

Health and Safety Policy

Glanhowy Primary School Ysgol Gynradd Glanhywi



Adopted by Governing Body: Summer Term 24
Date to be reviewed: Summer Term 2027

This policy is intended to ensure that Glanhowy Community Primary School provides a healthy and safe environment for staff and children.

At all times staff should cooperate fully in implementing health and safety initiatives. They should do everything possible to make sure injuries do not occur to themselves or to others. We expect all staff to take responsible care of their own health and safety.

School Health and Safety Officer Mrs C R Phillips & Mrs R MacQuade

Governor for Health and Safety Cllr T Smith

First Aiders Miss D Ridings, Mrs R Pippen,
Mrs M Jones, Miss G Eacott,
Mrs R Westacott, Miss N Vaughan

Health and Safety at Work

A brief guide to the Health and Safety Law is displayed in the staffroom for the attention of all employees.

The caretaker tests the fire alarm systems on a regular basis and reports any possible risks to the Headteacher. He is also responsible, with the cleaners' supervisor, for the safe keeping and use of all cleaning substances. All cleaning substances are locked in the cupboard provided

Fire Safety

The school has a Fire Evacuation Procedure and evacuation signs are displayed in relevant areas throughout the school. Fire evacuation practices are carried out each term and recorded in the school fire log booklet. All fire extinguishers and equipment are inspected annually. Fire alarms and smoke detectors are tested weekly by caretaker and quarterly by Ambassador.

Emergency Lighting -

Emergency Lighting tested weekly by caretaker and quarterly by Ambassador

Water -

Water temperature tested weekly at different locations around the school by the caretaker and quarterly by Acorn

Fans / Extraction -

Monthly inspection of all fans by caretaker

Buildings & Grounds-

Weekly inspection of buildings and grounds by caretaker

Electrical Equipment

All electrical equipment is PAT tested annually.

Teachers carry out a visual inspection of all electrical equipment prior to use and report any faults.

No electrical equipment may be brought into the school to be used without the knowledge of the Headteacher with the exception of electrical equipment purchased as new through the school.

Smoking

A no smoking policy applies to all Blaenau Gwent C.C. Property

Security

The school has a CCTV in operation 24 hours a day. In addition, the school has a door entry system in operation. All visitors must report to the main reception and sign in while they are on the school premises.

Student teachers, trainee LSA's, people on work experience and volunteers

Any person who works at the school is required to attend a Health&Safety and Safe Guarding Induction Programme provided by the school. In addition, any visitor who come work with the children are required to have a current DBS Certificate.

First Aid

It is our intention to make sure that at all times there is a qualified first aider on the premises. Six members of staff have an up-to-date first aid certificates. Gloves will be worn when dealing with blood or any other bodily fluids. The wound will be cleaned with sterile cloths or a cold compress applied.

First-aid boxes are located available in 3 - 7 Phase, 7 - 9 Phase and 9 - 11 Phase. The person responsible for maintaining and restocking the first-aid boxes is Miss D Ridings and Mrs R Pippen.

Administration of Medicine

Only nominated members of staff to administer specific medication to a child. In all other cases parents are responsible for the administration of medicine to their child with exception to pupils who have an IHP in place. Asthma pumps are kept in classrooms and clearly labelled with the child's name.

Illness during school day

If a child becomes ill we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for the child. We will expect parents to cooperate with us by not bringing children to school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

Accidents

Accidents fall into four categories:

- a death or major injury
- a semi serious injury (that is when an employee or child has had an accident at school and is unable to attend for more than three days)
- a work related disease
- a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done)

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

Accidents and incidents should be reported immediately to the LA. If the accident is reported by telephone, it should be confirmed in writing. Copies of all forms completed should be retained.

If an accident is more than a minor one for a child or adult, the Head Teacher or member of the SLT should be informed immediately. He or she will take responsibility of calling an ambulance, if needed, and contacting parents.

Major Injuries

Namely:

- fracture of the skull, spine or pelvis
- fracture of any bone in the arm, other than a bone in the wrist or hand
- fracture of any bone in the leg, other than a bone in the ankle of foot
- the loss of sight in an eye

Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Employee Accidents

This applies to all education employees and self-employed persons on school premises.

Any accident to an employee resulting in a fatal or major injury should be reported to the LA.

Pupil Accidents

Fatal and major injuries to children on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (e.g. potholes, ice, damaged or worn steps).
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school children occurring on sponsored or controlled activities, organised by the school but off the school site (e.g. field trips or sporting events), should be reported if the accident arose in connection with these activities. (Refer to Educational Visits Policy for more detailed information.)

An accident book is available which must be filled in if any child or member of staff sustains an injury whilst on the premises.

Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded. The accident book is held centrally in the school clerk's office.

We will act on the advice given by agencies such as WAG, LEA's Health & Safety Officer, Environmental Health and the Fire Brigade.