YSGOL GYNRADD PONTARDDULAIS
PONTARDDULAIS PRIMARY SCHOOL

Policy for Health and Safety

The United Nations Convention on the Rights of the Child (CRC) 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 – Linked to Articles 3, 32

Mr G. Davies
Headteacher

Review 2024
Next Review July 2025.
Reviewed July 2025 – no amendments needed
Next review as and when required and when LA guidance updates are provided

Policy for
Health and Safety

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1. Statement of Policy

This is the health and safety policy of **Pontarddulais Primary School** which should be read in conjunction with the health and safety policies of Swansea Local Authority, (LA). 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) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machines used in school.

c) Provision and dissemination of health and safety information which is received from the LA and other sources.

d) The provision of adequate health and safety training to all employees.

e) Safe means of access and egress.

f) Adequate welfare facilities for all staff.

g) Procedures for emergencies such as fire, first aid and other school related incidents.

h) Monitoring of health and safety standards in the school, together with a review of accidents/near miss statistics.

i) Access to specialist and LA help with reference to health and safety matters.

j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).

k) This policy will be reviewed and updated as appropriate.

2. Responsibilities of School Governors

The Governing Body and Headteacher are responsible under the Health and Safety at Work etc. Act 1974 to fulfil the following responsibilities so far as is reasonably practicable:

- monitoring health and safety in school
- familiarising themselves with the Health & Safety responsibilities of the Headteacher so that they are better able to:
  - (a) understand the extent to which health and safety now features in the whole management of the school, and
  - (b) appreciate the importance of their help and support to the Headteacher in the management of health and safety.
- deciding with the Headteacher how they can best use the advice and expertise of their own Premises/Health & Safety Sub Committee of Governors, and also the Authority's Health & Safety Adviser, officers in the Schools Improvement Team and other specialists such as education advisers and inspectors, Building Control fire officers, Estate and Property Services, Building Services, Environmental Services and Leisure & Recreation Services staffs and private contractors.
- ensuring that the school arranges to comply with any H&S guidance provided by LA and other relevant bodies as appropriate.
- ensuring that the Headteacher provides them with reports of any significant accidents and dangerous occurrences.
- ensuring the Headteacher supports and makes accessible appropriate H&S training for all staff.

3. Responsibilities of the Named H & S Premises Manager and Caretaker

The Premises manager Mr G Davies (Headteacher) is trained and recognised as a Health and Safety Competent Person who helps and advises the School and Governing Body on health and safety matters including risk assessments. The Premise Manager is responsible for the Caretaker, ensuring that he implements safe working practice in respect of his activities on and around the school and complies with LA policies, procedures and guidance as appropriate.

In general the Caretaker's sphere of activities is quite broad. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to our school, are safe and without risk. Assistance from the Caretaker may also include specific duties regarding evacuation in case of fire or other emergencies, such as fire marshal functions.

4. Responsibilities of the School's Health & Safety Team

The Headteacher:

a) will ensure procedures are in place to provide health and safety advice and information to students undergoing school based teacher training, new employees including newly qualified teachers, supply teachers, relief staff and also volunteers so that such 'new' persons fully understand what is expected of them.
b) will examine and arrange to meet the school's health and safety obligations.
c) will help the Governing Body to monitor health and safety by providing regular reports about current issues.
d) will ensure that all parts of the premises and the purchase and/or repair of are regularly inspected and maintained in safe order.
e) will make sure that contractors working on the premises work safely to protect the health and safety of pupils, staff and other persons using the premises. Liaise with the contractor and involve the LA Health and Safety Officer, if there are any problems.
f) will facilitate appropriate instruction and training for staff including themselves, to use and operate new processes, materials, systems of work, changes in working practices, equipment and machinery.
g) will identify the school's gas, electric and water emergency cut-off systems. Make sure they are effectively signed and labelled and that arrangements for their use are part of the school's emergency procedures. Ensure that any failings and defects are reported to the LA.
h) will comply & include suitable and sufficient health and safety responsibilities in the job descriptions of school staff.
i) will ensure that all staff are aware of their responsibilities under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974. (See Responsibilities of Employees).
j) will inspect the school at regular intervals to check that the safety measures are being maintained and that safety instructions and safe practices are being followed by all persons within the school. Any failures should be recorded and action taken to correct them. It is recommended that the LA Health and Safety Officer is periodically invited to attend inspections to provide advice.

The Office Manager:

a) Will analyse the health and safety needs of administrative and clerical staff and liaise with the headteacher to provide appropriate training, information, advice and guidance for them as appropriate.
b) will liaise with the Caretaker regarding any health and safety issues arising out of the cleaning of the premises and the caretaker's maintenance tasks.
c) will liaise with the Catering Manager on any health and safety matters which affect the school and concern the kitchen.
d) will ensure that those who hire the premises receive the necessary health and safety information.
e) will liaise with the Caretaker or other appropriate staff regarding any health and safety problems regarding lettings and decide what measures should be taken in consultation with the Headteacher.
f) will take health and safety implications into account when dealing with school transport arrangements, ordering and booking buses for school trips.

All Employees:

have the following health and safety responsibilities under sections 7 and 8 of the Health and Safety at Work, etc Act 1974.

All employees

a) will make themselves familiar with and conform to the School's Health and Safety Policy
b) will comply at all times, with guidance, instructions and safe systems of work including control measures arising from risk assessments devised for their health, safety, welfare and security.
c) will report all hazards, defects and incidents occurring during the course of their work to a member of the school's health & safety team.
d) will use appropriate safety equipment and protective clothing and ensure it is used by those persons under their charge in accordance with the LA's published guidance.
e) will ensure that persons for whom they have a duty of care follow the safety rules, safe systems of work and security procedures.
f) will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare and security.

5. Functions of the Premises/ Health and Safety Committee

This Sub Committee carries no more responsibilities than any other governor because he/she is acting on behalf of the body corporate. Indeed it should be noted that the following are **functions**, not responsibilities. It should also be noted that the day-to-day responsibilities for the management of health and safety in the school rests with the Headteacher and the functions assigned to the Health & Safety Team. The Sub Committee should be supportive, and are principally to assist, help and advise as appropriate.

They will be expected to:

- keep up to date with health and safety issues, regulations and guidance as they affect the school and advise the governors and/or the Headteacher as appropriate.
- liaise with and provide assistance to the Headteacher on health and safety matters.
- represent the governing body and provide help to the Headteacher on inspections of the school by the LA's Health and Safety Advisers and other bona fide safety officials.
- assist the Headteacher/ Caretaker in the school's own health and safety inspections.
- hold regular **inspections** of the school, or specific areas and consider existing and potential hazards in each area of the premises.
- **Assess the risks** from the identified hazards (ask yourself "What would happen if …….?") Decide whether existing precautions are adequate and if they are not, what further preventative and protective measures should be taken. Make a record of any new measures required. Prioritise, programme and implement the measures decided upon.
- Adopt, or adapt to the school's own circumstances, generic risk assessments and health and safety guidance provided by the Education Service.
- **Monitor** from time to time that the measures taken as a result of the risk assessment are being followed and are effective. Revise the assessment if it is necessary.
- Will ensure that their knowledge of health and safety matters is kept up-to-date.
- Will bring to the attention of the appropriate staff and the governors any health and safety guidance contained in this Policy and issued from time to time by the LA and ensure that the guidance is followed.

6. Arrangements Put in Place to meet Health & Safety Practice Standards

The following is a list of arrangements the governors of Pontarddulais Primary School implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.
This list is not exhaustive, is adopted from the LA policy and will be added to as and when necessary. The LA policy is reviewed and amended as necessary, and such amendments will be reflected in our school policy.

Aim
The aim of Pontarddulais Primary School is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

Pontarddulais Primary School cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, sometimes through topics – for instance, a safe place to play. It might also be through a Health and Wellbeing topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in Assembly or specific year group lessons.

At Pontarddulais Primary School, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles.

Pontarddulais Primary School believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits.

The Caretaker, under the direction of the Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Caretaker and cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly. Electrical equipment is PAT tested annually through a contractor.

Accidents
Accidents fall into four categories:

- a death or major injury
- a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- a work-related disease
- a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

Recording & Reporting Accidents
All serious accidents must be reported to the Headteacher and recorded on the LA Accident forms which are kept in the office. All details need to be filled in, including treatment. The form is sent to the LA with a copy retained on file at the school. HS1/HS2. On receipt of the HS form, the LA will query and support the school in any RIDDOR related incidents.

Common accidents
These are the more common accidents that occur in school. Procedures, to follow.

- Minor injuries (including all bumps on the head, but not minor cuts and grazes) should always be recorded in the school accident book.
- If a child has a bump on the head, the Headteacher should be informed and a parent/guardian should be contacted. If the parent/guardian has to take the child to the family doctor or to hospital for further treatment this should be entered on the accident form. A Head injuries advise sheet is sent home with the pupil to alert parents and guardians to any potential symptoms.

Major Injuries

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, other than a bone in the wrist or hand.
- Fracture of any bone in the leg, other than a bone in the ankle or foot.
- The loss of sight in an eye.
- Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Allergies/Long-term Illness
A record of all allergies etc. are completed by parents on an admission pack. These are then kept in the classroom and office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern.

Administration of Medicines during School Hours – *See Administration of Medicines Policy.*

Asbestos
It is the responsibility of the LA to ensure a survey/Risk Assessment is carried out in each school. A central register of asbestos is held by the school and kept accessible at all times. The Headteacher is responsible for ensuring that

references are made to the register where the school commissions maintenance and repair works.

Reference must be made to LA Guidance (on site copy) of Managing Asbestos. Those areas identified as containing asbestos are clearly labeled on a school map kept in the office.

The school's asbestos survey was first carried out in 2005 which lists any hazardous materials. The school ensures that no work is undertaken which involves the disturbance of asbestos based materials without first consulting the LA's Scientific Services for advice in accordance with the Council's published policy and procedures. Contracted Checks are carried out by the LA twice annually. *See asbestos log.*

Building/Premises Defects
The school will ensure that regular formal inspections of buildings, premises (including walls, fences and pathways) and written records of defects and management noted including a programme for remedial measures.

Particular matters requiring attention:
Regular inspections are undertaken by members of the Premises/Health & Safety Committee.

- School ensures that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.
- Regular inspections of the school site are carried out (defects noted and remedial measures put in place)
- Matters such as e.g. spillages / wet floors / trailing cables etc. are identified and rectified.
- Maintenance regimes ensure a standard of adequate lighting particular to external steps etc.
- Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves etc. pause a slipping risk.

Car Parking
Car parking is a concern at Pontarddulais Primary, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school should be observed at all times. There is parking provision for drivers of disabled children at the school only.

Visitors, who have been given authorisation to park at the school, should sign in electronically including their car registration in case the car has to be moved.
Staff members always reverse park and there is no double parking permitted.

There is regular liaison with Traffic Police and the LA's Road Safety Officer, who will talk to parents and children and provide literature to display and send out.

Regular letters to parents emphasise:

- our neighbours: consideration for those who live and work in the vicinity of the school
- using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- not parking on yellow lines
- at sporting events: children and staff should leave by designated routes
- the school tries to arrange coach arrival/departure times for school trips before or after the start of the school day. It also encourages transport providers to wait in the bus 'pull in' on Bolgoed road.

Pontarddulais Primary School seeks support from the local Police to admonish any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Cleaning & the Use of Substances Hazardous to Work

The School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition. All cleaning materials will be kept under locked storage.

Contractors on Site

- Contractors should telephone the Head Teacher and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the General Office/the caretaker or headteacher. Contractors work under the close supervision of the caretaker or member of SLT, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Headteacher, the contractors and the appropriate department of the LA/other Advisory bodies..
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Dining Hall during break times and lunchtime.
- Method Statement and suitable risk assessments should be conducted before work begins and shared with all parties.

Guidance for Contractors on Site

Pontarddulais Primary School complies with the recommendations of the LA Health and Safety Inspector and requests you to refrain from the following practices.

- Smoking in the building or in the grounds
- Talking to the children (who have been taught not to talk to strangers).

- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

Display Screen Equipment
The school identifies the risks associated with the use of display screen equipment and takes measures to eliminate or reduce risks to the minimum in accordance with the Education Service's published guidance.

Dogs
Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs, hearing dogs and reading dogs. Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Electricity
The school will comply with the LA's H&S policy on Electricity at Work and will periodically monitor compliance. The School will only use "approved" appliances and all testing, inspection and repairs and maintenance are carried out annually by a competent person.

Finger traps in doors and gates
All doors/gates will be risk assessed and appropriate safeguards put in as necessary. New doors or new buildings will consider finger guards at design stage.

Fire Drill
Pontarddulais Primary has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.
As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The class teachers should be the last to leave their classroom, taking the portable Class Register and 'Red' and 'Green' cards with them and ensuring the door is closed behind them. They should take the roll-call and check that all the children are present.

Nobody should go back into the building(s). Fire Marshalls will check their designated areas before leaving the building. If a child is missing this should be

reported to the Headteacher . When all the Registers have been checked, the Headteacher or deputy headteacher will signal it is safe to re-enter the school.

Lunchtime Fire Procedure
If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, school gym, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building. The Headteacher or Deputy headteacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts
In the event of a fire or bomb alert the Headteacher /designated person should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.
The Headteacher /designated person, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

First Aid
All staff in the school deal with minor incidents requiring first aid. First aid awareness and defibrillation training is provided on the first INSET day in September each year, along with Epipen training. A further 4 staff have the '3 day First Aid at work training and have all been trained in Emergency First Aid. A record is kept to ensure certificates are in date.

During lessons, first aid is administered by the class teacher or teaching assistant. At lunchtimes, the Midday Supervisors administer first aid.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted. The qualified First Aiders at Pontarddulais Primary are: Mrs. D Grey, Mrs. A Cascarini, Miss S Stone and Miss R Jones.

First-Aid Boxes
The locations are marked by a green cross.
School Office
Nursery
Reception class
Foundation Phase Entrance Yr2 – bottom of staffroom stairs
Outside Year 5
Outside the Canteen
Main gym

There are also portable first aid kit for trips.
Contents: rounded edge scissors, bandages, plasters (single and strip), cotton wool, sterile gauze, micropore, disposable gloves, aprons and anti bacterial wipes.

Supplies are also kept of eye baths and slings.

First-Aid Supplies
A Staff member keeps additional, more specialised, equipment for first-aid boxes.

Person Responsible for Supplies
Mrs. A Cascarini and Miss S. Stone are responsible for checking the contents of the first-aid boxes regularly and for placing orders to replenish stock. All staff are responsible for notifying designated a staff member if the contents of any of the first-aid boxes are running low.

Treatments:

- **When dealing with blood, plastic gloves and an apron should be worn.**
- **Cuts/scratches –** Use only clean water and wipes. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.
- **Bleeding –** As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.
- **Head Bumps –** Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a phone call and a head injuries information sheet is sent home. (The child might not show signs of concussion until much later.)
- **Falling –**Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.
- **Unconsciousness –** Call a First Aider immediately.
- **Breathing Difficulties –** Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.
- **Epilepsy/Fainting –** If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.
- **Haemophilia –** This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to Morriston Hospital.
- **Diabetes –** Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.
- **Anaphylaxis –** The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:
    - ➢ Diary products
    - ➢ food, e.g. eggs, fish, nuts, especially peanuts
    - ➢ insect stings
    - ➢ immunisations or antibiotics.

The school keeps records of expiry dates and will sent reminders to parents before the date. Spare Epipens and asthma pumps are held on site in the First Aid cabinet outside the headteacher's office.

Policy on Children Moving Equipment
In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs is needed, then the Teacher/Caretaker will supervise. Tables need one child at each end. No child should attempt to lift a table single-handed.

Small items of equipment – PE trolleys – can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

Items Children Should Not Move.

- Piano/Electric Piano – although on castors, it can tip and trap feet or fingers.
- Cooker – too heavy and awkward.
- Paper cutters – dangerously sharp blade.
- Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

Gas Manually Operated Gas Boilers
The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner/caretaker but referred to Technical Services, DLO/Competent Gas Engineer. The School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies.

Glazing – Register kept in school office
The school has undergone a survey to identify areas of high risk glazing in the school and taken action to eliminate the risks or reduce them to the minimum.

Glue Guns

- When using glue guns, the children should be well supervised. Younger children should not use the guns on their own.
- Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider or the Head Teacher should be consulted.

Hazardous Substances in School
All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in a locked location).

Any member of staff using chemicals should check the substance against the COSSH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Headteacher/Deputy Headteacher

Inadequate Heating
School will ensure compliance with such matter as temperature and ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

Ladders
Staff are made aware of the LA's published guidance on the safe use of ladders and the caretaker or other persons who use ladders are given a copy.

Lifting and Handling
The school considers the lifting, handling and moving operations and decides if any present risks to staff and pupils need a formal risk assessment to be undertaken.

Minibus
Any person who uses a borrowed/leased minibus has a checklist to follow. All drivers at Pontarddulais are assessed and trained to the 'MIDAS Minibus Drivers Assessment Scheme' standard.

Protective Clothing
- Aprons or old shirts should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes. Painting shirts should not be worn for Technology lessons. Children should wear the aprons used for Art or others provided especially for Technology.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons and use the spillage kit when necessary.

Physical Education

Pontarddulais Primary always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware. The school will ensure that all P.E. activities fully comply with the standard as set out in the current BAALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.

General points to be considered when teaching PE

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and trainers for any physical activity for safety and hygiene reasons.
- Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.

Gymnastic Safety

- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson. When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.
- The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

Games in and out of school

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate business insurance cover should be arranged, as Pontarddulais School does not insure teachers when carrying children.

Parental Support
Teachers should ensure that they have copies of all the relevant documentation before asking parents for their assistance.

Dance Safety
Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear trainers
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

Swimming Rules
At least two members of staff should accompany the children when travelling to and from the swimming baths, the senior teacher having a list of all the children in his/her care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths. The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children. Children with long hair should wear swimming caps.

Playground Equipment
All playground equipment must be maintained to relevant British Standards and approved by the LA through regular site visit as part of the grounds maintenance SLA.

Pregnant/Nursing mothers/staff undergoing I.V.F. (*In vitro* fertilization treatment)
The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

Safety/HIV Protection
Gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Science
All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents.

Care should be taken when holding objects close to the eye.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should *never* handle moulds.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen times and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not ‘trail’ across the room or tables. Any electrical equipment ‘loaned’ to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Security

The Headteacher , Deputy Headteacher and Caretaker are the designated key holders and are responsible for the security of the building. We also employ a security firm ‘PSM’ for out of hours key holding duties.

Class Teacher - It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

Caretaker/Site Manager –
It is the responsibility of the Caretaker to check that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.
Before leaving the premises, the Site manager has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

The Headteacher /Deputy Headteacher performs the above functions in the absence of the Caretaker. The Headteacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. All doors must be closed during the school day, except at lunchtime and break times.

Any parent or visitor is welcome in school but is asked to report to the school office. Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day. Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

Smoking Policy
In line with WG policy, smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building(s) and grounds.

Additional Learning Needs
The school will make sure that health and safety facilities and procedures take into account pupils with special educational needs, especially those with disabilities which may present specific health and safety risks and ensure that the staff assigned to teach and care for them have appropriate health and safety equipment, training and guidance.

Vermin/ pests on site
LA is contacted to support if there is a report of pests / vermin.

Violence and Abuse
The School will put in place and regularly review procedures to safeguard the health, safety and welfare of staff for whom there is a foreseeable risk of abuse and/or assault. This could be from those they come into contact with in the course of their work, both on the school premises and in any visits they make. Staff need to complete a HS3 form for any physical abuse, threat of physical abuse or verbal abuse.

Visits, Journeys and Adventure Activities

In accordance with LA guidance, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. The school follows County guidelines and uses Evolve online for all visits, journeys and residentials. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers. Staff organising and taking part in visits, journeys and adventure activities are made aware of the Education Service's published guidance. They also have the necessary knowledge, experience, qualifications (as appropriate) and skill so that they can deal with any particular risks that such a trip may have. The Headteacher will be satisfied about these arrangements before allowing the trip to take place and the staff would have submitted to the EVC a risk assessment form through Evolve. Pontarddulais has a named member of staff responsible for co-ordinating Education Visits – Mrs J Morgan

Monitoring the health and safety policy

This Policy will be reviewed annually or earlier if legislation and guidance changes.

Appendix one

Pontarddulais Primary School
Staff Induction/ Review

	Induction task to be completed	✓
1.	Tour of work area and welfare facilities	
2.	Introduction to supervisor and colleagues	
3.	Action to be taken on discovering a fire or hearing alarm (no attempt to extinguish fire)	

4.	Fire warning system explained	
5.	Evacuation procedure :- Stop work and work equipment. Leave building by the nearest safest exit. Do not stop for personal belongings Do not run or panic. Do not re-enter the building until the all clear signal is given	
6.	Emergency exits identified	
7.	Show the locations of the fire assembly points	
8.	Explain the importance of keeping fire exits/ and corridors clear of obstruction	
9.	Accident reporting procedures explained (all accidents must be reported)	
10.	Shown the location of first aid facilities and introduced to first aiders	
11.	Briefed on the company's health and safety policy including COSHH, manual handling and responsibilities for reporting hazards	
12.	Safeguarding and Child Protection Procedures explained including: Policy read and awareness of responsibilities. I understand the procedure for reporting concerns about a pupil.	
13	Staff Handbook read and daily procedures understood	
14.	Reporting and management of absence procedure understood	
15	Data Protection, GDPR and acceptable use of technology	
16.	Staff Well-being Policy received	

I have understood the points above Staff Member Name :	**Signature :**	**Date :**
Workplace Trainer Name :	**Signature :**	**Date :**