

# Gilwern Primary School



## Health & Safety Policy

Creative Learners who are Independent, Motivated and Belong and contribute to our community.

Together we CLIMB

Adopted:

Review:

Signed:

## Vision

Our children will be **nurtured** and **empowered** to be independent with a core sense of wellbeing enabling and maximising their **achievement**.

## Mission

Our CLIMB curriculum ensures learners are:

**Creative**, life long **learners** who are **independent**, **motivated** and **belong** and contribute to our community.

## Aims

The whole school community aims to develop individuals who are:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

## We are a Rights Respecting School

- In 1991 our Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). In signing the Convention, the 54 articles laid down have become enshrined in UK law. The Convention applies to everyone.
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- At Gilwern Primary School we aim to work within the spirit as well as the letter of the Convention and our school policies and home-school agreement is based around these rights and responsibilities. At Gilwern Primary School we work together so that the rights of the child are ensured and their responsibilities are clear.

## Primary Schools Health & Safety at Work Act etc 1974

### General Statement of Policy

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

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

The ultimate responsibility for Health & Safety in the school rests with the Local Authority, but in practice it is delegated to the Headteacher and Site Manager. This policy must be noted by all staff working on the site, including:

Teachers  
Clerical Staff  
Support Staff  
Caretaker  
Cleaning Staff and Canteen Staff through the Monmouthshire Catering Service.

The school has an appointed Health & Safety Governors' Sub Committee which meets regularly.

The school carries out an Annual Review of Risk Assessments/Health & Safety Audit upon which Health & Safety directly impacts on a day-to-day basis or in a situational context. Interim Risk Assessments are carried out each term and as required.

A whole staff training is held annually where risk assessments and procedures for School Security, Playtimes, First Aid, Fire and Emergency Procedures, Lone Working, Safe Place to Work and School Trips are reviewed.

### MONITORING OF THE WORKPLACE

An ethos of continual vigilance and whole staff involvement is encouraged. Health & Safety is regularly on the agenda at subsequent staff and Governors' meetings.

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Miss J Phillips	Science Equipment	
Mrs J Powell/Miss C Griffiths	ALN	As required
Mrs H Tompkins	First Aid	Weekly
Group Leaders/Mrs S Beynon	Field Trips/out of school Activities	As required
Mrs S Beynon Health & Safety Coordinator	Wooden Outdoor Play Apparatus Administration / Documentation	Annually
Mrs B Edwards / Mr A Disley	EVC (Educational Visit Co-ordinator)	
Mon. C.C.	Legionella Boiler Maintenance Gas Appliances Home/School Transport	Monthly Annually Annually Termly/Annually

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a Health & Safety problem which they are not able to put right, they must immediately report this to the appropriate named person in this Policy or their Line Manager. They may also tell the safety representative, Mrs S Beynon, who will monitor each of the above aspects of Health & Safety plus any reactive needs. These will be recorded and reported regularly to the Headteacher.

Training needs for individual members of staff will be identified as part of the annual performance management review. In addition, Line Managers may recommend staff to attend external training on an as need basis. The school has a holistic approach to in-house training and good practice.

People responsible for:

Safety Training	Headteacher
Carrying out safety inspections	Headteacher/Caretaker & Governing Body

(the school will contract where appropriate external specialists to carry out inspection work )

Investigating accidents	Headteacher
Monitoring maintenance of Plant & equipment	Caretaker & Mrs S Beynon
First Aid	Trained/Qualified First Aider
Cleaning Equipment	Site Cleaning Supervisor

### **Investigating Accidents**

The Headteacher and Governing Body are responsible for investigating any area of concern with regard to Health & Safety. In addition, Kate Thompson, Corporate Health & Safety in Mon. C.C. is responsible for supporting and monitoring the work of the school.

### **GENERAL ARRANGEMENTS**

#### **Accidents:**

First Aid Boxes are situated:

In the conservatory in the Foundation Phase Department, Hall and outside the Year 6 classroom in KS2.

All boxes are checked half termly as a minimum requirement and signed.

#### **Trained/Qualified First Aiders are:**

Mrs L Smith (Senior)	Miss J Phillips
Miss R Knights	Miss L Griffiths
Mrs H Tompkins	Mrs S Wells
Mrs N Niece	Ms K Greenman
Mrs P Mohamed	

#### **Appointed persons responsible for First Aid boxes :**

Mrs H Tompkins / Miss R Knights

#### **Persons responsible for reporting incidents:**

All staff

## **Accidents**

The accident recording book is kept in the office and must be completed if an injury to a child requires attention from a designated first aider. In this circumstance the school will attempt to contact the parent or send a note home, especially in the case of minor head injury. The entry in the accident book must be completed by the person witnessing the incident and by the person administering treatment.

Monitoring of trends of accidents is carried out termly to inform planning for prevention strategies.

Accident Report forms are kept in the office and are sent to Mon. C.C. for severe injuries requiring external medical intervention.

A first aid kit must be taken on all out of school visits involving transport from school.

Pupils' medical information provided by parents are kept in the office apart from inhalers which are kept in each individual class room.

Only prescribed medicines can be administered in school and recorded in the designated medicine book kept in the main office. Only the designated first aiders administer medicines in school.

All injuries which are not considered to be of a minor nature, **MUST** be reported to the Headteacher and to the pupil's parents.

## **Educational Visits**

All school staff leading visits off the school site must have them approved by the Headteacher/Educational Visits Co-ordinator.

The class teacher or group leader is responsible for completing an Off-Site Risk Assessment Form prior to their school trip. Staff must follow EVOLVE procedures.

The class teacher or group leader is responsible for taking the necessary medicines on each school trip such as asthma inhalers, EpiPens.

Training for school group visit leaders is available and the LA strongly recommends that group leaders undertake appropriate training.

## **Risk Assessment**

Trips and visits risk assessments are carried out using the Monmouthshire County Council Evolve software in accordance with M.C.C. guidance.

Site risk assessments are carried out by Headteacher and H & S Representative.

## **General Fire Safety**

Escape Routes	Caretaker (daily)
Fire Extinguishers	Caretaker (weekly)
Fire Drills	Health & Safety Co-ordinator /Headteacher (termly)
Fire Alarms	Caretaker (weekly)

## **Contractors and Visitors**

Contractors working on site MUST:

- Report to the Headteacher/Administrator before beginning work
- Sign in and out on the electronic system
- Have access to the asbestos register before commencing work
- Liaise with the Caretaker about storing equipment
- Liaise with the Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure vehicles are only driven on to site under supervision
- Ensure ladders are secure

(Reference to Schools' Guidance – Management of Contractors on School Sites)

## **Disclosure Barring Service Checks**

The school adheres to the current Monmouthshire County Council guidelines with regards to all staff, volunteers, visitors and contractors on site.

## **Electrical Equipment**

### Portable Appliance Testing

Small electrical items are tested annually under the Monmouthshire County Council Service Level Agreement. All staff are made aware each year to ensure that all small electrical items are tested before use in school.

School to ensure all equipment used by external agencies/lettings is regularly checked.

Extension Leads and portable equipment are regularly checked by all staff to ensure they are not trailing where likely to cause an obstacle to children or adults.



Safety checks of plugs and cables, for loose connections and faults are undertaken by users on a daily basis. A formal visual inspection of all handheld equipment, polishers, cleaners and other heavily used equipment is carried out by a competent person from within the establishment termly.

Arrangements with elected contractors for periodic checks of electrical installation and equipment:

Property Services – 01633 644644

### **Jewellery**

In line with Monmouthshire County Council recommendations the school does not recognise jewellery as part of the school uniform and must therefore be removed and stored by the child during Physical Education.

### **Nut Allergies/Severe Allergic Reactions**

Medical histories of all new admissions are sought at time of entry to the school. There are currently children attending the school who have nut allergies. Medical Register is updated and distributed to staff at the beginning of each academic year and throughout the year if and when required. The School Nurse is contacted in regards to any queries or concern. Individual Health Plans (IHP) are in place for pupils with EpiPen's.

All EpiPens are kept in the school office and have appropriate signage. All staff are aware of where these are stored. All medication is checked termly for expiry dates and parents are informed accordingly.

All staff have been trained in allergy awareness training. Identified staff have up to date training in the signs of severe allergic reactions and the administering of this medication. This is updated annually.

The member of staff in charge of the child will ensure that the medication accompanies the child on any offsite visits.

Monmouthshire Catering staff have also been notified of these allergies and all staff remain vigilant.

Parents are kept informed of potential problems which may arise by allowing their child to bring snacks into school that contain nuts and are requested to send in an alternative. Parents are requested to keep the school informed of any changes in their child's medical status.

### **Asthma**

The school has an asthma policy. All pupils with asthma are placed on the medical register.

## ALN Children

Children with Additional Learning Needs will have a designated member of support staff at specific times during the day, if their need has been identified as posing an additional Health & Safety risk. Where necessary an individual risk assessment will be carried by the class teacher/H & S Representative.

## Site Security

Every effort is made to ensure that the site is kept secure within the context and design of the building. External access gates are locked when not in use. CCTV coverage is maintained over large areas of the school. An alarm system is used when the school is unoccupied. External doors are locked when appropriate and all visitors are directed to use the main entrance, signing in and out.

The Caretaker is responsible for day-to-day management of these procedures with all staff having responsibility to maintain site security.

## Fire Drill and Fire Precautions

As soon as outbreak of fire is discovered:

- The nearest Fire Alarm should be sounded.
- The Fire Brigade must be informed.

**The Fire Assembly Point for all pupils, staff and visitors is: The Meadow Area at the far corner of the Rugby Pitch.**

## On hearing the Alarm:

Teachers should at once proceed with the orderly evacuation of their classes as per the school's fire drill procedures.

## Advice & Consultancy

HSE Area Offices: Government Buildings  
Phase 1 Ty Glas  
Llanishen  
Cardiff  
CF14 5SH  
Tel: 029 20263000

Safety Consultants: N Perry Maintenance and Facilities 01633 644444  
  
Health and Safety 01633 644196

Nevill Hall: 01873 732732

Ambulance: 999

School Nursing Service: 01633 431685

Clerk of Works: 01633 644405

Mechanical Engineer: 01633 644435

Electrical Engineer: 01633 644441

### **Training**

Persons responsible for arranging training:

B Edwards	Headteacher
S Beynon	Health and Safety Co-ordinator
Kate Thompson	Health & Safety – Monmouthshire C. C.