

GOYTRE FAWR PRIMARY SCHOOL

Policy for Health and Safety



Person responsible: Mr. Mike Gough

People involved: All Staff / All Governors/
All Pupils/ All Visitors

Date of policy: 2020-2021

Review: Annually

HEALTH & SAFETY POLICY

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 pupils, 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 ultimate responsibility for Health and Safety in the school rests with the LA but in practice it is delegated to Headteacher as site manager.

All staff working on site must note this policy, including: –

- Governors
- Teachers
- Clerical Staff
- Support Staff
- Midday Supervisors
- Caretaker
- Volunteers
- Contractors
- Cleaning Staff and Canteen Staff – Through Monmouthshire Catering and Newport Norse

Link Governor

RESPONSIBILITIES

Mr. Mike Gough - who is responsible for this policy being carried out in the school.

The following people are responsible for: –

Class teachers Classrooms & shared spaces

Newport Norse

Mrs. H. Zammitt Office and Clerical Systems

Mr. M. Gough (and AoLE Leaders)	PE Equipment STEM equipment
------------------------------------	--------------------------------

Group Leaders	School Visits and out of school activities
---------------	--

EVC (Educational Visit Coordinator) Mrs. C. Veater

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 immediately inform the appropriate person named above. They may also tell the safety representative – Mr. M. Gough/Mrs. L. Wilkinson

Staff are responsible for keeping classrooms and shared areas tidy to avoid unnecessary health and safety risks.

Staff have been trained in safe handling and are responsible for ensuring safe lifting, carrying and maneuvering are carried out in line with this training.

People responsible for: –

Safety training	Headteacher/ Deputy
-----------------	---------------------

Carrying out safety inspections	Headteacher/ Deputy/ Caretaker/ Governing Body
---------------------------------	--

Goytre Fawr Primary School
Health and Safety Policy

Governing Body

Investigating accidents

Headteacher

Monitoring maintenance
of plant and equipment,
cleaning equipment &
use of cleaning chemicals

Caretaker

First Aid

All Staff (N Poulson & S Parker – Lead)

GENERAL ARRANGEMENTS

Accidents:

The First Aid cabinet is situated in the medical room. There are also first aid kits (bump bags) for taking out at break times – these are located in each classroom and in Midday Meal Supervisors' break time boxes.

- **Appointed person responsible for First Aid boxes:**

Miss S Parker (Foundation Phase), Mrs N Poulson (KS2)

- **Persons responsible for reporting incidents:**

All Staff, Governors, and visitors

- ***Accident Record book is kept on the shelves of Headteacher's office. There is a separate adult accident book located in the Headteacher's office.***

Accident books are also kept in every 'bump bag' and MMS break time boxes. All accidents, which require any first aid, must be recorded. Any head injuries must be brought to the attention of the person who collects the child at the end of the day.

- All injuries that are not considered to be of a minor nature **MUST** be reported to the Headteacher who will decide whether to inform the pupil's parents and to call the emergency services. The emergency services will be called if there is any doubt about the seriousness of the injury.

Guidelines for Accident reporting and recording (Monmouthshire County Council, June 1996) which detail the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) can be found in the Health & Safety folder in the Headteacher's Office.

- A First Aid Kit (backpack kept in medical room) must be taken on all out of school visits involving transport from the school. Each classroom has a stocked first aid bag. These bags are replenished every term however; it is the responsibility of the class teacher to ensure the bag is in the classroom and restocked in the interim period.

Security/Welfare of Children

It is an absolutely fundamental task to ensure the welfare of the children in our care.

1. No child should be allowed off the school premises without the Head or Deputy's authority.
2. Children may have custody orders restricting access to one parent. Staff are informed of who they are and what arrangements are in place.

3. Strangers in school should be politely challenged. Who are you? What do you want? Can I help? Escort them to the office. All visitors should sign in at the office and should be wearing a visitor's lanyard.
4. Children are treated with respect. They are not touched or spoken to in an inappropriate manner. Staff have received Team Teach training (November 2017)

Beginning and end of school day

The following guidelines are shared with parents annually:

School start: 9.00am

School finish: 3.30pm

The school doors will be open from 8.50 am and children are able to come straight into the classroom when they arrive at school. Staff will be on duty in their classrooms and children will be able to sort out their coats and bags, give in dinner money, get on with a quiet activity and generally get themselves ready for the start of the day at 9.00am. The registers will be taken at 9 o'clock. **When children arrive after the start of school at 9 o'clock they must enter through the front main door and complete the late book – Foundation Phase parents should accompany their children and fill in the book on their behalf.**

GENERAL FIRE SAFETY

Action – state who checks:

Fire Alarm system:	Caretaker – weekly (sounded)
Escape routes:	Caretaker – monthly
Fire Extinguishers:	Caretaker – monthly (visual)
	Fire service annually

Two Fire Drills will be held annually (all to evacuate the building on the sounding of the alarm) One reverse fire drill will also be held to bring children in to class quickly and safely from the school grounds.

Headteacher

All fire equipment: South Wales Fire Service

CONTRACTORS AND VISITORS

Contractors working on site **MUST:**

- Report to the school office before beginning work and sign the visitors' book. The Headteacher (or senior member of staff) will be informed.
- read the school Asbestos Policy and Asbestos Survey (Kept in the foyer)
- liaise with caretaker (via the office when caretaker is not on site) about storing equipment
- liaise with Headteacher (or senior member of staff) 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 and ensure vehicles are only driven onto site under supervision of a staff member

ELECTRICAL EQUIPMENT

- Only approved and certified safe to use, electrical equipment can be used
- No equipment can be brought and used at school unless it has had an electrical check and holds a current satisfactory certificate.
- All equipment must also be inspected by the adult in charge before use.
- Children should not place plugs in sockets

Portable Appliance Testing (PAT)

PAT takes place annually and a report is retained in the Health and Safety file.

1 Safety check of plugs and cables for loose connections and faults:

By the user – daily

2 Formal Visual Inspection by Competent Person delegated from within the school (contracted out as a Service Level Agreement):

At a maximum 12-month interval

Handheld equipment, polishers and other heavily used equipment – Maximum 6 month interval, (preferably once each term)

Inspection according to Property Service regulations must be noted in appropriate register and certified.

(Note: test interval to be reviewed in the light of test results)

3 Check by LEA approved electrician.

Every three years

ANY EQUIPMENT FOUND TO BE FAULTY MUST BE TAKEN OUT OF SERVICE IMMEDIATELY

Personal equipment should not be used unless it has been checked under portable appliance testing procedures.

Rules for use of extension leads and portable equipment:

- Should not be trailing where likely to cause an obstacle to passing children or adults.
- Adapters – not to be used.
- Extension leads MUST be fully extended before use.

Arrangements with electrical contractors for periodic checks of the installation and equipment:

Contact: Engineering Inspector (Electrical)

Property Service, County Hall Tel: 01633 644441

PE Safety

- When putting out apparatus, check for faults. Report to the Headteacher and keep apparatus out of use.
- Before every lesson, check that the apparatus is safely in position.
- Children should work quietly and be ready to follow instructions in case of accidents.
- Position yourself to ensure that the whole class is under supervision.

- Report any accident to the Headteacher immediately. Send a child for help if necessary.

ALN Children

If you have a concern about a child's progress or need help in implementing the school's ALN policy, please speak to HT or ALNCO.

Lone Working

No staff should work alone in the building. If you find yourself alone on the premises, you must:

- Inform the Headteacher
- Carry a mobile phone with you at all times
- Not climb ladders etc.

Newport Norse have their own Lone Working policy.

Child Protection

If you have a concern over the welfare of a child in your class, fill in a My Concern report. This will automatically be reported to the safeguarding officers.

Miscellaneous

Paper Cutters	should only be used by the teacher unless the children are trained and supervised.
Staple Guns	must not be used by children. Children may use hand staplers if adequately supervised.
Pianos	must not be moved by children.
Playground	Only known adults are allowed in the main playground at any break time. Midday Meal supervisors are responsible for the safety of children in the playground during the dinner period. Accidents of any description should be reported in the accident book or to the Headteacher. Hazards should be reported as soon as they are spotted.
Supervision	The school adheres to strict adult/ child ratios during play times. Foundation phase ratio 1:30, KS2 ratio 1:60 When on duty teachers must be in the playground promptly. Teachers collect their class / are in their classroom promptly at the beginning of the day, end of break and lunch times. Care is taken at home time to make sure children remain on site until collected by parents. If after 3.30 a child has not been collected then the teacher should either telephone the parents or inform the Head or Deputy Headteacher.
Play apparatus	<u>1 adult to supervise play equipment during break-times and lunch break. Equipment to be limited to maximum of 1 class (30 children)</u>
Broken glass or china	should be wrapped in newspaper, clearly labelled and put into the Biffa bin in the car park.
Animals	kept in school should only be those approved by the Headteacher. Cages must be kept clean and litter wrapped in newspaper. No animal should be allowed to run around the classroom. Children should wash their hands after handling animals.

Medicine	Inhalers that are kept in school must be clearly labeled with the pupil's name. Other medicines are kept in the school office and administered by Mrs. H. Zammitt with parental consent.
Hot Drinks	If hot drinks are to be consumed they must be in a covered cup. These are available in the staffroom.

ADVICE AND CONSULTANCY

Health & Safety Local Inspector's office and telephone:

Government Buildings
Ty Glas
Llanishen
Cardiff
CF14 5SH
Tel: 029 20 263000

Safety Consultants: Laurence Dawkins, County Hall: 644196

Other useful numbers

Neville Hall Hospital	-	01873 732732
Ambulance	-	999
Goytre Surgery	-	01873 880220
Clerk of Works	-	01633 644439
Engineering Inspector Mechanical	-	01633 644438
Fire Station	-	01633 821677

TRAINING

Persons responsible for arranging training:

- Headteacher
- Newport Norse
- Monmouthshire Catering

FIRE DRILL AND FIRE PRECAUTIONS

As soon as an outbreak of fire is discovered

The nearest Fire Alarm should be sounded: The Fire Brigade must be informed

On hearing the Alarm:

Children must leave the classroom immediately in an orderly and quiet manner through the designated door: –

All Foundation Phase classrooms through the external doors leading to the Foundation Phase Playground.

All Key Stage 2 Classrooms: through the external doors leading to the KS2 Playground.

School secretary will deliver registers to the playground. Teaching Assistants will close all classroom doors and windows (if circumstances permit) and leave the classroom after ensuring that no child is left behind.

Classes using Hall: Leave by the Emergency Exit, and proceed around the school to the designated playgrounds indicated below.

Assembly point for classes

Foundation Phase - on the FP yard

Key Stage 2- on the KS2 yard

The Class Teacher Should:

- Always remain with their class.
- Check Class Roll.
- Inform Headteacher immediately if there is a discrepancy in the actual number of children counted and those marked present for the session.

Support Staff Should:

- Check cloakroom/toilets.
- Leave building and assemble with class they are attached to.

The Headteacher will:

- notify the emergency services.
- check that all cloakrooms have been cleared by support staff
- ensure visitor book is taken to evacuation point
- close all internal and external doors before leaving the building (if possible)

Lunchtime Supervisors will:

- take note of the number present daily.
- leave the hall in an emergency by these exits and proceed to the Assembly Points indicated above

Protocol in the event of a patient absconding from Aderyn

In this event, Aderyn staff will phone the school. If Aderyn states that the patient does not represent a threat, no action will be taken beyond informing all staff members in order that his details may be circulated so that we may help trace his whereabouts.

Should he be regarded as a threat, the following actions will be taken:

- Staff will be informed, and all external doors will be locked.
- Break times will operate as would a normal wet play.
- At home time, children who normally walk home alone will be kept at school until we have confirmed arrangements with their parents / carers.

The above will be put into action immediately. If, however, the absconder is away for over 24 hours, it will be assumed that he is no longer in the immediate vicinity and normal routines will be restored but with a heightened state of awareness.

Emergency Evacuation Plan

(Other than in the event of a fire)

When instructed by a member of school staff or the emergency services, take pupils out of the building by the safest available route and make way to the main driveway gate.

Staff to escort pupils to the **village hall**, situated at the bottom of School Lane. The key for this building is clearly labelled in the top metal drawer in the school office. If pupils need to be evacuated further afield the key for Goytre Scout Hut is kept in the top metal drawer in the school office.

Wait in the car park for further instructions.

SECURITY OF BUILDING AND OCCUPANTS

The main entrance has an electronic locked entry. All members of staff have an electronic fob for entry to the building. All exterior doors to the school can only be opened from the inside. Therefore the only access for visitors is via the main door.

Parents/carers are asked to leave their children at the specified entrance. If they require an appointment to see a teacher they can do this at the school office.

The main driveway gates are locked once school is in session.

All visitors must report to the secretary or the Headteacher and sign in the visitors' book. Visitors sign out as they leave the building. Visitors' book is used as part of the roll call during an evacuation.

SAFE TRANSIT OF CASH

We operate a cashless system however if cash is collected it is kept securely in the office. It is generally banked by Mrs. H. Zammitt. It is transported in a non-descript bag to avoid detection. In the event of a robbery Mrs. H. Zammitt has been instructed to surrender the cash to avoid personal injury.

HEALTH & SAFETY POLICY

Circulation List

Please sign to acknowledge that you have read the current edition of the School's Health & Safety policy:
February 2022

Name	Date	Signature
Teaching Staff	Copy of policy to be kept on 'Staff Only'	
Mr. M. Gough		
Mrs. L. Wilkinson		
Mrs C. Veater		
Mr. M. Brown.		
Mr. R. Hares		
Mr. J. Small		
Miss E. Crees.		
Mr. T. Wadsworth		
Support Staff	Copy to be filed in the office	
Mrs. H. Zammitt		
Mrs. E. Rust-Andrews		
Mrs. N. Poulson		
Miss. S. Parker		

Goytre Fawr Primary School - Health and Safety Policy February 2022

Miss. L. Jefferies		
Miss. R. Skinner		
Mrs. J. Williams		
Mrs. J Sainsbury		
Mrs. C. James		
Miss. C. Bastaple		
Mrs. C. Sutton.		
Mrs. A.M. Knychala		
Canteen Staff	Copy to be kept in the kitchen	
Mrs. L. Phillips		
Mrs. M. Jones		
Mrs. D. Griffiths		
Caretaking/Cleaning Staff	Copy to be kept in caretaker's Health and Safety file	
Mr. W. Edwards		

APPENDIX

HEALTH AND SAFETY CHECKLIST

SAFETY ITEM	LAST CHECKED/DONE	SCHEDULE TO DO BY
STATUTORY ANNUAL SAFETY REVIEWS ETC		
Annual Risk Assessment	Nov 2022	
Safety Audit	Nov 2022	
Traffic Risk Assessment		
Annual Review of Health & Safety Policy	Feb 2022	
ELECTRICAL SAFETY		
Portable Electrical Appliances 3 yearly check by LEA appointed electricians	Dec 23	
Annual Formal Visual inspection by person nominated by school (not necessary in year of LEA check)	Covered by PAT testing	
Fixed electrical installation 5-year check	Nov 13	
SAFETY CHECKS, ON-GOING		
PE equipment safety check	Autumn Term 2016	
Annual check of fire extinguishers by South Wales Fire Service	Feb 2024	
In school checks as required by fire regulations, fire alarm testing, fire drills	Weekly fire alarm tests. 2 fire drills + 1 reverse drill	
Fire warden training	June 2017	
Fire safety awareness training	HT has had training in the last 5 years	
Fire detection and alarm	May 2022	
'All Risks' contents insurance / paid by school	Through MCC	

FIRST AID TRAINING		
	Actioned	Review
Emergency First Aid Training Course	All TA's Dec 2023	Dec 2025
First Aid Training for Midday Staff	Unknown	
HEALTH & SAFETY TRAINING BY OTHER BODIES		

Risk Assessment by Zurich Municipal (building & grounds)		
Reported to MCC and the school		
Response by school governors		
MCC Asbestos Survey	2007	
Response by school governors		
ADDITIONAL ITEMS REQUIRED BY NEW REGULATIONS etc		
Asbestos Policy – draft County Policy	Requested from LA	
Fire Risk Assessment	Feb 2022	
Other regulations outlined in recent training days – including:		
PE risk assessment	See H&S Policy	
Educational visits	Risk assessment completed before every visit via Evolve systems.	
Positive Handling of pupils	Team Teach Sept 2022	
Accident reporting procedures	In line with MCC	
Manual Handling	Unknown	
Lone working	See H&S policy	
		Identified staff updated training 2023/24.