



Canolfan Addysg Y Bont Health & Safety Policy

Rationale

Canolfan Addysg y Bont believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors. This Policy is written in accordance with the Health & Safety at Work Act 1974 and Occupiers Liability Act 1957.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises.

Health & Safety standards should enhance the potential range of activities and not curtail them.

Purpose

The purpose of this policy is to provide all Governors, staff, and visitors with the necessary guidance to ensure Canolfan Addysg y Bont remain a safe and healthy working & learning environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

The school accepts the guidance of Anglesey Education Service on the issues of health & safety and follows the advice in the Health & Safety & Welfare Manual. A copy can be found in the staffroom.

Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

1. Organisation & Persons responsible

For further information please refer to Appendix 1: Organisation

Appendix 2: Responsibilities

The Governors, in consultation with the Head Teacher will:

- Ensure identification of all risks relating to
- The premises
- School activities
- School-sponsored events
- Nominate a governor with responsibility for Health & Safety
- Receive updates on Health and Safety (Headteacher report)
- Receive & review an annual health & safety audit

- Ensure that the school H & S Policy is implemented and updated, as required
- Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

The Head Teacher – has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.

Effective systems of risk assessment will ensure prompt identification of potential hazards and appropriate action taken.

The Head Teacher will collate accident and incident information and where necessary, carry out further investigation.

Day-to-day responsibilities

The Head Teacher will ensure:

- Safe methods of working exist and are implemented throughout the school
- All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labeled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held

All Staff are expected to familiarise themselves with the health & safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Adhere to schools reporting system as regards any restraint used (see RESPECT Policy)
- Report any accident, near miss or incidents of violence (See also behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. (See Safety in Offsite Activities Handbook in school office/EVOLVE guidelines)
- Check that classrooms / work areas, equipment is safe and properly maintained before and after use.

Nurse/Appointed First Aid / Manual Handling Person will:

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested

- Keep a record of treatment or advice given and ensure that an accident form has been completed, where appropriate.
- Ensure First Aid boxes are correctly stocked at all times

The school will:

- Maintain an inventory of substances covered by the regulations
- Carry out risk assessments, determine control measures required and review, as appropriate.

Hirers, Contractors & Others

- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
- When the premises are used for purposes not under the direction of the Head Teacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.
- All community use activities will need to have a principle person in charge of specific activities.

2. Accident / First Aid

Refer to Appendix 3

All accidents must be reported to the SMT and a named First Aider (usually the Nurse). Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff.

First Aid boxes are located in the office, medical room & within each Key Stage.

If there is any doubt as to the full extent of the injury, or any cause for concern the Head Teacher must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.

The first aider or member of staff involved should complete the appropriate accident book / form. Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning an accident takes place.

3. Arrival & Departure of Pupils

Most pupils arrive by the school's transport and their safety on arrival and departure must be ensured.

Arrival – Pupils should not enter the building before 8.45am. Transport staff are responsible for pupils until 8.50am

Departure – This is a particularly busy time of the day and to ensure the safety of pupils, staff are responsible for the handing over of pupils to transport staff.

If there is a problem regarding a pupil's departure a senior member of staff should be informed.

4. Computers/ Display Screen Equipment

All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They are entitled to eye or eyesight tests and if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.

Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

5. Curriculum

Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant subject policies.

6. Electrical equipment

All electrical equipment and services are regularly checked by competent electrical contractors. Electrical items from home may only be used in school following specific approval of the Head Teacher.

Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Head Teacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.

Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of "multisensory" and 'light stimulation' equipment & areas should be monitored carefully with regard to responses of individual pupils.

7. Emergency Procedures

- **Fire**

In the event of an emergency the alarm must be raised using the nearest call point.

There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

In the event of PMLD pupils being out of their wheelchairs or in non-mobile positioning equipment, if there is no physical evidence of fire (sound of fire or smell of smoke) a member of staff shall stay with the children in the room with the fire door closed and an adult runner will be sent to the assembly point with a list of names of people remaining in the building. This will be given to the most senior member of staff and the Fire Officer immediately.

There is a fire safety logbook in the office where records are kept of alarm tests, fire drills and risk assessments.

Fire drills – Every term

Fire equipment is regularly checked and serviced by a contractor.

- **Other emergency** – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

- **People with physical disabilities**

Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly.

For staff with disabilities, there will be a meeting with the Head Teacher & Education Safety Officer, as appropriate as soon as possible after their appointment.

8. Emergency Procedures for Vulnerable pupils

Any member of staff concerned about the condition of any pupil should alert a first aider and the Head Teacher.

The pupil should be placed in the recovery position to maintain an airway.

Any major concerns by staff who know the pupil well should be actioned by calling immediately for an ambulance. Parents must be contacted straight away.

9. Equipment eg Positioning / Sports

A wide range of equipment – wheelchairs, standing frames, hoists etc. are used throughout the school. It is important that staff familiarise themselves with approved procedures and individual features of this equipment. Always ask appropriate colleagues if you are in any doubt about correct usage of equipment.

Particular attention should be given to the correct use of safety straps, harnesses etc. at all times.

Wheelchairs should only be pushed by adults or pupils holding a wheelchair pushing certificate following training. Pupils must not push wheelchairs alone unsupervised.

Any damage to equipment must be reported to the appropriate member of staff.

Hoists - are regularly serviced by contractors

Safety harnesses: School wrist straps and safety harnesses should only be used in situations where pupil safety is an issue.

10. Hazardous Substances

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, Curriculum (science) and hydrotherapy pool chemicals etc. must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

11. Hydrotherapy pool

All pupils should be adequately supervised. The pool is regularly checked by the caretaker to ensure its safety. The door must always be kept locked when not in use. In case of an emergency a senior member of staff should be alerted immediately.

Permission slips should be obtained for all pupils to use the pool.

12. Hygiene and Safety

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health & safety regulations in the preparation of food.

13. Infectious Diseases

See Betsi Cadwaladr Health Authority Handbook for Schools

14. Intruders

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Head Teacher must be contacted immediately. The Head Teacher will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

15. Lettings

For safety arrangements for the use of the premises outside normal working hours refer to school's Lettings Policy.

16. Manual Handling

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable.

All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

17. Medication

All medications are kept in a locked cabinet in the medical room. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each pupil requiring regular medication has a completed health care plan that is regularly reviewed by the school nurse.

All medication sent to school must have the child's name on the outside, clearly state the dose and time to be given and the medication dated. All new medication must have the parent's written consent for the school to administer it. (see medication policy)

18. New & Expectant Mothers

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

19. Repairs & Maintenance

Buildings, services and plant will be inspected termly by the Head Teacher, Governor with responsibility for Safety and a Union representative if able to do so. Staff should report any defects or problems promptly by entering them in the defects book held in the school office/or notifying the SMT.

20. Risk Assessments

Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out. All visits outside the school environment must have a completed formal risk assessment signed by the Educational Visits Co-Ordinator / Head Teacher before the visit can take place, unless the Headteacher has given prior permission.

21. School bus / School transport

All staff driving the school buses must have taken a driving test with a qualified instructor to ensure competency with the vehicles. Any defects must be reported to the SMT immediately. The day-to-day checking of the buses is carried out by the Site Manager. Staff should record all journeys. Staff should check first aid kits in consultation with the First Aiders and ensure they are familiar with the use of the rear lift and wheelchair clamping safety measures, as appropriate.

22. School Kitchen (Food Technology Room)

The school kitchen should be cleaned and tidier after use. All washing up returned to the correct cupboards. Staff should encourage pupils to address hygiene and wipe all surfaces and appliances before use, wash hands and wear aprons.

23. Smoking at Work

Canolfan Addysg y Bont is a non-smoking site.

24. Staff Protection / Personal protective equipment (ruh)

In some situations staff are at risk from pupils that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and staff should ensure that protective clothing is worn where appropriate and the behaviour policy followed.

25. Stress

A Free Confidential Advice Support and Counselling Service is available.

26. Swimming

Pupils are taken to the local swimming pool where adequate lifesavers are provided. Staff should always ensure that there is adequate supervision to meet the needs of their class group. Permission slips should be obtained for all pupils to go swimming

27. Violence

All violent or potentially violent incidents should be reported to the Head Teacher and the appropriate incident form completed & sent to the LEA Education Safety Officer. Where injury occurs this should be done, in addition to completing the Accident / Dangerous Occurrence form.

For further information refer to school's Behaviour & Bullying policies.

28. Sun Protection

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. The majority of skin cancers can be avoided by adopting good sun protection practices and avoiding the use of sunbeds.

Protective Clothing

Pupils should be encouraged to wear hats outside in the sun. Spare hats will be kept in school for those pupils who do not have a hat.

Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes, school trips.

Staff should set a good example by wearing hats and protective clothing outside in the sun.

Sunscreen

Parents will be requested to send sunscreen to school with their child, clearly marked with their name. The school will keep sunscreen in school and apply to pupils who have not brought their own to school with parents permission.

While it is better to use Sunscreen sent in by parents to avoid any allergies the school has a duty of care and will apply/assist pupils who do not have their own.

Where possible pupils should be encouraged to apply their own sunscreen in order to learn its importance.

Staff should set good example by applying sunscreen.

Shade

Pupil should be encouraged in to sit/play in areas of shade. Where this is not possible in our play areas, awnings will be put up.

Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil. E.g. a pupil that is not running around but just laying in the sun.

29. Waste Disposal

All staff should wear protective gloves when meeting the toilet needs of pupils. All waste should be placed in the bins provided.

Protective gloves must be worn by all staff when handling body fluids – All should be disposed of in the yellow bags provided and placed in the bins located in toilets.

Information regarding health & safety issues can also be found specifically in the following documents and as an element on each policy as a standard practice:

- i. Educational visits policy
- ii. Behaviour policy
- iii. Manual Handling policy
- iv. Staff Handbook
- v. Security Procedures

Resources

A Health and Safety File is kept in the staff room where staff are advised to familiarise themselves with its contents. This policy is based on the good practice in the manual. All resources / equipment are regularly checked and any faulty / damaged items are removed.

Equal Opportunities

The school supports the rights of everyone to equal chances and individual respect for who they are, regardless of age, ethnicity, gender, social circumstances, ability / disability and sexuality.

Health & Safety

Health & Safety issues are addressed in each updated policy.

Professional Development

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. Training will be provided to meet staff needs where appropriate.

Adopted: September 2022

Signed Chair of Governors: *Peter Davies OBE*

Signed Head Teacher: *Andreas Huns*