



# Derwendeg Primary School

## Health & Safety Policy

Date of this review: September 2023  
Date of next review: September 2024

Signed: ...CA Rogers..... Date: .....28.09.2023.....  
Chair of Governors

Signed: .....  
Headteacher

..... Date: ...22.09.23.....

## **Policy Context**

This statement is issued in accordance with the Health and Safety at work Act (1974). It supplements the statements of health and safety policy, which have been written by Caerphilly County Borough Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Derwendeg Primary School.

## **General Guidelines**

The governing body of Derwendeg Primary School notes the provisions of the Health and Safety at Work Act 1974 (s.3 (1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of pupils.

The aim of the governing body is to provide a safe and healthy working and Learning environment for staff, pupils and visitors.

The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

It is the policy of the Governing Body, so far as is reasonably practicable, to;

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the workplace that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupil's duties where appropriate;
9. Provide and maintain adequate welfare facilities;

## **Responsibility of the Governors and Headteacher**

The Governors and Headteacher are responsible for implementing this policy within the school.

In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school and departmental safety policies and procedures and any relevant guidelines and information issued by the Authority.
4. Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
5. Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.

6. Ensure that regular safety inspections are undertaken (annual inspection of electrical appliances by the LA, property survey by the LA, Fire alarm checks and risk assessments).
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by a health and safety inspection.
8. Report to the LA Property Department any defect in the state of repair of the buildings or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B The Governing Body will deal with all aspects of maintenance which are under their control and report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.

9. Monitor, within the limits of their expertise, the activities of contactors (in liaison with the staff of the Council's Property Department), hirers and other organizations present on site, as far as is reasonably practicable.
10. Identify any members of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The designated person, Head Teacher, shall:

1. Assist in the implementation, monitoring and development of the safety policy within the school.
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advice on its application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors.
6. Assist in carrying out regular inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union representative of staff interests in health and safety matters.

### **Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.

9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training e.g. Students on placement.
11. Where private vehicles are to be used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Parents must be fully informed of and agreeable to any means of transport used.

N.B When any member of staff considers that corrective action is necessary but that action lies outside their scope of authority, they should refer the problem to the Headteacher

### **Responsibilities of all Employees**

**All employees must familiarize themselves with the Health & Safety at Work Act. This is posted in the staff room.**

All employees have a responsibility under the Act to:-

1. Take reasonable care for the health and safety of themselves and any person who might be affected by their acts or omissions at work.
2. Co-operate with the Chief Education Officer and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the Headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
7. Ensure that offices, classrooms and general accommodation are kept tidy
8. Ensure that any incidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.**

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability to:-

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, hair accessories, jewellery, knives and other items considered dangerous – see code of dress & jewellery policy.)
3. Observe all safety rules of the school and in particular the instructions of the teaching staff in event of emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

All visitors to the school will enter the building at the main entrance which is operated by an electronic security system.

Visitors must always report to the clerk or headteacher and sign the visitors book and, where possible, be accompanied to the person they have come to see and then escorted off the premises at the end of their visit. Visitors should wear a visitor's badge throughout their time at the school and be familiar with the school's safeguarding procedures. This ensures that all persons can be accounted for should an emergency occur, or should the visitor be taken ill in some remote part of the building.

### **Contractors**

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such action as are necessary to prevent persons in his or her care from risk of injury.

No contractor's vehicles will be allowed access to the school between 8.50am and 3.40pm unless specific arrangements have been made with the Headteacher. Contractors must always ensure that children are separated from equipment and the area to be worked in by adequate provision of necessary barriers.

The school has an Asbestos survey report and logbook. All contractors must have sight of this report and sign the logbook before starting any work.

### **Lettings**

The Governors and Headteacher must ensure that:-

1. The means of access and regress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she should take action to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **Fire and Emergency Evacuation Procedures**

1. The school's procedure for fire and emergency evacuation are appended.
2. These procedures will be updated as appropriate
3. The logbook for the recording and evaluation of practice and evacuation drills is available in the caretaker's folder.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

Inspections are recorded in the log book which is located in the caretaker's folder.

A fire risk assessment has been made by an independent contractor and priorities outlined in an action plan.

## First Aid and Accident Reporting

1. First Aid is available in the infant corridor. Additional first aid boxes are kept in the hall, junior staff toilet and office.
2. The name of the first aider/appointed person is Mrs S Rees. Other first aid trained staff include:
  - Mrs A Walsh
  - Mrs C Davies
  - Mrs C Xiberras
  - Mrs C Wilson
  - Mrs A Smith.
  - Mrs S Rees
  - Miss Y Hinton
  - Mrs A O'Connor
  - Mrs R Roberts
  - Ms R Hayward
  - Mrs K Paull
  - All Midday Supervisors
3. All accidents requiring treatment are recorded by a first aider or staff member in charge at the time. The person responsible for overseeing the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the head teacher. The accident book / report forms and the arrangements to be followed for reporting all accidents may be found in the First Aid cupboard in the FP cloakroom. These arrangements are County advised and must be adhered to.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. These arrangements must be identified in a risk assessment BEFORE the event.

## Dealing with accidents and illness

If someone becomes very ill or an accident occurs to a pupil, member of staff or indeed anyone on the premises, the emergency contact should be called in addition to First Aid being administered. Fire, Ambulance, Doctor, Parents of pupils must be informed as soon as possible.

In addition, support services to lessen or end the cause of the accident, such as service from the Gas, Water, Electricity, building maintenance must be called in.

If a child becomes ill at school, parents or designated contacts should be notified and requested to collect the child as soon as possible.

The first aider will normally treat minor injuries. These injuries will be treated in the first aid area. Minor wounds will be cleansed with water. If appropriate a dressing may be applied. Parents will be informed of all bumps to the head.

In the event of an accident of a more serious nature i.e. Head injuries, deep lacerations, suspected fractures, the emergency service should be called and every effort must be made to contact parents so that they can accompany the child to hospital. In an emergency when parents cannot be contacted the headteacher may make the decision to arrange for a member of staff to accompany the child while under the care of the emergency service. In the event of a notifiable accident see appendices: 'Definition of Major Injuries' and 'Definition of Dangerous Occurrences' the LA must be informed at once by telephone. The Authority will inform the Health and Safety Executive.

### **LA Contact: Andrew Wigley 01443 864858**

The Authority's accident form must be completed and forwarded to the Education Office as soon as possible following an accident.

It is prudent that rough notes are made and kept, as to the sequence of events and action taken, the responses and the times of these actions. Names of witnesses should be reported. A full account should be recorded and kept in the school accident file. This information will be vital and important to the enquiry, which will surely follow a serious accident and will be crucial to any action for damages or compensation.

**ALL ACCIDENTS REQUIRING A VISIT TO HOSPITAL MUST BE REPORTED TO THE LA HEALTH & SAFETY DEPT IMMEDIATELY VIA THE LA ACCIDENT FORM.**

### **Medical Conditions and Allergies**

Parents are requested to make known any pupils' medical conditions and /allergies. This information is made available to staff via the cohort trackers and medical register.

### **Dispensing of Medicine in School**

The school does not administer medication to pupils.

Arrangements may be made for the parents or designated contacts to administer medicine to a child requiring medication during the school day. Only in exceptional cases will the school administer medication e.g. for Epilepsy. In such cases the advice of the school nurse will be sought and a plan put in place. Where administration of medication has been agreed with the head teacher a parental consent form for the administration of medicine must be completed.

Pupils suffering from Asthma, who require inhalers, should always have a spare inhaler at school. This spare inhaler should be stored in a safe, but accessible place. Parents are required to complete an Asthma Card and are responsible for checking that pumps are within expiry dates.

### **Communicable Diseases**

The school follows the Authority's policy on communicable diseases.

### **School Security**

It is the responsibility of all school users to ensure that all school doors are kept closed. The main door is operated by a security system that allows the clerk to see all visitors requesting entry to the school. The door is operated by a buzzer and door release system allowing only wanted visitors access.

Doors to the nursery and hall are to be kept secure. A code unlocks the hall door. The nursery door may be released from the inside.

All school gates are locked during the day for security. There is a gate security system with a camera that allows the school to monitor visitor's entry into and from the school.

All visitors to the school must sign in using the school's digital sign-in system. Visitors should wear a visitor's badge throughout their time at the school and be familiar with the school's safeguarding procedures.

### **School Policy Relating to Specific Areas of the School**

#### **External:**

Approach main gates must be kept clear to allow full opening for easy access to any emergency vehicles.

Any vehicles parking on the yellow lines outside the school gates will be reported to the police.

**School Yard** Tarmac areas to be kept in good repair. Steps should be unbroken and not worn unevenly. Grids should be clear. Down pipes unbroken and secured to the walls. Roof guttering to be secure as far as visible checks allow. The school caretaker will make regular checks and reports any defects to the head teacher who will arrange repairs as appropriate.

**Play Areas (in particular the Butterfly Garden, nursery train, benches and shelters)** These are to be checked weekly by the school caretaker using a risk assessment proforma. Annual checks will be made by an officer recommended by the LA Health and Safety Dept. Any required repairs will be reported to the head teacher for appropriate action.

**Staff Cars** These are to be parked in the designated car park area, which is separated from the playground by a fence and locked gates. If a car has to be driven through the playground, it should be done slowly and the horn sounded frequently to alert any staff or pupils in the area. Vehicles should not normally enter the playground during the school day.

Children should not enter the school car park. Should a ball go over the fence, the ball will be retrieved by a member of staff at an appropriate time.

**Other Car Park Users** The car park is not for parent use, other than with the authorisation of the head teacher. One parking area is available for disabled badge holders.

All car park users are expected to use the school car park with consideration to others. A Freeway for emergency vehicles must be maintained at all times.

**Entrances and Exits** Building entrance doors should open outwards and not jam in any position. Any steps must be well maintained. All corridors and exits must always be well lit and unobstructed. Exits must never be obstructed.

**Assembly Areas** These are on the school field away from the school building.

#### **Inclement Weather**

In times of inclement weather pathways may need to be cleared and salted. In very severe weather conditions where there is a risk to health and safety, the school may need to close.

#### **Internal:**

**Corridors** Children should walk at all times, using the left-hand rule of travel. This should be the rule at all times and emphasised by all staff.

**Doors** Any defective doors must be corrected as soon as possible. Cracked or broken glass to be replaced. Door handles must be in working order. Doors should swing freely when unrestrained.

**Carpets and Mats** Carpets must be secured all round by proper metal edging. Damaged sections should be repaired or replaced as a matter of urgency.

**Windows** Broken or cracked glass must be replaced. Windows meant to be opened should be in condition to do so.

**Pin Boards** Many of our pin boards are above hand height. When reaching above hand height to display work, a proper step ladder must be used and a second adult should be present to steady the ladder. Standing on chairs, tables etc., is dangerous and must be avoided.

**Heating** The caretaker will make regular checks on the heating system. An annual maintenance check will be carried out by the contractor. Any defects will be reported to the contractor immediately. Extremes of temperature will be reported as a matter of urgency.

**Lighting** All lights should work and any defective tubes or bulbs changed as soon as possible. Light switches to be free of cracks and positive in action.

**Power Points** Sockets if broken or cracked to be replaced by an electrician.

**Electric Plugs** Any loose wire sighted at cable entrance to a plug must be corrected. The plug should not be used until corrected. Cables must be anchored by the cord grip inside the plug. Report of heat in a cable plug, or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician. All plugs to be inspected on a regular basis according to the Authorities Regulations, by a qualified electrician. Each plug to have the correct fuse fitted, according to what equipment it is serving

**Room Sinks** To be cleaned on a regular basis. Overflow exits to be clear. No solids allowed to block the drain hole. Care to be taken when detergents used. These must all be recommended and user-friendly. No detergents to be stored within reach of children.



(Cleaning staff need to adhere to Caerphilly Cleaning Health and Safety guidelines).

**Toilets** To be ventilated. Hot and cold taps to be marked. Hot taps to deliver water of a safe temperature. Sinks not cracked or chipped and securely fixed. Floors without any cracks or broken sections. Pedestal units and seats in good repair. No cracked or broken porcelain. Flushes to work properly and refill quickly. Urinals should be in working order. No rubbish to be allowed to build up around the drain.

**Apparatus** All apparatus, if electrical, should be fitted with the correct fuse decided by an electrician. Only staff to put plugs into sockets and the switching on/off of equipment to be carried out by staff.

If a fire erupts in a piece of electrical equipment, like a television or computer, the following instructions to be carried out:

- a. Switch off
- b. Pull out the plug
- c. Remove pupils from the room because any smoke from the fire will be very poisonous due to burning insulation and varnishes in the unit.
- d. DO NOT use any water type extinguishers on any electrical device.
- e. A CO gun extinguisher, which covers the unit in carbon dioxide gas and will not harm anyone, can be used.
- f. Call the Fire Service.

**Fire Extinguishers** Should be in place. Inspection in place and up to date nature of their contents indicated. These are intended to help in securing an escape route rather than for putting out a fire.

**Classrooms** All storage furniture to be in good order and stable. Desks, tables and chairs to be stable, have no splinters or raised plastic edging which can cause injury. No heavy objects to be stored on window ledges or on top of cupboards.

**Hall** All P.E equipment to be in good working order and well maintained. Floors to be clean and free from any defect. Mats which are non-skid and in good repair. Wall bars and climbing frames to be firmly fixed and well maintained. These should be inspected for defects regularly for defects regularly by approved specialists. The floor should be clean and fit for purpose.

### **Safety in the classroom**

Staff should always be ready to receive the children at the start of sessions.

Children should not be left unsupervised.

In particular children must be supervised at all times when using any of the following equipment:

Saws, glue guns, band saws, hammers, nails, screws, scissors etc.

Pupils should always be made aware of the safe use of pencils, pens, drawing pins, staplers etc.

When working with specialised equipment, the number of children working at any given time may need to be restricted. A risk assessment should be made.

If it is necessary for a child to carry a chair, it must be held correctly, i.e. the chair is held by the seat, with the back of the chair furthest away from the carrier and the legs pointing to the ground.

No cleaning fluids to be kept within reach of children.

Hot drinks should not be taken into the classrooms.

Children must walk at all times in the school building.

**During Wet Playtimes** Wet play activities are provided for pupils who will be supervised by staff.

**Electricity** Children must be aware of dangers of electricity. Only teachers or authorised staff should carry or move electrical equipment. All electrical equipment must be switched off and plugs removed when it is not being used.

**Fire** Children must be made aware of the procedures for fire drill. Fire Drills will be carried out at least once a term. Testing of fire bells will be according to regulations, once a week, before or after school.

**Playtime** The teacher must be available for duty as soon as the bell is rung. If a child is hurt in the playground, the teacher on duty must call for assistance and not leave the children unsupervised. At the end of each break, the teacher on duty shall ring the bell. Pupils will go promptly to their class line. When everyone is calm and quiet pupils will be told to walk into the building class by class.

**Physical Education** Children should change into PE kit for all PE lessons. Pupils may take PE in bare feet. Children will not be allowed to wear jewellery for PE.

### **On Leaving School**

The school gates will be opened by the caretaker at 3:05pm. Parents/ parents' representatives are then allowed to enter the school grounds to collect their children. Nursery - Year 3 will be released from their nearest external door. Once a parent is identified by staff and pupils the children are handed over. Pupils should be collected by an adult or family member who is over 16years of age if in doubt, do not release the child and send for the Head.

Years 4-6 - Although many children are collected by parents, children in Years 4-6 can be given written permission to make their way home or are met part of the way. Permission slips for this are held in the office and a record of permissions kept on Google Drive. No child is allowed to walk home without permission

**School Trips** Trips are always organized with safety in mind as well as educational value.

Adequate supervision is of prime importance. A risk assessment and Evolve (online system) must be completed prior to any trip. Whenever children are taken on excursions, i.e. football, netball, school trips, swimming, they are reminded that our school behaviour policy and Step Up programme still applies.

**Swimming** The children are taken to the pool by coach. The selected company is taken from a recommended LA list. Pupils are accompanied by school staff who are assisted during the lesson by a qualified Swimming Instructor and Lifeguard. Children are reminded of the importance of safe behaviour throughout the activity.

The caretaker carries out building H&S checks as required by the LA. All checks are logged and available for inspection.

NB OTHER HEALTH AND SAFETY POLICIES ISSUED BY THE LA ARE AVAILABLE TO STAFF. IT IS THE DUTY OF STAFF TO FAMILIARISE THEMSELVES WITH THESE POLICIES AS APPROPRIATE.

E.g. Manual Handling, COSHH etc.