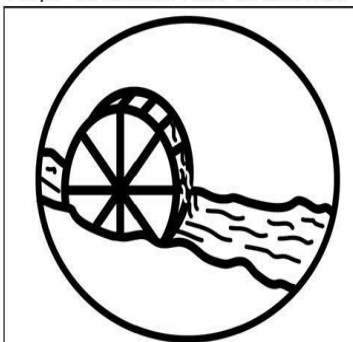


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|---------------------------------------------|------------------|---------------------------------|
| <b>Policy Title:</b> Health & Safety Policy |                  | <b>Policy Status:</b> Statutory |
| <b>Due for review:</b>                      |                  | November 2023                   |
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| <b>Chair of Governors</b>                   | <i>T Beedle</i>  | November 2022                   |
| <b>Head Teacher (Acting)</b>                | <i>J Edwards</i> | November 2022                   |

Eager to Learn. Proud to Achieve.



Awyddus i Ddysgu. Balch i Gyflawni.

# Health, Safety & Wellbeing Policy

## Cwmfelin Primary School

### Ysgol Gynradd Cwmfelin

## **Health and Safety Policy**

### **Introduction**

At Cwmfelin Primary School, we aim to provide a safe and secure learning environment for everyone. The health, safety and wellbeing of all the pupils and adults who work or learn in our school are of paramount importance.

### **Aims**

The aim of this policy is ensure that Cwmfelin Primary Primary School provides and maintains safe and healthy working conditions, equipment and systems of work for all pupils, staff and visitors to our site. The Governing Body recognises and accepts its legal obligations as well as its moral duty to provide this to the best of its ability, in full cooperation with Bridgend County Borough Council (BCBC).

### **Statement of Intent**

This statement is published in pursuance of the Health and Safety at Work Act 1974, associated regulations, health and safety legislation and other relevant 'Approved Codes of Practice'. This policy has been informed by the relevant Local Authority's corporate Health and Safety policies and current guidance. A number of aspects within this policy are also dealt with in more depth in other policies, for example, The Administration of Medication.

The school is committed to:-

Preventing accidents and work-related ill health.

Providing safe buildings and systems of work.

Assessing and controlling risk from curriculum and non-curriculum activities.

Providing a safe and healthy working and learning environment.

Providing a safe means of use, handling, storage and transportation of articles and substances.

Providing effective information, instruction, training and supervision.

Consulting with school personnel and their representatives on health and safety matters.

Monitoring and reviewing systems and prevention measures to ensure they are effective.

Setting targets and objectives to develop a culture of continuous improvement.

Ensuring adequate wellbeing facilities exist throughout the school.

Ensuring adequate resources are made available for health and safety issues, so far as it is reasonably practicable.

A Health and Safety Management System has been created to ensure the above commitments can be met.

The maintenance of a healthy and safe school is the shared responsibility of the whole school community: governors, staff and pupils.

### **Monitoring and Review**

The Governing Body has a responsibility to keep informed about new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures for health and safety matters.

The Governing Body's Health and Safety sub-committee endeavours to meet termly to discuss health and safety issues. Members of this committee are encouraged to attend BCBC Health and Safety training.

A checklist is used to audit health and safety matters within the school. This is used as a means of evaluating the school's priorities in terms of health and safety.

The Headteacher implements the school health, safety and wellbeing policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher reports to Governors termly on general health and safety issues. Emergencies are reported directly to the Chair of Governors.

This policy is reviewed annually or when updates are necessary, or at any time at the request of the Governing Body.

### **Responsibilities**

Everyone within the school has a responsibility for health and safety. All employees are required to act in a safe manner at all times, in order to ensure their own safety and the safety of others in the work area. In particular, they will:-

- **not**, misuse or interfere with anything provided in the interest of health, safety, or wellbeing
- report incidents / accidents to their manager
- attend health & safety training as requested
- use the correct tools and equipment for the job
- **not** take unnecessary risks
- report any situation that they may reasonably consider represents an immediate danger to health and safety to themselves or others.

All visitors and contractors are expected to apply similar care and attention.

A sub-committee of the Governing Body oversee Health & Safety and some staff have specific duties in relation to health and safety, such as the Site Supervisor. However, the overall and final responsibility for health and safety in the school lies with the Headteacher and the Chair of Governors.

### **Risk Assessments**

In line with national legislation and good practice guidelines, risk assessments are undertaken for various aspects such as fire safety and premises safety, or where there is a potential risk of injury to persons. A record is maintained of risk assessments and findings shared with all relevant staff. Where available, BCBC standardised risk assessments are used.

Risk assessments are also required for any class trips and must be completed using the Evolve programme before permission is given by the Headteacher for the trip to go ahead.

### **The School Curriculum**

Through effective curriculum planning and provision, we teach the children about health and safety issues to equip them with the skills, knowledge and understanding which will enable them to live positive, successful, and healthy lives. For example, through Humanities, Health & Wellbeing and Science AoLE's, children may consider the work of the police and fire service. Children are taught how to keep themselves safe, along with helping them to identify dangers around fire, electricity, water, and traffic. Children are taught about hazardous materials, and how to handle equipment safely. As

part of the Health & Wellbeing AoLE and the RSE curriculum, children are taught to have respect for their bodies, and how to look after themselves. For example, children have opportunities to learn about healthy eating, hygiene and how to move and play safely in PE lessons.

The opportunity to reinforce health and safety also arises when the children are involved in environmental projects and activities, e.g. caring for pets and the dangers associated with litter.

The spiritual growth and wellbeing of the children is promoted through the RVE curriculum, along with the daily act of collective worship.

Children have opportunities to discuss problems, issues, or concerns with their teacher, for example, during circle time. The school provides ELSA support which offers children the opportunity to share their feelings and concerns.

It is the responsibility of the class teacher to plan and supervise safe activities.

### **Physical Education**

All teachers will undertake appropriate training in PE, planning and safety procedures. All teachers cooperate fully with all safety procedures.

Children are encouraged to take reasonable care of themselves. They have to wear suitable clothing and must remove all watches and earrings, if worn. Long hair must be tied back. They are taught about the need for safety and for good behaviour during PE lessons.

The condition of the floor area where any PE activity is taken is checked prior to the lesson as are all apparatus and equipment. Staff are expected to report any faulty equipment to the PE subject leader.

The staff are aware of the capabilities of the children and will include differentiated activities in their planning. They are also aware of medical conditions and must supervise children at all times.

Staff must report any faulty equipment to the PE subject leader. All PE equipment is checked prior to use and large equipment is tested annually by a contractor employed by the LA.

Parents are informed of the school policy on clothing, jewelry, and PE safety procedures via the school prospectus and through direct contact.

### **School Meals**

The school works alongside BCBC Catering services, to ensure that meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children bring their own packed lunch, they are provided with a suitable place to eat and are supervised by Lunchtime Staff.

Children are encouraged to eat a fruit snack at break-time and younger children are encouraged to drink milk (if appropriate for individuals).

Chilled drinking water is available at all times in school for children and staff.

Alongside BCBC Catering Services the school operates a Breakfast Club. A free healthy breakfast menu is available to all children who attend.

Registers are kept of all pupils attending Breakfast Club. The usual school rules apply and the Headteacher reserves the right to stop any child attending the club if his or her behaviour compromises health and safety.

#### School Uniform

It is our school policy that children are encouraged to wear school uniform when attending school, or when participating in school-organised events outside school. However, school uniform is not compulsory.

Children are encouraged to wear suitable footwear for both comfort and suitability of purpose and season, for example, in hot weather we respect that feet need to be cool but we discourage the wearing of flip-flops.

Children are expected to wear appropriate clothing and footwear for PE lessons e.g. T. shirts and shorts/tracksuit bottoms and trainers. Those children who represent the school in sporting events such as rugby or netball are provided with a school kit.

Children are encouraged to bring and wear wellingtons for outdoor activities such as gardening that take place in inclement weather.

On grounds of health and safety children are asked to remove earrings during PE lessons.

#### **Accidents and First Aid**

This section reflects the Corporate BCBC Policy, 'First Aid at Work'

By their very nature, small children often have accidents. It is simply impossible to report every single incident that may happen to every pupil in the school. Therefore, whilst this policy section is intended to clarify what would be considered an accident, and how these are handled in school, there will always be a need for professional judgements to be made relevant to each specific circumstance.

The following types of injury should always be reported:-

- head injury
- any known bone break
- a cut which is more significant than a simple scratch
- a burn
- any significant new bruise (sufficient so as to be noticeable within a reasonable time in school)
- any swelling as a result of an impact injury
- any injury requiring first aid.

In the case of less significant injuries the school aims to provide basic first aid and will notify the parent at the end of the day. If there is doubt about the possible severity of an injury the school will always contact the parents and ask them to make the final decision regarding whether the pupil should remain in school, or seek further medical advice.

If any accident should occur to a pupil, member of staff, or anyone on the premises where more specialist or urgent medical attention is required external agencies are contacted, e.g. ambulance, doctor. The parent/guardian must also be contacted and for accidents of a serious nature, the Local Authority's official form completed. All accidents must also be recorded in an accident book, located in the administration office / staffroom.

Staff are expected to notify their line manager of any accident that occurs to themselves in the course of their work based upon the same general guidelines. This will also be recorded in the accident book. Staff are advised accordingly and released to seek medical attention if appropriate.

All school staff hold current Level 1 First Aid certificates. Training is provided regularly to ensure that there is always a good proportion of staff with basic training throughout the school. This aims to ensure that a first aider is always available during the school day and on school visits.

First Aid kits are located in the kitchen, classrooms, school office and staff room. Plasters can only be applied if parental permission has been received. Any adult dealing with body fluids must wear disposable gloves, which are available in the school office and staff room. First aid boxes must be taken on school trips.

Any organisation using the school outside school hours needs to ensure they have their own first aid kits and first aider on the premises.

All parents are required to give emergency contact numbers and the name of at least one adult who can assume responsibility for their child in their absence. All contact details are available on the SIMS system, but hard copies are available in the cupboard in the office.

### **Asbestos**

The school was built in 1911 with extensions added at a later date and is confirmed as having a few areas where asbestos is present. All contractors intending to work in ways which are potentially invasive to walls, flooring, roof spaces and where there is potential to encounter asbestos are expected to view and sign the Asbestos Register (located in office) and any known hazards identified.

### **Boiler House**

This school will follow LA guidelines in that the boiler house is not to be used for storing 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 is not permitted. The boiler house is to be kept as safe as possible for the person(s) working there, with no obstructions or trip hazards in the working area. The boiler house is locked when the boiler operator (Site Supervisor) is not working in that area. Pupils are forbidden to enter the boiler house(s) at any time. The correct procedures (as issued by the LA and instructed by the caretaking support officers) are followed as far as daily maintenance of boilers is concerned. Any relevant training for operators (Site Supervisors) as arranged by the LA and is actively supported by this school.

### **Children who become unwell at school**

Emergency contact telephone numbers for parent(s), or a responsible adult nominated by the parent(s), are readily available, should a child need to be collected during the school day.

If a child becomes ill, and parents cannot be contacted, medical advice is sought. In the case of an emergency, an ambulance will be called.

If parents cannot be contacted and a child needs to go home, the Education Wellbeing Officer will be contacted.

### **Communicable Diseases**

*This section reflects the Corporate BCBC Policy, 'Infection Control Guidance' and All Wales Infection Prevention and Control Guidance for Education Settings.*

From time to time outbreaks of highly contagious diseases may occur in the school or local area. The school will abide by current Local Authority guidelines on communicable diseases and takes up to date advice when appropriate. (e.g. Legionnaires disease, Covid-19). Outbreaks will be reported in line with guidelines and staff / parents informed as per advise given.

Pupils are encouraged to wash their hands thoroughly and liquid soap is provided in all toilets and classrooms. Any staff handling body fluids must wear disposable gloves. However, staff also have access to Anti-bac soap and gel, to ensure their hands are disinfected.

#### **Head Lice**

Alert messages are sent to parents once head lice have been detected. We provide information for parents about head lice prevention and how to deal with infestation. In addition, parents are advised to check their child's hair regularly.

### **Control of Hazardous Substances (COSHH)**

*This section reflects the Corporate BCBC Policy 'Control of Substances Hazardous to Health – COSHH'* Arrangements for the use and storage of any chemicals or substances are subject to the requirements of the Control of Substances Hazardous to Health (COSHH) 1999 Regulations. Information is obtained on cleaning products used, (such as dilution rates) and information provided to employees with regard to their health and safety when using the product.

The Site Supervisor is responsible for ensuring, as a matter of routine, that all hazardous chemicals are appropriately stored and that other equipment (such as ladders) are maintained to standards necessary, to remove the likelihood of failure, giving rise to personal injury or ill health. However, all staff should act in such a manner as to uphold these standards, by notifying senior staff of any known faults and ensuring that any cleaning materials used are returned to their correct place.

So far as is reasonably practicable, materials are stored so that they are maintained in a proper condition to allow safe placement and retrieval by staff and secured safely out of reach of pupils. For most cleaning products this means that they are locked away, out of children's reach. All staff should take responsibility for ensuring that materials are returned, and that keys are stored appropriately. All chemicals are to be stored in appropriate, correctly labelled containers.

### **Administration of Medicine to Pupils**

It is the school policy to administer prescribed medicine if requested subject to certain conditions being met:

- No staff can be required to administer medication for any purpose – this act is therefore entirely voluntary.
- Parents must complete the relevant consent form in advance.
- In some cases the Headteacher will approve for a pupil to use (and store) medication on site, but either the pupil must be able to self-administer or the parent should attend to administer.
- In exceptional circumstances, the Headteacher may agree that the school will administer medication, but only upon specific prior written consent of the parent.
- All medication is subject to appropriate storage arrangements and must be provided in the prescribed containers, labelled for that child, with dosage instructions. Medication requiring refrigerated storage is kept in a designated fridge in the staffroom.
- Children with asthma are expected to self manage the condition and are supported in doing so. Asthma pumps must be clearly labeled with the child's name and class and stored in a safe area in the classroom, which is accessible to the children who require the pumps.
- Staff that are likely to work with a child who may require the use of an Epi-pen receive training according to the needs of the child.
- Parents of children with allergies are responsible for ensuring the school has an up to date supply of labeled epipens which are stored in class first aid cabinets with the second in the school office, should they be required in an emergency.
- Parents/ carers are welcome to come into the school during the school day to administer medication to their own child.
- Pupils with diabetes are allocated to a member of support staff who supervises their routines and self medication.
- Details of all pupils with specific medical conditions are kept in the school office and on the medical register.

### **Display Screen Equipment**

*This section reflects the Corporate BCBC guidance, 'Display Screen Equipment'*

Designated regular users of Display Screen Equipment (DSE) should vary their work routines, and have a sight test at least every two years. This is considered to be staff who are working at a screen for at least 2 hours each day (generally Headteacher, Deputy Headteacher (AAHT's) and office staff).

Teachers should note that neither they nor the pupils should look directly into the beam of the overhead projector.

### **Electrical Safety**

Pupils are made aware of the dangers of electricity. Only staff will plug in and use electrical equipment in Foundation Phase and they will ensure that appliances are safely out of the reach of pupils.

Any defective sockets /equipment must immediately be removed/made safe/covered and reported to the Site Supervisor who will arrange for repair/replacement by a qualified electrician.

Any electrical appliance brought into school not newly purchased must be subjected to a portable appliance test before being plugged in. All electrical equipment used in the school should have the correct fuse fitted. Residual power breakers should be used when operating power tools etc.



### **Emergency Procedures**

Pupils and staff will move away from any danger areas immediately and the Headteacher informed.

All emergency telephone numbers are available in the school office.

All parents are requested to give an emergency contact number. A list of the emergency contact numbers is readily available in the school office.

If the premises are used after dark, then consideration must be given to the provision of emergency lighting in accordance with the guidelines issued by the LA. In most cases, the provision of handheld torches / lamps will suffice, but a risk assessment will be carried out to confirm the correct provision.

### **Fire Safety**

All staff are made aware of the procedures to follow in the event of a fire inside or outside the building. A Fire Procedure notice is displayed in each classroom and other relevant areas.

A Fire risk assessment is carried out on a regular basis by a qualified person. Fire drills are held at least every term and observations recorded by the Headteacher / Site Supervisor. Staff are debriefed and procedures reviewed to promote the efficient evacuation of the school. Times of fire drills vary, to ensure that all staff who work at the school experience a fire drill.

Each member of staff including lunch time supervisors is made aware of the evacuation procedures and will ensure that when the alarm sounds pupils will move calmly and quickly to their evacuation point. The Administration Officer takes out the registers, visitors signing in/out book and the emergency grab bag.

Fire alarms are tested weekly by the Site Supervisor and a record of checks kept in the Fire Log Book. Fire extinguishers are maintained under an annual contract with the fire service. Escape routes must be kept clear and materials likely to be flammable stored responsibly, to avoid a fire hazard. The Site Supervisor makes regular checks to ensure fire escape routes are kept free from obstruction and that all fire doors and exits are working correctly and are in a good state of repair. Our priority in a fire is the safety of the pupils and staff and not the fighting of the fire.

### **Food Hygiene**

Any activity which involves the preparation of food must be carefully supervised and carried out in accordance with food regulation requirements. Surfaces must be properly cleaned and if necessary covered appropriately. Hand washing before touching foodstuffs is essential. Information must be solicited regarding any food allergies a pupil may have before any tasting takes place.

### **General Cleaning**

The, Site Supervisor and Headteacher are responsible for ensuring the cleanliness of the site. Any concerns should be addressed to them.

Good hygiene amongst the pupils is actively encouraged. Pupils are taught and encouraged to wash their hands after using toilet facilities and to use handkerchiefs/tissues appropriately. Pupils are

encouraged to take pride in the school facilities and develop a sense of responsibility in maintaining a well looked after, safe learning environment.

It is the responsibility of the Site Supervisor to ensure cleanliness of toilets and that adequate soap and hand towels are available to all pupils and staff.

All cleaning and/or potentially hazardous products used within the school are logged in compliance with COSHH regulations. Staff are not permitted to bring to school / use any liquid or spray chemicals (e.g. aerosol) which have not been purchased through the appropriate school procedures. Cleaning contractors are required to comply with all the relevant regulations for provision and storage of chemicals.

### **Industrial Diseases**

The health and safety officer for the Directorate of Education and Family Support will be informed of any case of industrial disease (any condition diagnosed as being directly caused by a work process) and this will be followed up by the completion of the official directorate report form.

### **Lone Working**

Staff should generally avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable, staff should ensure that outside doors are locked. Fire doors must be unlocked when staff are working on the premises. Anyone lone working on a regular basis must keep a mobile phone with them to be used in the case of an emergency. Security lighting is present around the school and grounds.

### **Manual Handling**

*This section reflects the Corporate BCBC Policy, 'Manual Handling'*

All staff should refrain from lifting or carrying loads which are beyond their individual capacity. This will vary from individual to individual, depending upon their age and physical fitness. Assistance should be sought where appropriate. A push-truck is available to assist staff with moving heavier loads around the school if needed. Pregnant women particularly, should take care to modify their activities in school appropriately. Pupils must not be expected to carry loads which could be hazardous to themselves or others, nor beyond their own individual capacity.

The Site Supervisor receives manual handling training, as handling equipment and furniture will regularly form part of his/her everyday duties.

Where a child with mobility problems has been identified, risk assessments are carried out by the LAs access and inclusion service and training provided. Any member of staff who has not received manual handling training should not attempt to lift or carry a child.

### **Off Site Visits**

Safety must be a major consideration when organizing any trip. Parental permission is obtained prior to any trips outside the local area. Local trips are covered by a general consent form. Adequate levels of supervision relevant to the age of the children must be ensured in line with LA guidelines. Parents must be informed of departure and return times and if the trip arrives back after the end of the afternoon session, they need to know where to meet their child.

Any parents accompanying a trip need to be briefed about the visit and their role. Full risk assessments need to be completed by staff prior to the trip being approved. Accompanying parents need to be aware of the risk assessments. Seat belts must be worn when travelling by bus / coach. A list of names of those on the trip/visit are given to the Administration Officer, along with trip details. Children are reminded to behave in a responsible manner and are instructed to wear seat belts.

### **Personal Protective Equipment (PPE)**

*This section reflects the Corporate BCBC guidance, 'Personal Protective Equipment – PPE'*

Personal Protective Equipment (PPE) is provided in order to remove/reduce risk for all staff and pupils according to the nature of risk where appropriate control measures and alternative methods have been explored and risks still remain. Such activities are carried out in accordance with the relevant risk assessments.

At Cwmfelin Primary School, this generally means:

- Aprons for staff and pupils for cooking activities.
- Oven gloves for staff for cooking activities.
- Disposable gloves for Site Supervisor, cleaners and teaching / support staff for body fluids.

If a member of staff believes that an additional item of PPE should be provided, they should make that request to the Headteacher at the first opportunity. A risk assessment will then be carried out.

### **Physical Education**

Physical Education equipment is maintained annually and is organised through the Local Authority. Pupils are taught to handle large apparatus properly and are supervised when doing so. The Uniform Policy details the expectations of pupils with regards to safe clothing for Physical Education.

### **Play Equipment**

All new play equipment is subject to permission from the LA before installation and to a ROSPA safety inspection prior to use by the pupils. Visual inspections are carried out by the Site Supervisor on a daily basis. More detailed inspections are undertaken on a weekly basis. All inspections are logged. Annual inspections are carried out by a registered and appropriately trained inspector.

### **Pupil Safety**

No child is allowed to leave the school premises during the school day unless they are collected by a parent/carer. Children are encouraged to enter and leave classrooms and the school in an orderly fashion. If there is no one to meet the child at the end of the school day, the child is brought to the school office so that parents can be contacted. Nursery pupils are kept in class with familiar adults or brought to the office with a member of staff from the Nursery. Older pupils who may be meeting a parent at the gate are encouraged to return to the office if their parent is not there. Infant pupils are not allowed to wait for older brothers and sisters unsupervised. Parents must make adequate child minding arrangements.

### **Safeguarding / Child Protection**

The Designated Safeguarding Person (DSP) is Mrs J Edwards and Deputy DSP's are, Mr J Desmond and Mrs L Evans. Mr T Beedle is the governor responsible for Child Protection.

The school has a comprehensive Safeguarding / Child Protection Policy. Each member of staff has undertaken Local Authority Child Protection training. The Headteacher is responsible for ensuring that this training is kept up-to date and that new members of staff are given the opportunity to undertake appropriate training.

If any member of staff suspects that a child in the school may be the victim of abuse, they should immediately inform the DSP of their concerns. The school's DSP follows guidelines and protocols and will work with the appropriate services including Social Services to ensure the safety and wellbeing of the child. All cases are treated with sensitivity, respect and professionalism.

All adults employed in school are required to have their application vetted by the police. DBS checks of all staff are undertaken every three years. Regular volunteers are also DBS checked.

### **Supervision of Pupils**

School begins at 9.00am. Staff are in classrooms from 8.50am. A rota for teaching and support staff ensures that there are appropriate levels of supervision during lunch and break times. At the end of the school day, infant pupils are handed directly to their parents / guardians. There is supervised handover of pupils in Yrs 3 – 5. Year 6 pupils have the option of walking home, as long as parents have given written consent.

Pupils are encouraged to cycle / scoot to school. A cycle racks is provided at the front of the school. Pupils are not permitted to ride in the school grounds to avoid running over other pupils, siblings or adults. Parents are also asked to supervise any younger siblings in the school playground during drop off and collection times. Pupils and siblings are not allowed unsupervised access to any of the play equipment in the school grounds.

### **Safety in the Classroom**

- Staff must be available to receive their class from the playground so that they can bring them into class calmly at the start of session times.
- If using potentially dangerous equipment, e.g. scissors, hammer, nails, pupils must be shown the correct methods for handling and usage. The degree of supervision required for such activities will vary in accordance with their age, manual dexterity and the challenge of the task at hand.
- Pupils should also be made aware of the dangers of pencils, drawing pins, staplers if handled inappropriately. When working with the above equipment the number of children should be restricted.
- If it is necessary for a child to carry a chair, it must be held correctly.
- No cleaning fluids to be kept within reach of the children.
- Children must walk at all times in the school building.

### **Playtimes/Lunchtimes**

If a child is hurt in the playground, the staff on duty will call for assistance and will not leave the children unsupervised.

Lunchtime Supervisory Assistants are made aware of the policy on health and safety and the procedures to follow in the event of an injury to a pupil or in an emergency. They are made aware of the importance of treating every injury to a child as serious and that a first aider must be informed of any injury immediately.

At all times adequate supervision levels are maintained.

### **Sun Protection**

We want children and school staff to enjoy the sun safely, by ensuring that they are protected from skin damage caused by harmful ultraviolet rays from the sun.

We have a duty of care to ensure that sun protection is provided to children and school staff when undertaking school activities. We are aware that prolonged over-exposure to the sun is a major contributory factor in the development of skin cancer. We incorporate sun protection into the curriculum. When the weather becomes warmer, parents receive information explaining the measures that they can take to protect their children from harmful rays and dehydration.

The children are encouraged to wear hats, to cover their shoulders and to wear sun-cream, prior to the start of the school day. If the sun is very strong, children are taken indoors, or are encouraged to sit in the shade (under the trees) or under the parasols.

All pupils are required to bring a water bottle to school and are encouraged to drink more water when it is hot.

Further details are provided in the separate Sun Safety Policy.

### **School lettings / evening use**

Safety measures are considered equally as important for evening use of premises as they are for daytime use.

Any doubt over the requirements for obtaining a Public Entertainment Licence or occasional / Theatrical Licence will be investigated and clarified.

Risk assessments are undertaken to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

### **School Security**

The school takes reasonable measures to help ensure the safety of its staff, pupils and visitors whilst on the school premises. The pedestrian gate is locked after pupils arrive at school and all visitors must report to the main entrance school office. Signage also helps to direct all visitors to the reception upon arrival.

All visitors who arrive in normal school hours are required to report to the school office. A visitor badge must be worn whilst on the school premises. Staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

Each school building has a secure entrance door. Only staff members know the passcode.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted and procedures followed as in the School Emergency Plan.

### **Selecting and Managing Contractors**

*This section reflects the Corporate BCBC Policy 'The Management of Contractors' and 'Asbestos Management Guidance'*

All contractors are required to report to the main office to sign in. Contractors are expected to provide proof of identity. All works carried out at the school should be by prior arrangement.

The Headteacher, Deputy Headteacher (AAHT's), or Site Supervisor should make an immediate risk assessment of the proposed works, based upon factors such as use of hazardous materials or equipment and proximity to pupils. The contractors are made aware of the risks that can present and any specific safety procedures agreed before work commences. Where appropriate, contractors are required to ensure that the children are separated from equipment and the work areas by adequate provision of necessary barriers. Upon completion of works, the senior member of staff on site should ensure that the working area is left in a safe condition for pupils. Outside of normal school hours, the Site Supervisor will undertake these duties, ensuring safe working practices and provision of appropriate safety measures / barriers where necessary.

Selection of contractors is made in accordance with current Corporate BCBC policy. The majority of contractors working at the site are appointed and arranged, through the Education Premises department.

Where work falls outside of the council's Service Level Agreement, the school may appoint its own contractors (e.g. minor plumbing, windows, door furniture). Where relevant, the Headteacher will ensure that the selection is compliant with Local Authority requirements. (e.g. registered with Construction Line, electricians must hold NICEIC etc.)

### **Slips and Trips**

All staff should be aware of potential slip/trip hazards and take remedial action where required. Children are encouraged to develop an awareness of potential slip/trip hazards. Regular monitoring of paths, steps and playgrounds is carried out. Warning signs are displayed on wet floors. Children are encouraged to wear suitable footwear.

### **Smoking / Vaping**

This school implements a no smoking / vaping policy, whereby smoking / vaping is not permitted anywhere on the premises at any time.

### **Stress**

*This section reflects the Corporate BCBC guidance, 'Managing Pressure'*

Any member of staff who feels that they may be suffering from stress should discuss their concerns with either the Headteacher or Deputy Headteacher (AAHT's). The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised where physically possible. A free and confidential service is available to all employees through **Care First on 0800 174319**. Staff who are on extended sickness absence (beyond 28 days) will normally be referred to the Local Authority Occupational Health Services for assessment.

### **Working at Height**

We recognise that working at height includes working on ladders, platforms, rooftops, or any other position that could result in a fall. The school employs BCBC approved contractors to carry out work at height. It is the responsibility of all school staff to co-operate with the implementation of this policy and ensure that their own health and safety is not put at risk when working at height.

Use of Ladders - There is a small stepladder available to staff for the purpose of reaching the top of display boards. Staff should not step up onto tables and chairs.

### **Traffic Management**

To ensure the safety of pedestrians and children at the start and end of the school day, the main school gates are closed and no vehicles are allowed on site without prior authorisation. The main access point to the school must remain clear to allow access for emergency services and fire fighting appliances. Any contractor wishing to bring a vehicle on to the school grounds must agree procedures with the Site Supervisor / Administration Officer, in line with the Traffic Management Plan. There is no facility for parking within the school grounds. Delivery vehicles are directed to the front access.

Parents/carers are encouraged to walk their children to school or park their cars in safe positions. School gates are also locked from 9.00am to 2.55pm, to ensure the safety of the children whilst playing on the playground and during lessons. School awareness signs are in place near the entrance of the school gate as a measure to reduce the speed of traffic passing the school.

### **Violence towards Staff**

The school will follow the BCBC *Guidelines for assault on staff*. Staff should always take steps to minimise the possibility of violence in school. Staff should avoid meeting with parents who are known or believed to be aggressive or violent on their own and should ask a colleague to also be present. Any assaults on school staff will be reported promptly using the appropriate form, with a copy sent to the LA H&S officer and a copy kept at the school. Should any incident involve physical violence, the matter to be reported to the police.

### **Theft**

The Headteacher or Deputy Headteacher (AAHT's), will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the police will be informed.

### **Training**

The school provides training for staff in areas such as emergency first aid, manual handling, fire training, safeguarding as required. Registers are kept of attendees.

## **APPENDIX A**

### **HEALTH AND SAFETY POLICIES & PROCEDURES**

- Confidentiality Policy
- Display Screen Equipment (BCBC)
- Alcohol & Substance Misuse (BCBC)
- Educational Visits Policy
- Compliance Checks – e.g Electrical Safety Testing
- School Emergency (Evacuation) Plan
- Administration of Medicines
- Food Safety Guidance
- Lunchtime Supervisor Guidance
- Manual Handling (BCBC)
- New & Expectant Mothers at Work (BCBC)
- Physical Restraint – (Behaviour Management Policy)
- Sun Safety Policy
- Traffic Management Plan
- Travel Code (BCBC)