

Health and Safety Policy

Ysgol Pen-y-Garth

Introduction

In accordance with the LEA Health and Safety guidelines and the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992, and the COSHH Regulations of 1988, measures must be taken to ensure that health and safety standards within schools and on school sites meet the requirements stated in order to protect children, every member of staff and any visitor to the site.

The School follows the guidelines issued by the Vale of Glamorgan Education Authority. This policy document includes information on the procedures to be followed and the distribution of responsibilities. The policy will be reviewed annually, and the policy and procedures will be changed or amended as and when required.

The objectives of the School are:

- insofar as is reasonable, to provide and maintain safe and healthy working conditions, resources, equipment for each pupil, every member of staff and any visitor to the site and to implement the necessary procedures to ensure this is the case
- to provide information, training and supervision to achieve these ends.

Responsibilities

Governors

- To monitor Health and Safety, including taking the findings of inspection reports into account
- Prioritise and take action where required
- Ensure that action is taken
- Include Health and Safety on the agenda of meetings of the Governing Body
- Appoint member/s of the Governing Body to be responsible for Health and Safety.

Headteacher

- To manage Health and Safety on a day-to-day basis in accordance with the LEA's Health and Safety policy and guidelines
- Ensure that regular inspections are conducted
- Present inspection reports to the Governors
- Disseminate information regarding Health and Safety to the appropriate people

- Conduct investigations as necessary
- Chair Committees (if formed)
- Identify the training needs of staff
- Work with Governors and/or the LEA on policy matters
- Work with Union safety representatives
- Provide the necessary facilities

School staff

- To check that the classroom/ working area is safe
- Check that equipment used is safe before use
- Ensure that safety procedures are adhered to
- Inform the Headteacher/Deputy/Caretaker of any defects, uneven floors, carpet/ wires that could pose a danger, damage to furniture, etc

Specific responsibilities

1. Reporting of accidents - to the Headteacher (or Deputy in event of her absence)
2. Fire prevention - Caretaker
3. School trips - Educational Visits Coordinator (EVC) Stephen Prosser
4. First Aid -Kath Lawday, Ceri Morgan
5. Contractors working on the school site - Headteacher and Caretaker
6. Emergency procedures (leaking toilets) - Headteacher/Caretaker
7. Administration of medicines – Headteacher and Kath Lawday
8. Bad weather - Senior Management Team
9. Attacks on staff - Headteacher
10. Yard duties and staff rota - Headteacher
11. Buildings Committee - Governors and Caretaker
12. Bus duties - IE, SR

Safety when delivering curriculum subjects

The leaders of the Physical Education, Design and Technology, Science and Art Departments are duty bound to include safety procedures within the policy governing their subject area. Should the leader of any subject delivered as part of the curriculum believe that activities being undertaken within their subject area raise any concerns with regards safety, a risk assessment should be carried out.

Non-teaching staff

The school's Health and Safety Policy is relevant to every member of staff and all have a responsibility to follow the guidelines contained within that policy.

Procedures

1. Regular inspections - The caretaker conducts these inspections - once a week - and reports back verbally. If there are safety considerations, steps will be taken to rectify any shortcomings as soon as possible.
2. Accidents and Sickness - All members of staff who work with children have basic qualifications in First Aid. These are renewed every 3 years (Last Updated 2018). In the event of a serious accident or a head injury, parents will be contacted directly. A record of the accident shall be kept on an Incident Form and parents informed verbally or via the accident form.
3. Dangerous substances - dangerous substances are not used in the classroom. Cleaning substances are kept in the kitchen and dangerous flammable substances are kept in a metal cupboard in the caretaker's storeroom.
4. Fire prevention – The fire alarm is tested weekly by the caretaker. Fire extinguishers are located in appropriate positions. Fire officers check fire extinguishers regularly. Smoke/heat alarm systems have been installed. Written procedures of what to do if the fire alarm goes off are located in every classroom with appropriate signs above doors indicating the nearest exit.
5. School Trips - It is the responsibility of the staff organising the trips to adhere to the guidelines (see the Educational Visits Policy)and to use EVOLVE procedure before going on any Educational visits.
6. First Aid - First Aid boxes are located within easy reach of every classroom and additional boxes (for accidents occurring during break times and on school trips) are kept centrally, near to the Headteacher's office. Staff are required to be aware of where these boxes are sited. It is the responsibility of Sian Cwyfan Hughes to ensure that there are sufficient First Aid supplies available. Medical gloves are available for each member of staff. If there is any shortage she must be informed immediately. The three designated First Aiders are SCH, KL and JH
7. Contractors working on the school site - see section 17 of the County Guidelines.
8. Administration of medicines - only for children with long term illnesses or serious allergies (Anaphalaxis), in which case parents are required to complete a form giving their consent. See the County Policy for details
9. Bad weather - Children are not permitted to go outdoors during inclement weather and arrangements are made for staff to supervise the children during these periods.

10. Yard duties – A member of the senior management team is on duty at the gate every day and at least 4 other members of staff are on duty in the yard. There is a daily yard duty rota and staff take up strategic positions to ensure the well-being and safety of the pupils. During the lunch period the Headteacher and members of staff assist in the school dining hall. Three lunchtime supervisors are employed and as a part of their job description every classroom assistant helps during lunch time for half an hour per day.

11. After school bus duties - A team of three will be responsible for escorting the pupils to the bus stop; the Headteacher / Deputy Head teacher member of staff from both key stages

12. Tripping, slipping and falling -
Internal
Caretaker's duties – to ensure that all lights are in working order, carpets and mats are not frayed or worn / not lifting around the edges, that the floors are not slippery.

Responsibility of staff – to ensure that all walkways are clear of any obstruction such as bags, objects, rubbish, boxes etc. It should be ensured that children pick up any objects from the floor and that nothing is left on the stairs.

Outdoors - Responsibility of Caretaker – to ensure that all stones, paving slabs and sections of tarmac are even and that there is salt/sand available when there is snow and ice.

13. Safety in the Yard - the Caretaker will walk around the whole campus weekly. The Caretaker/Headteacher should be told of any danger that arises in the yard.

It is the responsibility of the caretaker to ensure that – there are no holes in the ground (the tarmac/grass), the fence and the gates are in good condition, that nothing has been damaged by the weather.

Break time - The staff on duty must ensure proper discipline by following the school's discipline policy. Children who pose a danger to others should be disciplined.

14. Safety in the classroom
Each member of staff has a duty to ensure that their classroom and the areas used by them within the school are safe in that the floors are clear of objects (that could cause a fall) and that there is enough space to move around safely between the desks. Staff should also ensure that pupils move safely from one part of the building to another, by making sure they walk on the left hand side, and following the directions of Dai Diogel. The caretaker must be informed of any items of furniture, any floor, carpet, or the presence of splinters that could be hazardous.

Caretaker's Duties – to ensure that items of furniture are safe, doors open easily, that every door is fitted with a Finger Guard, that fire doors are in working order, that the heating is appropriate, that windows open safely, the cables of electrical equipment are safe, shelves do not sag under weight, that rooms and toilets have been cleaned to a satisfactory level, that rubbish bins are emptied daily.

15. Sports Hall - main responsibilities

Caretaker – to check that the lighting and heating are in working order; the floors are dry;

Head of PE – to check that the equipment is in good condition and properly stored;

All users of the Hall – to ensure that everything is put away and that the hall is left safe for the next user; that every accident is reported to the Headteacher and recorded so that it may be investigated.

16. Toilets - Main Responsibilities: - Caretaker and Cleaning Staff,

- Urinals, toilets and wash basins are kept clear of blockages
- Taps are in working order (shutting off automatically)
- Lighting is in working order
- Sufficient hot water and safely controlled
- Sufficient supplies of soap and toilet paper
- Dryers in working order
- Every cubicle has a working lock and is in good condition
- Floors clean, dry and meet hygiene requirements
- Each toilet adequately ventilated with no unpleasant smells
- Children should be encouraged to report any blocked toilets/basins to the Headteacher/a member of staff immediately

17. Corridors Main Responsibilities - Headteacher and Teachers

To ensure that:

- Every pupil walks on the left hand side (as Dai Diogel would say). No running pushing or putting others in danger
- Every pupil to carry their bags; pupils must not just leave them on the floor
- Every pupil who brings a packed lunch must place their bags on one of the 2 trolleys provided rather than leaving their bags on the floor
- Pupils to go to their seats as soon as they enter their classroom.

Further policies and guidelines are to be found in the Vale of Glamorgan's Health and Safety file:-

	Section
Guidance on Accident and Incident Reporting	(5)
Guidance on Alcohol Abuse in the Workplace	(6)
Guidance on Boiler Maintenance and Gas	(7)
Guidance and Control of Infectious Diseases	(9)
Guidance on Control of Substances Hazardous to Health	(10)
Guidance on Display Screen Equipment (DSE)	(11)
Guidance on Electricity at work	(13)
Guidance on Manual Handling	(18)
Guidance on Risk Assessment in Schools	(19)
Guidance on Dealing with Violence at Work	(20)
Guidance on Asbestos (See also the file on Asbestos Management)	(21)
Misuse of Drugs and Substances	(23)
Misuse of Alcohol Policy	(24)
Misuse of Mobile Phones while Driving Policy	(25)
First Aid Policy	(26)
DSE Eyesight Test Policy	(27)
Managing Stress Policy	(28)
Smoke-Free Workplace Policy	(29)

Further information for County Procedures can be found in the following files:

'Access and Inclusion'- Policies and Procedures

Health Issues in Schools- Administration of Medicines	(11)
Knives and Firearms	(13)

See also Ysgol Pen-y-Garth Safeguarding and Child Protection Procedures

Original policy was accepted March 2016

This policy will be reviewed regularly and updated accordingly

Reviewed at full Governing Body meeting: 16/3/2022

Signed by Chair of Governors on behalf of the governing body:

Rhian Griffiths

Next review date March 2023