



Ysgol Betws

Health and Safety Policy

Local Health and Safety Statement for Betws C.P. School

The purpose of this document is to achieve a safe and healthy working environment for all the employees, pupils, and visitors to Betws C.P. School. The responsibilities of management, and employees are clearly stated in this document.

1. Key Manager

The key Health and Safety Manager is the head of the school. The person is responsible:-

- For carrying out the authority's instructions as stated in the Safety Policy Document
- To delegate responsibilities to the deputy Headteacher in the key manager's absence
- To inform all staff regarding policy, responsibilities and the chain of command

2. Health and Safety Contacts / Employee duty

These are:-

- a) Domestic - Assistant Head- Mr C. Morgan
- b) Grounds/Building - Caretaker- Mrs T. Chesby
- c) Education/Pupils - Headteacher, Deputy Headteacher, Teachers
- d) Kitchen - Cook in Charge
- e) Governors Mrs June Gunter,

Safety of the pupils is of paramount importance and the Head of the school will discuss possible hazardous situations that might arise with any member of staff or parent.

Employees must work within the school's safe systems of work (see hand book).

They must act in a reasonable manner, and must not misuse school equipment, or engage in any activity which could cause harm to themselves or any other person at the school.

3. Equipment

The responsibility for ensuring the regular inspection and safety of all internal fabric and fittings, educational equipment, furniture and the maintaining of records dealing with such inspections will be with the Headteacher. These inspections will take place at regular intervals.

The caretaker is responsible for external fabric and fittings, the overall security of the premises, the supervision of heating, water provisions and the emergency fire equipment. She must make periodical reports to the Key Manager.

4. Accidents

All accidents must be reported to the Head of the school. Minor cuts will be dealt with by one of the teaching staff or LSAs that have attended a First Aid course. In the case of an accident requiring hospital treatment the following steps will be followed:

- The parent of the child will be contacted;
- In the event that this is not possible, the child's nominated person will be contacted;
- If this is not possible the child will be transported to hospital by a staff member;
- In the event of a serious accident an ambulance will be called for.

Emergency telephone numbers are kept in the Headteacher's office or on the child's record file.

5. First Aid Arrangements

A First Aid Box is kept in the staff room, a fact known by all children and staff. During a mid day break a small emergency aid box is kept on the infant's playground under the care of the supervisors. All treatments to cuts, etc. must be made by wearing appropriate gloves. Any shortages must be reported to the deputy head teacher/ head teacher who will replenish the contents.

6. Hazard Reporting

Any potential hazard should be reported immediately to the Key Manager who will respond to this report and inform all staff of any likely danger. Also the Headteacher or acting responsible person, will regularly (once a week) inspect all parts of the school with an awareness of safety implications.

Pupils will be informed of potential hazard areas such as the school car park, which must not be approached by any children. All entry and exit gates must be closed, but not locked at all times. Junior children must seek permission if they are to enter the car park. If a child is to leave the premises parental permission must be gained.

Supervisory staff must follow their code of practice at all times and ensure proper and adequate supervisory cover during all break times.

All hazardous liquids, etc will be kept and stored in locked cupboards or store areas. Waste will be disposed of in suitable containers only to be handled by the caretaker/cleaner or other members of staff. No unsupervised child may enter the kitchen or cleaner's store areas.

7. Fire Precautions and Bomb Scares

Staff must exercise extreme caution when using electrical appliances which should be switched off when not in use. Smoking is not allowed anywhere on the school premises.

Fire and bomb scare drill will take place regularly during school term time. On hearing the fire alarm the pupils will leave school accompanied by a teacher and assemble at their respective points on the lower school yard. The headteacher shall ensure complete evacuation while class teachers make a class roll call. The fire brigade will be summoned immediately and non-supervisory staff will ensure clear access to the school for the brigade engines.

8. Electrical Appliances

Only approved appliances will be used on school premises and these should carry valid certificates issued by the authority.

9. Contractors or visitors on Site

All contractors/visitors must report to the key manager or the deputy head teacher. The Asbestos file should be studied and filled out before starting on any work in the building.

All contractors will be overseen by the Clerk of Works.

10. Temperature

Temperature in all work areas must be a min. 16C.

11. Lighting

Suitable and sufficient lighting must be in all workplaces and accesses.

12. Floors

Floors must be kept clean and dry at all times. When floors are wet a warning sign must be displayed.

13. School Security

School doors are to be kept locked during lessons. All those wishing to have access to the school must ring the bell.

14. Violence to Staff

If there is a perceived risk to members of Staff from Parents, arrangements should be made to talk to those Parents in pairs. (See relevant HSE document on website). Any act of violence committed against a member of Staff from another adult will be reported to the Police.

15. Manual Handling

See County Policy.

16. Slips and Trips

All slips and trips to be reported.

17. Occupational health and work related stress

See County policy

18. Vehicles on site

No vehicles are to come onto the bottom yard without the permission of the head teacher.

No pupils are allowed in the car parking section of the yard.

Staff MUST take care when leaving the grounds at the beginning and end of the school day.

19. Working at heights

Staff must not climb furniture in order to prepare wall displays. A ladder may be used under the supervision of the Caretaker, who has received ladder training. A request must first be made to the Headteacher.

20. Off-site visits

Ratios are to be in line with HSE guidelines, and relevant risk assessments to be carried out.

Conclusion

The Health and Safety Act places a duty on all employees to take reasonable care of themselves and of anyone who may be affected by their acts or omissions. As all of us are employed at Betws C.P. School for the benefit of the children placed in our care, it is our corporate responsibility to ensure good health and safety to all.

Further guidelines are kept in the Health and Safety Handbook, HSE web site, County Intranet.