



Health and Safety Policy

Ysgol Llangadog

Cytunwyd ar ran y llywodraethwyr gan - Agreed on behalf of the governing body by - Arwyddwyd/Signed:	
Dyddiad - Date:	

BACKGROUND

There are three main statutes that relate to Health and Safety matters in school;

- **THE EDUCATION (School Premises) REGULATIONS 1999** set standards for school premises. These include standards for the structure of the buildings and fire safety. The regulations also include a general requirement that the health and safety of the people in a school building or on school land must be reasonably assured.
- **THE HEALTH AND SAFETY AT WORK ACT 1974** also places certain duties on the LEA as the employer to take reasonable steps to ensure the health and safety of their employees and other people (i.e. non employees such as pupils and visitors) who may be affected whether on or off the premises.
- **THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992.** Under this statute the LEA must arrange to organise, control and review how the health and safety measures are managed. They have a duty to assess risks, record significant findings of these assessments and tell employees about safety procedures. Employers, governors and staff should work together to put into practice an effective health and safety policy for the school.

THE ROLE OF THE LEA

Governing bodies and Local Education Authority (as the employer) have responsibilities for protecting the health and safety of staff and pupils.

The principal duty for health and safety rests with the employer (LEA).

Certain aspects of health and safety management pass to schools and involve governors.

In particular this would involve the school buildings to the extent to which governors have control, and all other areas of school activity where there is management input from the governing body.

Additionally the employer has a duty to produce a safety policy setting out arrangements for health and safety, and this document devolves certain duties to schools, again involving governors.

In LEA maintained schools, the duties of the employer fall on Carmarthenshire Education Authority. However, governors have two major areas of responsibility-

SECTION 4, HSWA- Duties of Persons Concerned with Premises to Persons other than their Employees.

This section is directly relevant to school governors. They have control of premises and have, therefore, responsibilities to persons using them.

- a) This section applies to non-domestic premises made available as a place of work for non-employees, or as a place where they may use plant or substances for their use.
- b) Any person who has to any extent control of premises, the means of access or egress, the plant or substance in the premises shall take measures as far as is reasonably practicable to ensure the premises etc are safe and without risks to health.

SECTION 36(i) HWSA

This section requires Governors to conform to the LEA's requirements in respect of health and safety legislation. In practice this means the Governors must run their schools in accordance with the LEA's health and safety policy and arrangements.

RESPONSIBILITY OF GOVERNORS

- Ensuring LEA health and safety requirements are met. (this includes the requirement to have a written health and safety policy for the school and to make sure it is implemented)
- The governing body must approve and adopt this policy
- Governors should feed back to the LEA regarding the school health and safety policy and with comments on the LEA policy where appropriate.
- Governors have responsibilities under Section 4 of the HSWA for the school buildings, to the extent to which they have control of these.
- Governors should monitor standards by reviewing reports of safety inspections or audits as well as accident reports/statistics.
- Governors should make sure that they understand the extent to which they are responsible for health and safety obligations.

ROLE OF THE HEADTEACHER/HEALTH AND SAFETY COORDINATOR

- To be aware of Carmarthen Education Authority's policy on Health and Safety, to set up arrangements in the school to comply with it and to cover all Health and Safety legal requirements. To prepare a written statement of those arrangements to be approved by the governing body and bring the approved statement to the attention of all staff.

- Be aware of responsibility for Health and Safety in the day to day running of the school.
- Liaise with the governors and Carmarthenshire Education Authority on matters of Health and Safety.
- Set up and chair the school committee and arrange for minutes to be kept permanently available to all staff.
- Report to the Authority those instances where her executive authority does not allow the elimination of a hazard to a satisfactory level of risk, but to take all necessary short term measures to avoid danger pending rectification.
- Make all information and advice received available to all staff.
- Be responsible for ensuring that the policy is satisfactorily implemented, monitored and regularly updated throughout the school.
- Be responsible for reporting any accidents.
- Ensure all risk assessments are satisfactorily completed
- Be available to members of staff to discuss and to resolve Health and Safety problems.
- Ensure that a system is established in line with the school policy for the reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences.
- Ensure that any visitors are informed of any hazards on site of which they may be unaware.
- Ensure that new employees are made aware of the school's policy on Health and Safety.
- Ensure that proper arrangements have been made for the effective evacuation of the building in an emergency and that fire fighting equipment is available and properly maintained.

RESPONSIBILITY OF THE EMPLOYEE

- Be aware of the Authority's and school's policy on Health and safety and to take all reasonable steps to comply fully.
- Report on any hazards that arise to the Headmaster/Health and Safety Co-ordinator as soon, as is practicable and to take immediate steps to make the area safe for other employees and/or pupils and visitors.
- Know and carry out the procedures in case of an emergency e.g. evacuation procedures, location of first aid equipment and procedures laid down for dealing with an accident.

1. ACCIDENTS

There are legal requirements to report and /or record certain work-related accidents under both health and safety and social security legislation. In addition, accident

investigations and accident statistics are important as part of an employers accident prevention strategy and to meet the requirements with regard to monitoring.

The Health and Safety Executive (HSE) defined the term 'accident' to include any *undesired circumstances which give rise to ill health or injury; damage to property, plant, products or the environment; production losses or increased liabilities*. It uses the term 'incident' to include all undesired circumstances and 'near misses', which could cause accidents.

There are obligations on employers to establish systems to enable employees to report accidents. Both accidents and incidents should be investigated to determine the causes in order to prevent recurrences.

When an accident/incident occurs we are obliged to follow the guidelines produced by the LEA (Appendix 1).

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive.

The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work or self-employed people e.g. contractors while working on the premises:

- Accidents resulting in death or major injury (including as a result of violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.
- Certain specified diseases.
- Specified dangerous occurrences.

Accidents to pupils or visitors must be reported to the HSE if:

- The person involved is killed or is taken from the site of the accident to hospital and
- The accident arises out of or in connection with work.

For definitions of major injuries, dangerous occurrences and reportable diseases see Appendix 2.

Reporting Accidents

Regulation 5 of the Social Security Regulations 1979 requires employers to keep a record of accidents at premises where more than 10 people are employed; anyone injured at work is required to tell the employer and record details. The employer is required to investigate the cause and record it in the accident book if they find that

anything differs from the entry made by the employee. The purpose of this requirement is to ensure a record is available should there be a claim for compensation.

With the exception of 'three day accidents' all reportable accidents must be reported by the quickest practical means e.g. by telephone. All reportable accidents must be reported to the HSE on form F2508 within 10 days. A copy must be kept at school for a period of three years.

The school reports accidents and incidences following LEA guidelines. (Appendix 3)

Accident Investigation

Accident investigation forms an essential part of an effective health and safety management system. An investigation enables lessons to be learned, risk assessments to be validated and updated and working practices to be re-examined. The aim is to prevent a recurrence of such an accident.

2. THE SCHOOL'S EMERGENCY PROCEDURES

1. Assess the situation- establish the nature and extent of the emergency as quickly as possible
2. Safeguard the uninjured members of the group
3. Establish the names of the casualties and get immediate medical attention for them
4. Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
5. Ensure that a member of staff/child's parent accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and are kept together.
6. Inform the emergency services/police if necessary.
7. Inform the school contact and pass on details- nature, date and time, location, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far and action yet to be taken.
8. Notify LEA and insurers
9. Record all information as soon as possible
10. Complete an accident report as soon as possible. Contact HSE.

Role of the School contact

1. Ensure that group leader is in control of the emergency and establishing if any assistance is required from the school base;

2. Contact parents and keep them as well informed as possible at all stages of the emergency;
3. Liaise with the LEA and governing body through its chairperson.
4. Liaise with media contact
5. Report the incident using the appropriate forms (RIDDOR)

3. COMMUNICABLE DISEASES IN SCHOOLS

Whilst there are normal incubatory periods for infectious and contagious diseases the minimum period of exclusion of a pupil or member of staff is decided by the medical officer for environmental health.

SKIN CONDITIONS AND MINOR AILMENTS	
IMPETIGO	Exclusion is until treatment has started. Medical treatment is rapidly effective in most cases. Children with infection or suspected infection should be referred to parents and their own general practitioner.
PEDICULOSIS (Lice)	Expulsion only until treatment has been received. Follow up is essential including family contacts, who should all be treated.
RINGWORM OF FEET (Athlete's Foot)	Exclusion from barefoot activities is unnecessary but treatment is always advisable.
SCABIES	Exclusion is unnecessary once adequate treatment of the child is instituted. Children with infection or suspected infection should be referred to their general practitioner for treatment.
SHINGLES	Exclude for one week after appearance of lesions. Susceptible contacts may get chickenpox.
THREADWORM	No exclusion is necessary but children with symptoms should be referred to their general practitioner for treatment.

4. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Hazardous substances are those capable of causing an adverse health effect and include chemical, biological agents and even substantial quantities of any dust.

Exposure to hazardous substances is generally covered by Control of Substances Hazardous to Health Regulations 1999 (COSHH)

In school hazardous substances include, for example, some cleaning substances, chemicals used in science, solvents used in design and technology.

As with duties under the HSWA the principal legal responsibility is laid on the employer, the LEA. School governors also bear responsibility and there are specific duties laid on employees to make full and proper use of control measures, personal protective equipment and to report defects.

At Ysgol Llangadog cleaning substances are kept in the Caretaker/Cleaner's Store. It is locked and the key is kept in the Headmaster's Office. Children are not permitted to enter the store.

Children are not allowed to enter the school kitchen where there are other hazardous substances.

5. ELECTRICITY

The Electricity at Work Regulations 1989 require employers to assess and prevent all foreseeable dangers arising from work involving, or being carried out in the vicinity of, electricity.

All portable equipment should comply with European Union standards and carry the CE mark.

All portable electrical equipment plugs are fitted with a fuse dependent on the power rating of the equipment.

All staff must be trained in the operation of the equipment they are expected to use, including the position and use of emergency stop controls.

Portable electrical equipment should be checked and inspected regularly. It should be inspected every year.

All faulty or damaged equipment must be reported immediately to the headmaster with the power to order repairs and take it out of use. Staff are prohibited from undertaking any electrical repairs. Records will be kept of all reports, inspections and repairs.

6. ENVIRONMENT

LEA's and Governing Bodies must provide a safe and healthy environment for both staff and pupils on school premises including means of entry and exit from the premises.

Minimum Recommended Toilet Facilities

Number regularly employed at any one time	Number of toilets to be provided
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1-5	1
6-25	2

Temperature

A reasonable temperature must be maintained: 16 degrees Celsius is considered reasonable. A thermometer should be provided in all workplaces, and any means of heating or cooling provided must not give off any noxious fumes.

7. FIRE PRECAUTIONS

Fire is an important aspect of health and safety in schools. Schools must have a Fire Certificate and must be inspected and approved by a fire safety officer from the local fire authority before being granted a licence for any public performance.

When contacting the fire services the following information should be given-

- Name and address of premises
- Location of fire if known
- Whether anyone is injured or trapped
- What action is being taken e.g. evacuation
- Details of main access points to premises

Fire Risk Assessment

All employers must carry out fire risk assessments for their premises and then use the findings from these assessments to provide appropriate fire-fighting measures, emergency procedures, staff training etc.

Fire Detection and Warning

The school has a new fire detection system, which is inspected regularly.

Means of escape and Emergency lighting

All means of escape are clearly marked with signs that comply with Health and Safety Regulations 1996. Escape routes are kept unobstructed at all times. All staff know the escape routes for their classes and any other area where they are present. Fire exits open in direction of travel. Independently powered emergency lighting is provided to aid pupils and teachers in leaving the building.

Fire Extinguishers

There are several types of extinguishers available and they all work by removing one or more of the three essential factors needed for fires to burn. These extinguishers are checked annually.

Staff and Pupil training

The Fire Drill is practised every term. A record is kept in the school Log Book and any issues of concern are addressed. Pupils are able to identify the fire bell and are aware how to respond. They know how to leave the school and where to assemble.

8. FIRST AID

First Aid is the provision of immediate help to adults or children with injuries or illnesses and where necessary, summoning an ambulance or medical help. Provision is needed for the treatment of minor injuries, which normally would not be seen by a doctor or nurse.

The school has a number of staff trained in basic First Aid. An appropriate number of First Aid Boxes are located in school and are inspected regularly. The appointed person in the school is the Headteacher (or a member teaching staff in her absence) who has responsibility to take charge of a situation and summon an ambulance if necessary.

DFEE Guidance states that-

'Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

It is good practice to take a travelling First Aid kit on all school trips and there should be an adult trained in first aid accompanying the trip.

Contents of First Aid Boxes

- Leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted size)
- two sterile eye pads
- four individually wrapped triangular bandages
- six safety pins
- six medium sized, individually wrapped, sterile, unmediated wound dressings
- two large, individually wrapped, sterile, unmediated wound dressings
- disposable gloves.

Record Keeping

Records are kept of significant injuries needing first-aid treatment given by first aiders and appointed persons. (Appendix 3) The record includes-

- the date, time and place of incident
- the name and class of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards
- the name and signature of the first aider or person dealing with the incident

In an emergency the following procedure will be followed-

1. Telephone **AMBULANCE/Meddygfa Tywi/Llanfair Surgery (depending on severity of incident)**
2. Telephone parent/contact.
3. Accompany patient to hospital/surgery.
4. Ensure that patient is put in parent's care.

There is also a system in place, which reports small injuries e.g. grazed knee to parents.

9. MEDICINES IN SCHOOL

The Medicines Act 1968 places restrictions on dealings with medicinal products, including their administration. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role.

However, teachers and other school staff in charge of pupils have a common law duty to act as any reasonable prudent parent would to make sure that pupils are healthy and safe on school premises and this might extend to administering medicine.

We follow the guidelines, '**Administration of Medicines in Schools**' January 1998, produced by the local Authority. At all times the responsibility for the correct administration of medicines rests with the Head teacher. When the Head teacher has agreed that medication is to be administered within the school, appropriate arrangements are made to ensure that procedures fall within the parameters of the above document.

We must receive written instructions and agreement from the parents before a medicine is administered. Parents must inform us of the name of the medicine, dosage, method of administration, time and frequency of administration, other treatment and any side effects. School staff will keep a record of medication given. Appropriate forms will be given to parents when they request us to administer a medicine.

10. EDUCATIONAL VISITS

Guidelines for health and safety of pupils and staff on educational visits are set out in the DFEE document, 'Health and Safety of Pupils on Educational Visits', 1998.

The Headteacher will ensure that visits comply with the guidelines and that the group leader is competent to monitor the risks throughout the visit. The following issues must be addressed by the Head teacher-

- Adequate child protection procedures are in place;
- All necessary actions have been completed before the visit begins;
- The risk assessment has been completed and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age group going on the visit and will organise the group effectively;
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Group leaders are allowed sufficient time to organise visits properly;
- Non-teacher supervisors on the visit are appropriate people to supervise pupils.
- Ratio of supervisors to pupils is appropriate;
- The LEA or governing body has approved the visit, if appropriate
- Parents have signed consent forms;
- Arrangements have been made for the medical needs and special educational needs of all pupils;
- Adequate first-aid provision will be available;
- The mode of transport is appropriate;
- Travel times out and back are known;
- There is relevant and adequate insurance cover
- They have the address and phone number of the visit's venue and have a contact name;
- A school contact has been nominated and the group leader has details;
- The group leader, group supervisor and nominated school contact have a copy of the agreed emergency procedures;
- The group leader, group supervisor and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- There is a contingency plan for any delays including a late return home.

11. MINIBUSES

The school sometimes hires a minibus/minibuses from a reputable company. Pre-driving checks are carried out by the driver.

Only adults aged over 25 with a current driving licence (Category B and D1) who have undertaken CCC training are allowed to drive the minibus. Domestic rules apply to the driver on journeys within the UK-

Domestic Rules- main provisions		
Limitations- Explanatory notes		
Daily Driving	10 hours	This limit applies in effect to any period of 24 hours. Off road driving is not included but is counted towards the duty limit

The limit can be exceeded where immediate action is necessary to deal with emergencies.

Every driver is expected to take the defensive driving route. Defensive driving means safe driving. It is the art of driving to avoid preventable accidents and avoid contributing to others being involved in accidents.

Concentrate



You must maintain constant concentration and be ready to adjust your own driving in good time to prevent yourself being involved in any incident.

Observe



Constantly search the scene for traffic around you and, most importantly what is happening as far ahead of your vehicle as you can see.

Anticipate



Most serious accidents happen by driving too close to another vehicle and the unexpected happening. Anticipate and control situations to prevent accidents.

Check your vehicle

Before you drive you must satisfy yourself as far as possible that it is safe. Carry out all necessary checks (see vehicle check list for further details) -

- Brakes
- Windscreen devices
- Horn
- Engine oil/water/fuel
- Reflectors
- Vehicle and body damage
- Tyres and wheels

Manoeuvring and reversing

When a colleague is available he /she must direct you when reversing in confined spaces or busy areas where vehicles, the public and other personnel are present.

Using mobile telephones

You must not use a hand-held telephone while your vehicle is moving, except in an emergency.

General Safety

1. It is important that staff drive in a safe courteous manner. Staff cannot drive if under the influence of alcohol; it is possible to exceed the limit from the previous night.
2. Comply with speed limits and parking restrictions. The school will not pay any fines imposed on drivers for speeding, traffic offences or illegal parking.
3. The driver should ensure that all passengers wear safety belts at all times.

Accident

If you are involved in an accident **you must stop** and give your name and address, the name and address of your vehicle's owners and its registration mark to any person having reasonable grounds to ask for the information. If it is a serious accident it is important to contact the school immediately and the police.

At the site of an accident you must obtain;

1. Name and address of drivers and owners and registration marks of all other vehicles involved in the accident
2. Details of insurance companies of the owners of the other vehicles;
3. Names and addresses of any witnesses
4. Number of any police constable present
5. Details of width of road, position of the vehicles involved and any other traffic, skid marks, position of traffic signs etc in the area. Try to show these details in a sketch;
6. Accident forms should be obtained from school and duly completed.

12. SCHOOL SECURITY

Governing bodies have a statutory requirement to include school security in their annual report to parents. LEA's and school governors have a general responsibility under HWSA to ensure that as far as practicable schools are a safe and secure environment for staff, pupil and visitors. Management responsibility for school security is usually shared between the LEA, governing body and head teacher.

All visitors to school are directed by signs to the **Reception**. They are required to sign in and give details of why they are here. If they are visiting pupils/classes they will be issued with visitors passes/badges.

13. PARENTAL RESPONSIBILITY

The school has an effective working relationship with parents based on the Home School Contract.

However not all children live in conventional families and this may involve issues of divorce, separation, parental conflict, reformed families and court orders. Schools have a legal duty to enable all those with parental responsibility to exercise their rights with respect to their child's education. Parents must clarify the legal status of those adults in the child's life who may be classed as 'parents'. Provided that they are the actual mother and father of the child, both parents have parental responsibility, even if they are no longer living together or married. Legal rights of this kind are not lost through divorce (unless a court order, such as adoption, has been made). Neither parent can deny the other the right to exercise their parental responsibility by attending parents' evenings, receiving reports.

The school is not the place for parents in dispute to have contact with their children. School will not take sides or get involved in passing letters, birthday presents etc. The school will only meet the parent to discuss issues related to the child's education and will ensure that the other parent with parental responsibility will be informed.

14. CHILD PROTECTION

Guidelines set out by the authority are followed for handling suspected cases of child abuse, including procedures to follow if a member of staff is accused. Mrs Anita Price is the school's designated child protection co-ordinator.

15. REST ROOMS

Both teaching and non-teaching staff need periods of rest during the day and have a right to be provided with somewhere they can rest relatively undisturbed.

The school is a smoke free area therefore smoking is not permitted.

16. HEAD LICE

Head lice are tiny wingless insects which only live on the human head and can only be passed on by direct head to head contact. Parents have the prime responsibility for checking their children's heads and carrying out treatment.

School nurses no longer carry out routine head inspections because this was not considered to be an effective method of monitoring and combating infestation. Where lice are seen, school should notify the parent of the child concerned.

17. LITTER

Under section 89 of the Environmental Protection Act 1990, governing bodies must keep land that is under their control and is open to the air free from litter, refuse and dog excrement, so far as is practicable. The school caretaker's duties encompass these duties at the school.

18. SUN SAFETY

The potential for prolonged exposure to the sun and the risk of sunburn while at school or on school outings is considered as part of the health and safety risk assessment process.

In summer children are asked to bring hats to school; sun caps are also sold in school. Children can bring sun cream from home if they wish.