

Brynteg CP School

School Health and Safety Policy

This is the health and safety policy of Brynteg CP School which should be read in conjunction with the health and safety policy of Wrexham LEA.

The Governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors by ensuring the following:

1. A healthy and safe environment throughout the school
2. Safe working practices for staff and pupils
3. Arrangement to ensure that no person is adversely affected by any article, substance or machine used in school
4. Provision and dissemination of health and safety information which is received from the LA and other sources
5. Access to health and safety training
6. Safe means of access and egress
7. Welfare facilities for staff
8. Procedures for emergencies such as fire and first aid
9. Monitoring of health and safety standards in the school.
10. Encouragement for staff to participate in the promotion of health and safety standards in school

The Governors are committed to ensuring good communication throughout the school, and liaison with staff/trades union health and safety representatives.

Level 1

School Governors

The Education Reform Act 1988 gave school governors important powers and duties in controlling school premises and running schools, including health and safety responsibilities towards staff, pupils and visitors.

Governors have a general responsibility for the effective management of the school, acting within the framework set by national legislation and by the policies of the LEA. Policies on health and safety are made by LEA and as long as governing bodies, so far as is reasonably practicable, act within such policies, liability will remain with the LEA. However where the governing body exercises responsibility under sections 2,3 or 4 of the \health and safety at work Act 1974, they will be potentially liable under the act ie they will have responsibility for those aspects for which they exercise control.

The statutory responsibility for Heath and Safety is substantially unchanged under LMS. For County controlled schools, the present responsibilities under the Heath and Safety at work act 1974, are shared between the LEA, the governing body and the school staff.

However, the governing body and the headteacher carry responsibly for those areas for which they have control. Failure to comply with the LEA health and Safety Policy will result 9n the LEA, in consultation with the governing body, arranging for remedial work to be carried out and the costs involved being deducted from a schools budget.

The LEA will advise, support and intervene as necessary in their health and safety management of schools where there is concern.

Level 2

Responsibilities of the Headteacher

The Headteacher is responsible for the internal organisation, management and control of the school. Therefore the Head is responsible for the day-to-day aspects of health and safety, including accident prevention and risk management, where such matters fall under his/her control.

The Headteacher must provide health and safety information to school staff, especially regarding their own health and safety responsibilities. The Head must also ensure that all members of teaching and non-teaching staff (including temporary workers? Receive an induction into local rules eg

- Fire precautions and evacuation procedures
- First aid facilities
- Details of specific hazards eg chemicals, machinery
- Accident reporting procedures

The Head is also responsible for delegating specific duties to specialist members of staff. These duties may include safety inspections of their area/department where technical expertise is needed. This will also be required when making risk assessments under the 'Management of Health and Safety at Work Regulations 1992'.

The Head is also responsible for establishing systems within the school whereby health and safety standards can be monitored.

It is for the Head (and Governors) of schools with delegated budgets, to ensure that sufficient resources, in both time and money, are allocated to matters of health and safety. The Management team must determine priorities for expenditure, where such expenditure falls within their control.

The Headteacher is responsible for reporting accidents to the Director of Education using the prescribed forms (E98 for pupils and C58 for employees, visitors and contractors). In addition, all accidents to employees must be recorded in the school accident book, for the purposes of the Social Security (Claims and Payment) Regulations 1979. When accidents do occur, the Head must ensure that they are investigated locally, and where further help is needed in this respect, the Education Department Health and Safety officer should be informed.

Level 3

All other School Employees

All staff have an individual responsibility for the health and safety of themselves and others (mainly pupils) who may be affected by their acts or omissions whilst at work. Employees also have a duty to cooperate with their employer or any other person so far as is necessary in order that a safe and healthy workplace can be maintained.

Any matter of concern by any school employee or by any contractor working on site, should be reported to the Headteacher.

All teaching staff should:

- Check classroom/work area is safe
- Check equipment used is safe (within their ability)
- Ensure safe procedures are followed
- Ensure protective equipment is used
- Report defects
- Carry out special tasks eg First Aid

The following is a list of arrangements which the governors of Brynteg CP School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

- Physical Education Departments
- Kitchens
- Glazing
- Stairs and Corridors
- Construction sites/building work
- Boundaries
- Furniture/Equipment
- Traffic management
- Manual handling
- Heating/Ventilation
- Electricity at Work
- First Aid
- Fire Safety
- Training
- Accident Reporting
- Out of School visits/activities
- Smoking
- Building maintenance
- Good Housekeeping

- Health and Safety Executive/Environmental Health Officer/Fire Officer visits
- Asbestos
- Taking Drugs/Medication
- Visitors to school sites
- Hygiene
- Work Experience
- Accident Reports and First Aid
- Playground and Field
- Moving around the school
- Lunchtime
- Fire Alarm Procedure
- Emergences
- School visits
- Supervision of school parties
- Safety in the Curriculum
- Extra Curricular Activities
- Road Safety
- Drugs awareness

Out of School

Although the child does not become the school's responsibility until the child is on the school premises, the school does have a moral obligation to try to ensure the child's safe arrival at, and departure from school, ie never talk to strangers, use the Green Cross Code, go straight home etc.

1. Children should be encouraged to be punctual. School sessions commence at 8.50 am and 1.00 pm. Children should be discouraged from arriving in school too early, as a guide, normal circumstances 8.40 am should be the earliest.
2. All children are encouraged to use the footpaths and pavements when walking to school. We should always stress the importance of using the Green Cross Code.

3. When children are dismissed from school, they should be encouraged to go straight home unless different instructions have been supplied by parents.
4. Children should not bring knives or sharp implements into school.

Playground and Field

The rules appertaining to the areas surrounding the school are predominantly concerned with safety. It is recognised that children need 'controlled freedom' within the bounds of safety.

1. Children must remain within the boundaries of the school at all times during the school day.
2. When being dismissed from class, all teachers should ensure that all children leave the class to go out to play, or go for lunch. The only children allowed to remain indoors are those who have brought a note from home or those who have been instructed to remain indoors by their teacher.
3. All classes to be met by their teacher after every play session thus ensuring orderly entry to the school.
4. Children should be discouraged from playing 'dangerous' games at playtime, ie bulldogs, piggy backs etc.
5. Children must not climb or sit on any of the perimeter fences.
6. All children should be encouraged to have consideration for younger/smaller children than themselves.

Moving around the School

The matters to be considered under this heading are *orderly movement* and *safety*. As with all other rule categories, it is important that every teacher accepts responsibility for ensuring that the rules are adhered to.

This will obviously occasionally involve rebuking children from other classes other than their own when necessary.

1. Children should at all times enter and leave the building in an orderly fashion ie walking, not running or pushing, no shouting, sensible behavior in the cloakroom etc.
2. Every child should endeavor at all times to keep his/her possessions neatly and tidily in the cloakroom and classroom areas.

General Rules

The following rules are ones which are generally taken for granted. They are, however, extremely important in terms of the general running of the school and the atmosphere which prevails within it.

1. Children should behave politely and with consideration at all times. Instances of insolence should always be punished or reported.
2. Instances of bullying, stealing and swearing will be severely dealt with.
3. Instances of vandalism ie the writing of graffiti, damage to school property, theft etc will always be severely dealt with.
4. There should be no shouting within the school unless it is spontaneous outburst initiated by a learning situation.
5. There will be no eating of sweets, crisps etc or chewing of gum in the school building.

Lunchtime

Rules applying to lunchtime are mostly covered under previous sections but there are one of two exceptions. The rules under this category are again primarily concerned with the child's safety.

1. Any children going home for lunch should be encouraged to go straight home and to return to school in plenty of time for the afternoon session.
2. Children who have packed lunches should be discouraged from bringing cans, glass containers, or breakable flasks.
3. All the children should enter and exit the hall in an orderly fashion.
4. In the hall, the children should be encouraged to say 'please' and 'thank you' when receiving their meals. Children should be seated to eat their meals and all food should be consumed in the hall. Children should be encouraged to talk quietly to each other, shouting and jostling should not be allowed.

Equal Opportunities

The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

This policy was agreed by the governing body on 11/ 03/ 2015

Signed Chair of Governors

..... Headteacher

The school council and governing body will review this policy in
Spring 2018

