



Ysgol Bro Tawe Health and Safety Policy

Statement of Policy

This is the health and safety policy of Ysgol Bro Tawe, which should be read in conjunction with the health and safety policy of Powys County Council.

The United Nations Convention of the Rights of the Child (UNCRC) is at the heart of our school's Planning, Policies, Practice and Ethos. As a Rights Respecting School we not only teach about children's rights but also model rights and respect in all relationships. Our aspiration is that our values of the school guide the behaviour, actions and relationships of all members of the school community.



Article 19 – You should not be harmed and should be looked after and kept safe.

Article 32 - You should be protected from work that is dangerous.

Article 36 – You should be protected from doing things that could harm you.

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:

- a) A healthy and safe environment throughout the school
- b) Safe working practices for staff and pupils
- c) Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school
- d) Provision and dissemination of health and safety information which is received from the LEA and other sources
- e) Access to health and safety training
- f) Safe means of access and egress
- g) Welfare facilities for all staff
- h) Procedures for emergencies such as fire and first aid
- i) Monitoring of health and safety standards in the school, together with a review of accident / near-miss statistics

- j) Access to specialist help with reference to health and safety matters
- k) Encouragement for staff to participate in the promotion of health and safety standards in the school

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

Organisation

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

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

- g) Attend County Council organised courses as required.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- o) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR (Mrs B Evans)

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Caretakers. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator as necessary.
- c) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- f) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) 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.
- b) Give clear oral and written instructions and warnings to pupils as often as necessary.
- c) Follow safe working procedures personally.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) 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
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

Caretaker

It is the responsibility of the caretaker/site supervisor to check weekly that:

- a. All locks and catches are in working order
- b. The emergency lighting is working
- c. The fire alarm has no faults
- d. The security system is working properly

Before leaving the premises, to check:

- a. All windows are closed
- b. The doors are locked and secure
- c. The security alarm is set
- d. All gates are locked

It is the responsibility of the Head teacher or Deputy Head teacher to perform the above functions in the absence of the caretaker.

In addition the Head teacher is responsible for the security of the premises during the school day.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the County Council, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Headteacher or Health and Safety Co-ordinator must approve such re-assignments.

PUPILS

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

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

Arrangements

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

Design/ Technology

The Health and Safety co-ordinator together with the members of the Science and Technology Team will take all practicable steps to ensure that teachers who teach design and technology understand and follow the health and safety guidance for the use of tools and materials during lessons. Safety considerations will be reflected in each teachers planning. For more detailed guidance refer to the Health and Safety Recommendations ('Be Safe', ASE).

Science

Health and safety considerations for Science will include such things as ensuring that children wash their hands after handling organic materials or animals, working with hot or boiling water, ensuring that all plastic syringes are returned at the end of a session etc.

Teachers will ensure that correct Health and Safety procedures are followed during science lessons, that protective equipment is used where appropriate and that the work area is safe. Teachers will also check (within their ability) that the science equipment is safe to use and report any defects. The school will refer and use advise from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services).

Internet Safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of pupils coming across unsuitable material, we provide constant supervision and we use only a filtered service, selected links and child friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website or in newsletters and other publications.

Physical Education

Teachers at Ysgol Bro Tawe are required to teach gymnastics, dance, games and athletics, swimming and water safety, and some aspects of outdoor and adventurous activities. The Head teacher will be satisfied that all teachers who are required to teach physical education are able to do so in a safe environment with an understanding of the needs and stages of development of all the children in their class. Teachers are given the opportunity to participate in appropriate in-service training in order to ensure that they are confident to teach these elements.

Safety Implications for Partnerships

A qualified teacher in charge of any class of pupils cannot transfer or delegate in loco parentis to an assistant or student. Qualified teachers always supervise students on teaching practice, even though they may reasonably assume greater responsibility for classes as their initial training progresses. It is the responsibility of the teacher to check that the duty of care is operating reliably while an assistant is working with the pupils.

Pupil to staff ratio

The ratio of pupils to teachers typically reflects normal classroom organisation but, because of the risk element in physical education, more favourable staffing may be necessary in some circumstances. More specific reference to teaching group size where the activity requires numbers that may vary from that of normal classroom organisation and learning can be found in the document, 'Safe Practice in Physical Education and Sport' (2012 AFPE) Ultimately, pupil teacher ratios are determined by a risk assessment of the circumstances specific to the event.

Risk Assessments

A legal requirement under the 'Management of Health and Safety at work Regulations, 1992'. Risk assessments are used to identify hazards and calculate the related risks in the facilities, equipment, activities, procedures and staffing for physical education. The risk assessment record is reviewed regularly and a note is made of any hazard, risk or action, which should additionally be included in the revised risk assessment. This is retained for future reference and to save time when the event or activity is repeated. Gymnastic apparatus is checked on an annual basis. Teachers have an obligation to report defects in equipment as and when they occur. The Health and Safety Officer keep records of these defects and the action taken to rectify them.

P.E. Clothing and Personal effects

Appropriate and suitable clothing must be worn for PE lessons (refer to the schools PE policy for more detailed guidance). A change of clothing before the lesson is important, partly for reasons of hygiene but also to ensure that the clothing is suited to the physical activity.

Personal items that constitute a hazard if worn for physical activity, such as watches, rings, chains, bracelets and other adornments are removed before physical education lessons. It is part of the regular

routine of changing to consistently remind the pupils of this requirement and to check to ensure compliance before the activity begins.

Whilst ear studs constitute a hazard and would normally be removed, there are occasions when an item of jewellery cannot reasonably be removed. The school will use its discretion at these times and act according to the circumstances.

Parents are made aware of the schools policy on the wearing of jewellery and appropriate clothing during P.E. lessons in the parent's handbook.

Swimming Pools

When using public swimming facilities it is reasonable to expect that owners of the pool will provide a safe working environment for users under the Occupier Liability Act, 1957 and 1984. However, teachers accompanying pupils, together with the instructors will ensure that they know and will implement the normal operating procedures and the emergency action plan for the facility being used. Teachers have a duty to react to any unacceptable changes in the pool environment and to protect their pupils accordingly.

Children will be accompanied to the pool by at least two adults, one of whom is a teacher, the other not necessarily a member of school staff. The ratio of attendants to bathers will follow the recommended guidance in the Health & Leisure Primary Schools Swimming Policy from Powys County Council.

At Ysgol Bro Tawe our policy, in accordance with Powys County Council's Health and Safety advice, is to actively discourage the wearing of goggles by pupils when swimming. However, parents may request that their children wear swimming goggles that comply with British Safety standards (i.e. they must not be made of glass or breakable plastic) and in these cases they must inform the Head teacher in writing of their wish.

Resources

Resources in classrooms and general store cupboards are easily accessible and kept in a tidy manner.

Kitchens

Health and Safety responsibility in the school kitchen is shared between the Schools Service and Powys Catering. The school is responsible for the structure, fixtures and fittings. Powys Catering is responsible for employment of staff, hygiene, cleanliness and maintenance of machinery and equipment within the kitchen. The Principal Catering Manager, is responsible for the management of Health and Safety within school kitchens. The Principal Catering Manager, through a service level agreement is responsible for the client monitoring and quality control of food preparation, food delivery and food hygiene.

Glazing

All new glazing installed within the school complies with the requirements of BS6262:2005 (British Standard for Glazing in Building). It is the responsibility of Powys County Council to install glazing in any parts of the school that are re-modelled.

The maintenance of glazing is the schools responsibility. Where glazing needs to be replaced this will be done in accordance with the recommendations contained in the Powys LEA Health and Safety Policy.

Corridors

Corridors must be kept as clear as possible to allow for unobstructed access to doors.

Boundaries

The schools boundaries are maintained in a reasonable and safe manner in order to ensure the safety of pupils.

VDU workstations

Where a member of staff uses the computer for a significant part of their work, e.g. the secretary, a workstation assessment will be undertaken. Also, in accordance with the County Councils Corporate Working Arrangement, such members of staff will be entitled to reclaim the cost of an eyesight test.

Furniture/ Equipment

Inspection and maintenance of equipment takes place on three different levels, dependent on the competence factor required to ascertain if the equipment has developed a health and safety risk, together with, where practicable, a visual inspection prior to use.

Where new equipment is purchased the supplier or competent person shall install it and suitable training and instruction shall be given prior to use.

Where defects are found within the inspection (either visual or planned maintenance) then the piece of equipment/ furniture shall be taken out of use. If necessary defects will be reported to the Health and Safety Co-ordinator/ Head teacher who will arrange for repair.

Protective Clothing

It is the Headteacher's responsibility to ensure, if at all necessary, that suitable personal protective clothing and equipment identified by a risk assessment is available for staff and pupils.

Control of Substances Hazardous to Health (COSHH)

As a primary school the use of hazardous substances will be eliminated as far as possible. Where this is not possible or impracticable, the Governors Health and Safety sub-committee will carry out an assessment of the risks posed by such hazards. When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risk. These assessments will be done regularly to ensure that new equipment or materials have not created new health risks.

Where hazardous materials are used by cleaning contractors and stored on the premises, the contractors must ensure that copies of the COSHH Assessments are available for non-cleaning staff. Cleaning store cupboards will be locked at all times.

Manual Handling

No person will undertake any manual handling operation, which may cause risk of injury. Manual handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving loads. Where manual handling of heavy objects cannot be avoided, an assessment will be made to establish the degree of risk involved. The Head teacher will arrange, where necessary, for suitable information, supervision, instruction and training in manual handling for staff which will include correct lifting techniques. (For further information refer to Section 5 of the Schools Health & Safety Manual).

Heating Ventilation

We aim to ensure that all workplaces within the school are provided with adequate heating and ventilation, as far as reasonably practicable, in accordance with the requirements of the Workplace Regulations, 1992 and Education (School Premises) Regulations 1999.

Normally heating is provided by central heating systems, but in certain circumstances it may be necessary to supplement with portable heaters. All portable heaters will be approved by the Head teacher and be included in the annual PATs testing. Information on appropriate temperatures within schools can be found in the Powys LEA Health and Safety Policy, p46.

During warmer weather it is sometimes necessary to use portable fans and again these are approved by the Head teacher and PATs tested yearly.

Electricity at Work

Copies of all inspection reports are kept in the school office.

Before any electrical equipment is used, the user gives each item a visual check to ensure that there are no obvious defects. The school has an inventory of electrical equipment. Each class teacher is responsible for recording any new electrical equipment brought into school in the inventory books, which are kept in each classroom.

All portable electrical appliances are tested on an annual basis.

Fire safety

Notices regarding the action to be taken in the event of fire will be displayed in every classroom and workplace and at the school office. All fire exits will be clearly marked and must be kept free of obstructions at all times. Practice evacuations will take place at least once per term and staff will record the outcomes and any concerns. Inspections of fire safety equipment will be carried out regularly. The testing of fire alarms will be on a weekly rota basis ensuring that each is tested at least once per half term, a log of the inspections will be kept and any problems with the system will be dealt with immediately. Further guidance can be found in Section 4 of the Schools Health & Safety Manual.

Fire Alerts

In the event of a fire alert the Head teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all pupils and adults (see fire drill procedure)
- Phone 999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident
- All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults re-enter the premises

Accident Reporting

Where there is a death or major injury (including as a result of physical violence) the council's Safety department will be informed as soon as practicable.

Guidance on what to report and when is contained in Section 12 of the Schools Health & Safety Manual, including the situations where accidents to pupils need to be reported to the County Council.

First Aid

All staff are responsible for dealing with minor incidents requiring First Aid. During Lesson time First Aid is administered by the class teacher, classroom assistants. If an accident occurs in the playground and First Aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher, or classroom assistants. At lunchtimes basic First Aid is administered by the midday supervisors.

If there is any concern about First Aid which should be administered then the qualified First Aiders must be consulted.

Trained First Aiders at Ysgol Bro Tawe are:

Mrs Sharmaine Jones – Appointed Person

Mrs Karen Walsh – Appointed Person

First Aid Boxes

First Aid Boxes are located in each classroom and the school office.

Support for Staff

The school endeavours to provide information to its staff in order to raise their awareness of good health issues. Powys County Council will, by way of leaflets, posters and booklets, provide information to the school on various health topics.

Staff with any health related concerns / issues (e.g. from varying degrees of emotional problems, stress etc) can discuss these in confidence with their line manager, where appropriate the Head teacher will be informed and will ensure that an appropriate level of support will be offered. This includes contacting outside agencies and the arranging of counselling if requested. The Councils Health and Safety Officer will be contacted for advice and details of appropriate funding to implement this policy.

Occupational Health

The school will take all practicable steps to ensure that the health of staff is a priority. Where appropriate the staff will receive training and advice on health matters that may affect them within the workplace (this may include manual handling training, workshops on stress etc). Any work related health problems or concerns must be brought to the attention of the health and safety management team who will deal with them as swiftly as possible. The County Councils Health & Safety Unit may also be contacted for advice and guidance.

Training

Health and Safety Training for Governors is attended regularly by members of the Health and Safety Sub-committee, together with the appointed Health and Safety Co-ordinator of the school. The Head teacher will also attend these sessions where appropriate. Updates on legislation will be received through primary conferences. The Head teacher will also identify any health and safety training needs for the staff.

Out of School Visits/ Activities

Day Trips

Whenever educational visits take place the school refers to the LEA policy, 'County Councils Policy Planning and Approval Procedures for Educational Visits document'. The school asks permission from parents just once at the beginning of the year for blanket coverage of all local trips/visits that are organised in school hours and not paid for by parents. On trips that require transport and are charged a separate permission slip is needed. Where necessary, approval for educational visits is sought from the County Council.

The necessary risk assessments are then carried out. All members of staff planning or participating in such visits receive a briefing in advance from the Head teacher or risk assessment co-ordinator and complete a checklist to ensure the correct procedures have been followed. When on a trip member of the staff will carry permission. Where appropriate the LEA Health Safety & Outdoor Education Adviser is consulted about the visit.

Hazardous visits

The Head teacher will assess the suitability of a party leader with regards to activities, which may require special skills and/or are considered to be hazardous. If there is any doubt about the nature of any activity, the party leader is required to consult the Health Safety & Outdoor Education Adviser for further clarification. It is the responsibility of party leaders to be aware of any possible hazards in locations, which may be visited. A preliminary visit to the location may assist in identifying and heightening awareness of any possible hazards.

Further guidance can be sought from the County Councils Policy Planning and Approval Procedures for Educational visits document.

Residential Trips

Responsibility for granting/ obtaining final approval for the event and the safety of pupils rests with the Head teacher. All school visits and journeys are to be authorised by the Head teacher in the first instance. Visits will be inputted onto the Evolve planning and approval system, and where required, Authority approval will be sought.

A copy of the form will be passed on to the Chairman of Governors for information.

A meeting will be held with parents to clarify any aspect of the visit. They will be given full details of the visit including dates, itinerary, destination, costs, travel arrangements and inoculations necessary before they are asked to give their consent.

Smoking

Ysgol Bro Tawe supports Powys County Councils policy statement on smoking. We ensure that both staff and pupils are given the opportunity to work in an environment free of tobacco smoke and e-cigarette vapour and as such we operate a strict policy of no-smoking/ e-cigarette policy within the school.

Traffic on School Site

The school has a car parking facility for around 80 cars. Drivers parking cars at the school, near to the school or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and immediate community. In particular, the road and surface markings near to and in the school should be observed at all times.

Major/ Minor Building Works

The Head teacher will ensure that contractors working on the school site are provided with relevant information, including emergency procedures. Any concerns with the standard of work or behaviour of contractors will be taken up with the person in charge in the first instance and the department who procured the work.

Noise

There is a statutory duty to control noise at work and to protect workers and other persons from its effects. The main areas of noise in school are the school kitchens and the hall. Where there is any concern over noise levels the County Councils Health & Safety Unit will be consulted.

In the case of building work on site every practicable step is taken to control noise emissions, mandatory signs and verbal instructions will advertise any noise control to legal visitors.

Good Housekeeping

The staff and governors of Ysgol Bro Tawe believe that the key to the successful implementation of the schools Health and Safety Policy is good housekeeping. The Governors and Head teacher are responsible for conditions in the school and have made arrangements for cleaning and waste disposal.

The Head teacher will bring to the attention of Powys Cleaning anything within the premises, which may affect their health and safety. In particular, they are informed of the action to be taken in case of emergencies and the location of fire fighting equipment, escape routes, alarm points and final exits.

All staff and pupils must take reasonable care to ensure that their workplace is kept clean and as tidy as possible. Rubbish bins are only to be used for litter, any special items of waste, such as broken glass, will be disposed of safely.

Practical craft areas must be kept in as tidy a condition as possible.

Safety Representatives

The Head teacher has implemented a safety management structure within the school. A Health and Safety governor has been appointed. The Governors will be invited to attend governor training sessions on aspects of Health and Safety. The Health and Safety governor is answerable to the full committee of governors and will report to them on a yearly basis, or more often when the need arises. A Health and Safety Co-ordinator has been appointed (Head teacher) who has responsibility for the day-to-day maintenance and development of safe working practices within the school. This person works with and reports to the Health and Safety governor regularly. In addition to this, a first aid appointed person is named within this document.

The school will also work closely with, and consult where appropriate, the LEAs Health Safety & Outdoor Education Adviser.

Health and Safety Executive/ Environmental Health Officer/ Fire Officer Visit

When visits from the above are made, the school will ensure that they have easy access to any Health and Safety information they make require to aid in their visit/ inspection. Where necessary, the Head teacher and/or Health and Safety co-ordinator will accompany the visitor and be accountable to them.

Asbestos

Any work involving asbestos will be undertaken in accordance with the Control of Asbestos Regulations 2012.

Visitors to School Sites

During the school day external doors are kept locked and can only be opened from the outside by staff that have been given key fobs. If parents need to enter the school building throughout the day they are required to do so using the main entrance by the office. Their first point of contact will be the office.

Other visitors to the school are required to sign in using a visitor's book which is kept in the office. Clear signs are displayed at the entrance, which inform visitors of these procedures.

Any parent or visitor is welcome in school but is asked to report to the office first. These points must be adhered to, but in no way detract from the open door policy of the school.

School Security

The Head teacher, (Deputy Head Teacher in the absence of the Head Teacher) and caretaker are the designated key holders and are responsible for the security of the school buildings.

While it is difficult to make the school site at Ysgol Bro Tawe totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly and draw upon advice of experts (e.g. Powys County Council Health Safety & Outdoor Education Adviser, police officers, fire officers, architects and other consultants).

Hygiene

Pupils at the school are taught about the importance of good hygiene when performing activities such as cooking and during PSE lessons. The school also participates in, and promotes initiatives from the HSE on good hygiene. Notices reminding both staff and pupils to wash their hands after visiting the toilet can be found in the relevant places. The staff promote good hygiene by setting clear examples and ensuring that the children understand the importance of washing their hands before they eat etc.

Banking of money

The responsibility for the banking of money at Ysgol Bro Tawe lies mainly with the school secretary. Sometimes it may be necessary for the Head teacher to take responsibility. The secretary does not have to take money to the bank as it is collected by Security Plus Limited from the school.

Theft or Other Criminal Acts

The Head teacher or teacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to Powys County Council who will then notify the Health and Safety Executive, as necessary and support the member of staff in question if he or she wishes the matter be reported to the police.

Risk Assessment

A risk assessment survey of all premises, methods of work and all school-sponsored activities is conducted as and when necessary. These assessments will be carried out by the Head teacher and designated members of staff. The risk assessment will be in writing and will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of the survey will be reported to the Schools Service. The Health and Safety Co-ordinator will make a report to the Governing body of the school.

The Powys County Council Risk Assessment proforma is used for all preliminary risk assessments at school. Detailed risk assessment proforma for Fire, COSHH, Manual Handling and Display Screen Equipment can be obtained from the Intranet page 2043.

Monitoring the health and safety policy

The County Council has a legal duty to monitor its health and safety policy and receiving the results of the annual health and safety audit from the school will do this. The audit will produce an overall summary of health and safety arrangements within the school. The results of which will be incorporated into the annual report to parents.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and take action in line with the LEA's protocol on school and the police.