

Ysgol Aberconwy



Health, Safety & Welfare **Policy**

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THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

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YSGOL ABERCONWY

HEALTH, SAFETY & WELFARE POLICY

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Ysgol Aberconwy

1. Ysgol Aberconwy recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All staff will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The School will ensure, as far as is reasonably practical, that this policy and all supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out at twelve month intervals.

1. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

Headteacher

The Headteacher, delegating to the school's business manager where appropriate, has responsibility with the PFI Provider for:

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all staff to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the PFI provider, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

The Business Manager is responsible for liaising with the PFI provider and contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

SLT and HoD have responsibilities for:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing curriculum area procedures regularly;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Headteacher, the LA or Governors.

All Staff

All staff have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all staff have a responsibility to co-operate with the school on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

2. Specific Health, Safety and Welfare Policy and Procedures

i. First Aid

The school has assessed the need for first aid provision and has identified that there are 9 personnel, 7 fully trained designated first aiders and 2 emergency first aiders holding certificates and this certification is renewed on a rolling programme.

Coordinator

The Business Manager is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- that first aid equipment is maintained in each first aid box at strategic points in the school
- that the correct level of first aid equipment is maintained in each first aid box

that a sufficient number of personnel are trained in first aid procedures

- that first aid qualifications are, and remain, current (First Aid at Work Certificates are valid for 3 years).
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is **not** provided for:

- contractors
- events organised by third parties

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons. All noted illness/injuries requiring First Aid are noted and reported to parents.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

In the case of pupil injuries the first aider will consult with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of:

- a telephone call home

Records of notification by telephone to parents will be kept in the school accident book.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

ii. Medicines in School

The school follows Welsh Government guidance on the dispensing of medicines in school.

This school will only dispense medication which has been prescribed by a medical practitioner with instructions for use (e.g. Ritalin)

The school keeps an emergency asthma kit

The School does not keep any other medication.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

All medication will be kept in a secure location:-

A locked metal cabinet in the medical room.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual health care-plans.

Off-Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

iii. Accidents

Reporting Officer

First Aid staff dealing with a medical problem is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by a member of the SLT.

All accidents must be reported to the Business Manager.

Accident Investigation

All accident reports will be seen by the Business Manager who will decide if an investigation is necessary. Investigation reports will be entered onto the Accident Reporting System. Major incidents will be reported to the Safeguarding Governor.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

iv. Fire

Fire Officer

The Business Manager is responsible for organising the school's fire precautions in liaison with the PFI provider.

In his absence, the Deputy Fire Officer (SLT) will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that fire procedure notices are displayed throughout the site
- Producing RA's for specific pupils/staff as required

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

- Exit routes – are clearly displayed in all rooms around school
- Signage – pupils and staff are guided along exit routes by clearly identified visual signs
- Contingency arrangements are in place if quick return to the building is prohibited
- Arrangements for taking registers are designated to the Business Manager and staff
- Emergency contacts & mobile phone numbers are located in a central file
- Arrangements for evacuating disabled people (each person has a personal emergency evacuation plan) are clear with designated staff where required.
- Arrangements for evacuation to a location off site are agreed with the LA/PFI contractor

v. Electricity

The PFI provider will undertake to inspect and test all portable electrical appliances by a competent person at least once every year.

All test certificates are attached to individual appliances for the duration of the life of the appliance.

Coordinator

If a personal item is required to be used in school for a one off type event then permission must be sought from *the Business Manager* and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to Mr K Bratch for repair/replacement.

vi. Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Business Manager or the Headteacher.

School Security

The PFI provider is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

They are also responsible for carrying out checks of the premises during the school holidays.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.