

Health and Safety Policy

November 2023

Contents

- Policy Statement
- Responsibilities
- School Emergency Plan and Lockdown Procedure
- Classroom Health and Safety
- Health and Safety checks
- Risk Assessments
- Accident Reporting
- Fire
- Electricity
- COSHH
- Asbestos
- Legionella
- Boiler Houses
- Environmental Health
- Management of Contractors and Visitors
- Site Security
- Personal Protective Equipment
- Maintenance Contracts
- Administration of medicines
- Communicable Diseases
- School Trips

Policy Statement

Oldcastle Primary School aims to inspire, motivate and educate pupils and staff. The school must provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors.

We are committed to providing and maintaining a healthy and safe working environment for all our employees and pupils. We will comply with relevant legislation and management standards to effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.

The governors and headteacher accept responsibility for ensuring that, so far as is reasonably practicable, a safe environment is maintained for all pupils, staff and visitors and that all activities and operations are free from risk and properly supervised. All staff will be adequately trained for the duties they will be required to perform.

Any hazards to health and safety which may be apparent in the fabric of the building(s) or grounds, machinery and equipment or plant and must be brought to the attention of all persons who may be affected by them and steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and well being.

The school will implement the contents of this policy and act within the parameters of the Bridgend County Borough Council Health and Safety Policy.

Responsibilities

Day to day responsibility for health and safety issues rests with the Headteacher. The Grants, Media, Health and Safety Manager is the designated health and safety lead for the school.

All members of staff, both teaching and school support staff (including temporary staff) will be made aware of the identity of the appointed health and safety manager for the school and they will have full knowledge and free access to the schools Health and Safety Policy, and the Health and Safety Policy of Bridgend County Borough Council.

Any member of staff who identifies a health and safety problem will take appropriate steps to alleviate the problem. If there is a health and safety problem which cannot be immediately rectified then the member of staff will need to take appropriate action to ensure that no-one is put at risk and notify the headteacher.

The headteacher / Health and Safety Manager will ensure that arrangements are made to rectify the identified problem and that the affected area is made inaccessible until remedial action has been taken to remove the risk.

The headteacher has a responsibility to ensure that the required remedial action is carried out and if there is a delay in such action being carried out then the headteacher will regularly contact the appropriate persons to re-enforce the importance of swift action.

The Headteacher and Health and Safety Manager have a responsibility to protect others from an identified risk.

School Emergency Plan and Lockdown Procedure

The School has an Emergency Plan which outlines response arrangements for dealing with an emergency affecting this School.

The Emergency Plan is regularly updated and will:

- Define emergency roles and responsibilities of key staff
- Identify what other council help is available
- Inform all staff of these arrangements and of any potential emergency role
- Provide suggested Action cards for a range of scenarios

A Lockdown Procedure is also in place and should only be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Classroom Health and Safety

Every September a copy of the HSE Classroom Health and Safety Checklist form will be completed in conjunction with the classroom teacher. Any actions identified will be rectified as soon as possible.

Health and Safety Checks

Once a term a health and safety inspection (BCBC F10 School Premises Inspection Form) will be completed by the Health and Safety Manager and lead Governor for health and safety. The inspection will look at all aspects of health and safety, general housekeeping and GDPR practices. A self evaluation form will be completed with the main findings of the inspection. Results arising from the termly Health and Safety Inspection will be discussed in the Finance Governor meetings and uploaded to BCBC Info Exchange.

Risk Assessments

The school will adhere to the requirements of the Management of Health and Safety at Work Regulations 1999 by carrying out written risk assessments for any activity or any area of the premises which may be hazardous and where there may be a risk of injury to persons. A risk assessment may also be undertaken on specific staff or pupils if a risk is identified.

A Risk Assessment is simply a careful examination of what could cause harm so that you can weigh up whether you have taken enough precautions or should do more to prevent harm occurring. Completing workplace Risk Assessments is therefore an important way to protect staff, service users and members of the public, as well as complying with the law.

It should follow a 5-step process:

- Step 1 – Identify the Hazards.
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks and decide on precautions
- Step 4 - Record your findings and implement them
- Step 5 - Review your assessment and update if necessary

Staff will be responsible for daily visual risk assessments of daily working areas such as classrooms, corridors etc. Any concerns should be highlighted immediately to the H&S Manager, a senior member of staff or the headteacher.

Accident reporting

All staff will be made aware of the requirements for the reporting of accidents, incidents and diseases and they will be expected to report to the Headteacher / Health and Safety Manager any occurrences which fall into these categories.

Staff members have received first aid training and should provide immediate help in the event of an accident. Additional help can be sought from the Health and Safety Manager / Admin Manager.

A BCBC accident / incident report form will be completed in full for serious accidents and where a child requires hospital treatment. A copy will be retained in the school's accident file.

Accidents where a person attends hospital or seeks medical treatment should be reported via the BCBC Accident Reporting Portal. The directions contained within the Arrangement Guidelines for the Reporting of Injuries, Disease and Dangerous Occurrences document issued by the Directorate of Education, Leisure & Community Services will be adhered to.

The school uses the online platform 'My Concern' and accidents / incidents will be recorded via this platform.

If a child receives a bump to the head then the child's parents will be notified immediately.

Fire

All staff and pupils will be made aware of the procedures to follow in the event of a fire.

A Fire Procedure notice will be displayed in all classrooms and other relevant areas.

Fire drills will be held at least once each term and observations will be recorded by the Headteacher / Health and Safety Manager. A staff debriefing session will be held and details of the fire drill including any observations will be discussed. Any weaknesses or flaws in the procedure will be identified and acted upon. Everyone in the school buildings will take part in the fire drill

Each member of staff will be made aware of the evacuation procedure for the pupils in his / her

care and will ensure that, in an emergency when the alarm sounds, the children move calmly and quickly to the designated assembly points in the school playground. Class registers will be checked immediately via Google Keep. Testing of fire alarms will be carried out on a regular basis and a record of checks will be kept in the Fire Folder. All visitors will be checked off on the Inventory app on the Ipad. The admin team will take the Grab Bag with them when they evacuate the building. The Grab Bag contains essential items required in the event of an emergency including pupils details.

Fire extinguishers will be maintained under an annual maintenance contract.

All staff will be made aware of the necessary fire precautions and will be expected to ensure that safety procedures for emergency evacuation are not compromised.

Pupils will also be made aware of fire precautions and will be encouraged not to leave bags and other belongings on the floor in walkways where others may fall over them.

Suitable training for staff on the use of fire extinguishers will be arranged with BCBC Fire Officer from time to time.

Fire risk assessments will be completed regularly and it is recognised that fire risk assessments must be completed in order to comply with the Fire Precautions (Workplace) Regulations 1997.

Regular checks will be made to ensure that fire escape routes are kept free from obstruction and that all fire exit doors are working correctly and in a good state of repair.

Electricity

Only authorised staff will plug in for use or switch off electrical appliances. Only authorised staff will move electrical equipment. All electrical equipment will be switched off when not in use.

All electrical equipment will be PAT tested on an annual basis.

COSHH

The objective of the Control of Substances Hazardous to Health Regulations (COSHH) is to prevent, or where this is not reasonably practical, adequately control, exposures to substances hazardous to health so as to prevent acute or chronic ill health.

COSHH sheets will be completed for all substances that fall under the regulations to ensure the effective use and storage of these items.

Asbestos

An asbestos register has been compiled and can be located in the admin office. An asbestos survey has been completed to confirm the location of asbestos in the canteen building. The asbestos register should be signed by anyone undertaking work in this location.

Legionella

The school must adhere to the Health and Safety Executive Approved Code of Practice L8 Fourth edition 2013. A Legionella Risk Assessment must be undertaken by a qualified contractor and records must be completed to identify temperatures. The site supervisor will complete the record sheets as weekly, monthly or annually as identified in the Legionella Log Book.

Boiler Houses

The boiler houses will not be used for storing any items other than those necessary for performing maintenance duties. Storage of flammables, corrosive materials or any item liable to cause a risk of any kind will not be allowed. The boiler houses will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area. The boiler houses will be kept locked when the boiler operator (site supervisor) is not working in that area. Pupils will not be allowed to enter the boiler houses at any time.

Environmental Health

Staff who come into contact with food and the distribution of milk must have undertaken the Food Hygiene Level 2 award. Foundation phase milk will be distributed daily through the refrigerated milk dispenser. Records and checks must be completed daily and verified weekly to ensure the area is compliant with Food Hygiene.

Management of Visitors and Contractors

All visitors must use the main entrance and will report to the school office upon entering the school building. All visitors will be issued a visible visitors badge to wear at all times after signing in through the Inventory signing in system

All contractors will be asked to produce an identity card before admittance into the school buildings. Contractors who visit during the school day will be required to sign in using the Inventory system and display the visitor badge at all times.

Contractors will be reminded, before commencing any work(s) that, however well disciplined, children may be very curious about tools and equipment and may attempt to play around them. As such they must ensure that children are separated from equipment and the area to be worked in, by the provision of any necessary barriers. Equipment will not be left unattended at any time.

Contractors and visitors will be made aware of the fire evacuation procedure and the location of fire exits. A copy of the Health and Safety for Visitors leaflet will be provided for all first time visitors. The Asbestos registers should be signed by all visiting contractors.

Site Security

Staff should park in the designated car park bays in the school car park. Only those with authority may park in the disabled parking space. Once all bays are full car parking must be found elsewhere. Parking is not allowed outside of the designated bay areas. Car park gates should be shut by 8.40am until 3.20pm.

All delivery vehicles will only be permitted onto the school site at times when pupils are not using the playground.

No movement of vehicles on site will be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, or any other vehicle being used for emergency transport.

The school gate on St Marie Street and playground access gates should be locked by 9.05am and reopened at 2.50pm. All access to the school will be through main reception. Any parents or visitors will be required to sign in at reception to enter the main school facilities.

All staff must ensure they sign in to school at the start of the day and sign out at the end of the day via the Inventory signing in system. When leaving the building for a break or a meeting staff must ensure that they sign out / in via the Inventory signing in system.

No smoking including e-cigarettes are allowed on site. No dogs are allowed on any part of the school premises.

PPE

Appropriate personal protective equipment must be worn where appropriate. Gloves, masks, and aprons are available from the main reception.

Maintenance Contracts

A maintenance schedule has been developed to ensure the health and safety of the school site. All documents relating to the schedule will be uploaded to the BCBC Information Exchange.

Administration of medicines

Children who require medication whilst at school will need to have a short term or long term medicine plan completed. Parents should provide details regarding the medical condition, the medication required and how it should be administered. All medication will be stored in the admin office and administered by admin staff. Only prescribed medication will be administered in school and all medication must be clearly labelled with the child's name. Any medication administered will be recorded on the appropriate sheet in the admin office.

Teaching staff should take any medication with them whilst off site. All medication should be signed out of the main office and signed back in when returned.

Parents should be contacted if children become unwell whilst at school. Parents are required to provide emergency contact numbers. If parents cannot be contacted or the child becomes seriously ill or unwell medical advice will be sought.

A defibrillator is located on the wall by the stair lift up to the staff room area. The unit will be checked regularly to ensure that the battery is working.

Communicable Diseases

This school's policy on communicable diseases is that it will adhere to the guidelines issued by the Health Protection Agency. The Health Protection advice should be followed for all infections.

School Trips

School trips are organised with safety in mind as well as educational value. In order to arrange a trip a Trip Booking Form must be completed and approved by the Headteacher / Deputy Headteacher. Once approved the Trip Booking Form must be forwarded to Admin.

All trip information must be uploaded to the EVOLVE risk assessment portal. In line with GDPR printed class contact details must not be taken off site. In the event of an emergency the member of staff in charge should contact the school to allow parental contact to be made.