

Ffedarasiwn Cwrt Henri, Ffairfach a Talylychau

Pennaeth / Headteacher - Mr Gethin Richards MA, BSc

richardsg75@hwbcymru.net

Penaethiaid Cynorthwyol / Assistant Headteacher

Mrs A Vaughan-Owen / Mrs A Morgan / Miss A Walker

01558 668588 / 01558 822796 / 01558 685356



Polisi Iechyd a Diogelwch Health and Safety Policy

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1. Introduction

Statement of Intent

Health and safety is an important consideration for our federation of schools. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher / Assistant Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be reported and hopefully resolved.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Admin. Officer or Headteacher will liaise with contractors as appropriate. All contractors are expected to review the asbestos file and sign the appropriate documentation.

A termly check will be carried out by the H. & S. sub-committee, to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The termly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The headteacher / assistant headteacher will monitor school grounds and premises daily.

Monitoring by governors will be via the H. & S. Sub- Committee and the Headteacher's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with Carmarthenshire County Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

We follow the county guidelines with regard to science, ICT, technology, art and PE equipment usage. Subject leaders are responsible for disseminating the information to staff and pupils.

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the prospectus and Induction Information pack for parents.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value, but must be taken off during PE lessons.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office.

Vehicles

Parents collecting children who are injured or unwell should park safely away from the zig zag lines on the main road. Staff cars should be parked in safe designated areas. Other areas should remain clear. Delivery vehicles are expected to park away from the zig-zag lines

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at [Appendix C](#).

5. Supervision of Children

School Hours:

Morning Session (8:50 at Cwrt Henri) 9.00 a.m. - 12.00 pm Morning Break 10.30 a.m. – 10.45 a.m.

Afternoon Session 1.00 p.m. - 3.30 p.m. (3:10 at Cwrt Henri)

Children should not arrive at school **before 8.45a.m. (unless they are attending the school breakfast club) or after 9.00 a.m (8:50 at Cwrt Henri)**

Office Hours

The school office is open during school hours. The Head teacher, or the Assistant Headteacher will usually be available for consultation until 5.00 pm with prior arrangement.

Duties

Pupils are supervised by class teachers from 8.45 am onwards. Pupils are expected to enter their classrooms immediately on arrival to school.

Two members of staff are on duty at the door / gate to accept the children and note any general queries so that these can be passed on to the class teacher. Serious queries will be passed on to senior members of staff immediately

At the end of the school day the class teachers and teaching assistants supervise the children leaving school.

At break times a teacher and 1 Learning Support Assistants are on duty on the yard. Staff should return to their classrooms in time for lessons to resume.

The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching if not on morning duty) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

Lunch-time Supervision

The Lunch time Assistants are responsible for the organisation and management of lunch times, and work as a team to look after the children in their care.

The Headteacher / Assistant Headteacher also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

6. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

All staff, both teaching and non-teaching, receive regular first aid training.

First aid and medical treatment is available at designated areas. These are noted around the school and in the staff handbook.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys should be used as well as other items required to be on hand during a journey

Lunchtime Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the school office, of all actions taken. Some incidents will be reported on the online Carmarthenshire system, they include

- any head injury
- any injury requiring further medical advice e.g. hospital, surgery
- any staff injury
- any violence/aggression towards staff.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge, or in the medicine box.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow county guidance on advice/reporting of diseases as outlined in Health Matters. (Green folder kept in school office).

If in doubt we contact the Health Protection Team 01792607387.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

7. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, or senior staff. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Information on safe lifting techniques is provided in the Caretakers Training Manual.

Violence

Staff should always take steps to minimise the possibility of violence in school. CCC have produced a Code of Practice on Prevention and Management of Violence and this is available on request for reference.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

8. Off Site Activities

For all off-site activities teachers must read the appropriate section for their activity:

'Off Site Activities'

'Hazardous Pursuits'

'Open Country'

'Farm Visits'

which are contained in the Carmarthenshire County Council Department publication 'Off Site Activities', Regulations and Guidance Notes' - a copy of which is kept in the office.

County regulations are our regulations and some of the advice is adopted as our school policy:

Any visit off site must be approved by the Headteacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance in the village. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil : adult ratio recommended by the authority for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

Risk assessment information form should be completed by the trip organiser and handed to the headteacher for approval at least 5 working days in advance. The headteacher will ensure risk assessments are in place and for residential or strenuous activities, the online Evolve system will be completed.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip

Aggressive or violent incident in school; and

Disaster in the community.

APPENDIX A

Fire Policy Statement

The school will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Responsible Person (Headteacher) or the deputy PRP in the headteacher's absence will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, Gethin Richards, or in his absence the Assistant Headteacher

Responsibilities:

Checking all areas: Headteacher - overall supervision.

Junior toilets – KS2 teachers

Foundation Phase toilets – Foundation Phase teachers

Classrooms – class teachers

Staff toilets – all staff should report defects

Medical Room and office area –

Phoning fire service – Admin. Officer

Unlocking gates to allow access – Headteacher

Registers and visitors book – Admin. Officers

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are displayed in each classroom and toilet area.

The fire alarm is tested weekly by the caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Premises Officer and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly point which is sign posted on the junior yard.

Children will line up in register order.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

School Headteacher or Admin Assistant will call the fire brigade.

Two designated members of staff will check the children's toilets are empty.

The class teachers will take copy of laminated fire register for roll call by class teachers at the assembly points and admin officer will check signing in book. Admin officer will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or Assistant Headteacher in his absence will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly point on the school yard.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit.

Admin Officer will call the fire brigade and check that the medical room is empty.

The admin officer will check the signing in book and unlock the playground gate. Staff will collect fire registers and with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate Contact emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile and text to parents as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the form of an additional mobile phone.

School will contact the Area School Improvement Manager and Chair of Governors. The Headteacher will inform the press office. Press or media will not be allowed onto school premises.

Give the same level of information to everyone, provision of a script is sensible. The Headteacher will be responsible for drafting of a script and will seek the advice from the Local Authority and Chair of Governors.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

If there is need for an assembly point the school classrooms should be used. Refreshments would be made in the staff room by members of staff and brought to the classroom. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

External gates are usually locked and access permitted via Reception. All external doors can only be opened from the inside. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The headteacher should be informed at the earliest possible opportunity.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures, but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action..

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible..

Inform children of the incident. This should be told simply and without fabrication.

Keep in coming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission" to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.

