

NURTURE – EMPOWER - ACHIEVE

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Gilwern

Primary School



HEALTH & SAFETY POLICY



Nurture, Empower, Achieve

School Vision

- Gilwern School creates a happy, secure and stimulating environment, where learners are encouraged to reach their full potential.
- The school works effectively with others and plays a central role in the community.
- All staff are committed to continuous improvement and achievement of high standards.

We are a Rights Respecting School

In 1991 our Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). In signing the Convention, the 54 articles laid down have become enshrined in UK law. The Convention applies to everyone.

At Gilwern Primary School we aim to work within the spirit as well as the letter of the Convention and our school policies and home-school agreement is based around these rights and responsibilities. At Gilwern Primary School we work together so that the rights of the child are ensured and their responsibilities are clear.

The process of raising safeguarding and Child Protection concerns in relation to Prevent is the same as for all safeguarding concerns. The school will contact Children's Services and will discuss the concerns with the Duty Officer, and a multi- agency referral form (MARF) is completed and submitted to Children's Services via childduty@monmouthshire.gcsx.gov.uk . Once assessed by the FST (duty team) manager and Prevent SPOC in the local authority, a decision will be made as to whether a Channel Referral is required. If a Channel referral is required, the Prevent SPOC will assist the school in completing the referral form and the school will participate on the Channel Panel.”



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Primary Schools Health & Safety at Work Act etc 1974

General Statement of Policy

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

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

The ultimate responsibility for Health & Safety in the school rests with the Local Authority, but in practice it is delegated to the Headteacher and Site Manager.

This policy must be noted by all staff working on the site, including:

Teachers

Clerical Staff

Support Staff

Caretaker

Cleaning Staff and Canteen Staff through the Monmouthshire Catering Service.

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

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

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

MONITORING OF THE WORKPLACE

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

Signed

Signed

R M T Guy
Headteacher

B Davies
Chair of Governors



MANAGEMENT OF HEALTH & SAFETY

Overall and final responsibility for Health & safety in school is:

Mr R Guy Headteacher

Specific responsibilities are delegated:- If staff changes occur during the year then the Headteacher will delegate responsibility to another member of staff following training and amendment of job description.

Mrs S Marles Deputy Headteacher

The following persons are responsible for:

Class Teacher	Behaviour of children – supervision 8:50a.m. to 3:40p.m.	
FP / KS2 Lead Teacher Mrs B Edwards /Mr T Gibson	Teaching Areas Technology Equipment Computer Equipment	Daily Daily Daily
Mr L Cole	School site & security Fire Safety Electrical Appliances Lone Working Working at Height	Daily Weekly Monthly As required As required
Mrs C Preece/Mrs S Beynon	Office & Clerical Systems Contractor/Visitors	Daily Daily
Miss V Price	P.E. & games Equipment Science Equipment	Fortnightly Fortnightly
Mrs J Broad	S.E.N.	As required
Ms S Neal	First Aid	Weekly
Group Leaders	Field Trips/out of school Activities	As required
Monmouthshire C. C.	Wooden outdoor play Apparatus	Annually
Mon. C.C.	Legionella Boiler Maintenance Gas Appliances Home/School Transport	Monthly Annually Annually Termly/Annually

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

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

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

People responsible for :

Safety Training	Headteacher
Carrying out safety inspections (the school will contract where appropriate external specialists to carry out inspection work)	Headteacher/Caretaker & Governing Body
Investigating accidents	Headteacher
Monitoring maintenance of Plant & equipment	Caretaker & Site Cleaning Supervisor
First Aid	Trained/Qualified First Aider
Cleaning Equipment	Site Cleaning Supervisor

Investigating Accidents

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



GENERAL ARRANGEMENTS

Accidents:

First Aid Boxes are situated:

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

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

Trained/Qualified First Aiders are:

Mr T Gibson

Ms S Neal

Miss V Price

Mrs H Tompkins

Miss A Green

Mrs L Smith

Miss S Pugh

Appointed persons responsible for First Aid boxes :

Ms S Neal

Persons responsible for reporting incidents:

All staff

Accidents

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

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

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

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

Pupils' medical information provided by parents are kept in the office.

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

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



Educational Visits

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

The class teacher or group leader is responsible for completing an Off Site Risk Assessment Form prior to their school trip.

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

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

Risk Assessment

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

General Fire Safety

Escape Routes	Caretaker (daily)
Fire Extinguishers	Caretaker (weekly)
Fire Drills	Headteacher (termly)
Fire Alarms	Caretaker (weekly)

Contractors and Visitors

Contractors working on site MUST:

- Report to the Headteacher/Administrator before beginning work
- Sign in and out the visitors' book
- Complete the asbestos register before commencing work and before leaving the premises
- Liaise with the Caretaker about storing equipment
- Liaise with the Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure vehicles are only driven on to site under supervision
- Ensure ladders are secure and surrounded by safety barriers

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



Disclosure Barring Service Checks

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

Electrical Equipment

Portable Appliance Testing

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

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

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

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

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

Contacts: Steve Harris 01633644909
 Mike Roberts 01633644441

Wooden Outdoor Play Apparatus

The school has an annual Service Level Agreement with Grounds Maintenance and Beacon services for the inspection and maintenance of all the wooden play equipment within the school grounds. All staff are aware of the procedure for reporting any concerns.

Jewellery

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

Nut Allergies/Severe Allergic Reactions



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Medical histories of all new admissions are sought at time of entry to the school.

There are currently children attending the school who have nut allergies. Parents and staff have consultations with the School Nurse at the beginning of each academic year and when necessary regarding the child's medical status and condition.

These children require use of Epipens which are kept in the school office and have appropriate signage. All staff are aware of where these are stored. All medication is checked half termly for expiry dates.

All staff have up to date training in the signs of severe allergic reactions and the administering of this medication 12th September 2018 This is updated annually.

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

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

Parents are kept informed of potential problems which may arise by allowing their child to bring snacks into school that contain nuts and are requested to send in an alternative.

Parents are requested to keep the school informed of any changes in their child's medical status.

Asthma

The school has an asthma policy. A school asthma register of all pupils with asthma is kept and updated termly.

SEN Children

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

Site Security

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

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

Advice & Consultancy

H.S.E. Area Offices: Government Buildings
Phase 1 Ty Glas
Llanishen



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Cardiff
CF14 5SH
Tel: 029 20263000

Safety Consultants	P Kenney (Property related)	01633644444
	L. Dawkins (Corporate issues)	01633 644196
Nevill Hall	01873 732732	
Ambulance	999	
School Nurse	Nikki HARRY 01873 857309	
Clerk of Works	01633 644405	
Mechanical Engineer	01633 644435	
Electrical Engineer	01633 644441	

Training

Persons responsible for arranging training:

R Guy	Headteacher
R Nancarrow	Support Services Manager
L Dawkins	Health & Safety Manager – Monmouthshire C. C.

Fire Drill and Fire Precautions

As soon as outbreak of fire is discovered:

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

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

On hearing the Alarm:

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

