



PETERSTON SUPER ELY CIW PRIMARY SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety policy is a supplement to the Vale of Glamorgan Council's Health and Safety Policy. Further advice and guidance can be found in "The Vale of Glamorgan Council's School's Health and Safety Management File."

Statement of Intent

- *To provide adequate control of the health and safety risks arising from our work activities*
- *To consult with employees on matters affecting their health and safety;*
- *To provide and maintain a safe place of work and equipment;*
- *To ensure safe handling and use of substances;*
- *To provide information, instruction and supervision for employees;*
- *To ensure all employees are competent to do their tasks and to give them adequate training;*
- *To prevent accidents and cases of work related ill health;*
- *To maintain safe and healthy working conditions; and*
- *To review and revise this policy as necessary at regular intervals.*
- *To update the policy against legal advice and advice from the LA*

Organisational Responsibilities

Headteacher:

The Headteacher of Peterston Super Ely CIW Primary School acknowledges that they are responsible for *"The day-to-day Health and Safety Management of School and Staff. The responsibility includes ensuring staff are aware of health and safety rules and procedures which apply"*

The Headteacher has a responsibility

- To ensure their own health and safety as well as the health and safety of the staff, pupils and anybody else who might be affected by activities (including visitors and contractors who visit site.)
- To ensure that all relevant health and safety information is disseminated to the relevant parties
- To make health and safety an agenda item at staff meetings
- To ensure that there is adequate supervision of the pupils
- To ensure any contractors who work on the school site provide risk assessments, method statements and are adequately monitored
- To ensure that any contractors working on the school building are shown the asbestos register

- To ensure that all building works are undertaken in compliance with construction, Design and Management (CDM) Regulations.
- To ensure there are an adequate number of first aiders and that their certificates are current and that there are adequate first aid facilities.
- To ensure that there are fire drills carried out once per term and recorded in the Fire log book
- To ensure risk assessments are carried out and reviewed and that action is taken as required
- To ensure that all staff have child protection training from the HT or SLT
- To ensure that DBS checks are undertaken for all members of staff, helpers and the child protection governor
- To ensure all risk assessments involving educational visits are in line with EVOLVE LA guidance

Governors:

The Governing body has a responsibility

- To ensure that a Premises/Health and Safety Sub Committee is appointed. It should meet once a term and should report back to the full governing body meeting if there are any areas of concern. Minutes of meetings should be kept in the health and safety folder.
- To arrange a health and safety inspection of the school (internal and school grounds) to be carried out by governors from the health and safety subcommittee at least once a year (inspection templates are available in the health and safety folder in the school secretary's office)
- To approve the health and safety policy.

Deputy Headteacher:

The Deputy Headteacher has a responsibility

- To liaise with the Head teacher on a regular basis regarding health and safety.
- To take on the responsibilities of the HT in his absence

Teachers:

All teachers have a responsibility

- To report any health and safety concerns to the head or deputy head.
- To use any access equipment (e.g. steps) provided when working at height e.g. wall displays
- To carry out risk assessments in the classroom and complete risk assessments for school trips (in line with the LA and Evolve)
- To report and record any incidents or/and accidents of pupils or staff to the HT
- To make pupils in their class aware of fire evacuation procedures

Caretaker:

The caretaker has a responsibility

- To keep the caretakers store room tidy and ensure any hazardous substances are appropriately stored. COSHH Assessments should be available for reference.
- To report any health and safety concerns to the HT
- To use appropriate access equipment in line with school policy (e.g. steps, trolleys for heavy lifting)
- To test the fire alarm once a week and record this

- To test the emergency lighting on a monthly basis
- To record tests and inspections of the fire alarm and the emergency lighting in the fire log book
- To regularly run all appropriate legionella tests and record the results of tests in the legionella file
- To undertake a weekly and half termly school maintenance check and give report to HT

School Administrator

The school administrator has a responsibility

- To ensure all visitors sign in on arrival and provide badges to all visitors.
- To liaise with any contractors on site and ensure they are aware of all H&S procedures before starting works
- To line manage the caretaker and cleaning staff

Lunchtime Supervisors:

All lunchtime supervisors have a responsibility

- To report and record all accidents/incidents to the Headteacher or Deputy Headteacher without delay.
- To report any health and safety concerns.

All employees:

All employees have a responsibility to

- Take reasonable care of themselves and of other people who might be affected by their actions
- To co-operate with the school and the LA to enable them to fulfill their legal duties

Pupils

Pupils are expected to:-

- Exercise personal responsibility for the safety of themselves and other pupils.
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.

Visitors:

All visitors should report to the Office on arrival at the school. Visitors are required to sign in and out. Parents helping in the school are required to sign in/out of the building.

Arrangements

Induction and Training

Each new member of staff will be made aware of the school's Health and Safety Policy and be instructed in the school's fire, first aid and accident reporting procedures.

Health and Safety training will form part of INSET days, this will include risk assessment training and manual handling training which will be delivered by the Health and Safety section of the Vale of Glamorgan Council.

Risk Assessments

The risk assessments are to be carried out by all staff and will be reviewed on a regular basis, or as and when necessary. Educational visit risk assessments will be carried out in line with EVOLVE/LA guidance. The EVC coordinator received training from the LA when needed to ensure risk assessments are completed in line with policy.

Risk assessments are carried out for manual handling activities and for all substances used within the school (COSHH).

Reporting Accidents

All accidents and any dangerous occurrences are to be reported to the Health and Safety Officer in the Vale of Glamorgan.

This includes incidents to members of the public, visitors, pupils and staff.

Appropriate forms for accidents or incidents are available in the Headteachers room. (AC1 accident form is used for hospital attendance).

Lunchtime supervisors should complete accident forms for any pupils involved in an accident during the lunchtime period where a significant injury has occurred. The main school First Aid book is kept in the school office. First aid books will be kept in the first aid bags carried by each supervisor on duty outside.

First Aiders should ensure parents are informed of any accidents at school which have resulted in any treatment. Where bumps to the head occur, parents are always informed and will be asked to pick the child up or visit school to check upon the injury to the child.

Certain categories of accidents, as specified in the Reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR) are to be reported to the Health and Safety Executive (HSE Cardiff) – Vale H and S will give advice if necessary.

First Aid at Work

First Aid Certificates are valid for three years. The designated First Aid Officers are known to the staff and are listed on the staffroom wall. They are Mrs Sarah Pitcock and Mrs Jo Williams who have recently received updated three day first aid training.

First Aid boxes are located in the following places: ICT suite, outside pupil toilets, in the disabled toilet, on supervisors at lunchtime and break time, these are stored in the conservatory for easy access.

The person responsible for restocking the first aid boxes is Mrs Sarah Pitcock.

All staff are trained in the use of Epi pens and inhalers if required. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed. From 2012 staff have attended training off site and then have updated colleagues via twilight training sessions on the use of the epi pen.

Significant accidents are entered in a School Accident Book kept in the Office.

Guidelines for Medicines in School

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the school office and are kept by the School Administrator.

Only medication prescribed by the GP is able to be administered. The medicine should be in the correct box with the dosage clearly stated.

Medicines are to be safely stored in the school office and they should not be accessed by pupils or unauthorized persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the school office. Any member of staff is able to administer the recommended dosage on the container. Staff must record dosage and time of administering the medicine in the book provided.

In the event of cuts and grazes **no** disinfectant or creams are to be applied.

For further information refer to DfES/Department of Health's Guidance "managing medicines in schools and Early Years Settings" which can be assessed from the following link:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/b0013771/managing-medicines-in-schools>

Fire Safety Procedures

Pupils partake in a fire drill at least once a term. This will be planned and carried out by the head teacher or deputy head teacher.

The fire alarm system is tested weekly and inspected by a competent person once every six months.

Fire extinguishers are maintained and inspected on a yearly basis.

All records of fire drills are kept in the school office. Alarm testing is recorded by the caretaker on weekly inspection sheets.

Each classroom will have posted up a "fire drill notice" including the fire escape route

The Health and Safety subcommittee will monitor that these drills take place (agenda item)

The Local Authority undertook a fire safety inspection in June 2022, this will be reviewed annually by the H and S committee.

Transport

The school car park is used by school personnel and a limited number of other persons employed in the school. The school pedestrian gate is closed and locked during school hours.

Green Cone system

We use the green cone system as agreed by the Vale of Glamorgan police force and the LA in order to ensure safe and legal parking of the parents of the school. The crossing patrol officer ensures the safe crossing of pupils and parents at peak school times.

Parents are requested to park in the pub car park at the beginning and end of the day to reduce the risk of an accident to any pupil or adult. SLT regularly monitor the traffic congestion and parking problems and write to parents asking for their support.

Use of cars

Parents and teachers can transport children if they have appropriate insurance and have completed a liability Evolve form including the assurance that appropriate child seats are available for those requiring them.

School Trips

Only reputable bus companies are to be used for school trips. Seat belts will always be available and worn by pupils and teachers

Signed consent forms must be completed for each child who leaves school either on a school trip or sporting activity.

Guidelines for school trips are provided by EVOLVE, Vale of Glamorgan, please see the EVC policy. The EVC coordinator is the deputy headteacher or designated member of staff.

Risk assessments will be carried out by the lead teacher and checked by the head/deputy head teacher

Livestock/Chickens

Any livestock kept on site, such as chickens, will be managed by a member of staff and pupils handling these will be supervised at all times. Correct hygiene protocol will be adhered to and regular checks by vets will be undertaken if necessary. Risk assessments and vaccinations will be kept up to date.

The Property Maintenance Services Department is responsible for:

- The structural safety of premises
- The safe installation and maintenance of all services and associated fittings
- The safety of electrical supplies including provision of circuit breakers and isolating devices
- The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

Electricity and PAT testing

The PAT register is kept in the school office. Maintenance is undertaken annually.

The emergency lighting is tested monthly and inspected by a competent person annually

Asbestos Management

All contractors will be shown and will sign the Asbestos register which can be found in the school office.

References

Vale of Glamorgan Schools Health and Safety Management File

Health and Safety at Work Act 1974

A Guide on Incidents is available from Education and Libraries Department's Health and Safety Officer (RIDDOR)

Health and Safety of pupils on educational visits - National Assembly 1999

DATE FOR NEXT REVIEW OF THIS HEALTH AND SAFETY POLICY

March 2025