

*Brynhafren  
C.P. School*

*Health and Safety  
Policy*

**Adopted: March 2021  
Reviewed March 2022/ October 2023**

**Signed.....Headteacher**

**Signed.....Chair of Governors**

## **Part 1 – Policy Statement**

The Governors and Headteacher of Brynhafren C.P. School recognise and accept the responsibilities which are laid down in the Powys County Statement of Safety Policy and the Education Department Health and Safety Policies for Schools, copies of which are available on the LA website./ HWB.

In so doing the Headteacher will attempt to minimise the incidence of work place risks by providing and maintaining safe and healthy working conditions, equipment and systems of supervision as they need for this purpose. Responsibility is also accepted for the health and safety of pupils and other visitors to the school which may be affected by the school's activities.

## **Part 2 – Responsibilities**

### **Governors**

The statutory responsibility for Health and Safety at Brynhafren CP School is shared between the Local Authority, the Governing Body and School Staff.

The Governing Body must comply as far as it is within their power to do so with the LA policy on Health and Safety, including arrangements as set out in the written statement.

### **Headteacher**

The Headteacher is responsible to the Governors and to the Head of Schools and Inclusion for the implementation of this policy.

The responsibilities of the Headteacher are as detailed under section 13 of the Health and Safety Policy for Schools (attached).

In addition the Headteacher has made the following provisions at Brynhafren School:

1. A Health and Safety Board is situated in the staff room where First Aid Procedures, Fire Procedures and a list of Emergency numbers are displayed.
2. Regulations regarding Fire Emergency Procedures are displayed in different locations throughout the school.
3. Health and Safety information is kept in the main office.

4. Regular observations of safety practices, buildings, premises, equipment, facilities, etc are made by the Headteacher and she undertakes to act on complaints received.
5. To report any suspected dangers to the LA, Governors, Architects Department, etc and to seek advice from the County Safety Officer if necessary.
6. To remove or protect pupils, staff or other occupiers of the building from any imminent risk of injury.
7. To ensure that all accidents are reported and investigated through use of the LA online incident reporting system.
8. To conduct at least once every six months an emergency evacuation practice and to keep a record of dates, times, etc.
9. To ensure that staff responsible for specific responsibilities under this policy will receive adequate training in order to carry out the activities in a competent manner. Training records are held in the school office.
10. To maintain an inventory of loose electrical equipment.
11. To ensure that regular checks are made of electrical equipment in line with LA policy and to arrange for faulty equipment to be taken out of circulation and to be repaired. Recorded in PAT Testing Report and Inventory.
12. To ensure that all hazard substances are listed in an inventory and are securely stored and kept to a minimum provision.
13. A provision of policies to cover all forms of pupil and staff risk activities such as Science, Design and Technology, Swimming and School outings. Copies of risk assessments are held in the school office.
14. To provide a clear policy on behaviour expectations of pupils in the form of a behaviour policy.
15. To ensure the provision of appropriate and adequate first-aid equipment and that necessary expertise is available at all times and to encourage attendance at training related to Health and Safety Concerns eg. First Aid course.
16. Ensure the competency of contractors when working on school premises, as regards Health and Safety as far as is reasonably practical.
17. Take adequate steps to ensure the Health and Safety of people undertaking work on the premises.

### **All teaching and other non-teaching staff**

All employees have the responsibility to cooperate with the Headteacher and to comply with the requirements of this policy in order to achieve a healthy and safe workplace and in doing so take reasonable care of themselves and others.

Whenever any employee notices a health and safety problem which they are unable to put right, they must inform the Headteacher immediately.

#### **Specific responsibilities are:-**

1. to carry out, at all times, instructions, directions and advice regarding safe working practices.
2. ensure that work is undertaken in a manner that will cause no danger to themselves, colleagues and any other person attending or visiting Brynhafren CP School.
3. to use and ensure others use any necessary protective clothing and equipment and ensure that it is maintained in a clean and usable condition.
4. to report all equipment and working environments which they consider to be unsafe.
5. report to the Headteacher all accidents to themselves and pupils under their control.
6. to make themselves familiar with this policy together with the County Council's statements.
7. not to use any hazardous substances that have not been properly assessed and where adequate training has not been given.
8. not to use any item of electrical equipment which has not been inspected within the specified period.

#### **Risk Assessments**

These should be carried out and reviewed on a regular basis as and when required. When there are significant changes in a situation that will impact on a process or activity, a full review of the risk assessment will take place in order to ensure risks are minimised as much as they possibly can.

The Risk Assessment Folder can be found in the main office.

### **Part 3 – Arrangements**

Situated in the staff room is a Health and Safety Board on which is displayed a list of Emergency numbers, provision for First Aid, etc.

Health and Safety information relating to the procedures specifically applicable to Brynhafren CP School is kept in the main office and is not to be removed. The following essential information is held:-

- regulations concerning emergency evacuation procedures together with a log of evacuation practices.
- detailed recommendations for First Aid provision, logging of accidents, etc.
- a list of emergency telephone numbers
- arrangements regarding the use of machinery and electrical equipment.
- An inventory of loose and portable equipment.
- A management structure of persons responsible for Health and Safety.
- An inventory of hazardous substances
- Detailed arrangements for school visits
- A copy of the pupil behaviour policy
- Arrangements regarding the closure of the school in unforeseen circumstances.

### **General arrangements**

1. Care must be taken when it is necessary to reach items on shelves or racks above eye level. Staff are responsible for setting a good example of safety in these matters. In general heavy objects should be stored low down to reduce the risk of injury from falling or handling.
2. Specific attention should be given to wires trailing from computers and any other electrical equipment.
3. Staff should not lift nor attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Headteacher. Special care should be taken when asking pupils to perform manual handling tasks. Key staff will be given regular updated training regarding manual handling as required.

### **Arrangements relating to Curriculum Areas**

#### **Design and Technology**

Children will be instructed in the safe use of tools and equipment. Protective clothing will be used where necessary.

### **P.E., Games and Swimming**

Children and staff will wear appropriate clothing and footwear. Staff will familiarise themselves and educate the children in the safe use of equipment and all reasonable precautions will be taken when moving equipment. Our pupils will be instructed in and expected to obey the rules of the swimming pool at all times. At the pool they will wear appropriate clothing and will be supervised by their accompanying teacher, a professional pool attendant and a swimming teacher. Children will not be allowed to wear goggles unless a written request is received from the parent.

### **Educational Visits**

As detailed in the Health and Safety file. It is essential that all staff leading a visit ensure that a full risk assessment is completed and handed to the headteacher for approval prior to the visit taking place. Visits outside of the school day should be logged on to the online Evolve system. The headteacher will receive notification and sign such visits off when approved.

### **Medication**

The school nurse will be requested to complete a health care plan in such cases.

## **MEDICATION POLICY**

Parents requiring medicine to be administered on an occasional basis will fill in an appropriate form - kept in the main office or sign a letter to that effect.

If a child requires medicine on a regular basis i.e. Ritalin, a care plan will be set up in conjunction with the School Nurse.

All medication brought into school must be kept in its original pack and will be stored in the locked filing cabinet in the main office.

The Headteacher will administer medicine or in absence the assessment or a nominated member of staff. All will be expected to fill in a log giving details of when medication has been given and in what dosage. More details can be found in the Safeguarding Policy.

The school also has a separate asthma policy.

## **FIRST AID AND ACCIDENT POLICY**

Any minor accidents i.e. grazed knees can be dealt with by any staff member. If there is blood, gloves must be worn.

Head injuries should be reported to the headteacher or a first aider who will decide on appropriate action. If a child suffers a head injury their parent should be informed by phone immediately and then appropriate action can be taken.

All accidents should be recorded in the accident folder in the staff room. This should be signed by the person dealing with the accident.

Regular training will be given to staff to update on First Aid procedures.

The nominated first aiders for the school are: Alison Ellis and Laura Owen

First aid kits are available in the classrooms and the ICT room. The travel kits are available for use on out of school visits.

The contents of kits are checked on a regular basis.

## **STAFF INDUCTION POLICY**

When new staff, parents, helpers, students attend school for the first time they will be issued familiarised with the health and safety policy to ensure that they are aware of school procedures.

The headteacher, or in her absence, the Teacher in Charge, will also brief them on necessary health and safety awareness i.e. what to do in case of fire, accidents, etc.

A staff induction file will be issued to all new staff, this includes training and policies which must be signed off by the headteacher.

## **VISITOR POLICY**

People coming into school on a temporary basis during the day will be required to sign in and out at the main door.

Students and parent helpers will be registered by the teacher with whom they are working.

All staff are required to sign in and out of school in the appropriate book when they go off the school site.

## **ASBESTOS MANAGEMENT**

The asbestos register is located in the office. Any contractors working on site will be shown the register before commencing work. The headteacher is fully aware of the asbestos located in the building, an asbestos handover meeting is managed by the LA on the appointment of a new headteacher.



## BRYNHAFREN C.P. SCHOOL

### FIRE POLICY

(Further details and policies can be found in Fire file in office)

#### **Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire.

#### **Fire Risk Assessments**

An annual risk assessment will be made by the Fire Safety Advisor for the LA - Stephen Fisher. It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each room's instructions for this
- Look at the past years records of fire practices, etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

#### **Staff Training**

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

#### **Fire Drills**

Fire drills will be carried out at least six monthly, generally once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

## **Testing of Fire Alarm System**

The fire alarm system will be maintained and tested through local authority contract.

## **Fire Extinguishers**

Fire extinguishers are placed in appropriate areas around the school, they are tested on an annual basis.

## **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

## **General Fire Safety**

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear.
- There is one metre clearance to the routes of exit doors.
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed.
- Combustible materials (paper, card, fabrics, etc) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year.

## **Smoking**

Smoking is prohibited on any of the school site.

## **Advice on the procedure in the event of a fire**

### **Discovering a fire**

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass.
2. Call the fire brigade by dialling 999 or 112.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.

### **On hearing fire alarm**

1. Close all doors and windows.
2. Proceed to your assembly point and take the register.

### **After the event**

1. Do not re-enter the building until advised to do so by the senior fire officer.
2. Ensure that the premises are in safe working order before re-occupying.

### **Know**

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

### **Personal Evacuation Plan**

Where a member of staff or a child has a personal evacuation plan, then individual procedures in place within that should be followed.

# **Fire Drill**

## **Registers**

**Registers are completed twice a day by class teachers at the start of the morning and afternoon sessions. Absent pupils will be noted by the class teacher**

## **In case of fire**

When the fire bell rings:

Children will need to leave in an orderly manner and line up with their teachers, support staff and other adults in their class at the fire assembly point at the far end of the car park.

When leaving the hall the most appropriate exit is to be used.

### **Class 1**

Pupils to leave via ramp from classroom supervised by AE or TA in class at time.

### **Building check**

Hall and Staff toilets – Cook or Cleaner depending upon time of day.

Extra Class 2 teaching space and Class 2 toilets – LT/SP depending on day and time

Class 1 toilets – AE

*Updated: October 2023*