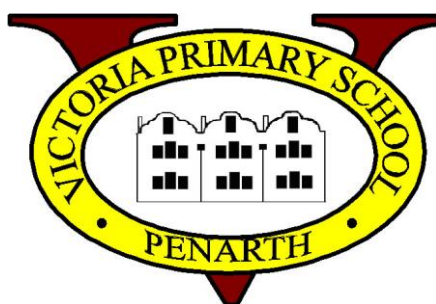


Victoria Primary School



Health and Safety Policy

Polisi Iechyd a Diogelwch

Together we aim for the stars.

VICTORIA PRIMARY SCHOOL
HEALTH AND SAFETY.

POLICY STATEMENT

The Head Teacher of Victoria Primary School acknowledges, in accordance with the Vale of Glamorgan Health and Safety Policy she is responsible for:-

“The day-to-day Health and Safety Management of School and Staff. The responsibility includes ensuring staff are aware of safety rules and procedures which apply. In particular the Head Teacher is expected to be aware of arrangements governing educational visits and holidays and regulations regarding visitors whilst on the school premises”.

Statement of Intent

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain a safe place of work and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

S.Daniels (Head teacher)

Organisational Responsibilities

Headteacher:

- To ensure her own health and safety as well as the health and safety of the staff, pupils and anybody else who might be affected by activities
- To ensure that all relevant health and safety information is disseminated to the relevant parties

Governors:

- To ensure Health and Safety is regularly discussed at the Governors meetings

- To monitor building condition through annual health and safety check of the premises.
- To support the head teacher in her role as health and safety officer

All school staff

- To ensure all health and safety policy and procedures are implemented.
- To report any health and Safety concerns in the site log located in the staffroom.
- To report all accidents/incidents to relevant personnel

Caretaker:

The caretaker is consulted on any change to the school's current Health and Safety Policy.

He carries out daily and weekly inspections in accordance with H & S guidelines and makes repairs as needed or ensures management are informed of any repairs that need outsourcing.

He responds to any health and safety issues reported in the site log.

The caretaker locks and unlocks the school and ensures premises is clean, safe and secure.

The boiler room is maintained by the caretaker and kept free of any combustible materials.

The Caretaker along with the Head teacher is designated "contact" person for liaising with contractors on site.

The Vale Security are the main key holders for the school.

School Office Staff

- To ensure all visitors sign the visitor's book on arrival and the time of leaving the premises is recorded.
- To contact parents when pupils are ill or have suffered an accident in school

Pupils

Pupils are expected to:-

- Exercise personal responsibility for the safety of self and peers.
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.

Visitors:

Visitors are to report to the General Office on arrival at the school. Visitors are required to sign in the visitor book and will be given colour coded identity badges. Parents helping in the school are required to sign in/out of the building. Staff are expected to ensure parent helpers are aware of Victoria Primary School's guidelines for Health and Safety in the school working environment.

Security

Staff to wear identity badges at all times. Parents and visitors need to know your identity.

Check the identity of anyone on site who is not wearing a badge.

Always close doors and gates as you enter or exit buildings and perimeter of the school.

Red security gates will be locked while the school is in session.

Cook will lock her entrance gate at 9.00.

Caretaker will lock pedestrian gates and vehicle security gates at 9.00am.

Gate keys available in school office in case of fire or emergency, appointed LSA to open.

Arrangements

Induction and Training

Each new member of staff or pupils/ adults who visit the school on work experience training will be made aware of the school's Health and Safety Policy.

Health and Safety training will form part of INSET days, this will include risk assessment training.

Risk Assessments

The risk assessments are to be carried out by all staff and will be reviewed on a regular basis, or as and when necessary.

Risk assessments are carried out for manual handling activities and for all substances used within the school (COSHH).

Spills will be reported without delay and are to be cleaned straight away.

Educational Visits

All off site visits are **RISK** assessed in line with LEA guidance.

Deputy Headteacher is the Educational Visits Coordinator and he will check and sign all risk assessments before departure. Original to be taken on the visit and copy left in school.

Reporting Accidents

All accidents should be recorded in the accident books located in all buildings.

Accidents requiring further treatment have to be recorded on AC1 form and sent to Vale, to the Director of Learning and Development for the Vale of Glamorgan. Records of incidents involving members of the public, visitors, pupils and staff also have to be recorded and sent to the vale. Appropriate forms are available from the General Office. (AC1 accident form and INC1 incident form). Lunchtime supervisors are to complete the appropriate forms for any pupils involved in an accident or incident during the lunchtime period.

Within the school setting an Accident Form is sent home to Parents when an accident occurs and first aid is given. It is the responsibility of the First Aiders to decide if an accident slip is sent home however it is good practice to inform Parents whenever there is doubt. **Where bumps to the head occur Parents are always informed and maybe asked to visit school to check upon the injury to the child.**

Certain categories of accidents are to be reported to the Health and Safety Executive (HSE Cardiff)

First Aid at Work

At Victoria Primary School a programme for training First Aiders is in place. First Aid Certificates are valid for three years. The designated First Aid Officers are known to the staff. First Aid boxes are strategically located in each building and on each floor. Epi- pens where needed are kept in a central location and all staff informed. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed.

Accidents are entered in the Accident books located at First Aid Stations

Guidelines for Medicines in School

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the General Office or from the class teacher.

Only medication prescribed by the Pharmacist is able to be administered. The medicine should be in the correct box with the dosage clearly stated.

Medicines are to be safely stored in the classroom / infant kitchen or nursery and they should not be accessed by pupils or unauthorised persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the staffroom. A nominated member of staff is able to administer the recommended dosage on the container.

Epi-pen and allergic reaction medication is kept in the place most appropriate for the child as agreed between school and parents.

Either nursery, infant kitchen or staffroom, or with the child if requested.

In the event of cuts and grazes **no** disinfectant or creams are to be applied.

Plasters can be used directly on a wound. Tape can be used to attach lint or similar type dressings if a child has an allergy to plaster.

The nominated First Aiders are expected to check the First aid Boxes at least once per half-term and inform the General Office if further First Aid requisites are needed to replenish used stock.

Fire Safety Procedures

Victoria Primary School is an old building but the fire detection system has been updated and fire signage updated by the school caretaker.

Fire drill review has led to changes in exit routes that have proved more effective when practised each term.

Pupils partake in a "Fire Drill" once per term.

The fire alarm system is tested weekly on a Friday morning between 9.00 and 9.30 am.

Fire extinguishers are maintained and inspected on a yearly basis.

All records are kept in the head teacher's office.

A fire risk assessment is conducted every 2 to 3 years by the Vale Health and Safety section. The Head teacher and Governing Body then manages the risk assessment and give due consideration to all recommendations.

Manual Handling

The caretaker has received training in manual handling. This training will be updated on a regular basis. There is a sack trolley available in school.

Staff should avoid working at heights. Step ladders are available in all buildings and on all floors.

Vehicles Accessing the School Site.

There is limited car parking alongside the main building, staff access but this route is closed to pupils.

Contractors, deliveries etc. enter via the main gates but are prevented from entering the yard by the red security gates.

Vehicles are supervised if they need to access any area where there are pupils.

The Property Maintenance Services Department is responsible for:-

- The structural safety of premises

- The safe installation and maintenance of all services and associated fittings
- The safety of electrical supplies including provision of circuit breakers and isolating devices
- The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

Electricity and PAT testing

The PAT register is kept in the headteacher's office. Maintenance is undertaken annually.

The caretaker is trained to undertake portable appliance testing.

Asbestos Management

All contractors will be shown the Asbestos Management File which is found in the Headteacher's Office.

Further Guidance.

The school follows the guidance in the Vale of Glamorgan's School's Health and Safety Management file located in the head teacher's office. Further information is available in this comprehensive document.

Appendix 1 References

Appendix 2 Victoria Primary School First Aiders

Appendix 3 List of contents for school management file that provides additional guidance to procedures included in the school policy.

APPENDIX 1

References

Vale of Glamorgan Health and Safety File

Health and Safety at Work Act 1974

A Guide on Incidents is available from Education and Libraries Department's Health and Safety Officer (RIDDOR)

Health and Safety of pupils on educational visits - National Assembly 1999

APPENDIX 2

Victoria Primary School designated First Aiders –

Kelly Keating, Lisa Howe and Joanne Tunley, Dave Adams, Charlotte Thomas.

All midday supervisors had updated training in Oct 2016.

Learning support staff will receive annual epi-pen training as well as class teachers with a child in their class who could need epi-pen treatment.

APPENDIX 3

Schools Health and Safety

Schools Health and Safety Management File

[Introduction.doc](#)

[Index for H&S Folder.doc](#)

1. [List of Contacts.doc](#)
2. [Occupational Health and Safety Policy.doc](#) / [OH&S Policy Corporate Structure.doc](#) / [OH&S Policy OH&S Structure.doc](#)
3. [Departmental H&S Policy Statement.doc](#) / [Departmental H&S Policy.doc](#) / [Departmental H&S Policy Structure.doc](#)
5. [Accident Reporting Guidance.doc](#)
6. [Alcohol Abuse Guidance.doc](#)
7. [Boilers & Gas Installation Guidance.doc](#)
8. [Buildings & Establishment Guidance.doc](#)
9. [Control of Infectious Diseases Guidance.doc](#)
10. [COSHH Guidance.doc](#)
11. [Display Screen Equipment Guidance.doc](#)
13. [Guidance on Electricity at Work.doc](#)
14. [Fire Prevention & Evacuation.doc](#)
15. [First Aid Guidance.doc](#)
16. [Health & Safety Audit Guidance.doc](#)
17. [Contractor Safety Guidance.doc](#)
18. [Manual Handling Guidance.doc](#)
19. [Risk Assessment Guidance.doc](#)
20. [Violence at Work Guidance.doc](#)
21. [Asbestos Guidance.doc](#)
22. [Inspection Report - Annual.doc](#) / [Inspection Report - Half-termly.doc](#) / [Inspection Report - Weekly.doc](#)
23. [Misuse Of Drugs And Substances Policy.doc](#)
24. [Alcohol Misuse Policy.doc](#)
25. [Mobile Phones and Driving Policy.doc](#)
26. [First Aid Policy.doc](#)
27. [DSE Eyesight Test Policy.doc](#)
28. [Managing Stress Policy.doc](#)
29. [Smoke-Free Workplace Policy.doc](#)