

# Mount Street Nursery & Infants School



## Health and Safety Policy

Date	November 2023
Review Date	November 2024



**Mount Street Nursery and Infant School**

**HEALTH AND SAFETY POLICY**

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**STATEMENT OF INTENT**

The Governing Body of Mount Street Nursery and Infant School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name Joe Daggett Signature Date: \_\_\_\_\_  
(Chair of Governors)

Name Shan Kenchington Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Head teacher)

## ORGANISATION

The Health and Safety of all employees and all other persons who use the school premises at Mount Street Nursery and Infant School is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. "Other persons" includes staff, pupils and visitors to the School.

The School's Health and Safety Policy accompanies and compliments that of the County Council. These policies form part of the School's Health and Safety Policy. In considering these various policies, it should be recognised that as a County School, the County Council is the employer of the School's staff and retains overall responsibility for Health and Safety.

The School will:

1. Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
2. Maintain the cleanliness and state of repair of the building.
3. Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all pupils/staff.
4. Provide safe plant and equipment.
5. Manage and maintain the use of personal protective equipment.
6. Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, staff, contractors, visitors and others follow the School safety procedures.
7. Provide safe storage for dangerous and harmful materials and substances.
8. Provide adequate statutory first aid facilities.
9. Establish, practice and maintain effective emergency evacuation procedures. Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
10. Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent recurrence.
11. Liaise with the County Council, Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

## **RESPONSIBILITIES**

### **INTRODUCTION**

To achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at Appendix One.

The Governing Body accepts the responsibilities stated in the Powys County Council's Health and Safety Policy for;

### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

### **THE HEADTEACHER**

The Head teacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors

- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Attend County Council organised courses as required.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- o) Report to the Governing Body annually on the health and safety performance of the school.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR - The Head teacher Mrs. Shan Kenchington or deputy in her absence**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To take account of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Governing Body.
- h) Resolve health, safety and welfare problems members of staff refer to them.
- i) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- j) Prepare a termly report on the health and safety to the governing body through the Head teacher report.

### **FIRST AID COVER – Designated Learning Support Assistants (LSAs)**

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Give clear oral and written instructions and warnings to pupils as often as necessary.
- c) Follow safe working procedures personally.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to the Headteacher or Health & Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with Foundation Phase .
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
- i) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

- j) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator as necessary.
- k) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the County Council, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.



- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Head teacher or Health and Safety Co-ordinator must approve such re-assignments.

The Head teacher will submit to the Governing Body a report on the arrangements for the management of health and safety and welfare of pupils on all, or certain types of off-site activities prior to the activities taking place. Reports will detail:

- The transport arrangements
- The arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# PROCEDURES AND ARRANGEMENTS

## INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### Risk Assessment

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by the Head teacher, Health and Safety Co-ordinator and Governor responsible for Health and Safety.
- Termly Health and Safety Inspection of school premises to be undertaken by the Head teacher and the Health and Safety Co-ordinator.
- Continuous identification of hazards and risks daily particularly in relation to classroom activities such as P.E, Science and D&T.
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

### Pupil Supervision

#### **a. Duty Supervision**

Members of staff will be in school from 8.45 am. However, the school bell does not ring until 9.00am and pupils in the playground are the responsibility of their parents/carers.

At break times, at least one teacher and 4 LSAs will be on duty.

Lunch time supervision is managed by SLT and members of staff.

All members of staff will make sure pupils go home safely from school with parents, grandparents, guardians or named persons.

#### **b. Pupils taking medicines**

The guidance provided by the school and Powys County Council will be followed.

#### **c. Areas of Special Risk**

The School will follow any guidance issued by Powys County Council in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety.

- ICT
- Knowledge and Understanding

- Creative
- Physical Education and Drama

**d. Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

**e. School visits and 'off site' activities**

The Governing Body will comply with the guidance Powys County Council has issued on:

1. Conduct of Outdoor Pursuits
2. The use of Mini-buses and coaches

**f. Classroom Staff**

Class teachers and classroom assistants are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies and carry them out.
- Give clear oral instructions to pupils as often as necessary.
- Follow safe working procedures personally
- Make recommendations to the Head teacher as and when necessary.
- Avoid introducing personal items of equipment into the school without prior authorisation
- Report all accidents, defects and dangerous occurrences to the Head teacher or a Teacher in charge.

**Electrical Equipment**

**Introduction**

Health and Safety at Work Act 1974 requires employers to provide and maintain equipment that is as far as is reasonably practicable, safe and without risks to health. The Electricity at Work Regulations 1989 (EAWR) further imposed more specific duties on the employer and those carrying out work of an electrical nature. In addition to this, the Management of Health and Safety at Work Regulations 1999 required a risk assessment to be carried out by a competent person in order to identify any hazards and introduce control measures.

**Fixed Installations – Definition**

Fixed installations are those that form part of the building structure and consist of electrical components from the consumer unit, where the Electricity Board's supply enters the premises/land to the outlet from which electrical power is taken. Fire alarms are considered to be fixed installations.

### **Portable Equipment – Definition**

Portable equipment consists of all equipment which is movable or transportable and which, when in use is connected to an electricity supply by means of a flexible cable fitted with a plug. This includes:

- a. Power tools e.g drills, grinders, saws etc
- b. Catering appliances e.g kettles, mixers, blenders, toasters etc
- c. Ventilation and heating equipment e.g fans, heaters, dehumidifiers etc
- d. Office equipment e.g photocopiers, personal computers, desk lamps, shredders etc
- e. Extension cables, transformers and battery chargers

### **User Responsibilities**

Users must carry out a visual inspection of portable electrical equipment before use to ensure the equipment is safe. N.B. the inspection should include wall sockets which are defined as fixed installations. The visual inspection should include the following:

- a. Is the plug damaged i.e casing cracked, pins bent?
- b. Is the wall/ plug socket (fixed installation) cracked or impeded in any way from receiving the plug?
- c. Is the cable damaged, cut, discoloured or burnt in any way?
- d. Is there any damage to the equipment's external casing?
- e. Does the equipment have any loose parts or screws?
- f. Has the equipment been subjected to moisture i.e. liquid has been spilt on it?
- g. Is there any evidence of overheating?

On discovery of any faults the employee must:

- a. Report the matter to the Headteacher or Health & Safety Co-ordinator as appropriate.
- b. Remove unsafe equipment from use, by switching off and disconnecting the power supply.
- c. Place a large WARNING LABEL on the equipment, identifying to other members of staff that the equipment is unserviceable and not to be used. The label should be prominently displayed and large enough to be easily seen stating 'FAULTY EQUIPMENT – DO NOT USE'.

### **The Frequency Of Combined Inspection And Testing Of Portable Electrical Equipment**

Setting the frequency of maintenance/testing of electrical equipment is part of the risk assessment process. The list of factors outlined in daily visual inspections should always be taken into account when decisions and reviews are being made as to the frequency of testing.

The following guidance categories can be employed in ascertaining the frequency of maintenance/testing for an item of electrical equipment.

<b>CATEGORY</b>	<b>RETEST PERIOD</b>	<b>EXAMPLES</b>
C	1 year	Earthed equipment e.g. electrical kettles, some floor cleaners (earthed), cables, leads connected

		to earthed equipment. Extension leads or gang sockets to earthed equipment, videos, DVD players and TV's on trolleys, overhead projectors, photocopiers
E	5 years	Information Technology e.g. desktop computers, VDU screens, microfiche, fax machines. Not hand held and rarely moved.

However, any one or combination of the following factors can affect the frequency of maintenance/testing:

- a. manufacturers recommendations;
- b. integrity of the equipment;
- c. age of the equipment;
- d. working environment in which the equipment is used (e.g wet or dusty) or the likelihood of damage;
- e. frequency of use/duty cycle of the equipment;
- f. frequency of movement of the equipment;
- g. foreseeable abuse of the equipment;
- h. effects of any modifications or repairs to the equipment;
- i. analysis of previous records of maintenance, including both formal inspection and combined inspection and testing.

### **Leased, Hired And Loaned Equipment**

Any electrical equipment leased/loaned by the School or Powys County Council to outside agencies is to have passed a current electrical inspection/test by a competent person prior to being loaned/hired and on a frequent basis thereafter. Any electrical equipment hired in from outside agencies must meet the conditions laid down by the Electrical Equipment (Safety) Regulations 1994 and contain a test certificate and be inspected by the relevant Level 2 manager on a regular basis.

### **New Equipment**

New electrical equipment should be inspected when the rest of the school equipment is tested rather than relying on the guarantee period. All this does is provide consumer back up should the product break. It doesn't guarantee that the item won't develop a fault. Manufacturers, suppliers, importers and designers have a duty under Section 6 of the Health and Safety at Work Act 1974 to ensure that equipment is safe for use at work. Testing of electrical appliances must be carried out before being released for sale. The Level 2 manager should enter details of any new equipment purchases on the inventory form and ensure that it is tested prior to the expiry of the guarantee period.

### **Second-hand And Personal Equipment**

Any second-hand electrical equipment must not be used before it is established that it has been tested, certified and passed as safe to be used by a competent person. Similarly any personal electrical equipment brought into School by staff or contractors must be inspected/tested according to the procedures as laid out above.

## **Other Equipment**

Outdoor and Indoor Equipment should be inspected on an annual basis.

## **Pupils who feel unwell**

The following procedure has been adopted by all teaching staff in order to maximise the service provided to our pupils at Mount Street Nursery and Infant School

If a teacher feels that a pupil is not well enough to continue working in school:

<b>The child's parent/guardian should be contacted</b>
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If pupils become ill at break or lunch times they should report to the staff on duty.

## **Accidents**

### **First Aid**

All staff are responsible for dealing with minor incidents requiring First Aid. During lesson time First Aid is administered by the class teacher or LSA. If an accident occurs in the playground and First Aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the SLT or LSA as appropriate. At lunchtimes basic First Aid is administered by the Senior Mid-day supervisor or designated First Aider.

If there is any concern about First Aid which should be administered then the qualified First Aiders must be consulted.

Brecon Hospital is located near to the school and is open the same hours as the school. Staff at the hospital are always on duty and on hand should an incident occur at the school. Parents must be notified if a child needs to be taken to the hospital.

### **First Aid Boxes**

First Aid Boxes are in the kitchen in the Reception class area. Portable first aid boxes are available to be taken outside on lunchtime duty.

## **Administration of Medicines during School Hours**

Most pupils will at some time have a condition requiring medication. For many the condition will be short term – perhaps the duration of a short absence from school. However, although a pupil may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

From time to time, parents request the school should dispense medicines which need to be administered at regular intervals to children. Appropriate forms are available from school secretary.

These requests fall into two categories:

1. Children who are suffering from casual ailments such as coughs, colds etc.
2. Children who require emergency medication on a long-term basis because of chronic nature of their illness, for example asthma and epilepsy.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the school secretary, class LSA or a member of the SLT will administer medicine if requested by the parent. Parents must give us details of the child's condition and medication and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. These records and medication will be kept in the main office.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical advice. A care plan will also be written in consultation with the parents and the school nurse.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Recording Accidents**

All accidents must be recorded including any treatment given.

If a more serious incident occurs for example:

- a. Head injuries or significant wounds;
- b. Suspected fractures
- c. A pupil unconsciousness even for a few seconds

Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be taken to casualty by a member of staff who will remain with the pupil until the parent(s) arrive. Parents should be:

- a. Given the name of the hospital to which their son/daughter has been taken.
- b. Asked to attend the hospital as a matter of urgency

If deemed appropriate an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. We would continue to try and contact parents. A member of staff would always accompany the pupil in the ambulance.

Any accident that occurred because of the condition of the premises, occurred during a classroom activity, or required more than first aid treatment, will be reported to the County Council on the Incident Report form.

### **Sports and Exercise**

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity should result in the pupil withdrawing from the activity for that lesson. For more information please refer to the 'Inhaler Policy'.

### **Animals**

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils who react in this way, should not approach, handle or care for the animals.

### **Long-Term Medical Problems**

Parents of children suffering from conditions which might require emergency treatment at any time, such as asthma, anaphylaxis, epilepsy or diabetes MUST inform the school. It is the parent's responsibility to ensure that any medication kept at school such as EpiPens are within their expiry date.

## **VISITORS/GUESTS**

The School has many visitors. To make them feel welcome and to maintain the security of pupils and staff the following guidelines must be followed:

- a. Reception/Office should be informed of the date and name of the visitor, their host and the purpose of their visit.
- b. The visitor should be welcomed at the main door.
- c. The visitor will 'sign in' and be given a visitor badge and will be escorted to the appropriate venue.
- d. After the visit, the visitor will 'sign out'.

### **RECEPTION OF PHONE CALLS**

On receipt of an incoming call the member of the office staff:

1. Will greet the caller and identify the School
2. Will ask how they can help the caller
3. Will take the appropriate action
4. Will take a message and promptly pass this on if necessary

### **Smoking**

It is the policy of Powys County Council and the Governing Body that Mount Street Nursery and Infant School is a non-smoking area. Smoking is not permitted in any area of the school by staff, parents or visitors to the school.



## **Traffic on School Site**

Car parking is a concern at Mount Street Nursery and Infant School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near to the school or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and immediate community. In particular, the road and surface markings near to and in the school should be observed at all times.

Regular letters to parents emphasise the following:

- When collecting pupils at the end of the school day Parents are requested not to park in the staff car park as this is used by mini buses collecting pupils. If possible, parents are asked to park away from the school and to walk to collect their children e.g. the main car park in town. Parking permits are available from the school office.

All comments by parents or neighbours will be followed up.

## **Manual Handling**

### **Pupils Moving Equipment**

In the normal day to day running of the school, there are certain situations where pupils will need to move equipment or items of furniture. For example:

- a. Chairs and/or tables
- b. Sports equipment
- c. Small items of equipment

Pupils must always be supervised when moving any equipment or item of furniture. Pupils need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **P.E and Sports Equipment**

When using large apparatus, pupils must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly (this should include how to bend legs at the knees) and how many pupils are needed for moving each piece of equipment.

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own.

## **School Security**

The Head teacher, (Teacher in charge in the absence of the Head Teacher) and cleaner in charge are the designated key holders and are responsible for the security of the school buildings.

While it is difficult to make the school site at Mount Street Nursery and Infant School totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly and draw upon advice of experts (e.g. Powys County Council Health and Safety Adviser, police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn the intruder(s)/unauthorised person(s) that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, the Headteacher will contact the police.

### **Safety of Pupils**

The two gates on the main school yard are secured at 9:20 a.m. All gates accessing the school grounds are secured during lesson times.

It is the responsibility of the class teacher to ensure that all curriculum activities are safe so far as is reasonably practicable. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Head teacher before that particular activity takes place.

If an accident does happen and it results in an injury to a pupil, the teacher will do all he/she can to aid the pupil concerned. We keep a First Aid Box in the Reception Class Kitchen.

Should any incident involving injury to a pupil take place, one of the trained first aiders will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record in the school accident book all incidents involving injury and parents are informed by letter. Should a pupil be seriously hurt, we contact the parents using the emergency telephone numbers that we keep on file in the office. We update these numbers annually, but it is essential that parents inform us when contact details change. The Accident Book is kept in the Kitchen in Reception.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum of force necessary may be used and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Cleaner in Charge**

It is the responsibility of the Cleaner in Charge to check the following before leaving the premises:

- a. All windows are closed
- b. The doors are locked and secure
- c. The security alarm is set
- d. All gates are closed

### **Head teacher / Teacher in charge**

It is the responsibility of the Head teacher or Teacher in charge to perform the above functions in the absence of the cleaner in charge.

In addition, the Head teacher is responsible for the security of the premises during the school day.

All visitors are required to report to the Main Office. All parents and other adults are requested, when bringing their children to school, or collecting them afterwards, to walk round the outside of the premises so that children can enter or exit the school by the correct door. Any parent or visitor is welcome in school but is asked to report to the office first. These points must be adhered to, but in no way detract from the open door policy of the school.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Head teacher.
- All contractors must report to the Main Office.
- Contractors will work under close supervision of the Head teacher so as not to endanger the health and safety of pupils or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any areas used by pupils and adults.
- No repairs or maintenance can be carried out in areas which pupils or adults are occupying; this includes cloakrooms, changing rooms and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time and the contractors must leave the area.

All work will be monitored by the Head teacher, the contractor concerned and the appropriate department of the County Council.

## **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector (Powys County Council) to refrain from:

- Smoking in the school buildings or in the grounds as we are a No-smoking area
- Talking to the pupils (our pupils are asked not to talk to strangers)
- Moving vehicles when pupils are at play
- Working on or near the playground areas when the pupils are at play
- Leaving equipment around
- Playing music during school hours

If contractors have any issues or problems they should see the Head teacher.

## **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store in the Caretaker's Room. Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Head teacher or Teacher in charge of any difficulties

## **Fire and Other Emergency Procedures**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once a term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, fire blankets and the testing of the fire alarm system.

On hearing the fire alarm staff should:

- Instruct all persons to leave the building via the nearest clear exit
- Instruct all persons to walk
- Instruct all persons to leave personal belongings
- Designated persons to check the toilet areas
- Teachers will take their class registers with them and the secretary will take the visitor book.
- To collect at the assembly point on the school field
- Take a roll call immediately on arrival at the assembly point
- Report numbers to the Head teacher

Nobody is to go back into school. If a pupil is missing it must be reported. When all the registers have been checked, the class may then return when the 'all clear' is given.

### **Lunchtime Fire Procedure**

- All staff on duty in the playground shall on hearing the fire alarm gather all pupils together away from the building and ensure no pupil re-enters the building
- Midday supervisors on duty in the dining hall/canteen shall evacuate all pupils from the building and ensure on the way out that any toilets are vacated
- The Head teacher and Teacher in charge will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

### **Fire Alerts**

In the event of a fire alert the Head teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all pupils and adults (see fire drill procedure)
- Phone 999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident
- All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults re-enter the premises

### **Educational Visits**

The school takes very seriously its responsibilities for ensuring the safety of pupils whilst on school trips (see also guidance for Off-Site Visits).

### **Seat Belts**

We use coaches and mini-buses only when seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.

### **Internet Safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of pupils coming across unsuitable material, we provide constant supervision and we use only a filtered service, selected links and child friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website or in newsletters and other publications. See E safety policy for more details .

### **Theft or Other Criminal Acts**

The Head teacher or teacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to Powys County Council who will then notify the Health and Safety Executive, as necessary and support the member of staff in question if he or she wishes the matter be reported to the police.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and take action in line with the LEA's protocol on school and the police.

### **The Health and Welfare of Staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes professional development. Training and courses are offered to all staff as and when necessary. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, she/he should inform the Head teacher without delay.

### **REPORTING, MONITORING AND REVIEWING SAFETY**

Any person on these premises has a duty to report, in the agreed manner, to the Head teacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the County Council.

### **SELF FINANCED PROJECTS**

Contact the LEA for advice re: insurance and legal considerations

### **ENVIRONMENTAL PROTECTION ACT**

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.

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