

# BERRIEW CP SCHOOL



# HEALTH AND SAFETY POLICY

Autumn 2022

## **Statement of General Policy**

Powys full Health and Safety manual on page 3764 of Powys Intranet:

<https://intranet.powys.gov.uk/index.php?id>

Or the schools Health and Safety Handbook can be found on the Powys Schools Health and Safety Outdoor Education network on Hwb: <https://dysgu.hwb.gov.wales/>

This policy is in addition to the Powys Health and Safety manual and Health and Safety guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the Powys documents can be located in the school office.

Our policy deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, fixed equipment and services for which other officers of the authority have responsibility. It describes how the Head Teacher discharges his responsibility in respect of governors, staff, pupils and visitors.

### **Part 1 - Statement of Intent**

The Governing Body of Berriew CP School believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.

Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

## **PART 2 - Responsibilities and Organisation**

### **Introduction**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **The Governing Body**

The Governing Body is responsible for ensuring that:

1. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
2. Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
3. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school's health and safety policy and performance is reviewed annually.

### **The Head Teacher**

1. The Head Teacher has the following responsibilities:
2. Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
3. Ensure that a clear written local health and safety policy is created.
4. Ensure that the Policy is communicated adequately to all relevant people.
5. Ensure appropriate information on significant risk activities is given to visitors and contractors
6. Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
7. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
8. Arrange for risk assessments of the premises and working practices to be undertaken.
9. Ensure safe systems of work are in place as identified from risk assessments.
10. Ensure that suitable emergency procedures are in place.
11. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

12. Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
13. Ensure arrangements are in place to monitor premises and health and safety performance.
14. Ensure that all incidents are investigated and suitable remedial actions are taken.
15. Report to the Governing Body annually on the school's health and safety performance.

### **School Health and Safety co-ordinator (Head Teacher)**

1. To coordinate and manage the annual risk assessment process for the school.
2. To coordinate performance monitoring processes.
3. To make provision for the inspection and maintenance of work equipment.
4. To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
5. To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

### **Senior Leadership**

1. They have the following responsibilities:
2. Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
3. Carry out regular health and safety risk assessments of the activities for which they are responsible.
4. Ensure that all staff under they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
5. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
8. Investigate any accidents that occur within their area of responsibility.

9. Prepare an annual report for the Head Teacher on the health and safety performance of his/her department or area of responsibility.

### **Class Teachers**

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Require the use of protective clothing and guards where necessary.
6. Make recommendations to their Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
8. Report all accidents, defects and dangerous occurrences to their Head of Department.

### **All Employees**

1. All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:
2. Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies and incident investigation.
3. Cooperate with school management in complying with relevant health and safety law.
4. Use all work equipment and substances in accordance with instruction, training and information received.
5. Report to their manager any hazardous situations and defects in equipment found in their work places.
6. Report all incidents in line with the incident reporting procedure.
7. Act in accordance with any specific health and safety training received.
8. Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
9. Exercise good standards of housekeeping and cleanliness.

## **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Part 3 - Procedures and Arrangements**

### **Accidents and Incident Reporting**

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All significant incidents and treatment are reported in the accident book/file.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- a) Our trained First Aiders administer medicines for chronic or long-term conditions.

b) Medicines are stored in the School Office (pending re-refrigeration). Staff record the time medication is given and sign the record sheet. (Central sheet in School Office)

(Specific arrangements may vary for ongoing medication needs.)

c) Parents give written consent to authorise First Aiders to administer medication.

d) Medication for asthma is kept with the child and a second inhaler can be kept with the class teacher.

### **Asbestos**

a) An asbestos register is held by the Head Teacher. In the main office

b) The Head makes this register available to contractors working on site.

Control of Hazardous Substances The cleaning service completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

### **Legionella**

The water temperatures around school are routinely checked by a representative of the LEA and records kept in the log book in the office.

### **Cooking**

a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

### **Educational Visits**

The Head Teacher is the Educational Visits Co-ordinator (EVC) and has responsibility for ensuring staff adhere to the school's 'Educational Visits Procedures' when organising a visit. All staff have access to copy in the office. Our procedures are based on the LEA's guidance.

### **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

### **Evacuation of the Building**

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed at end of corridors.
- c) The Fire alarm points are tested weekly by the H&S Governor. A different point is tested each week.
- d) All of the Emergency Lighting is tested monthly by the Fire Marshall.
- e) Fire Extinguishers are checked visually monthly by the Fire Marshall.
- f) A fire drill is practised once a term and reported by the Head Teacher to the Governing Body.
- g) Fire appliances (extinguishers and fire blankets) are checked annually.

### **First Aid Provision**

- a) The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- b) First Aid is administered on the playground or in the School Office.
- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) A qualified First Aider will go on every educational visit.
- e) The School Secretary will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

### **Head Injuries**

Parents are informed of a head injury by phone/letter ASAP after the injury. The letter/discussion outlines the injury and symptoms to look out for. The First Aider will contact parents by phone if they have concerns about the injury.

### **Head Lice**

A general letter is sent to the parents of all pupils in the school if there is a case of head lice in the school.

## **Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. Staff on play time duty to use lidded cups. As this is a high risk time.

## **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. Training is arranged by Powys.

## **Movement Around School**

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

## **On Site Vehicle Movements**

- a) Staff park their car in front of the Community Centre.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the door for them. Deliveries are booked to arrive between 9 am and 12 pm or 1:30 and 3 pm to avoid the times when children are dropped off or picked up from school.

For further information see the Traffic Management Plan

## *No Smoking on School Premises*

## **PE Equipment**

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice Guidance on safe practices in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

## **Playground**

There is a Foundation Phase and a KS2 playground. During the dry months children will play on the fields behind the school.

- c) Staff actively encourage pupils to play safely. Fighting or other rough games are not acceptable.

d) At least 2 members of staff supervise morning playtime with communication with the office via walkie talkie.

e) At least 2 Midday Supervisors on duty at lunchtime with communication with the office via walkie talkie.

### **Pregnant Workers and Nursing Mothers**

The Head Teacher will carry out a risk assessment relevant to the role carried out by the member of staff in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks. A designated area should be made available for a nursing mother to express milk as required.

### **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

### **Security**

As part of their induction staff are informed of school security such as how to set the burglar alarm, to check that all windows and doors are locked. That all laptops and i-pads are locked away at the end of the day.

### **Site Inspections**

a) The Head Teacher undertakes a visual inspection of the site as part of her daily routine.

b) Urgent matters are referred to the Head Teacher or School Secretary and actioned ASAP.

c) More routine matters are discussed at the Finance, Staffing, Personnel, Premises and Health and Safety Governors Sub-Committee at the next termly meeting.

d) The Head Teacher and governing body conducts Risk Assessments on an annual basis or as and when necessary.

e) All significant matters are reported to the Premises, Health, Safety and Security Sub Committee.

### **Slips, Trips and Falls**

a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g.

uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Head Teacher.

## **P.E.**

Children should wear the school P.E. uniform. No jewellery should be worn (only earring-studs). Suitable fitting footwear should be worn for games. Gymnastics and dance are completed in bare feet. Children are trained in carrying equipment safely.

Equipment All equipment is tested and serviced annually by a registered and approved contractors. Testing of PE

## **Swimming**

We use the Flash Leisure centre for swimming lessons and follow the LEA's Policy Guidance Note. Swimming instruction is provided by qualified swimming instructors.

## **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) If for some reason a teacher has been delayed, pupils will line up in the corridor outside the classroom in an orderly line.
- d) Pupils make their way sensibly into the main corridor and classrooms after break times.
- e) The same duty of care applies when staff supervise pupils in after school clubs.
- f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent.

## **Transporting Pupils**

Buses are generally used. However, staff will ask parents/volunteers who are transporting pupils to an event to complete a form entitled 'School Visits/Off Site Activities' obtainable from the Head Teacher before allowing them to transport pupils.

Parents will be asked to read the Powys Drivers Handbook and sign a declaration to ensure that they are adequately insured.

### **Working at Height**

a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables will not be used for this purpose. They will not work from height alone and will be supervised by another member of staff.

b) A step ladder is located in staff toilet.

### **Working During the Evening**

Staff sometimes stay late at school. Staff are discouraged from working alone at school in the evening. If staff are staying late (after 6pm) so they should inform the Head Teacher, ensure lights are on and the doors are locked.

### **Covid 19**

*All staff to be made aware of the school Covid1 9 Risk Assessment and follow the procedures and practices within the document. To abide by the strict hygiene rules, social distancing and wearing of face masks around the school site. Staff support pupils with hygiene and social distancing especially keeping class bubble separate.*

### **Review of the policy**

A review of the policy will be undertaken annually by the Finance, Staffing, Personnel, Premises and Health and Safety Governors Sub-Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.