



Sea View Community Primary School

Health and Safety Policy

Local Arrangements

UNCRC

We are a Rights Respecting School and pay due regard to the United Nations Convention on the Rights of the Child (UNCRC) in all our working practices. We consistently reference and remind our children of the articles and the importance of the convention. We use the convention to promote a positive behaviour ethos across the whole school community.

The articles linking to this policy are: A2, A3 and A9.

Equality Statement

At Sea View Community Primary School, we are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race and nationality, gender, gender identity, disability, religion or belief, sexual orientation, pregnancy, marriage, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality, by challenging bullying and stereotypes and by creating an environment which champions respect for all.

At Sea View Community Primary School, we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

The school has a full and separate Equality Policy. Please consult this for further details.

Why have a Health and Safety Policy

Under the Health and Safety at Work Act 1974, employers are responsible for the health and safety of their employees. They also have a duty to ensure, as far as reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities.

Our Health and Safety policy demonstrates to our employees that we care for their welfare and by drawing together this policy show that arrangements have been carefully thought out by senior management staff and governors of the school.

Aims

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are outlined in this policy.

The policy will be kept up to date, particularly if the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

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

The Policy must be noted by all staff working on site and be made available to all students, supply teachers and work experience pupils. (A summary report is also available in the supply teacher's handbook).

In association with governors and in accordance with the City and County of Swansea's Health and Safety guidelines we will ensure sufficient funds are available to manage the health and safety and security functions of our school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of our school. This will be achieved by provision of safe and secure premises and equipment together with effective risk management. Necessary risk measures will be introduced and maintained to ensure we can provide a safe and secure environment.

So far as it is reasonable we will ensure that a staff member who has attended training will be designated as Health and Safety Co-ordinator for our school. The designated person will undertake day to day monitoring of health and safety including aspects of security and will work with the Headteacher and health and safety advisory officer in City and County of Swansea co-operating with agreed systems of communication if a problem or event occurs.

It is equally the duty of all staff to co-operate with the Headteacher and Governing Body to ensure the safety of themselves, co-employees, pupils and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for our school.

- All staff are informed that standing on chairs, tables etc. is not permitted. Safety steps are to reach high levels. Only the caretaker and key staff are allowed to use the high level ladder, this must be operated with two members of staff (when available)
- Appropriate manual handling procedures are to be utilised by all staff to protect themselves
- Large heavy items are to be moved by more than one member of staff or requests made to the caretaker
- All staff and visitors are reminded there is a no smoking policy.

Roles and Responsibilities

The overall responsibility for health and safety in school is that of the Headteacher. The Headteacher will be assisted by the health and safety coordinator and the health and safety representative of the Governing Body. [See Appendix 1] All members of staff must assume responsibility for equipment in their classrooms and teaching areas. All employees have a responsibility to co-operate with the Headteacher and staff member with responsibility for health and safety, in order to achieve a safe, healthy place to work. All staff must take reasonable care of themselves and others, especially those children in their care. All staff are expected to report any health and safety concerns to the Headteacher or health and safety officer.

The following are responsible for specific areas:

Area	Responsible Person
Safety Training and Staff Development in Health & Safety Issues	Headteacher / Staff Development Officer (SDO)
Daily Health & Safety Inspection	Caretaker Headteacher Chair of Health & Safety Committee Staff Responsible for Health & Safety
Investigating and Reporting Accidents	All Staff (immediately to relevant officer, or through caretaker logs, weekly staff meeting)

Monitoring and Arranging the Maintenance of Equipment	Headteacher Caretaker Admin Staff Health & Safety Representative
First Aid at Work	All Staff Trained in First Aid
Cleaning Equipment	Cleaning Services
Managing Contractors on Site	Headteacher Caretaker School Admin Office
School Security	Headteacher Caretaker All Staff
Electrical Equipment I.C.T Equipment P.E Equipment	Headteacher Staff Responsible for Health & Safety Caretaker (PAT) All Staff

The Caretaker and Cleaners

The caretaker and cleaners are responsible to the Headteacher for:

- Ensuring that as far as is reasonably possible the safety and health provisions and procedures affecting cleaning materials and equipment are adhered to
- That cleaning materials and equipment liable to be a danger to pupils, staffs etc. are correctly labelled, used and stored safely when not in use
- That all waste materials from school are disposed of in accordance with City and County of Swansea regulations
- Maintaining a clean, safe boiler area (caretaker responsibility)

- Maintaining high standards of housekeeping

Staff Responsibilities

Staff are responsible to the Headteacher for ensuring:

- No high level storage in classes
- All staircases to be kept clear
- All corridors / exit routes to be kept clear
- Monitoring of slip / trip hazards
- Working and co-operating with the health and safety Co-coordinator to ensure smooth running and efficient of the health and safety policy procedures

In the event of any cause for major concern members of staff must inform the Headteacher or Deputy immediately.

The Health and Safety Co-coordinator

The Health and Safety co-coordinator is responsible to the Headteacher for:

- Monitoring health and safety and must inform the Headteacher or Deputy in the event of an emergency or major identification of risk
- Ensuring all equipment provided for school use is adequate, safe and used as is intended for its purpose
- Maintaining and keep up to date records outlining safety checks on equipment including annual electrical checks, fire extinguisher checks, fire alarm checks, etc.
- Withdrawing from use any equipment or furniture item deemed to be hazardous
- Notifying staff of changes to procedures and of school held procedures
- Keeping up to date with legislation affecting Health and Safety

All Employees

As employees all members of staff, in what-ever capacity employed, have a duty in law to work safely and not to put people at risk. All employees also have duty to ensure that responsibilities placed upon them are complied with.

General Arrangements for Safety on Site

Accidents

All staff have responsibility for administering basic first aid. All staff have received first aid training.

In the event of an accident occurring to a child:

- The child is to be taken to the first aid station (next to the school kitchen/male toilets)
- First aid is to be administered by designated member of staff
- Any treatment to cuts / grazes or blood injuries must be treated with protective gloves (in first aid box)
- In the event of a serious injury, assistance must be sought from registered first aiders (advanced training)

Designated Advanced First Aiders

1. Ceri Saunders
2. Dawn Abram
3. Amy Smith

In the event of a serious injury the advanced first aiders will liaise with members of the SLT to decide an appropriate action.

All accidents are to be reported via appropriate records (HS1 form for adults / staff and a HS2 form for pupils) will be:

- The member of staff who first dealt with / witnessed the incident / injury
- The first aider who attended the incident / injury
- All completed forms to be placed in the green first aid box in the main office
- The first aid officer checks all completed forms daily 8.30 – 9.00 am

The Headteacher will review all HS1's and HS2's regularly (usually weekly) before they are emailed to relevant department in county hall.

All forms are to be signed before they are emailed. This monitoring system ensures the Headteacher is aware of every accident that has occurred on the premises.

In the event of an accident to a member of staff or visitor, support and advice needs to be sought from a relevant first aid officer. The same system discussed above applies to all adults.

All accidents or suspected occupational ill health must be recorded in the accident and incident report book, which is located in the health and safety station. This is filled in by designated first aider and a report sent to the Headteacher.

All accidents / incidents except those of a minor nature will be investigated by the appropriate school personnel and any necessary measures including revised work procedures, training etc, will be implemented as appropriate. Accidents as a result of a defect in the fabric or structure of the building should be reported to the Headteacher for action.

Accidents / incidents of a serious nature must be notified immediately by telephone to Health and Safety Department and will be subject to more formal investigation by a member of staff from the Health and Safety Department. Children's parents will receive a report notifying them of any accident or illnesses received whilst on the premises. Staff must use their class log books to report details.

The First Aid station is located next to the kitchen.

The First Aid boxes are located at the first aid station, the main school office.

In the event of an emergency requiring an ambulance, emergency services will be called. The precise location and nature of the emergency must be stated. Information on all casualties needs to be collated to inform the emergency services.

First aid boxes will be maintained by the first aid officer.

Risk Assessment

The majority of the activities carried out by the school are routine and generally low risk in nature and do not require being formally risk assessed.

For any off site activity a risk assessment will be completed. Authorisation for any off site activity / visit will only be given by trips coordinator. All risk assessments must be brought to the attention of all relevant staff involved in the activity and a copy sent to the trip coordinator.

The student mentor is the appointed officer to ensure the safety and wellbeing of trainee teachers whilst they are on placement at Sea View.

Maternity Risk Assessment forms

All female members of staff who are pregnant are required to inform the Headteacher. A maternity assessment form must be completed and the member of staff advised of safe practices. If a change of working pattern / role is to be considered necessary this must be discussed with all relevant parties.

Medical Forms

Any child who requires any form of medication has to have the school medical assessment form completed. All medication given to children has to be signed and monitored e.g. asthma pumps etc. all medicine is kept locked in the first aid cupboard in the school office.

Fire

All staff are to make themselves aware of the location of their nearest fire extinguishers, fire alarm call points and instructions for their use.

The caretaker will check escape routes daily.

Exit routes must remain tidy and free from obstacles. Staff and pupils must not block exit routes or block immediate access to fire alarms or fire equipment.

The fire alarm is continuous bell and is tested within the building regularly.

Maintain and monitor regular evacuation procedures to be followed in the event of fire or other emergencies. To ensure that everyone is aware of the procedures these directions are on display to be available for all stakeholders to follow.

Fire Alarm System will be tested by the LA regularly.

Please see the Fire Plan attached. (Appendix 3)

(See 'Procedures for Evacuating Building in Cases of Emergency')

All classes have a fire procedures poster. All staff must familiarize themselves with the agreed school system for fire procedures.

School evacuation drills are carried out at least twice a year and usually once a term.

Electrical Equipment

Portable appliance testing will be carried out annually by an approved contractor. Staff must be responsible for checking daily for any visible sign of damage to plugs and leads.

Extension leads must not be placed where they are likely to cause an obstacle to passing children or staff. If in doubt, consult with the person responsible for Health and Safety. Computers must be shut down properly at the end of the day.

Gas

If a member of staff detects the smell of gas at any time the Headteacher/ Deputy Head must be informed and correct procedures followed.

- Do not switch on/off any electrical appliance.
- Ventilate the room.
- Follow advice given by TRANSCO and guidelines issued in LA document.

Extreme or Unusual Circumstances, e.g. bomb threats

- Evacuate the building
- Contact Police and LA
- Do not re-enter until given permission by Headteacher / Emergency Services

Contractors on Site

All contractors must report to the Headteacher and all contractors must provide a Risk Assessment before work commences on site. The Risk Assessment must be agreed with school and a copy kept on file at school. It is the responsibility of the Headteacher to monitor the performance of contractors on site in relation to health and safety of pupils, staff and visitors.

All contractors/workmen must sign in at the school office.

Visitors to the School

All visitors must report to the main office upon arrival and sign in and read the fire procedures on display.

All visitors / parent helpers must be signed in / out of school.

All staff must ensure that outside doors are closed after break / lunch.

Any unofficial visitors to the site must be reported to the Headteacher. Caution must be exercised at all times when approaching any unofficial visitor.

Cleaning Materials

These should be stored appropriately in locked cupboards, away from children's reach. Care should be taken to return cleaning substances to the correct place after use.

Procedures for Evacuating Building in Cases of Emergency

All classes exit directly out of class to the nearest fire exit doors onto yard. Visitors exit through nearest exit and meet admin staff at main entrance. Admin staff picks up visitors at main entrance, exit via main entrance and proceed to yard. Kitchen staff exits via nearest Fire Exit onto yard. Staff should try and close as many doors as possible as they leave the premises. A member of admin staff will check all toilets, SEN room and Headteacher office. The Headteacher staffroom, maths / science cupboards and semi-circle classrooms.

A register is printed out in the main office daily at 9.15 a.m. and this, along with the visitors' book and pupil contact details should be brought to the main yard by admin staff. All staff and visitors to the school are required to sign in and out so that persons on the premises can be accounted for. On discovering a fire, sound the nearest alarm, evacuate building and account for all children.

Do not re-enter the building unless told to do so by Fire Brigade/senior member of staff. On hearing the Fire Alarm (ringing bell), it is the responsibility of the Admin staff to call the Fire Brigade. The Fire Brigade should be called for EVERY alarm bell that rings, except when it is a fire drill. All Fire Exits are clearly marked and emergency lighting is regularly checked.

In the event of a significant fire in the main site then children and staff will proceed to the Flying Start building. If there is a fire in the Flying Start building then the children and staff will be evacuated to the main building. If there is a fire in both sites then the children and staff will be evacuated to the land adjacent to the school. Parents will be contacted to collect their children.

Curriculum Issues

The school aims to maintain safe working practices in all areas of the curriculum, especially when investigating with Science, working practically with Design and Technology, using tools and heating appliances, and during P.E. and games activities, especially when apparatus is being used e.g.

- Ensure that equipment is checked before use and annually by external experts
- Ensure that children are taught lifting and carrying procedures in P.E
- Ensure that equipment is easily accessible if children are setting it out
- Ensure that the children do not undertake P.E. lessons wearing jewellery that would jeopardize their safety and wear practical items of clothing as prescribed in the P.E. policy

Security

Doors should be closed upon entry into school via the main entrance. Staff need to be vigilant at all times with regards to their own personal security. Staff have access to lockers in the staffroom for personal use – staff are advised to store valuables in their locker for which only they have a key.

Vehicles are strictly prohibited from entering the school site unless prior permission is obtained whilst the gates are closed. Limited parking is available for staff, however, cars should be parked offsite if they need to be moved during the school day.

Advice/Consultancy

For advice on any aspect of Health and Safety, the LA safety officer can be contacted on 01792 636685.

Appendix 1

Headteacher	Mrs Julie Dunn
Staff Member Responsible for Health and Safety (Health & Safety Coordinator)	Headteacher
Qualified First Aiders	CS, DA, AS
Health and Safety Representative from Governing Body	Tony Beddow
School Caretaker	Keiron Dunning

Reviews:

Date of Review: Autumn Term 2022 - Completed. JD

Date of Next Review: Autumn Term 2023 – Completed. JD

Date of Next Review: Autumn Term 2024