

YSGOL GYFUN GWYNLLYW



Health and Safety Policy

Introduction

Our policy is to provide and uphold, within reason, a safe and healthy working environment, to provide safe equipment and a safe and healthy work system for all the pupils and staff (teaching and non-teaching), as well as a safe school site for staff, pupils and any visitors. Also, we provide information, training, where possible or necessary, and supervision to support this policy.

The Health and Safety Act in the workplace expects every member of staff, including supply staff and contractors to conduct themselves in such a way where they do not cause any risk to themselves or to the Health and Safety of any other person. This also includes students and visitors to the school.

The Governing Body takes responsibility for health and safety at the school in line with the Torfaen Health and Safety Corporate guidelines.

This document includes the allocation of responsibilities on health and safety matters and the arrangements that we will undertake to execute this policy.

This policy will be updated as and when required.

In addition to any updates, a thorough safety inspection is undertaken yearly. The Headteacher must be informed immediately of any defects or any dangerous situations.

This policy should be read with the following policies in mind:

- Torfaen Corporate Health and Safety Policy
- First Aid at Work Policy
- Fire Safety Policy
- Asbestos Control Policy
- Risk Assessment Policy
- Policy of Steps for Site Accessibility
- Use of Reasonable Force Policy
- Misuse of Substances Policy
- EVOLVE

Health and Safety Responsibilities Structure

The Governing Body	LEA
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Private Specialists or Contractors	LEA Specialists or Contractors
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Level 1					
H.E Griffiths (Head Teacher)					
Level 2					
Mark Powell (Site Manager)					
Level 3					
Science Leader (L. John)	Physical Education Leader (G.Hughes)	Technology Leader (H. Williams)	Information Technology Leader (D.A.Owens)	Art Leader (E.Lewis)	Drama Leader (R.Davies)
Level 4					
Teachers	Science Technician	Cleaners	DT Technician	Maintenance Staff (if appropriate)	Office Staff

Allocation of Responsibilities

Level 1
<ul style="list-style-type: none"> • takes the final responsibility for all of the school's health and safety matters • contacts the Governors/LEA on policy matters
Level 2
<ul style="list-style-type: none"> • takes day-to-day responsibility for the school's health and safety • takes responsibility for monitoring whole school health and safety, e.g. fire safety, the site's condition, electrical safety etc. • arranges maintenance audits for equipment • ensures that problems linked to executing the health and safety policy are presented to the LEA
Level 3
<ul style="list-style-type: none"> • ensures that guidelines are followed in the departments • acting upon reports of defects within a specific timescale and present the problems to level 2 or 1 as needed.
Level 4
<ul style="list-style-type: none"> • ensures that the classroom/place of work is safe • ensures that the equipment used is safe before used • ensures that safety guidelines are followed • ensures that safety equipment is used • reports any defects to level 3 or 2.

RESPONSIBILITIES AT YSGOL GYFUN GWYNLLYW

Reporting of accidents	Mark Powell (Site Manager)
COSHH Regulations	Mr. Leyton John (Science) Mr Hywel Williams (DT) Mr Eurfryn Lewis (Art) Mr Gareth Hughes (PE) Mr. Dafydd Owens (I.T) Mr Richard Davies (Drama) Mr. Mark Powell (Site Manager)
Ionising Radiation Regulations	Mr Leyton John (Science) Mrs Julie Evans (Science Technician) Mr Nigel Evans (Science Technician)
Fire Prevention and Fire Drill	Mark Powell (Site Manager) H.E.Griffiths (Headteacher) Fire Wardens: Mr Mark Short Mr Phil Daniels Mr Nigel Evans Mrs Julie Evans
School Trips	Mrs Rhian Wyn Dafydd Mr Phil Daniels
Technology Equipment	Mr Hywel Williams (DT) Mr Mark Powell (Site Manager)
Work Experience	Miss Helen Rogers (Deputy Headteacher) Mr Leighton Thomas
First Aid	Office – Mr P.Daniels/ Ms V.Woodward
Contractors on school premises	Mark Powell (Site Manager)
Emergency Procedures e.g. gas leaks	H.E.Griffiths (Headteacher) Mark Powell (Site Manager)
Dispensing of Medicine	P.Daniels/V.Woodward –(if written parental permission is given)
Inclement Weather	H.E.Griffiths (Headteacher) Mark Powell (Site Manager)
Assault on Staff	H.E.Griffiths (Headteacher)

Responsibilities of Headteacher

- (a) To be aware of the Education Authority's policy on Health and Safety and make arrangements at school to conform with this and answer all the Health and Safety requirements.
- (b) To form a policy and written arrangements dealing with the school's Health and safety matters. The policy is verified by the Governing Body and then the staff are informed as a whole.
- (c) To be aware of the Health and Safety responsibilities in the day-to-day running of the school.
- (d) To keep in contact with the Governing Body and with the Education Authority on matters of Health and Safety, through the governor responsible for Health and Safety, namely Mr. Brian Hancock.
- (e) The Headteacher and site manager will take action whenever necessary, to eradicate danger or to reduce it to an acceptable risk. If necessary (depending on the seriousness of the issue), the Local Authority and Governing Body will be informed.
- (f) To note and pass on all instructions and Health and Safety advice received by the Education Authority and the County Council Health and Safety Officer to the Site Manager and to any relevant stakeholder.
- (g) To keep written records of such advice and any information relevant to aspects of the Health and Safety activities at the establishment, and ensure that this advice and information is available to every member of staff.
- (h) To ensure that this policy is executed correctly, monitored and revised regularly throughout the school.
- (i) Draw attention to any accidents.
- (h) Ensure that any maintenance contracts are arranged.

Responsibilities of the Site Manager as School Health and Safety Co-ordinator

- (a) To be aware of the Education Authority's Health and Safety Policy and to co-operate with the Headteacher to arrange systems that conform with these policies.
- (b) To ensure that all the risk assessments are completed in an acceptable way by the appointed people on an annual basis, or when a new risk is introduced.
- (c) To be available for discussions with all members of staff and to try and solve Health and Safety problems, or when this is not possible, to bring those problems to the attention of the Headteacher.
- (d) To ensure that a system is established according to school or establishment policy, to inform, record and investigate accidents, and ensure that every reasonable step is taken to prevent the same thing from happening again (see order for specific site reports).
- (e) To ensure that every visitor (including maintenance contractors) are informed of any on-site dangers of which they may not be aware. To ensure that all Health and Safety aspects are considered according to their effect on pupils and maintenance staff.
- (f) To ensure that new workers are informed of the school's Health and Safety policy, that they receive a copy of the policy, and that they are aware of any specific dangers or safety arrangements in their line of work.
- (g) To ensure that pupils are aware of Health and Safety matters with regards to their safety on school premises and that they are aware of their responsibilities in ensuring that the school is a safe place for everyone.
- (h) To keep an eye on the provision and use of any protective equipment and clothing.
- (i) To ensure that the correct arrangements are made so that the building is effectively evacuated in an emergency, that fire fighting equipment is available and maintained correctly.
- (j) To arrange, at suitable times that the building is inspected for fire hazards by a qualified fire officer.
- (k) To arrange an equipment audit as part of maintenance contracts.
- (l) To attend the Governors Resources Committee meetings and report on Health and Safety matters.

Responsibilities of Subject Leaders :

- (a) To ensure that a full risk assessment has been arranged and completed in their department and that a written statement of dangers and guidelines has been given to the Site Manager (see the Risk Assessment Policy). The level of detail will depend on the nature of the subject.
- (b) To receive from members of his/her department details of any Health and Safety matters which arise from time to time, and pursue these with the Site Manager.
- (c) To ensure that specialised Health and Safety signs and warnings are clearly displayed. It should be ensured that details of action steps in a fire emergency are clearly displayed in the classroom and that pupils receive an annual induction regarding what to do during a fire in that classroom.
- (d) To regularly keep an eye on the department to see if it conforms with the Health and Safety Policy.
- (e) To provide suitable protective clothing and equipment, ensuring that they are used, maintained and renewed when needed.
- (f) To record any faults in classrooms or areas of responsibility and draw attention to any matters which require urgent attention.

Every worker has the responsibility of :

- (a) Being aware of the Education Authority's policy on Health and Safety and take every reasonable step to conforming with it fully.
- (b) Notifying the Head of Department or Site Manager as soon as possible of any dangers which arise and take direct steps in ensuring that the site is safe for other workers and/or pupils and visitors.
- (c) Knowing and carrying out arrangements in an emergency e.g. evacuation arrangements, where first aid equipment is kept and the arrangements agreed upon if dealing with an accident.
- (ch) Recording any faults in classrooms or areas of responsibility and draw attention to any matters which require urgent attention.

Site Safety

1. Entrances

The Local Education Authorities have invested money in order to ensure that safe, external magnetic doors are around the school so that the school's safety arrangements are strengthened. The school buses car park has also strengthened pupil safety.

2. Visitors and Contractors

Every visitor is expected to register at the main reception and then display a visitor's badge on all occasions. They are also expected to sign the visitors' book noting the nature of their visit. Visitors should not be left unattended at any time until the validity of their visit has been confirmed.

All members of staff are aware that they need to be thorough by reporting to the Headteacher any visitor they see on site without a visitor's badge.

Any visitor should be in the company of the person they have come to see at all times and they should be escorted off the site at the end of their visit. In doing so, every person may be accounted for in an emergency, or if the visitor is taken ill in a remote part of the site.

3. Contractors

It must be ensured that contractors are aware of school health and safety rules, by making sure that no pupil is allowed near any equipment or machines. Contractors should take care not to leave machines or equipment unsupervised. Contractors are expected to erect sufficient barriers to keep pupils away from areas of work.

If there is a fire emergency, then the contractor foreman is responsible for ensuring that there is a register.

4. Staff Cars

These are parked in particular areas around the site. Staff should not park in a way that they prevent buses or emergency vehicles gaining access to the site.

ILLNESS, FIRST AID AND ACCIDENTS POLICY

The nurse is not in school every day; in an emergency, Mr P.Daniels or Ms V.Woodward should be contacted at the main office.

Illness/Accident (pupil is able to move from place of accident)

- When a pupil is ill during the day he/she should be sent to the main office.
- Office staff will contact the relevant Head of Year who will decide to send the pupil to lie down in the medical room, stay in reception or phone the parents.
- **In any case of likely injury to bones or any head injury, parents should be contacted so that arrangements may be made for a suitable medical examination.**
- The pupil himself/herself should not phone home- the office must be contacted first.
- If a pupil is sent home, with the relevant Head of Year's permission, his/her name is written in the Illness, Accidents and Leaving the School Premises Book found in the main office – the pupil should remain outside the office or the medical room until the parent arrives.
- The register should be ammended if the pupil has gone home so that the absence has been recorded before afternoon registration.
- Where possible, the pupil's sibling should be notified that the pupil has gone home.
- The illness details should be recorded in the Illness, Accidents and Leaving the Premises Book or the relevant ACCIDENT FORM should be completed.
- **Serious Accident (pupil unable to move from scene of accident)**
- A message should be sent to the Office, briefly explaining the nature of the accident.
- If an ambulance is needed, the Office should be asked to phone immediately. A member of the school staff should accompany the pupil to hospital, unless the parents are able to arrive in time to travel in the ambulance.
- The Office should contact parents **immediately** to inform them that the pupil has gone to hospital and explain the circumstances. Parents should be asked to either come to school or go to the hospital straight away. A member of staff will stay with the pupil until the parent arrives.
- An official ACCIDENT FORM should be completed immediately after the accident by the member of staff who was present and send it to the LEA.

Informative Accident (Accident whilst using equipment or liquid/substance)

- If an informative accident occurs, an accident form must be completed and the Local Education Authority contacted immediately. As a rule, the school will contact Gregg Price, the county's Health and Safety officer.
- A copy of the accident form must be completed and sent to the LEA.
- A detailed report should be recorded and kept in the School Accident file.
- These factors will be essential and of great importance to the inquiry which is sure to follow as a result of a serious accident, and also essential to any action for compensation.

Dispensing Medicines

- If a pupil needs to take medicine during school hours he/she must do so with the Supervision of the two members of staff responsible for First Aid, namely P.Daniels and V.Woodward.
- Pupils' medication is kept in the Main Office. The pupil's name should be noted clearly on the medicinal bottle or on the container.
- A written note with the date and time of when the medicine is given is recorded in a small book which is situated in the School Office. (Sickness, Accident and Leaving the School Premises Book).
- Pain relief tablets are not dispensed at school.

Dealing with Blood

- Plastic gloves should be used on all occasions when dealing with blood. Every teacher should keep a pair of plastic gloves in their desk drawer. Gloves are available from the school office.
- Waste materials which contain blood should be placed in the special bin in the medical room.

Positions of First Aid Boxes

Main Office
Medical Room
Technology Room
Art Room

Updated: June 2015

Date of Approval of Policy by the Governing Body:	July 2015
Chair of Governors' Signature:	
Headteacher's Signature:	
Period before Review:	2 Years
Date of Review:	July 2017