

# Ysgol Penyffordd



## HEALTH AND SAFETY POLICY

To inspire a love of learning, now and forever.

## **Safety Arrangements**

Arrangements for carrying out the Policy are itemised in Flintshire County Council's 'Health and Safety Policy' Education Department. The Governing Body of Ysgol Penyffordd is committed to complying with these arrangements.

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## 1. Aims

The health, safety and welfare of all of the people who work and learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing body, along with the L.A. takes responsibility for protecting the health and safety of all children and members of staff.

## Roles and Responsibilities

### 2. School Governors

- 2.1 Governors have a general responsibility for the effective management of the school, acting within the framework set by national legislation and by the policies of the L.A. Policies on health and safety are made by the L.A. and as long as Governing bodies, so far as is reasonably practicable, act within such policies, liability will remain with the L.A. However, where the Governing body exercises responsibilities under sections 2, 3 or 4 of the Health and Safety at Work etc. Act 1974, they will be potentially liable under the Act i.e. they have responsibility for those aspects for which they exercise control.

Governors must prepare and implement a supplementary Health and Safety Policy to clarify in detail, matters relating to their own establishment. The Governors and Headteacher are responsible for ensuring that the annual safety audit has been completed.

The Governing body and Headteacher carry responsibility for those areas for which they have control. Failure to comply with the L.A. Health and Safety Policy will result in the L.A., in consultation with the governing body, arranging for remedial work to be carried out and the costs involved being deducted from the school's budget.

The L.A will advise, support and intervene as necessary in the health and safety management of schools where there is concern.

### 2.2 Responsibilities of the Headteacher

The headteacher is responsible for the internal organisation, management and control of the school. Therefore, the head is responsible for the day to day aspects of health and safety, including accident prevention and risk management, where such matters fall under his/her control.

The headteacher must provide health and safety information to school staff, especially regarding their own health and safety responsibilities. The head must also ensure that all members of teaching and non-teaching staff (including temporary workers) receive an induction into local rules e.g.

- a) Fire precautions and evacuation procedures
- b) First Aid facilities and arrangements
- c) Details of specific hazards, e.g. chemicals, machinery.
- d) Accident reporting procedures.

The Headteacher is also responsible for delegating specific duties to specialist members of staff. These duties may include safety inspections of their area/department where technical expertise is needed. This will also be required when making risk assessments under the "Management of Health and Safety at Work Regulations".

The Headteacher is responsible for requesting advice from health and safety professionals when unhealthy/unsafe situations are identified that require a degree of health and safety expertise, especially where construction work is being undertaken on school site. The head may also need to require advice in emergencies.

The Headteacher is also responsible for establishing systems within the school whereby health and safety standards can be monitored. This may be done via a Health and Safety Committee, and with the help of Health and Safety Representatives.

It is for the Headteacher (and Governors) of schools with delegated budgets, to ensure that sufficient resources, in both time and money, are allocated to matters of health and safety. The management team must determine priorities for expenditure, where such expenditure falls within their control.

The Headteacher (or deputy) is responsible for reporting accidents to the Occupational Health and Safety Unit using the prescribed report forms provided.

In addition, all accidents to employees must be recorded for the purposes of the Social Security (Claims and Payments) Regulations 1979. When accidents do occur, the Headteacher must ensure that they are appropriately investigated locally, and where further help is needed in this respect, the Occupational Health and Safety Unit should be promptly informed.

### **2.3 Safety Representative**

The appointment of Trade Union Safety Representatives and Employee Representatives within schools is encouraged and time off for training and for carrying out their duties will be granted in accordance with the Safety Representatives and Safety Committees Regulations. The Safety Representative is appointed from the workforce.

When Safety Representatives carry out inspections of the workplace, the Representative may be accompanied by a member of the Occupational Health and Safety Unit if so desired. Such joint inspections are encouraged in order that the expertise of all personnel involved in school inspections is maximised.

However, it must be stressed that the safety inspections described above do not form part of the requirement for annual safety auditing as described in this policy, nor do they relieve the Governors or the Head of their duties as described in the "Organisation" part of this policy.

The Headteacher must also provide access to the school for those with a responsibility for checking and maintaining equipment, especially safety equipment (e.g. Fire Service, Electrical Contractors, Physical Education Equipment Contractors etc.) Regular checks of the fire alarm system will be carried out. Fire Drills will be conducted on a termly basis.

### **2.4 Class Teachers and Ancillary Workers**

All staff have an individual responsibility for the Health and Safety of themselves and others (e.g. pupils, parents, helpers etc.) who may be affected by their acts or omissions whilst at work. There is also a duty to co-operate with the Governors and the Headteacher in order that a safe and healthy work place can be maintained.

Each class teacher has a responsibility to monitor safety standards within their own teaching areas. Any potential hazards or problems should be reported immediately to the Headteacher.

Class teachers and ancillary staff should be aware of the Accident procedures. An Accident Book is available in the Secretary's Office and should be completed immediately following an accident. Accident forms are also available for more serious occurrences. First Aid equipment is also situated in the Office. Only the *recommended* equipment should be used.

Staff have access to Parental Information forms, listing contact numbers for emergencies. It is the school's policy to contact parents as soon as it is practically possible if an accident occurs to a child.

## 2.5 **Responsibilities of the Parents**

Parents are asked to complete the Parental Information forms and to update the school on changes of address, doctors, or contact numbers.

Medicines are permitted to be sent to school, but must be clearly labelled with the child's name and correct dosage. Medical consent forms must be completed by parents before medicines can be administered.

Parents are also expected to inform the school of any illnesses or disabilities which may cause problems during school hours (e.g. diabetes, asthma etc.)

Parents are requested to provide appropriate footwear and clothing for the various school activities e.g. a change of clothing for P.E. and games, trainers for outdoor games etc.

Parents are also requested to be aware of potential hazards (e.g. providing plastic drinks flasks for lunch, as opposed to glass bottles.)

## 3. **The School Curriculum**

3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in the regard in the normal school curriculum e.g. through the Science curriculum we teach children about hazardous materials and how to handle equipment safely. Prior to any such activity the CLEAPPS document should be reviewed. Safety checks are carried out prior to PE activities and safety forms an important part of the PE curriculum. We show children how to move and play safely in P.E. lessons.

3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in P.S.H.E. lessons and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Children receive personal development and substance abuse education.

- 3.3 Our school promotes the spiritual growth and welfare of the children through the R.E. curriculum, through special events such as harvest festivals, and through the daily act of worship.
- 3.4 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.
- 3.5 The establishing of a School Council will also help to promote responsibility and provide an opportunity for the discussion of issues.

#### 4. School Meals

- 4.1 Appropriate training for all Canteen Staff is carried out by the L.A. All staff comply with all regulations relating to Health and Safety and with the preparation of food.
- 4.2 The canteen equipment is regularly serviced and maintained by the Facilities department of the L.A. The canteen is also inspected during our annual Health and Safety Inspections.
- 4.3 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of benefits, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 4.4 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and supervise them during this time.
- 4.5 Our school promotes a healthy lifestyle,

#### 5. School Uniform

- 5.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 5.2 We have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

- 5.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform.
- 5.5 On the grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears and Medi Alert bracelets. We ask children either to remove them for P.E. and Games, or to cover them with a plaster.

## **6. Child Protection**

- 6.1 There is a named person responsible for child protection in the school. This is normally the headteacher, but he/she may delegate the responsibility in some circumstances, in the absence of the Head teacher, this will be the deputy head teacher.
- 6.2 The school will adhere to the Child Protection procedures as laid down in 'The All Wales Child Protection Procedures' of 2008. All staff in contact with children will be provided with Child Protection training. The policy for Child Protection is made available to all staff.
- 6.3 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

## **7. School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. Children are not permitted to answer the door. Doors and fence gates are locked at all times when children are in the building.

Access for visitors is restricted to the main Reception door. Visitors are requested to wait in the Foyer until their presence is confirmed, or until their request is dealt with. Visitors are also requested to sign the Visitors' Book on arriving and departing.



If persons present themselves without a prior appointment, identification should be requested and checked.

All members of staff should be alert to strangers on the school site. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

## **8. Safety of Children**

- 8.1 All Curriculum activities must be Risk-assessed before an activity takes place. Where a Risk-assessment already exists, this must be reviewed prior to this activity taking place.
- 8.2 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.
- 8.3 We do not take any child off the school site without the prior permission of the parent or persons named in the emergency contact list..
- 8.4 If an accident does happen, resulting in an injury to a child the First-Aider should be contacted for initial advice.
- 8.5 **Reporting Accidents**  
We record all incidents involving injury, or that could have resulted in injury, in the accident book. Parents are informed of injuries, by a telephone call for more serious injuries. Emergency telephone numbers are retained in school files. All accidents are reported to the L.A.

## **9. Transporting Pupils**

- 9.1 We only use coaches and minibuses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.
- 9.2 For transport to and from games fixtures all accompanying staff should follow the procedures laid down in the "Use of volunteers for the transportation of children" policy. A register of Volunteer Drivers is maintained.

## **10. Traffic Management**

Children are not allowed access to the school car-park unless accompanied by a teacher or parent. The car park is designated for staff visitors only .Children

enter and leave school by the same Pedestrians' gate. The zig-zag lines have been made mandatory under the "Safer Routes to School" scheme.

## **11. Theft or Criminal Act**

- 11.1 The teacher or headteacher will investigate any incidents of theft involving children.
- 11.2 If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.
- 11.3 Should any incident involve physical violence against a member of staff, we will report this to the Occupational Health and Safety Unit and support the member of staff in question if he or she wishes the matter to be reported to the police.
- 11.4 Risk Assessment Procedures; the school will follow the procedures as laid down in the L.A. document "Risk Assessment for Primary schools".

## **12. Monitoring and Review**

- 12.1 The governing body has a named governor with responsibility for Health and Safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding Health and Safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the L.E.A. and other external agencies, to ensure that the school procedures are in line with those of the L.E.A.
- 12.2 The governing body ensures that risk assessments are carried out regularly to ensure that the school is a safe environment for pupils, staff and visitors.
- 12.3 The headteacher implements the school Health, Safety and Welfare policy on a day to day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 12.4 The headteacher reports to governors annually on health and safety issues, or as appropriate.
- 12.5 This policy will be reviewed at any time at the request of the governors, or at least once every year.

Signed by chair of governors on behalf of the governing body:

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Date approved: \_\_\_\_\_  
(by full governing body)

Date of review: \_\_\_\_\_