



The Federation of Ysgol Gellifor and Ysgol Bryn Clwyd HEALTH & SAFETY POLICY

The school is committed to the implementation of the LEA's Health & Safety Policy as well as the Health & Safety in Works Act.

The policy reflects the Governing Body's undertaking to do all that is reasonably practical to promote the Health and Safety of all employees, pupils and visitors in the school.

Responsibility of individuals and the Governing Body for Health and Safety

The Governing Body has a responsibility

- To endeavour to provide and maintain a safe and healthy environment conforming to statutory requirements
- To ensure that a Health and Safety Policy is prepared, monitored and reviewed
- To ensure that the appropriate action is taken regarding Health and Safety matters.

The Headteacher and the Health and Safety Representative have a responsibility

- To take day to day responsibility for all Health and Safety matters in the school;
- To liaise with Governors and LEA on policy issues;
- To ensure that staff have and understood responsibilities defined in the school's Health and Safety Policy;
- To undertake annual risk assessments and report findings to Governors and staff;
- To ensure systems are in place to report accidents, incidents, fire drills, theft etc;

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- To monitor purchasing and contracting procedures to ensure the Health and Safety policy is complied with. **Employees have a responsibility**
- To adhere to the school's Health and Safety procedures;
- To take reasonable care for the health and safety of themselves or any other person/pupil who may be affected by their actions;
- To report to the headteacher or health and safety representative any health and safety matters that come to light in the course of their duties.

The Site Manager has a responsibility for

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces;
- Erecting temporary warning signs on any floors that become slippery from cleaning operations, leaks or spills etc;
- The maintenance of fixtures and fittings i.e. replacing light bulbs, tubes etc by arranging for repair;
- Testing fire alarm system;
- Keeping storage areas tidy and ensuring that any highly flammable liquid e.g. cleaning materials are stored in safe areas;
- Keeping boiler house clean and tidy and free from accumulations of combusting materials and flammable liquids;
- Operating boilers in accordance with manufacturer's advice ;
- Wearing appropriate personal protective equipment e.g. gloves when handling waste; - ensuring all cleaning staff wear personal protective equipment;
- Storing cleaning substances in accordance with the manufactures advice and in a locked area when not in use;
- Disposing of obsolete cleaning materials in accordance with LEA guidelines;
- Routine inspection of access equipment such as ladders, step ladders;



- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high;
- Running hot and cold water services prior to the school re-opening after more than 5 days' closure;
- Moving heavy objects using a trolley.
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Arrangements for Healthy and Safety Procedures for various aspects of school life

Hazards

The general definition of a hazard is taken as something with the potential to cause harm. These include:-

Physical causes - falling, injuries, fire etc

Biological/chemical causes - hazardous substances, legionella etc

Environmental causes - poor lighting, ventilation, temperature etc

It is the school's policy to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting as detailed in the Workplace Regulations 1992.

In particular staff should

- Check the classroom/work area and equipment is safe before use;
- Ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors;
- Report to Headteacher or Health & Safety Rep any damaged or defective furniture and equipment and sharp edges which may cause injury or damage to clothing;
- Keep classrooms/work areas tidy and to clear out any unwanted items;



- Ensure that the children leave the classroom in a tidy condition;
- Store heavy items low down to reduce the risk of injury from falling or handling;
- Not use chairs etc for climbing on, only use regulation steps;
- Ensure that only non-hazardous substances are used in school;
- Ensure that they do not lift or attempt to move anything that they consider to be too heavy or awkward for them. Special care should be taken where pupils are involved. The Site Manager will arrange for the movement of heavy objects;
- Enforce the policy that running is not permitted in the school building;
- Ensure that the pupils' bags are not left in corridors/areas where they create tripping hazards;
- Ensure that children are made aware of safe working procedures especially in Science and DT;
- Park cars in the designated areas.

Fire Procedures

Before leaving school at night all staff should check to see that nothing has been left which could lead to a fire developing whilst the premises are unoccupied.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Fire extinguishers are to be checked annually. Fire alarms are serviced annually by LEA appointed service engineers. The LEA is responsible for testing the fire alarms. Fire alarms are tested weekly by the Site Manager and fire warden.

Fire drills will take place termly. Notices describing fire procedures, routes to be taken, assembly points etc. are displayed by the door of each classroom and each member of staff must be aware of evacuation



procedures. Once pupils are assembled, teachers must check their registers to account for every child. Anyone missing should be reported to the Headteacher.

Accidents and First Aid

Regulation First Aid Kits are situated at various points in the school. Mr Monteiro / Mrs Crooks / Mr Lindquest / Mrs Lyon are responsible for checking the kits and replacing contents.

Minor injuries sustained during the day can be treated by staff, including dinner supervisors and must be noted in the first aid book. More serious incidents must be reported to Mrs Harding who will decide whether the parents must be contacted and/or a hospital visit is required. Such serious incidents, including hospital visits, must be reported in the LEA Accident Book located in the office. All accidents of a very serious nature e.g. broken limbs, must be reported to the Health & Safety Executive through the LEA.

All staff must be aware of the emergency three bells procedure.

A child who has suffered a bump on the head must take home a head injury note and this must be recorded in the accident book.

Anyone treating an injury involving blood should wear disposable gloves provided.

First Aid packs are to be taken on school trips. One person should be responsible for this pack, which should be collected from Mr Monteiro / Mr Lindquest the day before. Minor injuries, such as cuts and grazes can be dealt with immediately. In the event of more serious injury the person in charge of the trip will make a decision as to the best course of action. A mobile phone should always be taken on any trip.



Medicines

Parents are responsible for the administration of all medicines, except for those with asthma. Pupils with asthma must be able to use their inhalers independently.

All staff should be aware of any pupil that has a serious medical problem (through school medical register).

Illness

Children who feel unwell should be taken to the Secretary's Office and their parents/guardian contacted.

For details of inclusion/exclusion periods for communicable disease seek advice from Mr Monteiro.

Health Matters

The young persons health advisor will advise on general health matters. Hand washing facilities exist in all toilet/washroom areas as well as in each classroom. Children must be trained and encouraged to wash their hands thoroughly after toilet visits and before eating. Children should regularly be reminded of the importance of good hygiene.

If pets e.g. fish are kept or bought into the classroom, their homes should be cleaned regularly and safe-handling practices insisted on. Pets should not be left in the classroom during long school holidays.

Sun Protection

During Summer months all children will be required to have a sun hat that they wear whilst outside.



Pupils and parents will apply their own sun cream prior to coming to school on hot days. Named tubes or bottles may be brought to school for children to further apply cream on hot days.

Security

All visitors/contractors must enter the building by the main entrance and report to the office. All visitors/contractors that remain on the premises will sign the visitors' book.

Any other person found on the premises should initially be challenged and leave if there is no valid reason for their presence. Under no circumstances should staff attempt to evict the intruder by force. The police should be called so that they can deal with this matter.

Headteacher should be contacted immediately.

Violence

The LEA's policy is that violence, assault, physical and verbal abuse are not acceptable in any circumstances.

Incidents of pupil violence should be reported

Physical assaults of any kind should be reported immediately to the Headteacher.

Electricity

There is an annual safety check of all electrical equipment carried out by LEA approved service contractors. Nevertheless, all staff should check electrical equipment before use to ensure that plugs/wiring etc is safe for use.



Any item found in need of attention should be withdrawn immediately from service and reported to the Health and Safety representative, Mr Monteiro. All personal electrical equipment accepted on site must be tested before it can be used. All electricity sockets not in use must be fitted with covers.

Contractors

Contractors must ensure that any work being carried out on, or near to, the premises does not pose a health and safety risk to employees, pupils or visitors. Contractors must conform to the health and safety standards of the school and obey written or verbal interaction about safety within LEA guidelines.

All contractors must report to the secretary's office before beginning work. They should follow the schools signing in procedure and wear a visitor's badge.

Contractor's vehicles should not cross the playground without first informing the school. At no time will vehicles be allowed to cross during playtimes or dinner times.

Educational Visits (see EVA plan/policy)

A mobile phone must be taken on all school visits. Parent must be informed about all visits and what each visit entails e.g. time, activity.

No pupil will be allowed off-site during school hours unless collected by a parent/guardian or unless the school receives written permission from the parent/guardian.

Pupils should not be left unsupervised for any reason.