



# Health & Safety Policy

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**Person(s) responsible for implementation:** Headteacher

**Signed** (Head teacher) Mr Simon Edwards 25/01/2023

**Signed** (Chair of Governing Body) Mr Emlyn R Jones 25/01/2023

**Equality Impact Assessment**  
Date 17.1.2020

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### School Details

**Name** Hafod Y Wern Community Primary School.

**Address** Deva Way, Caia Park, Wrexham, LL13 9HD

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**Ultimate Responsibility for Health and Safety is:** Mr. Simon Edwards.

### Introduction

Hafod Y Wern Community Primary School understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation.

Mr. Simon Edwards Headteacher is to maintain a safe and healthy working environment at Hafod Y Wern Community Primary School for all staff, pupils and visitors.

For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the health and safety policy statement, organisation and arrangements necessary to control all aspects of the school's operations on and off site.

## **Statement of Policy**

This is the health and safety policy of Hafod Y Wern Community Primary School which should be read in conjunction with the health and safety policies and supporting safety management system (SMS) of Wrexham County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school.
- Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe equipment used in school.
- Provision and dissemination of health and safety information which is received from the LA and other sources.
- The provision of adequate health and safety training to all employees as and when this need arises.
- Safe means of access and egress.
- Adequate welfare facilities for all staff.
- Procedures for emergencies such as fire, first aid and other school related incidents.
- Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- Access to specialist help with references to health and safety matters (LA).
- Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- This policy will be reviewed and updated as appropriate.

## Organisation and Responsibilities

### **School Governing Bodies**

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for resourcing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with relevant safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports noting the action taken to be taken or to implement the recommendations and/or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

### **Headteacher**

Whilst overall accountability for health and safety lies with the LA as the employer of the school workforce, the Headteacher Mr. Simon Edwards has responsibility for the day-to-day running of the school and the health and safety of employees, pupils and visitors.

### **Mr. Simon Edwards, Headteacher must:**

- Ensure that the school is following the LA Policy, SMS for schools and health and safety guidance.
- Ensure the school adopts the LA's model health and safety policy for schools and has effective arrangements for assessing and sensibly managing health and safety risks at the school.
- Make sure that employees and temporary/agency workers understand their responsibilities and have the appropriate induction, training and competence to enable them to deal with risks in their areas of responsibility.
- Maintain effective communications with LA Officers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Consult and work with Trade Union-appointed Safety Representatives (TUSRs).
- Ensure that the LA procedures on reporting near misses, accidents and violence at work are followed and co-operate with Corporate Health and Safety Officers
- Provide annual assurance to the Chief Officer – Education & Early Intervention (CO-E&EI) that the Council's Health & Safety Policy (LA Policy) and Safety Management System (SMS) are implemented effectively at the school and the school is compliant with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and all relevant health and safety and fire safety legislation.
- If the school engages contractors directly, the Headteacher must ensure there are effective health and safety arrangements in place for planning work involving contractors, selection of contractors and for supervising and monitoring their work.
- Where there is reference to the school's responsibilities (including actions or prohibitions to be taken or put in place) in the LA Policy, SMS, model school policies or other health and safety guidance, the Headteacher is responsible for making sure that these responsibilities are fulfilled.
- Where health and safety responsibilities are delegated to other school leaders and managers the Headteacher should ensure that they have sufficient time, resource and competence to fulfil their role. The school's health and safety policy should also specify the health and safety training required for each role.

### **Other school leaders and managers**

Hafod Y Wern Community Primary School have a range of leadership and management roles, such as

- Business Manager
- Deputy Headteacher / Senior Teacher
- Heads of Departments and/or Curriculum Leaders
- Nominated Health and Safety Leads

The health and safety responsibilities of these roles are set out in the model health and safety policies for schools, and include as appropriate:

- Carrying out suitable and sufficient risk assessments and ensuring effective risk controls are put in place.
- Ensuring employees, agency/temporary staff and volunteers are provided with the appropriate information, instruction, induction and training to carry out work/activities safely.
- Ensuring pupils are provided with appropriate information and instructions on health and safety and behaviours and are adequately supervised.
- Ensuring suitable and safe equipment, materials and personal protective equipment (PPE) are provided to enable people to carry out their work/activities safely.
- Checking that the workplace / environment is safe and that equipment, products and materials are used safely.
- Monitoring that risk controls and health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Ensuring near misses, accidents and violence at work incidents are investigated and appropriate remedial action is taken to prevent recurrence.

### **Administrative Staff / School Business Manager**

Administrative staff (including staff dealing with dinner monies) are responsible for implementing safe working procedures in respect of their activities at Hafod Y Wern Community Primary School which should comply with the LA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

### **Caretaker**

The caretaker Miss Georgia Davies is responsible for ensuring that she implements safe working practice in respect of their activities on and around Hafod Y Wern Community Primary School and complies with LA policies, procedures and guidance as appropriate.

The role of the Caretaker varies from school to school and the range of work they carry out can be quite broad. For example, changing of light fittings, external and internal checks and maintenance, gutter clearing, building security / opening and closing the building, movement of furniture, managing waste materials, legionella compliance and fire safety checks and tests.

Miss Georgia Davies, Caretaker, may also have a role in advising contractors of site specific risks and overseeing their activities on site.

Hafod Y Wern Community Primary School will ensure Miss Georgia Davies, Caretaker, has the appropriate level of training, skills, experience and knowledge of the risks involved with their role. This includes, for example, training on the safe use of ladders and working at height training; asbestos awareness training; legionella awareness training; electrical safety awareness training.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others (particularly pupils) who may be affected by their acts or omissions. They must co-operate with school leaders in complying with health and safety law.

Employees must comply with the LA Policy and the school's Health and Safety Policy and procedures at all times and act in accordance with any specific instructions and health and safety training received. This includes using all work equipment and substances in accordance with instruction, training and information received.

### **Volunteers and Parent Helpers**

Volunteers and parent helpers should be adequately supervised whilst on school premises / during school activities, criminal record checks will be required.

They should be given relevant health and safety information by the school and the member of staff supervising them, including fire and emergency procedures.

They are expected to co-operate with school staff and follow their instructions to ensure the health and safety of themselves and others.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others.

They are expected to follow all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

## Arrangements

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements which the governors of Hafod Y Wern Community Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

### **Accident Reporting**

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting procedure.

Without exception, all employees are required to report work-related accidents and incidents to the head teacher or their respective line manager or other responsible persons as soon as possible, providing as much detail and information as possible.

Anyone who is notified of a serious accident/incident must inform the Head teacher and the WCBC Corporate Health and Safety Team by the quickest possible means so that the appropriate support and follow up can be arranged.

The Council's Incident Reporting and Investigation System (IRIS) enables online reporting of accidents, near misses and work related violence. The form should be used to report incidents involving staff, pupils, visitors and contractors.

### **RIDDOR**

The Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place a statutory duty on employers to notify the Health and Safety Executive (HSE) of all relevant specified injuries, diseases and dangerous occurrences.

Any accident or incidents which trigger RIDDOR reporting requirements must be sent to through to the WCBC Corporate Health and Safety Team by the quickest possible means.

WCBC Corporate Health and Safety Officers will check all submitted accident/incident forms and will report to the Health and Safety Executive on the school behalf if required.

### **Near Misses**

Staff are encouraged to report all incidents/near misses using the online health and safety accident/incident reporting (IRIS).

## **Liability Claims**

Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, the school will:

Immediately forward the letter of claim or CNF to Wrexham County Council Insurance Department or the Corporate Health and Safety Team, in order that they can acknowledge receipt of the letter of claim or CNF within one business day.

The school will promptly provide information requested by the WCBC Corporate Health and Safety Team, who are required to investigate employee injury claims within 30 business days

## **Alcohol and Drugs**

The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards.

This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.

It is the policy of Wrexham County Council that anyone known to be or suspected of being under the influence of alcohol and/or drugs will not be allowed to work.

Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

## **Administration of Medication**

The school fully complies with the LA policy / guidance on the "Administration of Medication" as outlined in the Healthcare Needs Policy. The LA will monitor compliance. Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in the school office.

The only exceptions to this are asthma, emergency or specific medications (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

## **Building / Premises Defects**

The school will ensure that regular formal inspections of buildings, premises (including walls and fences) are undertaken and written records of defects noted and a programme for remedial measures drawn up.

All defects are reported to either caretaker, or school office and a log is completed and monitored.

## **Particular Matters Requiring Attention**

Hafod Y Wern Community Primary School will ensure that all steps, stairs, and thoroughfare (hard-based areas and grassed areas) are maintained in a condition which is safe. Regular inspections of the school site are carried out (defects noted and remedial measures put in place). Matters such as e.g. spillage / wet floors / trailing cables etc. are identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells external steps etc. Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves, surface water etc. poses a slipping risk. The LA will monitor for compliance.

## **Cleaning and the Use of Substances Hazardous to Health**

The Headteacher and caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on the school site.

The associated procedures and control measures will be implemented and enforced.

School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition. All cleaning materials will be kept under locked storage.

## **Contractors**

Contractors and Sub-Contractors on School Premises – The Headteacher should receive suitable and sufficient prior notification of any programmed building/electrical or other improvement/maintenance works from Contractors commissioned by property services to ensure that time is available to make appropriate arrangements on site. For larger works, pre-site planning meetings are essential.

Contractors and Sub-Contractors must report to the Headteacher as soon as they arrive on site. If their work involves any hazards to staff or other persons, then suitable arrangements must be made to protect them. Workers inside the building are required to sign-in and state their activities.

- Hafod y Wern School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

- Where applicable the school will ensure all contractors attending the school site, to conduct works involving alterations or additions to the fabric of the building; will need to have access to the asbestos register. They will need to sign to confirm they understand where the asbestos locations are in the school and sign to indicate this.
- The school will refer any problems regarding health and safety of the works to the LA Safety Officer.
- Large-scale works will be undertaken under the control of the Property Services Department.
- The LA will monitor for compliance.

### **Display Screen Equipment**

The school will ensure full compliance with WCBC guidance.

For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed.

For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

Interactive white boards will be fixed and used in accordance with the manufacturer's instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.

### **Educational Visits**

The school uses the EVOLVE online system for educational visits approval. WCBC Outdoor Learning and Educational Visits Advisor assesses and approves school visits involving adventurous activities, residential stays and trips abroad, as well as providing advice to the school.

### **Electricity**

The school will comply with the LA Health and Safety policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and a competent person carries out all repairs and maintenance.

### **Emergency Situations**

Hafod Y Wern Community Primary School has an emergency plan. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupil's staff, governors and parents.

The following are examples of emergency incidents, which may impact on the school and necessitate activation of the emergency plan.

- A serious accident involving children and/or school personnel, on/ off site.
- A terrorist attack or violent intruder on or nearby school premises.
- Chemical or toxic substance release on or off site.
- Firearms/weapons attack.

### **Finger Traps in Doors and Gates**

All doors / gates in the school will be risk assessed and appropriate safeguards put in as necessary.

### **Fire Safety and Evacuation of the Building**

The school will ensure a competent person (Property Services) has carried out a Fire Safety Risk Assessment for the whole school.

The school will action any shortfalls resulting from the Risk Assessment.

The school will ensure compliance with:

- Termly fire drills in accordance with LA guidance undertaken.
- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually.
- Emergency lighting tested regularly.

### **Fire Safety Coordination**

The Head teacher or nominated person will act as the Fire Safety Coordinator and, with the support of all staff, ensure all fire safety checks are carried out. Fire evacuation exercises are held at the beginning of each new term and recorded in the fire log book.

### **In the Event of Fire**

**Raising the alarm** any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual call points (break glass points) located around school (where present) and shouting "Fire".

**Fire Action Notices** detailing the action to take in the event of fire are displayed next to each fire alarm manual call point. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms. These are also intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

**Visitors** a nominated member of staff is responsible for taking the **visitors book** to the assembly point to ensure that all visitors and contractors are accounted for by way of a roll call. Visitors must follow the instructions of members of staff in the event of an evacuation.

**Assisting vulnerable people/people with disabilities** where pupils or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

Similarly, should there be any disabled visitors to the school, a 'buddy' system will be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

**Catering** staff must ensure that, if the alarm is raised, they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so), e.g. deep fat fryer or oven, and evacuate the building by the nearest available exit.

**Contractors/visitors** all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. Any outside group hiring the school's facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

**Lone workers** people who might be lone working must be aware of the emergency actions they must take in the event of a fire.

**Assembly point's** children, visitors and staff will gather at their agreed assembly point(s) as outlined on **Fire Action Notices** displayed in school. Class teachers will act as Fire Wardens in addition to other nominated/directed staff and ensure that roll call information is provided to the Fire Safety Coordinator.

**Lunchtimes** where an evacuation occurs at lunchtimes, staff on duty are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

## **First Aid**

The school's first aid requirements are based on risk assessment, and include:

- Designated workplace First Aiders (names displayed on posters in school);
- Adequate numbers of suitably qualified staff providing first aid provision for pupils;
- Identified locations of first aid boxes with complete and “in date” contents;
- A designated room for medical emergencies near to, or containing, toilet, wash basin etc.;
- Travelling first aid kits are taken on educational visits.

If there are any concerns about a pupil’s health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

### **Furniture / Equipment**

Hafod Y Wern Community Primary School will ensure that all new furniture is purchased in consultation with the LA Support Service staff to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

### **Gas Operated Boilers**

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner / caretaker but referred to Property Services / Competent Gas Engineer.

School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. Gas Safe Registered engineer as per LA policies and with Property Services

### **Gas Leaks**

The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak.

### **Glazing**

A glazing survey / risk assessment will be arranged through the LA and a programme put in place by Property Services. The school (in liaison with the LA) will attend to any shortfalls identified.

### **Hot Surfaces (Radiators, heaters, pipe-work etc.)**

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in place as necessary.

## **Inadequate Heating**

School will ensure compliance with temperature and ventilation requirements as prescribed in the Education (School Premises) Regulations 1999 and other relevant legislation.

## **Kitchen Safety / Hygiene**

School will ensure a close liaison exists with Area Catering Supervisors, The School Meals Service and the Cook in Charge will ensure that the kitchens are maintained in a safe and hygienic condition.

## **Legionella**

**HSL** provide advice and have assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

Any infrequently used outlets, e.g. showers, will be flushed through every week in which they have not been in use. Shower heads will be removed and de-scaled at the beginning of each term. Written records of these checks will be held.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a weekly/ monthly basis.

## **Manual Handling**

School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from the Safety Officer and the model Risk Assessment for Primary schools.

The LA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.

School will ensure that a Care Plan / Individual Action Plan are in place, which has carefully risk assessed the moving and positioning of pupils and all the necessary control measures in place.

## **Out of Hours**

School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place.

## **Out of School Visits**

School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

## **Physical Education**

The school will ensure that all PE activities fully comply with the standard as set out in the current afPE (Association for Physical Education) formerly known as BAALPE (British Association of Advisers and Lecturers in Physical Education) Safe Practice in Physical Education Guidance, (Millennium Ed.) and that this be brought to the attention of all staff.

These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

## **Playground Equipment**

All playground equipment must be maintained to relevant British Standards and approved by the LA. A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition.

Playground equipment and its use are supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained.

A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

## **Playground Supervision**

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

## **Pregnant Members of Staff / Nursing mothers**

The school will ensure that in the event of an employee notifying the Headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

## **Risk Assessment**

The Management of Health and Safety at Work Regulations 1999 require health and safety risks to be assessed and adequately controlled. It is the responsibility of Head teachers and other school leaders to ensure these assessments are carried out.

Head teacher must ensure that anyone carrying out risk assessments is competent to do so and that there is appropriate consultation with employees.

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. The Evolve system is used for educational visits. (Risk assessments for school trips should be reviewed each time before the trip takes place).

The management team will take steps to ensure that appropriate staffs are aware of the risk assessments appropriate to their role and will monitor compliance with

control measures specified in the risk assessments. All risk assessments are available on the school central server for staff to review.

All risk assessments are reviewed regularly and following significant change, accidents, near misses or when problems are reported or highlighted during monitoring.

### **Slips Trips and Falls**

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

### **Snow and Ice**

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

### **Stress at Work**

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Human Resources

### **Supervision of Pupils**

Sensible, safe behaviour will be promoted to pupils by all members of staff. Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.

Pupils will only be allowed into or stay in classrooms under adult supervision. Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### **Before and After School**

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

In the case of pupils arriving/leaving on school transport, staff will be available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Younger foundation age pupils will be kept in school and handed over to parents/carers once they arrive.

Pupils who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that, during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develops, the member of staff will attempt to intervene or to seek assistance as the situation requires.

### **Non-collection of Pupils**

Where a pupil is not collected as part of the normal collection routine, the Headteacher or person nominated by them will contact the parents or other authorised person to collect the child.

The child will not be allowed to leave with anyone other than those named on the school list. The child must stay with two members of staff at school until they are safely collected by the parent/other authorised person.

The protocol below will be followed:

<b>15 minutes after non-collection at the normal time</b>	Call pupil's emergency contact numbers in hierarchical order.
<b>30 minutes after non-collection at the normal time</b>	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/ authorised person.

### **Sun Safety**

The school provides a number of shaded areas for children to play under or use during outdoor activities on particularly sunny days. Children are encouraged to wear caps/hats during outdoor play/activities.

Parents are reminded to ensure that sunscreen has been applied before children come to school in the morning, particularly during the warmer months and preferably sunscreen/block that only needs to be applied once per day.

Children can bring their own sunscreen to school and re-apply themselves.

### **Science**

School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (As per LA policy). School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".

In the event of a health and safety issue school should refer the matter to the LA / or the Safety Officer.

## **Smoking**

Smoking is not permitted on the school grounds.

## **Swimming**

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

## **Traffic on School Sites**

School must comply with the requirements of the LA Policy and compile a specific risk assessment on the management of traffic at the school site.

School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

## **Training**

The school will ensure that staff is competent to perform tasks that may impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures shall take into account differing levels of responsibility, ability, literacy and risk.

Determining the health and safety training needs of the school will be considered in conjunction with staff members. These needs may be identified as part of personal learning and development procedures or through other means such as fulfilling legal obligations (e.g. first aid training), through risk assessment, following accidents or incidents, or following the acquisition of new equipment and machinery.

All new members of staff (including volunteers, students and pupils on work experience) will be given a formal workplace induction and will be encouraged to familiarise themselves with the health and safety procedures and arrangements in school.

A formal health and safety training matrix plan is maintained as a working document. This will list all health and safety training that has been carried out. The training matrix plan will highlight any statutory refresher training that may be required.

## **Violence at Work / Lone Working**

School will ensure that the information contained in the Authority policy "Violence at Work" is followed and brought to the attention of all employees.

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

## **Working at Height**

School must ensure that all persons working off floor level are carefully risk assessed and appropriate control measures in place.

Appropriate record keeping and safe systems of work are kept in the working at heights file

All site/caretaking staff that undertakes working at heights has been on half day training course.

Teaching and other staff that assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

Where high level access is necessary e.g. (light tube changing multi-purpose halls) school should contact Property Services who will arrange for competent staff to carry out the necessary works.

### **Young Persons / Work Experience**

Where work placements are provided for young persons at the school, suitable and sufficient risk assessment will be carried out before the placement commences. Copies of the risk assessment must be made available to the parent or carer of young person on request.

The exact nature of the duties permitted to be undertaken by the student will depend on age, experience and coursework being undertaken by the work experience student.

A designated member of staff will supervise all work experience students. They will oversee the placement and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The work experience student will effectively become a member of the school staff for the period of their visit. A full health and safety induction will be carried out on day one of the placement.

All work experience students will be provided with their regular times of work. To ensure safety, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave and to observe signing in/out procedures.