



# Heronbridge School

## Policy: Health & Safety Procedures

Coordinators: Health and Safety Committee

**As a Rights Respecting School, we are committed to embedding the principles of the United Nations Convention of the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.**

**Article 1- Every child under the age of 18 has all the rights in the convention**

**Article 2 -All children have these rights**

**Article 19- I have the right to be protected from being hurt or badly treated**

**Article 28- Every child has the right to an education.**

**Article 29-Education must develop every child's personality, talents and abilities to the full.**

**Article 42- Every child has the right to know their rights**

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**Next Review 6/2026**

## Introduction

This policy with its many appendices lays out how Health and Safety is handled within Heronsbridge School.

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### 1. Overview

Health and safety within the school is responsibility of all staff, pupils and Governors. It is the duty of everybody to conduct themselves in a manner which is safe for them and others in the school. This policy sets out the general and legal requirements for health and safety while on school premises.

**This policy and procedures must be adhered to all times to alleviate legal claims being made against the school, governing body or BCBC.**

### 2. Legal Framework

All health and safety policies and procedures used in Heronsbridge School will be compliant with the BCBC corporate health and safety policy and all guidance and sub policies that apply to schools (latest copies available on the BCBC intranet), including any guidance issued by Welsh Government, as well as all health and safety legislation in force at the time.

#### **The Health & Safety at Work Act 1974 -**

Requires organisations to have a health & safety policy which should include:

- Statement of Intent (i.e. health & safety mission)

- Organisation (i.e. structure, roles & responsibilities)
- Arrangements (i.e. procedure and guidance)

### **The Management of Health & Safety at Work Regulations 1999 -**

Requires organisations to have, arrangements for planning, organisation, control, monitoring, and review of preventive and protective health and safety measures.

### **HSG65 Successful Health & Safety Management -**

This guidance outlines the management system requirements for implementing the arrangements required within regulation 5 of the Management of Health and Safety at Work Regulations 1999.

## **3. Designated Health And Safety Personnel**

Responsibility for Health & Safety issues at Heronsbridge is jointly held by the Headteacher and the Chairperson of the Board of Governors. The Headteacher will, if necessary, appoint members of staff to oversee particular areas of risk and hazard. The Headteacher will ensure they are fully instructed in the duties requested of them and that they receive adequate training in the fields they are covering.

Where **ANY** member of staff notices a Health & Safety problem, which they cannot rectify immediately, they must remove pupils from the area and report the situation to the person who is responsible for this section of Health & Safety. If they are not available an immediate report must be made to the Headteacher or Deputy Headteacher if the former is unavailable. Emergency Services, Fire, Ambulance, Police, may be called out without reference to any higher authority. Criticism will only be levelled if such a service is required and NOT called immediately.

The Headteacher carries out a termly H&S audit, using the BCBC termly checklist - the findings are reported to governors in a termly report.

### Health and Safety responsibilities held by Individual Staff Members

|                         |                             |
|-------------------------|-----------------------------|
| Health & Safety Officer | J Evans                     |
| School Nurse            | M Keddle                    |
| Designated First Aiders | All Depts have First Aiders |
| Fire Drills             | J Evans & A Harries         |

|  |                                |
|--|--------------------------------|
| Defective IT/Audio Visual Equipment                      | H Liles & G John               |
| Defective PE Equipment                                   | C Price                        |
| Manual Handling  | S Williams/H Morgan            |
| School Minibus   | S Williams/H Morgan            |
| L.E.A. Transports  | J Evans & S Williams/ H Morgan |
| Swimming Pool Procedures                                 | S Want                         |
| Essential Oils and Fragrances    Multisensory<br>Massage | K Harris                       |
| Wellbeing  | Health & Wellbeing Group       |

#### 4. Accident procedures

If an accident occurs in the school, involving a pupil, member of staff or, to anyone on the premises, a First-Aider must be called and, if required, additional help in the form of Fire, Ambulance, Doctor or Police. In addition, support services to lessen or end the cause of the accident, such as Gas, Water, Electricity Companies or the Building Services Department of the L.A. **must** be called immediately.

In the event of a notifiable accident, Bridgend Health & Safety department must be informed at once by telephone. The L.A. will inform the Health & Safety Executive and the school must complete the official online form and forward it to the Health & Safety Officer at Bridgend County Borough Council.

Rough notes should be made, at the first opportunity, detailing the sequence of events and actions taken, the responses and timescales. Names of witnesses should be recorded. These notes must be retained.

A full account should be recorded on the BCBC online system - it will then be logged with BCBC H&S and investigated by the Headteacher.

## **5. Communicable Diseases procedures**

Heronbridge follows the L.A. policy on communicable diseases whilst, at the same time, accepting advice from the Public Health Wales, School Nurse, Health Visitor, Community Physician and Pediatrician.

All staff should be familiar with the contents of the Appendices, i.e., AIDS protocol, General Hygiene/Infection Control Guidelines, Hepatitis, protection, etc (Latest copies available in the resource room or BCBC intranet).

## **6. Dispensing Medicine to pupils**

The School Nurse will ensure, on a daily basis, the safe administration of medication in accordance with (Cwm Taf Morgannwg University Health Board) guidelines on the administration of medication in schools.

Where the School Nurse does not administer medication, school staff may be requested to administer a prescribed medicine or treatment to a pupil. This will be carried out in strict accordance with the guidance given in the L.A. Guide to School Health & Safety and following Medication Management training - signed off by the school nurse (CTM).

Parents, in certain circumstances, may be requested to assist in the administration of medication.

**At all times, the responsibility for the correct administration of medication rests with the Headteacher.**

## **7. Protective Clothing for Staff**

The necessary protective clothing, in the interests of Health and Safety, must be supplied to staff and comply with the Personal Protective Equipment at Work Regulations 1992.

## **8. General School Safety**

### **Entering and Leaving School.**

As nearly all children are transported to and from school by taxi/minibus/parents, there are designated drop-off and pick-up points within the school to which all vehicles will bring the children in the morning and collect them at the end of the school day.

In the morning, designated staff (between 8:50 am and 9:00 am) will supervise these assembly points. The Office will contact classes for children who arrive after 9.00 am at the main reception.

Any problems related to school transport must be reported to Miss H Morgan, Mrs S. Williams & Mr J Evans.

### **Safety in the Classroom**

Staff must always be in the classroom to receive and supervise the children at 8:50 am and at the start and end of mid morning and lunch breaks.

All furniture used for storage to be in good order and stable. Desks, tables and chairs to be stable, have no splinters or raised plastic edging which can cause injury. No heavy objects to be stored on window ledges or on top of cupboards. Children must be supervised at all times when using any of the following equipment: Saws, glue guns, band saws, hammers, nails, screws, scissors, etc.

They should also be aware of the dangers of Pencils, biro's, drawing pins, staplers, etc.

No cleaning fluids to be kept within the reach of children.

### **Gymnasium**

All PE equipment to be in good order and well maintained (annual PE equipment inspection carried out by Sportsafe). Floors are to be clean and free from any defects. Mats should be non-skid and in good repair. Wall bars and climbing frames to be firmly fixed and well maintained. These should be inspected for defects regularly by approved specialists.

Children should change into PE/sports clothing for PE lessons.

### **Kitchen and Dining Areas**

Kitchen floors are non-skid even when wet. Tiles should not be raised cracked or missing.

### **Playtime**

Designated staff must be available for duty as soon as the bell is rung. If a child is hurt in the playground the teacher on duty must call for assistance and not leave the children unsupervised.

When the bell rings for the end of the play period, all children will line up at an approved assembly point in the yard before returning with staff to the building. During wet playtimes, pupils should remain in their classrooms with suitable playtime activities provided.

All supervisory staff should be made aware of the Playground Policy.

(Annual playground and fixed play equipment inspection carried out by IPI)

### **First Aid**

All staff must be made aware of the qualified First Aiders in their department. First Aid boxes are available in classes and other areas throughout the school (See Handbook). The School Nurse, if needed, will generally administer medical attention.

All First Aid Boxes and medical supplies in the School are to be checked regularly and replenished by First Aiders (See Erika Thomas).

## **9. External of School Premises**

### **School Approach**

Main gates must be kept clear to allow full opening of gates for easy access to any emergency vehicles. Any vehicle parking on the yellow lines outside school gates will be reported to the Police.

### **Assembly Areas**

Staff should be aware of the emergency assembly areas around the periphery of the school building.

### **Yard Maintenance**

Rubber flooring, paving slabs, concrete areas and tarmac areas to be in good repair. Steps and ramps should be unbroken and not worn unevenly. Grids should be clear. Down pipes unbroken and secured to walls. Roof guttering is to be secure, as far as visible checks will allow.

Any objects, such as skips, bins, etc, must be stored away from the playground.

### **Drains**

All drains to be cleaned regularly to allow water to flow away freely. Any blockages are to be reported to the Operations Manager & Headteacher immediately.

### **Staff Cars**

These must only be parked in areas designated for that purpose.

### **School Buses**

The school buses are to be parked at the school in a designated section of the school grounds off limits to pupils. When they are driven through the school grounds, it should be done slowly and cautiously, paying attention to pupils and staff in the area.

## **10. Internal of School Premises**

### **Entrances and Exits**

Building entrance doors should open outwards and not jam in any position. Any steps must be well maintained. All corridors and foyers to entrances and exits must always be lit and not obstructed.

**EXITS MUST NEVER BE OBSTRUCTED.**

### **Corridors**

Children should walk - where possible - using the LEFT HAND rule of travel, this should be the rule at all times and 'walking feet' (no running) emphasised by all staff.

### **Doors**

All fire doors should be FD30 regulation. Any defective doors must be corrected immediately. Cracked or broken glass is to be replaced. Doors should not swing freely when unrestrained. Fire doors should be kept closed. Magnetic locked doors to be checked once per week. All faults should be reported to Operations Manager & Headteacher.

### **Floors, Carpets and Mats**

Floors must be without any cracks or broken sections. Carpets must be secured all around by proper metal edging. Damaged sections should be replaced as a matter of urgency.

### **Windows**

Broken or cracked glass is to be replaced. Window operating cords or levers to be in free working order. Windows meant to be opened or closed to be in condition to do so. Window restrictors must be in place on all upper windows, to prevent accidental falls when open.

### **Pin Boards**

If required, a stepladder or proper step-up equipment must be used. Standing on chairs, tables, etc, is dangerous and must be discouraged. No more than 10% of any corridor wall should be used for display. No flammable materials to be used on the walls of corridors or stairs in residential areas.

### **Heating**

Regular checks must be made to Electric Storage Heaters to ensure they are working properly and present no danger to anyone in school. Any fault to be reported for URGENT REPAIR. No material that is liable to burn to be placed on

or near the heaters. Extremes of temperature are to be reported to the Operations Manager & Headteacher and then to necessary agencies to get the system working properly.

### **Lighting**

All lights should work and any defective tubing or bulbs changed immediately. Broken diffusers are to be replaced. Light switches to be free of cracks and positive in action. Defective strip lighting is to be changed immediately. Emergency lighting is to be checked weekly with special references to residential pupils. Emergency generator is to be checked once a week.

### **Electricity**

Children must be made aware of the dangers of electricity. Only teachers or authorised staff should plug in for use or switch off electrical equipment. Only teachers or authorised staff should carry or move electrical equipment. All electrical equipment must be switched off and plugs removed when it is not being used. All electrical appliances are PAT tested annually by BCBC.

### **Power Points**

Sockets, if broken or cracked, to be replaced by an electrician. Reported heat at a socket is to be treated as urgent and not to be used until corrected by an electrician.

### **Electric Plugs**

Any loose wire sighted at the cable entrance to a plug means that plug must not be used until corrected. Cables must be anchored by the card grip inside the plug. Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician. All plugs are to be inspected on a regular basis according to the Authority's regulations, by a qualified electrician. Each plug to have the correct fuse fitted; according to what equipment it is serving. Pupils must not put plugs into power points at any time; this must be only done by the teacher in charge.

### **Room Sinks**

To be cleaned on a regular basis. Overflow exits to be clear. No solids are allowed to block the drain hole. Care to be taken when detergents used. These must all be recommended and user friendly. No detergents to be stored within the reach of children. Hot and cold taps are to be marked. All taps to give good flow. Hot taps must deliver water of a safe temperature. Sinks are not cracked or chipped and securely fixed.

## Toilets

To be well ventilated. Pedestal units and seats must be in good repair, no cracked or broken porcelain. Floors must be without any cracks or broken sections. Flushes to work properly and refill quickly. Gents type units to have an automatic flush in working order. No rubbish to be allowed to build up around the drain.

## Fire Extinguishers and Fire Alarms

Fire extinguishers should be in place. Inspection tickets in place and up to date. The nature of their contents indicated and what sort of fire NOT to use them on. All equipment is tested and maintained by Fire Safety Direct.

Fire drills will be carried out termly for the whole school. Pupils are under the close supervision of staff and will therefore follow staff directions in an emergency. All cases of the fire alarms being set off should be regarded as fire incidents regardless of whether they have been set off accidentally or deliberately.

Testing of the fire alarm system and emergency lighting will be according to regulations, once a week before or after school by the Operations Manager.

## Emergency Procedures

In the event of an emergency, staff must be aware of the location of the gas isolation valves, water stopcocks and electrical main switch.

If a fire erupts in a piece of electrical equipment, the following instructions to be carried out: -

1. Switch off
2. Pull out the plug
3. Remove pupils from the room because any smoke from the fire will be very poisonous, due to burning insulation and varnishes in the unit.
4. DO NOT use water type extinguishers on ANY electrical fire.
5. A CO2 gun extinguisher, which covers the unit in carbon dioxide and will not harm anyone, is to be used.

Call out the fire service.

## 11. Contractors and Visitors

Any visitor or service personnel legitimately on the premises are in our care as far as our activities can affect them.

All contractors must be made aware of the Asbestos Register and are expected to ensure the area they are about to work in is asbestos free. Prior to beginning work

all contractors are to have access to the asbestos register detailing where it is present in the fabric of the building.

Some contractors and service people will be aware of the risks that children can generate through sheer exuberance in the school around tools and equipment, such as scaffolding, wheelbarrows, cement mixers, generators, etc. However, every contractor must be reminded before starting any contract of such responsibilities. No contractor's vehicles will be allowed access to the school area between 8.50 am and 3.40 pm, unless specific arrangements have been made with the Operations Manager. Any such infringement of this must be reported to the Headteacher IMMEDIATELY.

Contractors must always ensure that the children are separated from equipment and the area to be worked in by adequate provision of necessary barriers.

Visitors will always sign in electronically and must read the child protection guidelines that is located in reception and be issued with a security badge which must be worn at all times while in the school. On leaving the school, the badge must be returned to reception and sign out electronically.

Visitors should always be accompanied to the person they have come to see and then escorted from the premises at the end of their visit. This ensures that all persons can be accounted for should an emergency occur, or should the visitor be taken ill in some remote part of the establishment.

## **12. Appendix of Health and Safety Policies**

This appendix lists the main policies to be used with this policy, but is not exhaustive.

### **1. Bridgend County Borough Council Policies**

- Corporate Health And Safety Policy
- Accident/Incident Recording, Reporting and Investigation
- Ladders and Stepladders
- Manual Handling
- Working at Height
- School Health and Safety Inspection (Termly) Checklist
- Classroom Health and Safety Inspection Checklist

### **2. Heronsbridge Policies**

- Behaviour Support Policy
- Essential Oils and Fragrances Policy
- Fire safety Policy
- Health and Wellbeing Policy
- Hydro Therapy Pool Policy
- Minibus Policy
- Multisensory Massage Policy
- Playground Policy
- Restrictive Physical Intervention Policy
- Snow and Ice protocol
- Swimming Pool policy and Operating Manual
- Traffic Management Plan
- Transport Policy - Home to school/college
- Whole School Toilet Policy
- Healthcare Needs Policy