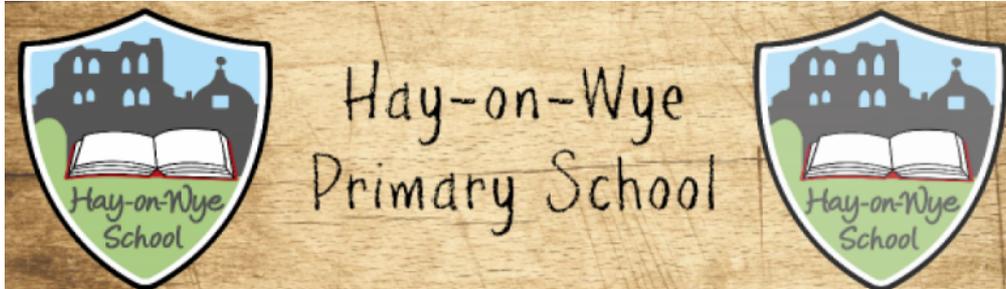


# Ysgol y Gelli Gandryll



**“Dysgu, Cyflawni a Gofalu ar y Cyd”**  
*“Learning, Achieving & Caring Together”*

## **Hay-on-Wye CP School Health and Safety Policy**

Signed .....Date .....  
(Chair of Governors)

Signed .....Date.....  
(Headteacher)

Health and Safety Policy  
**Statement of Intent**

The aim of our school is to create an environment and atmosphere where carefulness is part of everyday life. This extends to all users of the school, children, parents, school staff, visitors and the community. This aim is endorsed and overseen by the Governors of the School.

We are committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation. A sub-committee with a lead governor linked to Health & Safety is appointed at the beginning of each academic year to oversee these issues.

## **PART TWO**

### **ORGANISATION**

#### **INTRODUCTION**

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have responsibilities assigned to them as detailed in this part of the Policy.

#### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

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

#### **Head Teacher / Deputy Head Teacher**

The Headteacher has the following responsibilities:

- Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Create a clear written local Policy for Health and Safety.
- Ensure that the Policy is communicated adequately to all relevant persons.
- Ensure appropriate information on significant risk activities is given to visitors and contractors
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.

- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Attend LA organised courses as required.
- Make or arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Report to the Governing Body annually on the health and safety performance of the school.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR** (the following will come under the responsibilities of the Headteacher)

The School Health and Safety Co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of records of all health and safety activities.
- To advise the Headteacher 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 in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

In addition, the Head Teacher is responsible for the security of the premises during the school day.

Designated Key holders are:-

Tim Pugh (ex-governor)

The Head Teacher,

Louise Llywelyn (School Admin.)

Cleaner in Charge are the designated key holders and are responsible for the security of the building.

### **Class Teacher**

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Headteacher.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Cleaner in Charge**

It is the responsibility of the cleaner in charge to check regularly that:

- All locks and catches are in working order
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

**NB-**It is the responsibility of the Head Teacher / Deputy Head Teacher to perform the above functions in the absence of the Cleaner in Charge

Where the school is being used by the community, Cleaner in Charge will carry out the above the checks.

### **Pupils**

For children, good safety habits are taught as part of the whole school curriculum and daily routine. This is through topics; e.g. Ourselves which includes science, technology, key skills and the involvement of outside agencies, such as the police, fire brigade, road safety officer etc.

It is also brought into school life through the Health initiative liaising with the School Nurse.

At Hay-on-Wye CP School children are encouraged to develop healthy habits through good health and hygiene routines, e.g. regular exercise, care of themselves, personal hygiene, the Healthy Schools initiative eg Design to smile etc. A positive policy for healthy eating is maintained with an extended healthy option menu at lunchtime, and fruit is encouraged at morning break with a healthy fruit tuck shop. A Starting School pack also includes advice and suggestion for parents on healthy lunch boxes.

We believe that children learn best through first hand practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and for others:

-In the classroom

-When using equipment e.g. scissors, tools, PE apparatus

### **Visitors**

All people are required to report to sign in and out using the I Pad in reception; staff are able to do this from classrooms using an app on their phones. All visitors are required to report to reception and wear a visitor lanyard whilst on premises.

All parents and other adults are requested, when bringing children to School, or collecting them afterwards, to walk around the outside of the premises so that children are able to exit the school by the correct door.

Any parent or visitor is welcome in the school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open-door policy of the school.

### **Contractors on Site**

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher or Cleaner in Charge.

All contractors must report to the general office. The Head Teacher / Cleaner in Charge will then be informed of their arrival

Contractors will work overseen by the Headteacher so as not to endanger the health and safety of children or adults in the school

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas

If contractors are working near the children's play areas, then all equipment machinery must be cleared away during this time, and contractors must leave the area

All work and any concerns will be reported to the Head Teacher, the contractor concerned and the appropriate department at the LA.

## **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector (Powys Education Authority) to ask you to refrain from:

Smoking including e cigarettes in the building or in the grounds as we are a non-smoking school

Talking to the children (our children are asked not to talk to strangers)

Moving vehicles when children are at play

Working on or near the playgrounds when the children are at play

Leaving equipment around

Playing music during school hours

- ❖ If you have any problems, please see the Head Teacher.

## **PART THREE**

### **PROCEDURES AND ARRANGEMENTS**

#### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### Emergency Planning

- Fire Drill

- Lunchtime Fire Procedure

- Fire and Bomb Alerts

- Gas leaks

- Flooding

#### Smoking Policy

#### Car Parking

#### Manual Handling

- Policy on Children Moving Equipment

- PE and Sports Equipment

- Furniture

- Items Children Should Not Move

#### Policy on the use of Hazardous Substances in School

#### Medication

- Policy on the Administration of Medicines during School hours

- Allergies/ Long term Illness

#### First Aid

- Policy on First Aid in School

- Safety/ HIV Protection

- Recording Accidents

- First Aid Boxes

- First Aid Supplies

- Person Responsible for supplies

- Courses

#### Accidents

- Accidents

- Major Injuries

- Other accidents

- Accident Documentation

- Reporting Accidents

- Employee Accidents

- Pupil Accidents

#### Risk assessments

- General

- Fire

Working with Visual display Units  
Inspection and Testing of Equipment e.g.

- Portable Electrical Appliances
- Statutory Testing
- Outdoor and Indoor play equipment

Inspection of Premises  
Educational Visits

## **Emergency Planning**

### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit, to the designated assembly point.

Exit routes for each classroom and activity area are displayed in the relevant area.

Staff must take their fire register with them. Once the class is assembled at the designated point the register must be taken.

Nobody is to go back into the school until the all clear has been given. If a child is missing it must be reported to the Headteacher/Deputy Head.

Staff must ensure that the children walk in and out of school sensibly and line up quietly.

If your normal exit is blocked for any reason then use the nearest available exit.

### **Lunchtime Fire Procedure**

All dinner ladies and staff on duty in the playground shall on hearing the fire alarm gather all children together away from the building at the assembly point and ensure no child re-enters the building.

Staff and dinner ladies on duty in the dining area shall evacuate all children from the building through the hall fire exit. (Key on hook by door.)

Staff and dinner ladies on the reception yard shall evacuate all children through the Pre School Assessment Centre exit to the assembly point.

Staff will ensure, as far as it is reasonably practicable, that the toilets and the rest of the building are vacated.

### **Fire, Gas Leaks and Bomb Alerts**

In the event of a fire or bomb alert the Head Teacher or person designated must:

Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)

Phone 999 for the Fire Brigade and Police

Check that the evacuation procedure has been followed

Remain at the front of the school to meet the Fire Brigade/ Police and direct them to the incident

All children and adults must remain outside

Only when the all clear has been given will children and adults be allowed to re-enter the premises

### **Smoking Policy**

It is the policy of the Governing Body that Hay-on-Wye CP School is a no-smoking school. Smoking, including e-cigarettes, is not permitted in any area of the school by staff, parents or visitors to the school.

No-smoking signs are clearly displayed around the building.

### **Car Parking**

The school has a clearly defined parking area for staff and parents park in the public car park. Drivers parking cars at the school, near it, dropping or collecting children should at all times have consideration for the safety of pedestrians and other road users, being aware especially of the children being walked to the bus bay by supervising adults.

There is regular contact with traffic police and the road safety officer who talks to parents and children and provides leaflets and posters to display and send out.

Regular letters and Schoop messages are sent to parents emphasize the following:

Not parking on yellow lines

Not parking anywhere other than designated parking areas

Trips -leaving and return times are organised as far as possible, so that they do not coincide with the beginning and end of the school day.

All comments by parents or neighbours will be followed up.

### **Defibrillator**

The school has a defibrillator, attached at front of Library. This can be used by any adult.

### **Manual Handling**

#### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children need to move equipment or items of furniture. For example:

Chairs and/or tables

Sports equipment

### Small items of equipment

Children are always supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children are to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

## **PE and Sports Equipment**

When using large apparatus, children are trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this includes how to bend), for example netball posts -one child at each end.

## **Furniture**

Chairs are moved one at a time, and children are shown how to carry them correctly. They may carry single chairs on their own.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the child.

The hall sound system must be pushed forward and not towed behind.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is a child available to open and close doors

## **Items Children Should Not Move**

Computers- monitors can easily fall off trolleys, or wires get caught

Piano - although on wheels, it can tip, and feet or fingers become trapped

Cooker - too heavy and awkward. This must be moved only on the technology mobile unit.

Paper cutters - sharp blades although on wheels can tip

Hall sound system

## **Policy on the use of Hazardous Substances in School**

All substances, which may be hazardous, are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

Check the substance against the COSHH register

Follow procedures laid down for use

Be aware of procedures for avoiding exposure and for control

Inform the Head Teacher or Deputy of any difficulties

## **Medication**

### **Policy on the Administration of Medicines during School hours**

From time to time parents request that the school dispense medicines, which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (e.g. asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

Parents are responsible for the administration of prescribed medicine to their children and if a child needs a dose of medicine at lunch time they have to fill in a medical form giving their permission for the class teacher or TA to administer the medicine. In the absence of the headteacher a member of SLT will administer. No medicine will be given without the relevant forms being signed. Calpol and Piriton will be administered in school if the medicine is brought in by parents and a form signed at the Reception desk in presence of school staff.

For the school to agree to assist in long term medication:

Parents must write to the school-giving authorisation for the medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration from a medical officer.

The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) the dosage (c) the time of administration (d) the child's name

Where possible the medicine should be self administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with the safety requirements.

Where long-term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

- Detailed written instructions should be sent to school and the parent/ guardian should liaise with their child's teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times. A care plan from the relevant nurse must be kept with child's records.

### **Allergies/ Long term Illness**

A record is kept in the staff room of any child's allergy to any form of medication (if notified by the parents) any long-term illness, e.g. diabetes, asthma, and details of any child whose health might give cause for concern.

### **First Aid**

#### **Policy on First Aid in School**

All staff, teaching and non- teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or classroom assistant. If an accident occurs in the playground and first aid is required, the child's teacher or TA as appropriate is sent for by the member of staff on duty. At lunchtimes first aid is administered by the mid-day supervisor.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

The qualified first aiders at work are either qualified in Pead. 1<sup>st</sup> Aid &/ Forest School 1<sup>st</sup> Aid:

Kath Jackson  
Sharon Gregory  
Julie Williams  
Marianne Seymour  
Felicity Jones  
Bethan Davies  
Patrice Hill  
Sophie Fleming

### **Jewellery and PE**

All pupils must remove all jewellery for all PE sessions. Where stud earrings cannot be removed they must be covered with micropore.

### **Safety/ HIV Protection**

Staff must always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

A sick box is located in the medical room equipped so that body fluids are not touched without protection or general equipment used for this purpose.

### **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. There is a book with each First Aid box. All details need to be filled in, including any treatment given. Accidents requiring professional medical attention must be recorded on the accident forms located in the Headteacher's office.

All head injuries must be recorded in the head injury book in school office and home to be contacted to inform them of the injury.

### **First Aid Boxes**

These are located in all classrooms (small) and in the First Aid Room (main box).

### **First Aid Supplies**

Extra equipment for the First Aid Boxes locked in the Medical room. First Aid Pouches are carried by staff on lunch duty.

### **Person Responsible for supplies**

The First Aid boxes are checked and replenished on a regular basis. All staff are responsible for notifying office staff if the supplies in any of the first aid boxes are running low, so that they can be replenished.

### **Accidents**

Accidents fall into 4 categories:

Fatal

Major injury

To employees resulting in more than 3 days consecutive absence

Other accidents

Accidents in the first two categories should be reported immediately to:

**The Health and Safety Officer      Phone 01597 826484**

The accident should be reported by telephone immediately, and then confirmed in writing using the incident record portal (See Risk Assessment file for details). A list of what constitutes a major injury is below.

There is an Accident Book kept in the First Aid Room. In the event of any head injury, the pupil must be assessed by staff and the parents informed; there is a model letter for staff to complete and to be signed by parents saying that the school has communicated the accident with them.

### **Major Injuries**

Fracture of skull, spine, or pelvis

Fracture of any bone in the arm other than a bone in the wrist or hand

Fracture of any bone in the leg other than a bone in the ankle or foot

Amputation of a hand or foot

The loss of sight of an eye

Any other injury which results in the person being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation. It may be that the extent of the injury is not apparent at the time and the person is not admitted to hospital. If the injuries are confirmed later or that person is admitted to hospital then the accident must be reported as a major injury.

Category 3 accidents are reported to the Health and Safety Officer within 7 days using the incident portal form.

If the accident is more than a minor one for child or adult, it must be reported to the Headteacher or Deputy who will send for an ambulance if needed and contact parents. When in doubt contact the parents/guardians.

### **Other accidents**

These are the accidents, which more commonly occur in school.

Procedure to follow

Always fill in the accident book for minor injuries including bumps to the head.

**All head injuries** are to be noted in the book in the secretary's office and a phone call to parents made and recorded in this book also.

Books are attached to first aid boxes.

If a child has a bump to the head you must send a letter home and /or contact the parents.

Fill in the accident form (PCC/AR2), copies of which are in the secretary's office the parent /guardian has to be sent for to take the child to the family doctor or to the hospital for further treatment. This form should be completed within 24 hrs. In the event of being unable to contact the parent the child will be taken by a member of staff.

Copies to:-

Health and Safety Executive telephoned immediately if fatal or major confirmed within 7 days.

Area Education Office (posted within 7 days)

For the School file

### **Accident Documentation**

The following documentation is attached (see Appendix)

Reporting of school accidents to the Health and Safety Officer

Accident to LA employees

Accidents to school children

Recording of notified near misses

Violent incident report form

Record of risk assessment

### **Reporting Accidents**

#### **Employee Accidents**

(This applies to all Education employees and self - employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSO immediately by telephone. The details must be confirmed on Form AR1 within 7 days.

If the employee is incapacitated from their normal work for more than 3 days (excluding the day of the accident) there is no need to telephone, but form AR1 must be completed and sent to the HSO within 7 days of the accident.

### **Pupil Accidents**

Fatal and major accidents to pupils on school premises during school hours must be reported in the same way as those to employees, (including accidents to any visitors not at work) incident portal forms. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

The condition of the premises( e.g. potholes, ice, damaged or worn steps etc)

Plant or equipment on the school premises

The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school (such as field trips, sporting events or holidays in the U.K.) must be reported if the accident arose out of or in connection with these activities.

### **Risk Assessments**

#### **General**

Full risk assessments for all activities are undertaken, where there is a foreseeable risk of injury to staff, pupils or visitors, in line with County Policy, by staff who have received appropriate instruction by the Headteacher and Health and Safety Co-ordinator.

#### **Fire**

A fire risk assessment is undertaken following the guidance provided by Powys County Council and reviewed annually. Any areas of concern are highlighted and remedied or monitored.

#### **Visual Display Units**

The Secretary's office has been ergonomically designed and eye tests offered in relation to use of computer screens following a risk assessment that is regularly reviewed.

#### **Inspection and Testing of Equipment**

All portable appliance testing is undertaken on an annual basis and is carried out by Powys County Council.

All outside lettings are asked for electrical testing certificates.

#### **Statutory Testing**

All equipment is inspected and maintained as required by law and advised by Powys County Council

Outdoor and Indoor play equipment

PE and play equipment are inspected on an annual basis and any defects remedied. This work is organised through Powys County Council.

### **Inspection of Premises**

This is undertaken by the Health and Safety Governor and School Co-ordinator on an annual basis and is reported to the Governing Body. Any concerns are reported to management at the weekly staff meeting.

Following an audit on external gates and access of site by school & setting staff, it was felt that all site gates should be opened at 08:45 and locked by 09:00 after children have arrived and opened again at 15:10 and then locked at 15:30 after parents and children have left the site. A mobile phone has been purchased by the school for Jumping Jacks (the after-school club) so parents can notify staff when they arrive to collect their child/children. All relevant information has been communicated to parents as of 22.09.21

### **Educational Visits**

The guidance provided by Powys County Council is followed in respect of this area of work.