall (outside the switch room) / Photocopying room / Staffroom / English Junior Area (next to the kiln).
- (f) Call out the Fire Service.

**Classrooms:** All storage furniture to be in good order and stable. Desks, tables and chairs to be stable, have no splinters or raised plastic edging which can cause injury.

No heavy objects to be stored on window ledges or on top of cupboards.

**Hall and Gymnasia:** All P.E. equipment to be in good order and well maintained. Annual inspection to be carried out by Authorised contractors and all reported faults rectified.

Floors to be clean and free from any defects.

Mats should be non-skid and in good repair.

Wall bars and climbing frames to be firmly fixed and well maintained. These should be inspected regularly for defects by approved specialists.

**Kitchen Area:** Kitchen floors should be non-skid even when wet.

Tiles should not be raised, cracked or missing.

***Peter Evans ( January 2010)***