

### **Introduction:**

This document should be read in conjunction with the Statement of Policy produced by Torfaen Education Department.

### **Why have a Health and Safety Policy Statement?**

Every firm employing five or more people must by law write down its policy for their safety and health, and show it to an inspector if requested.

An explicit safety policy demonstrates to our employees that we care for their welfare. Writing it down helps us think through the arrangements we have made.

### **General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The ultimate responsibility for Health and Safety in the school rests with the LEA but in practice it is delegated to headteachers as site managers.

This policy must be noted by all staff working on site, including:-

Teachers  
Clerical Staff  
Support Staff  
Mid-day Supervisors  
Caretaker  
Canteen Staff,) through the Torfaen Catering and Cleaning Services  
Cleaning Staff)

### **Responsibilities**

Overall and final responsibility for health and safety in the school is that of:

Mrs J Cresswell, Headteacher. Mrs Cresswell has undertaken Premises Management Training, provided by the LA.

A designated member of the Governing Body will be responsible as the Health and Safety Leader (Mr S Pugh Parent Governor)

### **The following persons are responsible for:**

Classroom teachers and Head	- Teaching areas
Mr S Pugh (Governor)& Mr L Coles (Caretaker)	- School site and security
Mrs J. Bellew	- Office & clerical systems
Deputy Head & PE co-ord	- PE equipment/Adventurous Activities
Mr G Morgan	- Technology & Computer equipment

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell the Headteacher or designated governor.

### **People responsible for:**

Safety Training	-	Headteacher
Carrying out Safety - Inspections	-	Headteacher/Caretaker, Governing Body and Safety Representative
Investigating Accidents	-	Headteacher
Monitoring Maintenance of Plant and Equipment	-	Caretaker and Site Cleaning Supervisor
First Aid	-	LSAs, Midday Supervisors
Cleaning Equipment	-	Torfaen Cleaning
Canteen Equipment	-	Torfaen Catering

### **School Security**

#### **Our aims at Maendy Primary School are:**

- To provide a safe and secure environment for all pupils and staff.
- To endeavour to reconcile security with a warm, welcoming environment.
- To inform all parties about agreed security arrangements within the school.
- To implement security measures without undue stress and concern.
- To follow LEA guidelines and procedures when appointing all staff i.e. ensuring that DBS checks are undertaken and that character references are taken up.
- To ensure that all adults who undertake voluntary work with pupils have enhanced DBS checks.

#### **In order to carry out the above aims, we have implemented the following procedures:**

- All children will be supervised by the duty teachers 10 minutes before the

morning session begins.

- All visitors must report directly towards the main reception and must sign the Visitor's Book, where they will be provided with a visitors' badge. They are also required to sign out and return the badge on leaving when leaving.
- No unauthorised vehicles are allowed to drive on to the school site.
- Staff should not leave any personal valuables unattended as the school takes no responsibility for loss or theft.
- Pupils should never be left in an unsupervised situation unless they are using the toilet facilities (see Appendix 1 - Toilet Risk Assessment)

#### **Key Control:**

- Staff gain access to the main school reception using a 4 digit security code. This is changed periodically to ensure that no-one other than school staff can gain admittance, without using the entry controlled system.
- Staff gain access through doors in the Infant Building using a 3 digit security code.
- A 4 digit security is required to access the playground and the rest of the school.

### **School Systems**

#### **Accidents**

The school has qualified First Aiders whose training is regularly updated. These are LSAs and Midday Supervisors

First Aid Boxes are situated in the Photocopying Room situated in the main building; the office in the SNRB and the Rainbow room in the Foundation Phase building.

A First Aid kit must be taken on all out of school visits involving transport from school.

**Appointed Person Responsible for First Aid Boxes:** Miss S Horrel

**Person responsible for reporting incidents:** ALL STAFF

#### **Pupil Accidents:**

A File for recording accidents is kept in both buildings for convenience of completion. Staff must fully complete all sections of the form in the Accident File and send 'A Note Of Accident' home with pupils on the same day. If for any reason the form is not sent home on the day of the accident, the staff member recording the accident must inform the teacher or LSA L3 with responsibility for the pupil who will speak to the parents or carers ASAP. All injuries that are not considered to be of a minor nature MUST be reported to the Headteacher or Deputy who will decide whether to inform the pupil's parents and Torfaen LA. In the case of more serious accidents the parents or carers will be contacted immediately and the parent or carers will be asked to come to school to decide the best course of action for the child. Where a parent or carer can't be contacted the Head or Deputy will decide whether the child needs to go to hospital and will be taken there by a staff member.

#### **Staff Accidents:**

If a member of staff is injured by a child or suffers another injury a 'Torfaen Accident/ Incident near miss reporting form' will be completed. These forms are kept in the office

and sent to the Torfaen Health and Safety Officer. If necessary a risk assessment may be completed in regards to the nature of the injury.

### **School Trips and Risk Assessments**

Class Visits - Approval for all trips must be gained from the Headteacher on behalf of the Governing Body. The Deputy Headteacher is the school's designated Educational Visits Leader and the school uses Torfaen's designated IT system 'Evolve' to monitor and approve requests for trips by staff. Trips that require an overnight stay are also approved by Torfaen. A generic Risk Assessment is attached to the request with other documents if appropriate. (See Educational Visits Policy).

Each year parents sign a consent form giving permission for their child to take part in class activities involving visits in the local area. For visits which are further afield, children take home individual letters giving details and containing parental permission slips. When a class undertakes a visit outside school, the class teacher has overall responsibility for the safety of the children. Any parents accompanying the class must have a valid DBS clearance. In special circumstances a parent may accompany their child on a trip without DBS clearance and the initiator will draw up a Risk Assessment: on no account must the parent supervise other pupils. The designated trip leader should ensure that a mobile phone is available for use on the visit.

School groups visit the LA approved centres. A designated group leader will attend for the duration of the trip. Other staff may assist with the trip but the group leader is responsible for all organisational duties except for the daily activities organised by Centre staff.

### **Safe guarding Pupils**

Several policies and documents are in place for Safeguarding.

- Positive Handling Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEN Policy
- Administration of Medicines Policy
- Parents are informed of the schools 'Sun Protection' advice through the school prospectus and the school newsletter in summer months
- DBS Checks are completed by the school secretary
- The 'Home School Agreement' and 'the use of Digital Media Consent' forms
- are completed by all parents

### **Property Management**

The Riskmonitor File and the Duty of care File for the school is located in the schools office. This identifies recommended procedures for Fire Safety, asbestos management, Legionella management, and glazing. These procedures form part of the school's Health & Safety Policy.

## **General Fire Safety**

Action - state who checks:

Escape routes	Caretaker - daily
Fire extinguishers	Caretaker - weekly
Fire drills held on half termly basis	Headteacher
Fire alarms	Caretaker - weekly
Other equipment	Torfaen appointed(SLA).

## **Fire Drill and Fire Precautions**

### **As soon as an outbreak of fire is discovered:**

The nearest Fire Alarm should be sounded and the Fire Brigade informed.

### **On Hearing the Alarm:**

Teachers should at once proceed with the orderly evacuation of classes to their respective assembly points on the Junior Yard. Support staff to check toilets, halls, libraries & all other rooms. Teachers should close all doors and windows, if circumstances permit, in an endeavour to prevent fire spreading. At the assembly points teachers should check that all pupils are present using class registers if possible. The Headteacher will carry out an overall check on the Infant yard and the Deputy Head, on the Junior Yard. Children using the toilets, libraries, halls or on messages, should be instructed to leave the building by the nearest exit and to assemble with their class in the appointed area. As soon as the safety of the pupils is assured, an endeavour should be made to extinguish the fire using the fire extinguishers provided, if it is reasonable to attempt this. In attempting this, staff should not expose themselves to undue risk. Extinguishers are located in the corridors of both buildings.

## **Managing Asbestos**

Maendy has asbestos contained under ceiling and floor tiles in many sections of both Infant and Junior buildings. Affected areas are marked clearly with a red sticker. On no account must these tiles be tampered with. Any person suspects that disturbance to these areas have occurred, however minimal, must inform the Headteacher immediately. The Headteacher will follow procedures as detailed in the LA's **Guidance Notes for Managers with Responsibility for Premises**

### **Contractors and Visitors**

Contractors working on site MUST:

- Report to the Office before beginning work
- Ensure that they have seen the asbestos survey in school Reception & sign the Visitors' Book
- Liaise with Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure ladders are secure and surrounded by safety barriers
- Ensure vehicles are only driven onto site under supervision.

### **Transport on School Premises**

The Headteacher undertakes annual Risk Assessments of vehicle movements on the premises. Parents are not allowed to drive on to the premises between 8.00am and 3.30 pm when children are still on the school site unless permission is obtained from the Headteacher.

### **Electrical Equipment**

**Routine for inspecting plugs and cables for loose connections and faults:** Checked by Torfaen approved service annually.

**Rules for use of extension leads and portable equipment:** Should not be trailing where likely to cause an obstacle to passing children or adults.

### **Advice and Consultancy**

Local inspector's office and telephone number:

Health & Safety Executive, Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH  
Tel. 02920 263000

### **Safety Consultants:**

Greg Price , Health and Safety Officer - Torfaen LA 01495 762200

Schools' Nursing service: - South 01633 623504

### **Training**

Persons responsible for arranging training:

Headteacher, Greg Price, Torfaen Cleaning Service, Torfaen Catering Service

### **Medicine**

The school has a separate policy for the Administration of Medicines.

### **P.E. Equipment**

This is inspected and repaired on an annual basis by the County Borough Council approved contractor. Any defects occurring between inspections should be notified to the P.E. Co-ordinator. The company (Sportfix) will be requested to carry out repairs ASAP

### **Legionella:**

This is managed in accordance with Torfaen's guidelines. See Property Management Handbook April 2009.

### **Roof areas:**

This is managed in accordance with Torfaen's guidelines. See Property Management Handbook April 2009.

**Road Safety:** Bikes, Kerb Craft, Safe Cycling, Safe Routes to School means that there is a safe travel plan for children to cycle to school.

Play ground safety: Caretaker checks equipment daily, Govs safety check annually.

**Immunisation Plans:** school's Flying start Facility supports immunisation programmes.

## Appendix 1

<b>Risk Assessment:</b>	Toilet Facilities		
<b>Employer:</b>	Maendy Primary School		
<b>RA Completed by:</b>	S Davies	<b>Designation:</b>	Deputy Head
<b>Signed:</b>	S Davies	<b>Date:</b>	December 2014

Hazards Identified (Please ✓ the identified level of risk)	Risk Assessment		
	High	Med	Low
• Regular cleaning arrangements not in place			✓
• Emergency cleaning arrangements not in place			✓
• Hand driers not annually maintained			✓
• Paper towel and soap dispensers not renewed every day			✓
• Sanitary disposal units not in place			✓
• Toilets, doors and hand basins not maintained			✓

People at Risk (Please ✓)	Pupils	School Personnel	Parents	Visitors	Contractors
	✓	✓	✓	✓	✓

<b>Existing Control Measures in Operation</b>	• Health & Safety policy
	• Electrical Safety policy – hand driers serviced annually
	• Toilet facilities maintained to a high standard and emergency cleaning procedures in place
	• Toilet furniture properly maintained and replaced when needed

<b>Additional Preventative or Control Measures Required</b>	• Continuous overseeing and monitoring by school personnel
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<b>Monitoring &amp; Review</b>	• Risk assessment reviewed annually
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