



**This document makes a commitment to ensure, so far as is reasonably practicable a safe environment which is conducive to learning**

**Health & Safety Policy**

**Contents**

1. Statement of Intent
2. Responsibilities

2.1 Governors

2.2 Headteacher

2.3 Employees

2.4 Volunteers

1. Arrangements & Procedures

3.1 Accidents & Incidents

3.2 Asbestos – Management Arrangements

3.3 Callout Arrangements

3.4 Catering

3.5 Cleaning Arrangements & Disposal of Waste

3.6 Communicable Disease

3.7 Contractors

3.8 Control of Substances (CoSHH)

3.9 Display Screen Equipment (DSE)

3.10 Educational Visits (EVOLVE)

3.11 Electricity

3.12 Fire & Emergency Evacuation Procedure

3.13 First Aid

3.14 Ground Maintenance

3.15 Legionella – Management Arrangements

3.16 Lone Working

3.17 Maintenance of Premises

3.18 Medicines in School

3.19 Out of Hours Activities

3.20 Personal Protective Equipment (PPE)

3.21 Physical Education

3.22 Playground Safety & Arrangements for Supervision of Pupils

3.23 Safeguarding

3.24 Security

3.25 Risk Assessment

3.26 Traffic Management

3.27 Training

3.28 Violence

3.29 Volunteers & Parent Helpers

3.30 Work Equipment

3.31 Children becoming unwell in school

3.32 Jewellery

3.33 Mauual handling

3.35 Sun safety

3.36 Safety in classroom

3.37 Smoking

3.38 Stress

3.39 Working at height

**Statement of Intent**

**For Ffaldau Primary School**

This document should be read in conjunction with Bridgend Council’s Corporate Health and Safety Policy statement.

The Head teacher and Governing Body of Ffaldau Primary recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. Ffaldau Primary adopts arrangements for the provision of health, safety and welfare of employees, pupils, visitors, and contractors involved with the activities of the School.

1. Significant risks arising from foreseeable hazards associated with the school’s activities will be identified and appropriate controls will be implemented to reduce risk to acceptable levels.
2. Employees will be given information, instruction and training as may be necessary to enable the safe performance of their duties.
3. The school will seek to inform pupils’ parents or carers of any health and safety issues relevant to their child or children.
4. The School will ensure, as far as is reasonably practical, that this policy and its’ supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out in the summer term 2023.

Signed:

|  |  |  |
| --- | --- | --- |
| Chair of Governors |  | Executive Head Teacher |

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Head of school

1. **Responsibilities**

Individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School’s policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

**2.1 Governors**

The governors, so far as is reasonably practicable, are responsible for ensuring that appropriate arrangements are in place for the management of health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors will appoint a Health & Safety lead Governor to liaise between the Health and Safety sub-committee and Governing body. The health and safety sub-committee will monitor the implementation of policies, procedures, arrangements and corrective actions.

The lead Health and Safety Governor is Heather Griffiths.

**2.2 Executive Headteacher**

The Executive head teacher has responsibility for:-

1. Day-to-day management of health and safety;
2. Ensuring regular inspections are carried out to ensure school premises are maintained in a safe state of repair;
3. Complete inspection checklists e.g. termly, classroom, tree, traffic management and submitting inspection reports to governors and/or the LA;
4. Passing on information received on health and safety matters to appropriate people;
5. Report; accidents, incidents and near misses in line with the authority’s accident reporting procedure;
6. Carry out accident investigations;
7. Implement improvement/recommendations from investigations, inspections or audits;
8. Chairing the school health and safety committee;
9. Identifying and facilitating staff training needs;
10. Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
11. Co-operating with and providing necessary facilities for trades union safety representatives;
12. Make appropriate arrangements for consulting with staff.
13. Where contracts are negotiated directly between the school and the contractor, the Head Teacher will exercise due diligence with regard to :
    * 1. Assessing the suitability of contractor;
      2. Purchasing and contracting procedures (Tendering and F1form: authorisation for building projects).
      3. Monitoring the activity of contractors to ensure health & safety compliance.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be assigned to other members of staff (i.e. the school’s “Premises Manager / Caretaker, etc”).

**Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be assigned to other members of staff (i.e. the Head of School (HOS), Premises Manager, caretaker ).**

**The HOS is responsible for the day to day running of the school. The EHT will oversee H and S procedures an policies.**

**2.3 All Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, teaching staff have a responsibility for:-

* Checking classrooms/work areas are safe.
* Checking equipment is safe before use.
* Ensuring safe procedures are followed.
* Ensuring protective equipment is used, when needed.
* Escalate issues to the SMT/head teacher’s attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

**2.4 Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school’s policies and procedures and to report any incident or defective equipment to a member of staff, at the earliest practical opportunity.

Volunteers are also expected to act only under the supervision of a qualified teacher.

**3. Arrangements & Procedures**

**3.1 Accidents & Incidents**

**Mrs P Schofield** is responsible for the collection of information and the completion of the Accident Report. The responsible person will:

* Ensure all details in part 1 are completed.
* Undertake a preliminary investigation completing part 2

This role may be fulfilled by the HOS Miss.Taylor who will then report findings to P Schofield.

Reports are sent electronically to the Corporate Health & Safety Unit and are reviewed by a Senior Health and Safety Advisor.

For further information see [“Accident Reporting Guidance.”](http://www.bridgenders.net/healthandsafety/Documents/G054%20Accident%20Reporting.doc)

In the event of industrial disease the Corporate Health & safety unit will be contacted by telephone on 01656 642301 prior to submitting an accident report form.

**3.2 Asbestos – Management Arrangements**

An asbestos survey has been completed and:

* Asbestos was found on site and a register is situated in Ffaldau Primary office.

\*Contractors must:

* be shown the register and made aware of its location before commencing work
* sign the register
* provide a risk assessment and method statement ensuring adequate controls are deployed to prevent exposure where the asbestos is to be disturbed
* ensure the controls specified to prevent exposure are followed at all times.

The school will:

* conduct a quarterly condition survey.
* report any deterioration in condition to the asbestos surveyor for remedial work to be arranged.
* Isolate the area to prevent exposure.
* Ensure Asbestos registers are signed by contractors.

**3.3 Callout Arrangements (Security)**

Staff nominated as out of hour’s key holders are sometimes required to attend site following the activation of the alarm.

**The school has a service level agreement with Bluestone security company and they are the first people to attend the site should the alarms go off out of school hours.**

The caretaker, Tracy Coleman and the EHT and HOS are key holders. Should they need to attend a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

1. **Police Attendance –** In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.
2. **Security Firm Personnel Attending –** Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

Security Firm is Bluestone.

1. **Two Persons to Attend –**

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

1. **Lone person attends – This is the least favoured option** and an employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

A copy of the procedures introduced to control these risks will be kept in front office.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

**3.4 Catering**

\*The school has a Service Level Agreement with BCBC for catering services of premises and a copy of staff training records, risk assessment, method statement and material safety data sheets have been provided and are located in *The Kitchen.*

**3.5 Cleaning arrangements & disposal of waste**

The cleaning of the premises will be adequately monitored and health and safety concerns connected with cleaning practices or cleaning standards will be brought to the attention of the Children’s Directorate.

Where cleaners are directly employed by the school, the Caretaking Support Officer for the L.A will be asked to advise and monitor where problems are encountered in relation to cleaning standards.

Cleaning materials used will be those recommended by the L.A and the use of any products not on the recommended list will be checked with the Caretaking Support Officer before use.

All cleaners will receive appropriate health and safety training.

COSHH risk assessment will be completed and recorded for all cleaning materials used and recorded in the school Health and Safety file.

The hygiene of the children and staff will be monitored and any concerns reported to the Headteacher who will deal with the situation as indicated by procedures set down by BCBC Health and Safety Officer and Child Protection Coordinator (often these procedures are revised so it is best to check updates e.g. advice for Headlice procedures).

Welsh Government ‘Mind the Germs’ guidelines followed by the school.

**3.6 Communicable Diseases**

From time to time outbreaks of highly contagious diseases may occur in the school or local area.

The school will abide by the current Local authority [guidelines](http://www.bridgenders.net/healthandsafety/Documents/G040%20Infection%20Control.doc.docx) and contact the Corporate Health and Safety Unit in the first instance on 01656 642301.

Staff will be informed immediately to ensure appropriate control measures are implemented and details of outbreaks will be published to parents as advised by Public Haelth Wales.

**3.7 Contractors**

The school will obtain maintenance work and services via:

* The appropriate authorities SLA.
* Appropriate third party contractors source via the local authorities procurement procedures.

All contractors are required to:

* Arrange visits by prior appointment.
* Upon arrival report to reception where they will be required to:
  + Sign in.
  + Review the statement of site rules.
  + Review and sign the Asbestos register.
  + Review and sign the Legionella register.
* Upon completion of work and / or leaving site for the day:
  + Report to the supervising member of staff.
  + Obtain a signature for completed work leaving a copy for the schools reference.
  + Sign out.
* Visitors will always be accompanied to the person they have come to see and then escorted from the premises at the end of their visit. This ensures that all persons can be accounted for should an emergency arise or should the person be taken ill.
* Contractors will be reminded, before commencing any work(s) that, however well disciplined, children may be very curious about tools and equipment and may attempt to play around them. As such they must ensure that children are separated from equipment and they are to be worked in, by the provision of any necessary barriers. Equipment will not be left unattended at any time.
* If no safe storage space is available to store materials then it will be made clear to the contractor that it is the contractor’s responsibility to remove equipment and materials from site at the end of the day.
* Contractors and visitors will be made aware of the fire evacuation procedure and the location of fire exits.

**3.8 Control of Substances**

The school will:

* Compile a register of hazardous substances held on the school site.
* Assess the potential risk to pupils and staff from its use.
* So far as is reasonably practicable, implement control measures designed to minimise any adverse effects.
* Make appropriate arrangements for handling and storage.

**3.9 Display Screen Equipment (DSE)**

All staff required to use DSE as part of their normal work activity will be required to complete the BCBC on-line E-learning andsSelf-assessment module.

**3.10 Educational Visits (EVOLVE)**

Trips out of school are organised with safety in mind as well as educational value and the guidance issued by the Children’s Directorate School Trip Policy will be adhered to. All trips and activities off site are recorded on EVOLVE.

• Adequate supervision is ensured for each visit organised.

• Parents are always informed by letter of date of trip, departure and return times. They are asked to complete the form granting permission for the pupil to go on the visit. Parents will be expected to be at school to meet their child at the end of a visit - if the visit finished after school hours, and they will be informed of these requirements.

• Any parents attending school trips will be fully briefed as to their role and with regard to any safety issues before the trip commences by the Headteacher or School Trip organiser.

• The L.A. is informed of all out of school visits and insurance cover is arranged for all pupils and adults. The information is logged in EVOLVE.

• Should an accident occur during a school trip appropriate medical attention will be sought and the Headteacher will be notified as soon as possible. Accident form will be completed on return to school.

• Health and safety procedures will be identified and any special provision made in respect of pupils with special needs.

• A first-aid box will be taken on each trip and at least one emergency aid trained person will attend each trip.

• Children will be briefed before each trip with regard to acceptable behaviour and any relevant safety issues.

• A list of the names of those attending the trip/visit will be available at the school along with name and telephone number of the bus company, the name and telephone number of any centre or building that the pupils will be visiting and, if available, a mobile telephone number.

• A mobile telephone number will be available on school trips/visits.

• Where trips/visits are arranged to activity centres then a copy of the centre’s risk Assessment will be obtained in advance to ensure that satisfactory safety arrangements are in place at the centre and that the centre promotes a sense of good safety awareness.

• Risk Assessments are completed for all school trips/outings.

• Where possible sites/centres targeted for school trips/visits will be visited by school staff before the date of the trip/visit.

**Education Visit Co-ordinator is Mrs S Golden.**

**3.11 Electricity**

The school will ensure that:

**Fixed Installations** – are inspected at least every five years and all electrical work is undertaken by a competent person (electrician). Fixed installations in swimming pools and hydro therapy facilities are subject to annual inspection.

**Portable Electrical Appliances** - the inspection and testing of all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by:

1. Service Level Agreement with BCBC

All test certificates will be kept in for inspection and destroyed once issued with current year.

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one off type event then permission must be sought from Mrs P Schofield or Miss L Taylor in her absence and the equipment must have a current portable appliance certificate (if equipment is not new).

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will be removed from use and will be reported to for repair/replacement/disposal.

**3.12 Fire & Emergency Evacuation Procedure**

The person responsible for checking/monitoring the school’s fire precautions is Miss L Taylor.

In her absence, Mrs P Schofield will fulfil this role.

This person will:

* Arrange a fire evacuation drill; at least once every term.
* Record significant results of the fire evacuation drills.
* Ensure that the [Fire Log](http://www.bridgenders.net/healthandsafety/Documents/F014%20Fire%20Log%20Book.doc) is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

All staff will be responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

**Emergency Procedures**

* All members of staff, teaching and supporting staff, will be made aware of the location of water stop-cocks and electricity mains switchgear.
* Pupils and staff will move away from any danger areas immediately and the Headteacher informed.
* All emergency telephone numbers will be displayed on the staff notice board in the school office.
* All parents will be requested to give an emergency contact number. A list of the emergency contact numbers will be kept in the school’s health and safety file and in the pupil register.
* Emergency evacuation procedures will be displayed, as written directions on the staff notice board and in prominent positions throughout the school. **Should the school need to be evacuated to another location the Tabernacle is the safe place. A key is held in the emaregency grab bag which is located in the main office.**
* If the premises is used after dark the emergency lighting will activate in accordance with the guidelines issued by the L.A

**Fire**

* All staff and pupils will be made aware of the procedures to follow in the event of a fire.
* A Fire Procedures notice will be displayed in each room.
* Fire drills will be held at least once each term and observations will be recorded by the Headteacher. A staff debriefing session will be held and details of the fire drill including any observations will be discussed. Any weaknesses or flaws in the procedure will be identified and acted upon.
* Everyone in the school building will take part in the fire drill, including kitchen staff and visitors.
* Each member of staff will be made aware of the evacuation procedure for the pupils in his/her care and will ensure that, in an emergency when the alarm sounds, the children move calmly and quickly to the designated assembly points in the school playground or elsewhere, as appropriate. The pupils register will be checked immediately if available – staff DONOT go back into a burning building to retrieve a register
* Testing of fire alarms will be carried out on a weekly basis and a record of checks will be kept in the Fire Log Book. A different break glass point will be used for each test.
* Fire extinguishers and hose reels will be maintained under the annual maintenance contract which is centrally co-ordinated by the Children’s Directorate. The service dates will be checked for regularity to ensure compliance with the contract by noting the last service date entered on the service sticker attached to each extinguisher. If the anniversary date is passed, then the health and safety officer for BCBC will be notified.
* All staff will be made aware of the necessary fire precautions and will be expected to ensure that safety procedures for emergency evacuation are not compromised.
* Written fire precautions will be displayed throughout the school alongside procedures for emergency evacuation.
* This list of fire precautions will be expanded to encompass other areas which may compromise safe evacuation of the premises.
* Pupils will also be made aware of fire precautions and will be encouraged not to leave bags and other belongings on the floor in walkways where others may fall over them.
* Suitable training for staff on the use of fire extinguishers will be arranged with the fire service or suitable outside providers from time to time.
* Fire risk assessments will be carried out by a person appointed by BCBC. It is recognised that fire risk assessments must be completed in order to comply with the Fire Precautions (Workplace) Regulations 2005 and that the Fire Service will require proof that the risk assessments have been carried out.
* If serious risks are identified during the assessments they will be brought to the attention of the Health & Safety Officer for the Children’s Directorate.
* Regular checks will be made to ensure that **fire escape routes are kept free** from obstruction and that all fire doors and fire exit doors are working correctly and in a good state of repair. All push bar gear will be regularly checked to ensure that it is in good working order and that exit doors open easily.
* Any defects will be reported immediately to the Research and Development Unit at Sunnyside.

**3.13 First Aid**

The school has identified the requirement for:-

* All staff to be trained to Emergency First Aid at Work as a minimum standard.
* **Two members oi staff will attend the three day first aid course 9 spring 23).**
* First aid equipment and PPE is available at strategic points in the school.

**Main office**.

* Appropriate first aid equipment is available in each first aid box is subject to formal monthly inspection ([checklist](http://www.bridgenders.net/healthandsafety/Documents/F028%20-%20First%20Aid%20Box%20Contents.docx)).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

**Treatment of Injuries** - The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

**Suspected Head, Neck & Spinal Injuries to Pupils** - In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil’s parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil’s wellbeing, the first aider is expected to contact “NHS Direct Wales” for advice or ‘phone for an ambulance as appropriate.

**Other Significant Injuries** - Any other serious injury will be notified to the parents/carer by the quickest means possible (normally by phone).

In addition to the procedures above, the school will notify parents/carer of any other significant injury by way of:

* a telephone call

**Escorting Pupils to Hospital** - When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil’s parent or carer is in attendance.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is “handed over”.

**3.14 Grounds Maintenance**

This will be:

* Carried out in-house by caretaker. The school will ensure:
  + - Appropriate equipment is purchased.
    - All equipment is maintained in accordance with the manufacturer’s recommendations.
    - Risk assessments are completed for all ground maintenance activities.
    - Staff receive appropriate training relating to the use of equipment and the handling and spraying of chemicals.
    - Where appropriate health surveillance is established to monitor and control any adverse effects from ground maintenance activities e.g. Hand & Arm Vibration Syndrome (HAVS), Noise, etc).
* Via a service level agreement with Green Spaces.

In addition external sport and fixed playground equipment will be:

* Visually checked before use by the member of staff present.
* Subject to weekly inspection by the Premises Manager / Caretaker. Details to be recorded using form F031 – Playground Inspection
* Annual inspection by:

Green Spaces inspectors via a service level agreement.

**3.15 Legionella – Management arrangements**

A legionella risk assessment has been completed and a copy is situated in front office.

The premises manager / caretaker will:

* undertake monthly temperature checks of both the hot and cold water feeds to monitor temperature levels (e.g. hot > 43oC – cold < 20oC).
* undertake weekly flushing of seldom used taps.
* quarterly deep clean of shower heads.

Records of all tests will be recorded risk assessment log.

**3.16 Lone working**

Local arrangement for lone working is as follows:

* With the exception of the school caretaker or other key holder ( HT) opening and closing the school lone working is strictly prohibited.
* Emergency contact numbers will be provided for use of the next of kin should the caretaker fail to make appropriate contact following completion of their duties.
* In the event of alarm activation and the requirement of a key holder to attned the school, the role of the caretaker is to provide access to emergency services and not investigate the cause unless they have reason to believe it may be a false alarm. ( Bluestone security company are the first key holders to be contacted.)
* Staff wishing to have access to the premises outside of normal school hours and term time may do so with prior consent from the head teacher and:
* Obtain access via the school caretaker.
* Report to the caretaker when they have finished so appropriate arrangements can be made to secure the premises, set alarms, etc.

Activities that involve working at height or the use of hazardous equipment / machinery is strictly prohibited during lone working situations.

**3.17 Maintenance of premises**

Minor works will be undertaken by:

* Premises Manager
* \*Local contractor arranged by the school

Major works will be undertaken by:

* BCBC Building Maintenance under a service level agreement.
* \*By external contractors following the authorities procurement protocols.

School Funded projects

* The school will complete an F1 approval form submitting it to the authority for approval before work commences
* Once approval has been obtained:
  + - \*Arrange for the work to be done via built environment.
    - \*Obtain three quotations or submit the project to tender in accordance with the authority’s procurement protocols and engage an appropriate contractor direct.

**3.18 Medicines in School**

This school complies with the guidelines issued by the Children’s Directorate relating to the dispensing of medicines.

In accordance with this policy only prescribed medication will be administered in school. This applies to children with conditions such as epilepsy, asthma and allergies e.g. peanut allergy and will only happen after consultation and, if possible, training of staff.

* The parent(s)/guardian will complete and sign the school’s form relating to the Dispensing of Medicines. This form will be kept with the school’s records. Mrs Dobbs is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication. In her absence the HT or Alison Dent will take the information.
* On all occasions, safeguards will be taken to ensure that all medicines are safely stored. Only asthma pumps and epi pens should be stored in the classroom. Other medication is stored in the office.
* Whenever possible, medicines should be given to the child by the PARENT, either at home or by special arrangement with the Headteacher at school.
* Medication brought to school must be clearly marked with the pupil’s name and the dosage taken. The school clerk will check the form and the medicine.
* If administered by school **then 2 members** of staff are required to check and sign to confirm time and dosage.
* Medication must be brought into school by parents and will only be returned to a responsible adult.
* Medicines bought over the counter e.g. nasal sprays, cough medicines etc., will not normally be permitted in school unless agreed by the headteacher.

**School Procedures for updating medical information:**

* Parents will be requested annually to complete a form giving details of medical conditions and any necessary medication (if applicable).
* A list of children requiring medication/medical conditions is kept in the admin office and updated on SIMS.
* The nominated person responsible for maintaining and updating the list is: Mrs Dobbs.
* Necessary medication will be kept in a safe, secure place which will be nominated area identified through consultation between the teacher, Headteacher and site safety officer. The nominated safe storage area(s) are in the HT office- either in the fridge or locked in the filing cabinet.
* All pupils will be instructed that they are not to touch any medication.
* The teacher responsible for any child on medication, will ensure that necessary medication is taken on school trips or sports fixtures. Without the necessary medication the pupil may not be able to take part in the off site activity/ trip.

**3.19 Out of Hours Activities**

\*Other than school sponsored or PTA activities the school premises are not let by third party organisations / general public

**3.20 Personal Protective Equipment (PPE)**

Personal protective equipment is a control of last resort i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, etc.

**Staff**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

**3.21 Physical Education**

The school will ensure that:

* The hazards associated with activities and the use of PE equipment are identified, assessed and appropriate control measures implemented, so far as is reasonably practicable, to minimise the risk to pupils and staff.
* All PE equipment is subject to:
  + Annual inspection and maintenance arranged via the BCBC Service Level Agreement.
  + Weekly visual inspection by the PE Department or lead teacher.
  + Visual check before user.

**3.22 Playground Safety & Arrangements for Supervision of Pupils**

* The school will be open from **8:10** am to **3:15 pm** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.
* Breakfast Club starts at 8.10. Children not attending breakfast club will not be supervised on the yard until 8.50. Parents are informed of this and pupils are encouraged not to arrive at school before 8.50.
* At 8.50 the doors are open to allow children to filter in. A member of staff from each class will be at each door to welcome the pupils coming into school and another in the classroom to supervise the chikdren as they enter the classrooms.
* The school caretaker stands at the gate on the foundation phase yard ate the start and end of the day to assist supervision of pupils arriving at school.
* At playtime/ lunch time pupils are not allowed onto either yard before members of staff.
* There are always a suitable number of staff on each playground to ensure all children are supervised.
* Staff are instructed to spread out on the yards to ensure maximum coverage of the play areas.
* At the end of play/ lunch time, class teachers go to the yards to collect their pupils.

**Play time equipment:**

* Where appropriate all new play equipment is subject to permission from the LA before installation and to a ROSPA safety inspection prior to use by the pupils. Visual inspections will be carried out by the site manager on a daily basis. More detailed inspections will be on a weekly basis. All inspections will be logged. Annual inspections will be carried out by a registered and appropriately trained inspector.

**3.23 Safeguarding – Pupils leaving the school premises**

* No Primary School pupil will be allowed out of school during the school day unless collected by a parent / carer who must report to reception where the child can be signed out.
* Foundation phase children must be collected by the parent/carer or authorised adult. They are released from class individually at the end of each day and handed to a parent/ guardian.
* The school must be notified of any change to normal arrangements.
* If there is no one to meet the child a member of staff will accompany the child to the school office so the parents/carers can be contacted.The child will be kept with a member of staff while the office is informed so the parents/carers can be contacted.
* Junior pupils who may be meeting parents at the gate are encouraged to return to the office if their parent/carer is not there.

**3.24 Security**

In order to, so far as is reasonably practicable, ensure a secure environment the school has :

* A security alarm system which is activated when the school is not in use.
* An access control system fitted to the entrance gate.
* An electronic signing in system for all school visitors.
* A secure entrance system where pupils are segregated from the main entrance system during lesson times.
* The site is secured by a boundary fence and all external gates are locked at the start of the school day.

All staff are encouraged to challenge any unknown person who does not have a visitor’s badge. Pupils are also encouraged to speak to a member of staff if they they are aware of an unknown person in the school without a visitor’s badge.

All new visitors/ contractors are accompanied by a member of staff.

**3.25 Risk Assessment**

Risk assessments will be completed for the significant hazards associated with school activities (e.g. teaching, maintenance of premises & grounds, cleaning, vehicle movements etc.).

**Mrs P Schofield**is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from **Mrs P Schofield or Miss L Taylor.**

**Control of Hazards -** The risk assessments will be used to identify appropriate control measures designed to reduce risk as low as is reasonably practicable. The controls identified must be adhered to at all times.

**3.26 Traffic Management**

There is no on site parking at the school.

The cartaker places cones on the yellow zig zags outside the school gates at the start of the school day to discourage parking at this time.

**3.27 Training**

So far as is reasonably practicable, all staff will receive appropriate health & safety training commensurate with their role and responsibilities (e.g. IOSH working safely, risk assessment, manual handling, working at height, safeguarding, accident report and investigation etc).

**3.28 Violence**

The School follows Bridgend County Borough Council’s policy and guidance on Violence at Work.

**Mrs P Schofield** is responsible for ensuring

* All staff are aware of the policy.
* All staff are aware of the procedures for avoiding violence at work.
* All staff are aware of the procedures for dealing with violent incidents.
* All staff are aware of the procedures for reporting violent incidents.
* All staff are aware of the support facilities available to victims of violence at work.
* All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

**3.29 Volunteers and Parent/Carer Helpers**

* All regular or nes members of staff will have an induction meeting with a member of SLT or the pupil support officer.
* Volunteer and parent/carer helpers will work under supervision at all times.
* Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people.

**3.30 Work Equipment**

Mr P Howe and Mrs P Schofield will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to:

* Hazards associated with the equipment (noise, vibration dust, fumes, etc.).
* Installation requirements.
* Positioning and or the storage of the equipment.
* Maintenance requirements (contracts & repairs).
* Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate instruction/training has been provided.

**3.31 Children who become unwell in school**

Children who become unwell at school

* Emergency contact telephone numbers for parent(s) or a responsible adult nominated by the parent(s) will be requested and recorded ready for use should a child be in need of collection or if an emergency arises.
* Should parents not give a contact telephone number or cannot be contacted, and a child becomes seriously ill or unwell, medical advice will be sought and if necessary, the ambulance service will be used to take the child to hospital.
* If parents cannot be contacted and it is felt that an unwell child needs to go home , an emergency number for that child will be contacted.

**3.32 Jewellery in school**

The school brochure states that pupils may only wear a watch and a pair of stud earrings. Parents are asked to support this policy in order that pupils are kept safe.

In PE lessons health and safety advice is that jewellery and other personal effects can constitute a hazard and should be removed beforehand. The teacher makes a box available to the pupils and these are then stored in a cupboard for the lesson and returned to pupils immediately after the lesson.

Where medical bracelets have to be worn, parents must ensure that they are covered with sweatbands and secured with adhesive tape.

If a situation cannot be made safe then the pupil may not actively participate.

If pupils have to wear spectacles or hearing aids, the adult in charge has to determine whether it is more or less hazardous for the pupil to actively.

**3.33** **Manual handling**

This school agrees to actively support any training measures deemed as necessary by the L.A in order to meet the requirements of the Manual Handling Operations Regulations 2007. Any guidelines issued by the L.A will be followed so that risks of injury from manual handling and lifting operations can be reduced or hopefully eradicated. If there is any concern over particular manual handling situations then the Health and Safety Officer for the Children’s Directorate will be contacted for advice. Risk assessments will be completed for all activities which have manual handling and lifting implications and the results made known to staff with any control measures being implemented as soon as possible.

Risk assessments can be found in Health and Safety File.

**3.34 Sun safety**

Further details are provided in the separate Sun Protection Policy.

**3.35 Slips and trips**

* All staff should be aware of potential slip/trip hazards and take remedial action where required.
* Children will be encouraged to develop an a``wareness of potential slip/trip hazards.
* Regular monitoring of paths, steps and playgrounds will be conducted. Warning signs will be displayed on wet floors.
* Children and adults will be encouraged to wear suitable footwear.

**3.36 Safety in the classroom**

Safety in the classroom

* Staff should be available to receive their class from the playground so that they can bring them into class calmly at the start of session times.
* If using potentially dangerous equipment, e.g. scissors, hammer, nails, pupils must be shown the correct methods for handling and usage. The degree of supervision required for such activities will vary in accordance with their age, manual dexterity and the challenge of the task at hand.
* Pupils should also be made aware of the dangers of pencils, drawing pins, staplers if handled inappropriately and supervised appropriately.
* If it is necessary for a child to carry a chair, it must be held correctly.
* No cleaning fluids to be kept within reach of the children.
* Children must walk at all times in the school building.
* Children are made aware of choking hazards and consideration should be given with the younger children when selecting educational equipment.
* All school staff must be vigilent for potential safety issues in the class room and report these to the school caretaker and / or headteacher. A classroom check list is used to support this.

**3.37 Smoking / vaping**

This school implements a no smoking/vaping policy whereby smoking is not permitted

anywhere on the premises at any time.

**3.38 Stress**

This section reflects the Corporate BCBC guidance, ‘Managing Pressure’

Any member of staff who feels that they may be suffering from stress should discuss their concerns with either the EHT or HOS. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised where physically possible. A free and confidential service is available to all employees through Care First on 0800 174319. Staff who are on extended sickness absence (beyond 28 days) will normally be referred to the Local Authority Occupational Health Services for assessment.

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3.39 Working at height

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* Ladders should only be used by persons how are trained in correct use of ladders.
* Small steps/ kick steps are available for staff to use should they need to reach to the top of display boards.
* Staff should not step on tables or chairs. All activities to being undertaken by staff involving work at height should be risk assessed by a competent person. The use of ladders should be avoided where possible, and where it cannot be avoided, the risks associated with work at height must be assessed to ensure that appropriate work equipment is selected and used.
* The school employs outside contractors through BCBC where necessary eg. cleaning high gutters.

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Contacts and links

Education, Leisure and Community Services: 01656 642662

Bridgend County Borough Council: Corporate H & S Team 642301 or

health&safety@bridgend.gov.uk

The Health and Safety Executive: Infoline 0845 345 0055