



HEALTH AND SAFETY POLICY 2017-18

HEALTH AND SAFETY POLICY

2017-18

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HEALTH AND SAFETY POLICY STATEMENT

PART ONE

STATEMENT OF INTENT

SCHOOL NAME	DAFEN PRIMARY SCHOOL
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1. This policy statement is the school's supplement to Carmarthenshire County Council's Corporate Health and Safety Policy Statement.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Carmarthenshire County Council's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:
 - the premises are maintained in a safe condition.
 - safe access to and egress from the premises is maintained.
 - all plant and equipment is safe to use.
 - appropriate safe systems of work exist and are maintained including
 - offsite visits.
 - sufficient information, instruction, training and supervision are available and provided.
 - arrangements exist for the safe use, handling and storage of articles and substances at work.
 - a healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.
6. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy to be properly implemented.
7. The Governing Body expects all staff to comply as a condition of employment. The staff are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively

implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties :-

- to take care of their own safety and that of others and;
 - to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice will be complied with as necessary along with the implementation of Health and Safety Procedures and Guidance issued by the LA.
 9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
 10. The content of this policy statement has been communicated to every member of staff. This policy statement and the accompanying organisation and arrangements will be reviewed every three years and revised as and when necessary.
 11. This policy statement and matters relating to its implementation together has been approved by the school's Governing Body.

Endorsed by

Name: G EDWARDS

Signature:

Date: November 2017

Chair of Governors

Name: J C MORRIS

Signature:

Head Teacher

Date: November 2017

PART TWO

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

1. The Duties of the Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with C.C.C's Corporate Safety Policy and the advice, procedures and guidance provided by the LA;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of health and safety.

In particular, the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given

health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;

- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2. The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility as Premises Responsible Person for the day-to-day maintenance of the premises along with the development and implementation of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities;
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- ensure safe working practices and procedures throughout the school so that all risks are controlled;
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;

- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the governors;
- consult with members of staff, including Safety Representatives, on health and safety issues, and encourage staff and others to promote health and safety.

In the absence of the Headteacher a member of the Senior Management team takes on the responsibilities outlined in the section detailed.

3. The Duties of Supervisory Staff (*This includes Deputy Headteachers, Curriculum Co-ordinators, Site Managers, Clerical Managers/Supervisors*)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within the school are given instructions in safe working practices with risk assessments conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- all plant, machinery and equipment in the area in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the area in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the area in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher.

4 . Duties of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAAPS, and to ensure that they are applied;
- give clear oral and written instructions and warnings to pupils where necessary;
- follow safe working procedures personally;
- require the use of protective clothing and guards where necessary;
- make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- report all accidents, defects and dangerous occurrences to their Headteacher.

5. Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

6. Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees and as such will be expected to carry out functions devolved by the Headteacher or Governing Body. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE

GENERAL ARRANGEMENTS Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

1. Accident Reporting, Recording and Investigation

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the CCC Accident Reporting Procedures.

In line with the Accident Reporting procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

2. Asbestos (Refer to file for further guidance)

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and C.C.C.'s Policy concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- the Headteacher as named Premises Responsible Person will have responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

3. Fire Management (Refer to file for full guidance)

4. Legionella (Refer to file for full guidance)

5. Water Management (Refer to file for full guidance)

6. Electrical and Mechanical Management (Refer to file for full guidance)

7. Contractors

The school follows the guidance issued by Property Compliance Unit as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

- checking the competence of contractors and visiting workers via the Procurement of Contractors Procedures (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of the works required);

- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions, etc;
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant hazards and risks on site clearly identified;
- exchanging information on hazards and risks.

Communication

The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site;
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
- controlling access so that contractors know who may also be working on site;
- sign-off/safe completion certificates;
- ensuring completion of the Premises Handbook by contractors and visiting persons.

8. Health and Safety Advice

Health and safety advice is obtained from C.C.C.'s Corporate Health and Safety Section.

9. Lettings/shared use of premises

The school will follow C.C.C. guidance issued by the Corporate Property Unit.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

10. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second-hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with Carmarthenshire County Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

11. Curriculum Safety (including extended schools activity/study support)

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

We follow the county guidelines with regard to science, ICT, technology, art and PE equipment usage. A copy of each is kept in the school office. Subject leaders are responsible for disseminating the information to staff and pupils.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required;
- suitable group size;
- where particular skills need to be taught;
- personal protective equipment (PPE);
- levels of hygiene required.

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the prospectus and Induction Information pack for parents.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value, but must be taken off during PE lessons.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

12. Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with Electricity at Work Regs 1999. Testing on a regular/annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with the Electricity at Work Regs 1999

13. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the two entrances, at the front and rear of the school. The doors are locked at 9.15 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Parents are requested not to bring their cars onto the school site.

Parents collecting children who are injured or unwell should park safely away from the zig zag lines on the main road. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Anyone lone-working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the staff car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call-out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 0845 330 2000 or on 999 if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at [Appendix C](#).

14. Supervision of Children

School Hours: Foundation Phase

Morning Session 9.00 a.m. - 12.00 pm Morning Break 10.30 a.m. – 10.45 a.m. Afternoon Session 1.00 p.m. - 3.00 p.m.

Key Stage Two

Morning Session 9.00 a.m. – 12.15 p.m. Morning Break 10.30 a.m. – 10.45 a.m.

Afternoon Session 1.00 pm – 3.05 p.m.

Children should not arrive at school **before 8.45 a.m. or after 9.00 a.m.**

Office Hours

The school office is open during school hours. The Headteacher will usually be available for consultation until 5.30 pm.

Duties

Pupils are supervised by class teachers from 8.45 am onwards. Pupils are expected to enter their classrooms immediately on arrival to school. The bell is rung at 9.00 a.m.

At the end of the school day the class teachers supervise the children leaving school.

At break times a teacher and at least all Learning Support Assistants are on duty on both yards. Staff should return to their classrooms in time for lessons to resume.

The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staffroom notice board.

Lunch-time Supervision

The Lunchtime Assistants, Teacher Assistants and teachers are responsible for the organisation and management of lunch times, and these work as a team to look after the children in their care.

The Headteacher and Deputy Headteacher also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

15. First Aid

Health and Accidents to Children or Staff

All school staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

All staff, both teaching and non-teaching, receive regular first aid training.

First aid and medical treatment is available in the three designated areas.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in the medical room as well as other items required to be on hand during a journey.

Lunch-time Assistants/Teacher Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives, a bump to the head, which causes concern parents, will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. Details of reporting procedures are held in the school office.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must write a letter to explain exactly the dosage and timing of the administration required. These letters are then kept in the school office.

All medication should be stored safely in the fridge located in the staffroom or in the medical cupboard/medical room or in the medicine box in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow county guidance on advice/reporting of diseases as outlined in Health Matters. (Green folder kept in school office).

If in doubt we contact the school doctor.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

16. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the hall store room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Information on safe lifting techniques is provided in the Caretakers Training Manual.

Violence/School Security

Security in the school is the responsibility of the governing body and Headteacher who will liaise with their local Crime Prevention Officer.

Staff should always take steps to minimise the possibility of violence in school. CCC have produced a Code of Practice on Prevention and Management of Violence and this is kept in the staff room for reference.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

Staff must report incidents of violence and aggression in the same manner as accidents.

VDU Operators/Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to the CCC, guidelines and procedures – Working with Display Screen Equipment.

DSE arrangements will be reviewed when necessary and where equipment changes or office layouts change or when there are staff changes.

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

17. Off Site Activities

The school complies with C.C.C. guidance on offsite visits and school journeys.

Mrs. Lynne Williams is the person nominated as the Educational Visits Co-ordinator.

For all off-site activities, all teachers must read the appropriate section for their activity:

'Off Site Activities'

'Hazardous Pursuits'

'Open Country'

'Farm Visits'

which are contained in the Carmarthenshire County Council Department publication 'Off Site Activities', Regulations and Guidance Notes' - a copy of which is kept in the office.

County regulations are our regulations and some of the advice is adopted as our school policy.

Any visit off site must be approved by the Headteacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance in the town. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the local authority for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; first aid kit (containing official list of adults and children on the party, plus the school name and telephone number); drinking water and beaker; paper towels and hankies; and 'sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

18. School Transport

Where staff are required to drive as part of their job, line managers will detail any significant findings from the risk assessment and any action taken.

Check that on an annual basis that drivers hold a current and valid driver's licence, hold appropriate business insurance and an MOT where relevant.

19. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip;

Aggressive or violent incident in school; and

Disaster in the community.

20. Work Experience

Work experience co-ordinators will ensure that the working practices outlined in C.C.C. Guidance for schools and school-business link practitioners and **Work experience – A guide for secondary schools.** is followed at all times.

21. Workplace Inspections and Premises Risks

Headteachers/Delegated Persons responsible for premises to undertake workplace inspections every 12 months using the Premises Checklist.

The Premises Responsible Person/site manager will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

APPENDIX A

Fire Policy Statement

Dafen Community Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Site Manager will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards;
- Checking all escape routes are clear;
- Checking all fire doors can be opened quickly and easily;
- Checking all fire resisting doors close properly;
- Checking no fire resisting doors are wedged or propped open;
- General housekeeping standards are adequate;
- Building generally tidy;
- Rubbish and waste materials are not being allowed to accumulate;
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, Ceri Morris, or in his absence Mrs. Iolan Greville (Deputy Head teacher). The Health and Safety Representative on the Governing Body is Mr. Gareth Edwards.

Responsibilities:

Checking all areas: Headteacher - overall supervision

Junior toilets – Mrs. Iolan Greville (Deputy Head)

Foundation Phase toilets – Mrs Sarah Phillips (ALENCo/FP Leader)

Classrooms – class teachers

Staff toilets – all staff should report defects

Medical Room and office area – All staff

Phoning fire service – Admin. Officer – Mrs. Lynne Williams/Mrs Lynda Morgan

Unlocking gates to allow access – Site Manager

Registers and visitors book – Admin. Officer.

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are displayed in each classroom and toilet area.

The fire alarm is tested weekly by the site manager and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed at least once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Site Manager and Head teacher each term. A report is then presented to the governing body.

Systems and extinguishers are checked by external assessors on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life; therefore, evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the two playgrounds.

Children will line up in register order.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

Headteacher or Admin Assistant will call the fire brigade and check that the medical room is empty.

Two designated members of staff will check the children's toilets are empty.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

APPENDIX C

Evacuating the Building During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/ contact appropriate emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school: do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary, there is a third line in the form of a mobile phone.

Give the same level of information to everyone; provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required, a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home giving details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given; do not speculate on the causes and consequences.

School will contact the Area School Improvement Manager and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall should be used. Alternatively, the children will be taken to the Community Hall. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil).

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder is on his/her way to school, the office door will be kept locked. If appropriate, the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case, the following should be observed.

Remove children if possible;

Seek immediate help (ask a child to go to next door teacher);

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem;

Staff going to aid the teacher should be accompanied by another adult;

They should remove the children if they are still present;

The headteacher should be informed at the earliest possible opportunity;

If the situation is out of control, the police should be called;

In extreme cases, it may be necessary to use restraint procedures but this must not be done alone;

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked;

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/school;

No comments will be given to the media and the press officer will be informed if necessary;

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)'

Immediate action:

If this happens within the close proximity of the school, it will be necessary to remove children from any danger (use evacuation procedures);

Contact emergency services;

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained;

If the incident occurred outside of school hours, accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

Inform children of the incident: this should be told simply and without fabrication;

Keep incoming phone line clear so that emergency services are able to provide updates;

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly - Emergency services will advise;

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff 'Permission' to talk;

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's);

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional);

Express sympathy (visit those who may be in hospital or bereaved);

Identify high risk pupils/staff;

Monitor effects of all involved;

Organise treatment if necessary.

Reviewed November 2017

Mr. J. C. Morris Headteacher

Mr. G. Edwards Chair of Governors