

Pembroke Primary School



Health & Safety Policy

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POLICY FOR HEALTH AND SAFETY

GENERAL

Our policy aims to provide a safe environment and healthy working conditions, equipment and systems of work for all our employees and to provide the information, training and supervision they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties relating to this policy is set out below.

REVIEW

This policy will be reviewed annually in the light of any changed circumstances in our school or the local area. This policy, and updated versions, will be presented to Governors for ratification following its annual review.

The school has an appointed Health and Safety Governors' Sub Committee whom meet regularly.

MANAGEMENT OF HEALTH AND SAFETY

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 and all staff working on the school site must have access to this policy.

Mrs J. Wakley Headteacher

If the Headteacher is absent then responsibility will be delegated to another member of staff based on job description;

Mrs A. Baxter Deputy Headteacher

The following persons are responsible for school site and security:

Mr C. Pearce-Webb Site Manager

People responsible for:

Safety Training - Headteacher

Carrying out safety Inspections Headteacher/Caretaker & Governing Body

Investigating accidents - Headteacher

Monitoring maintenance of plant and equipment - Caretaker & Site Cleaning Supervisor



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First Aid - Trained / Qualified First Aiders within school

Cleaning equipment Site Cleaning Supervisor

Educational Visits Co-ordinator – EVC Lead

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must immediately inform the appropriate person named above. 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. This is shared with all staff in their initial induction and in School Handbook. The site manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The site manager and cleaners maintain a clean and tidy building and grounds. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Risk assessments are carried out for all aspects of the school site and for the activities that take place therein. These are available from the school office. The Headteacher has overall responsibility for checking and updating risk assessments with the support of the Local Authority in an advisory capacity as required.

FIRST AID IN SCHOOL

ACCIDENTS:

First Aid equipment is situated in PPA room and midday supervisors carry their own first aid bags during duty times. All bags are checked and restocked termly. The aim of the school is to get the child qualified medical attention as quickly as possible.

PERSONS RESPONSIBLE FOR REPORTING INCIDENTS:

All staff share responsibility for the reporting of incidents,

The accident record books are kept in every classroom. All completed accident forms are shared with families via our Seesaw app. If a child has a bump on the head a family member must be contacted via telephone. All injuries which are not considered to be of a minor nature, **MUST** be reported to the Headteacher and to the pupil's family.



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Serious and staff accident report forms are kept in the Headteacher's office and staff accidents must be reported to the Headteacher.

Pupils' medical records provided by families are saved on Edukey and kept in the school office.

If there is any concern about the first aid which should be administered then a qualified first aider must be consulted.

The qualified first aiders are:

Mr. Giles. Miss. Wilson. Miss Nock. Miss Till.

Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorization for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container with the child's name which states:
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements



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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 assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class 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.

SAFETY / PROTECTION

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

ALLERGIES / LONG TERM ILLNESS

A record is kept in the General Office and staffrooms of any child's allergies (if notified by the parent) and details on any child whose health might give cause for concern.

EDUCATIONAL VISITS

All school staff leading visits off the school site must be approved by their Headteacher / EVC; Nicola Stephens. The class teacher or group leader is responsible for completing an offsite risk assessment form prior to their school trip. Staff must follow evolve procedures in accordance with M.C.C guidance.

The class teacher or group leader is responsible for taking the necessary equipment on the school trip such as; medicines, asthma inhalers, epi-pens. A First Aid kit must be taken on all out of school visits.

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

VISITS TO THE OUTDOOR EDUCATION CENTRE

Where school groups visit outdoor education centres, group leaders at the establishment will have undertaken appropriate training and be assessed as competent and will lead activities where knowledge/skills are required (typically adventurous activities).



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GENERAL FIRE SAFETY:

Escape routes	Mr Pearce-Webb (daily)
Fire extinguishers	Mr Pearce-Webb (monthly)
Fire drills	Mrs Wakley (termly)
Fire alarms	Mr Pearce-Webb (weekly)
Other equipment	South Wales Fire & Rescue Service

FIRE DRILL

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit to the designated assembly point.

Staff will have note of how many children are in class, and check that all the children and adults are present,

Nobody is to go back into school. If a child is missing it must be reported.

When all children and adults are accounted, each class may then go in.

LUNCHTIME FIRE PROCEDURE

All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building

Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated

The Headteacher or Deputy Headteacher and / or Fire Wardens will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

CONTRACTORS AND VISITORS: (Reference to Schools' Guidance – Management of Contractors on School Sites)

Contractors working on site MUST:

- Report to Headteacher or site manager before beginning work
- Refer to on- site Asbestos Register before beginning work
- Liaise with Caretaker about storing equipment
- Liaise with 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 ladders are secure and surrounded by safety barriers
- Ensure vehicles are only driven onto site under supervision



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THE USE OF HAZARDOUS SUBSTANCES IN SCHOOL

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals 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 site manager or Headteacher / Deputy Headteacher of any difficulties

ELECTRICAL EQUIPMENT

Portable Appliance Testing

Small electrical items are tested annually by elected contractors. All staff are made aware to ensure that all small electrical items are tested before use in school carried out by a qualified person.

Formal visual inspection of all hand held equipment, polishers, cleaners and other heavily used equipment carried out by a competent person from within the establishment termly.

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

Contact Property Services via switchboard 01633 644644

Leads / extension cables – must not be left trailing where they are likely to cause an obstacle or trip hazard to passing children or adults.

Adapters – must not be used.



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SECURITY OF PREMISES

Every effort is made to ensure that the school site is kept secure, external gates are locked when not in use and the school is alarmed when not occupied. The Headteacher, the School Site Manager are the designated key holders and are responsible for the security of the building. Members of the SLT are also key holders. The school has also taken out a contract with SHIELD to manage callouts after school hours. The site manager is responsible for the day to day management of these procedures. Before leaving the premises the site manager is to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the School Caretaker.

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

All visitors are required to report to the General Office.

SMOKING

- It is the policy of the Governing Body that Pembroke Primary School is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school

It is **illegal** to smoke in public areas and Pembroke School is designated as a **public area**.

DOGS ON SITE

Unless agreed with the Governors and Headteacher, there is a 'no dogs on school grounds' policy in place. With the exception of assistance dogs and dogs being used for educational purposes.



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CAR PARKING

Car parking is a concern at Pembroke Primary School as with any 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 it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. Only family members with blue badges or with disabled children are allowed to park in the designated disabled bays. (Mr. Pearce-Webb to monitor this). The school has a designated area for staff to park on a first come first served basis and if there are no disabled staff on the premises then the disabled bays in the staff car park may be used by any staff.

At no time should the space reserved for school transport be obstructed.

Personal contact will be made with any adult who continually parks in an obstructive way (by Headteacher or School Caretaker). All comments by parents or neighbours regarding parking issues will be followed up.

Training

Persons responsible for arranging training:

- Headteacher