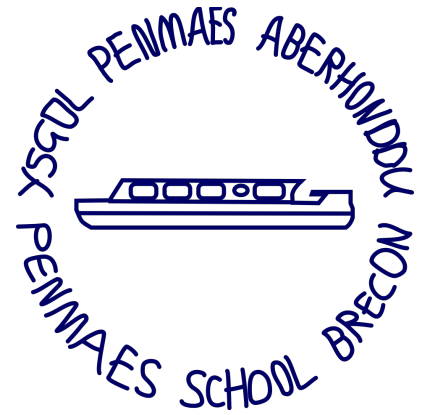






Ysgol Penmaes



Health and Safety Policy

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		8.2.23
Chair of Governors: Clancy Brett		8.2.23
Next review date: February 2024		

Ysgol Penmaes Health And Safety Document – 2022/23

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AIM OF HEALTH AND SAFETY POLICY

The aim of the Penmaes Health and Safety Policy is to ensure a high standard of health, safety and welfare for all learners, staff, students, voluntary helpers and contractors and visitors in the school.

Requirements

All staff at all times are expected to discharge their duties in the light of Powys County Council, school and professional expectations.

All staff must sign the declaration form stating that they have read and understood procedures set out in the school Health and Safety Document.

The ultimate responsibility for health and safety procedures in the school rests with the Headteacher and it is the Head's responsibility to support staff in these procedures.

It is the responsibility in the first instance of senior staff, then class teachers to ensure that all part-time staff, supply staff, students, voluntary helpers etc are acquainted with the school and class health and safety procedures.

Copies of this document can be located in the staffroom, Headteacher and Business Manager Offices and on the Google Team Drive.

There is a corporate responsibility for everyone to be familiar with its contents.



Part 1

YSGOL PENMAES HEALTH AND SAFETY POLICY POLICY STATEMENT

The Governors and Headteacher of Ysgol Penmaes recognise and accept the responsibilities that are laid down in the Powys County Council Statement of Safety Policy and the Education Department Health and Safety Policy for Schools, copies of which are located in the Business Manager and Headteachers office as well as on the Google Drive.

In doing so the Head teacher will attempt to minimise the incidence of workplace risks by providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose. Responsibility is also accepted for the Health and Safety of all learners and visitors to the school who may be affected by the school's activities.

YSGOL PENMAES HEALTH AND SAFETY POLICY

This is the health and safety policy of Ysgol Penmaes which should be read in conjunction with the

Corporate Health and Safety Policy of Powys County Council and relevant Welsh Government guidance. (*Powys County Council H&S guidance can be located on Hwb in the group titled Powys Schools Health and Safety and Outdoor Education*). This policy should also be read in conjunction with the Hydrotherapy Procedures and Pupil Discipline and Behaviour Policies.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, learners, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school
- Safe working practices for staff and learners
- Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school
- Provision and dissemination of health and safety information which is received from the LA and other sources
- Access to health and safety training
- Safe means of access and egress
- Welfare facilities for all staff
- Procedures for emergencies such as fire and first aid
- Monitoring of health and safety standards in the school, together with a review of accident / near-miss statistics
- Access to specialist help with reference to health and safety matters
- 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.

Part 2

ORGANISATION AND RESPONSIBILITIES

Governors Responsibilities

- Draw up the school health and safety policy in conjunction with the Head teacher and review it annually
- Monitor health and safety standards in the school
- Liaise with PCC and others re: matters of policy
- Nominate a governor health and safety representative
- Carry out an annual health and safety audit and complete an action plan, a copy of which will be sent to the LA Health and Safety Officer

Headteacher Responsibilities

The Head teacher will take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:-

- prepare and enact a local statement of policy on Health and Safety in conjunction with the Governing Body and staff and ensure that it is reviewed at least once every 12 months and within 12 weeks of any revision of the Education Department's Policy;
- ensure that the school's policy endorses the County's Health and Safety Policy and provides the organisation and arrangements for securing compliance with those Policies;
- ensure that those for whom they are responsible understand their responsibilities and discharge their duties;
- ensure that all staff who have Health and Safety responsibilities receive appropriate training and information to enable them to carry out their duties;
- ensure that all relevant information received relating to Health and Safety is brought to the attention of teaching and non-teaching staff as appropriate and incorporated where appropriate into the school's health and safety systems;
- ensure, at all times, the health, safety and welfare of staff, learners and others using the school premises or facilities or services or attending or taking part in school-sponsored activities and off site school sponsored activities;
- consult with members of staff, including safety representatives on health and safety issues;

- identify the training needs of staff and learners and ensure, within the financial resources available, that all members of staff and learners who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- maintain and update as necessary a list of all staff training;
- ensure that any defects, which are the responsibility of the school, in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, learners and others are made safe without delay;
- report all major accidents immediately to the County Health and Safety Officer by telephone as outlined in the County's Policy on the Reporting procedures for Injuries, Diseases and Dangerous Occurrences;
- Ensure that all accidents are investigated and reported in line with the Council's procedure and that appropriate action is taken to avoid any recurrence;
- annually monitor the standard of health and safety throughout the school, including all school-based and out of school activities;
- ensure that the procedures outlined in the Arrangements Section of this Document, are being complied with; that preventative and protective measures are effective and that hazards and risks to health are avoided;
- report immediately any concern to the LA Health and Safety Officer;
- act on recommendations and advice issued by the LA Health and Safety Officer concerning any working practices which are considered unsafe;
- consult with the LA Health and Safety Officer over any doubts regarding safe working conditions or practices;
- ensure that a school health and safety file is established and maintained (this may include electronic files).
- ensure that arrangements are in place for complying with all existing relevant statutory provisions and County and LA Policies.
- have the authority to nominate an appropriate senior leader as the Health and Safety Coordinator who will be responsible for the day-to-day management of Health and Safety, and is directly answerable to the Head teacher.
- be aware of work related stress issues which can affect all school staff (including themselves). In conjunction with the school Governors, a management culture will be developed which minimises stress levels and a strategy developed to support staff who are suffering the effects of stress. Staff will be informed where they can obtain further advice and guidance.

Health and Safety Coordinator Responsibilities

- The Health and Safety Coordinator is charged with bringing to the notice of the Head teacher any circumstances which could adversely affect the health and safety of members of staff, learners, visitors and contractors.
- The Health and Safety Coordinator will be made aware of the requirements of The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practice which are relevant to the work of the school.
- The Health and Safety Coordinator will complete a 4 day IOSH 'Managing Safely' training course or equivalent and regular refresher course. (Completed January 2022).

Responsibilities of all members of staff

All staff will receive sufficient training and instruction in the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

“It shall be the duty of every employee while at work

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

All staff will be made aware of the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:-

- comply with the requirements of the safety policy and any other safety legislation as laid down by the Governing Body, LA, County Council and Government;
- ensure health and safety regulations, rules, routines and procedures are being applied;
- see that all equipment is in good working order;
- not make unauthorised or improper use of equipment;
- use and ensure that others over whom they have charge use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

- report any defects in the premises, equipment and facilities which they observe;
- take an active interest in promoting health and safety, set an example and suggest ways of reducing risks;
- report all accidents and near misses involving themselves and others under their control to an appropriate member of SLT staff e.g. Headteacher, Deputy Headteacher, Assistant Headteacher, Business Manager and/or School Nurse immediately.
- Attend any training identified as required by risk assessment of duties imposed by other H&S policies.

If, at any time, a member of staff considers that the use of equipment or the condition of the premises is likely to create a danger to the health or safety to themselves or others, then such equipment or premises must not be used until authorised by the immediate supervisor or other authorised person. In the event of such a member of staff not being satisfied with the action proposed then it will be open to the employee to raise the matter according to the procedure outlined in the County Council's Statement of Safety Policy.

Part 3

ARRANGEMENTS AND PROCEDURES

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

- Accidents
- First Aid
- Medication
- Moving and Handling
- Fire Safety (including emergency evacuation of non ambulant learners, staff and visitors where required), Smoking and Non-Fire Emergencies
- Break and Lunchtime
- School Minibus Safety
- School Trips and Off-Site Activities
- Safety and use of the Hydrotherapy Pool
- Transport Arrangements
- Security and Cash in Transit
- Resources, Curriculum and Work Equipment
- Protective Clothing (where required) and Dress Code
- learners' absconding (see Absconsion Policy)
- Use of the trampoline
- Use of the lifts
- Pool safety including handling and moving chemicals

ACCIDENT PROCEDURES

The School Nurse will be the primary point of contact for all accidents. However in the absence of the school nurse; the Headteacher will be the primary point of contact.

All accidents, incidents or instances causing apparent distress or worry must be reported as soon as possible to the school nurse and Head/Deputy Head/Assistant Head and Business Manager

Incidents relating to behaviour must be recorded either using the electronic behavior core tool or via the Accident and Near Miss button found on the homepage as soon after the accident or

behaviour as possible. An injury resulting from these incidents may need reporting to Powys County Council via procedures listed below.

- Details of accidents must be recorded on the electronic form and date, time, witnesses, nature of accident, need to be recorded. This then needs to be shared with the Business Manager who will send it to Powys County Council Health and Safety department. Copies of all forms will be stored on a Google Drive with limited access to the Headteacher and Business Manager.
- All accidents should be reported to parents, either by phone and the home/school book after consultation with senior staff for appropriate wording. A copy of the accident form may also be sent to parents if necessary or requested after consultation with the Headteacher
- In the event of a 'head injury' the pupil must take home a 'head bump' note from the school nurse.
- If however it is decided that the accident is serious enough for the pupil to be referred to hospital, a senior member of staff or the school nurse will contact the parents immediately. A senior member of staff will also liaise with Social Services if their support is needed.

Life-saving first aid procedures should be implemented if necessary and where staff are trained, taking account of current regulations regarding transmission of infections and diseases via bodily fluids. Plastic gloves and protective clothing are available in all classrooms/hygiene rooms and with the school nurse.

FIRST AID

There are a number of staff in school who have undergone basic first aid training and who may be contacted for assistance or advice. A list of trained staff can be sought from the School Nurse and or Business Manager.

First Aid equipment is located in the nurse's room and there are first aid boxes in each school minibus. First Aid boxes from the mini-buses and DofE will be brought in by MIDAS trained drivers and DofE leaders every half term and these will be checked by the Health and Safety Coordinator. A record of checks will be maintained by the Health and Safety Coordinator.

PERSON REQUIRING HOSPITAL TREATMENT

In the event of an emergency then the school nurse and a member of SLT- HT/DHT/AHT must be informed immediately. The emergency button is also to be sounded.

The Nurse/Head/Deputy Head/Assistant Head and/or the First Aider will make the decision to send an adult or child to hospital. He/she will decide whether that individual may be safely transported by car or whether an ambulance needs to be called. However if a child has a care plan or an Epilepsy passport which states when an ambulance should be called then this must be adhered to. Phone calls are to be made from the front office. Where a child has Epilepsy it is advised that a class has a radio in class in order to maintain communication with the office whilst the emergency services are on the main school line.

Procedure for taking a pupil to hospital

- The Nurse/Head/Deputy Head/Assistant Head will inform the Casualty department that a pupil is being brought to the hospital, giving a brief description of the problem.
- The Nurse/Head/Deputy Head/Assistant Head will inform the parents and advise whether they need to go to the hospital. If Social Services support is required a member of senior staff will make contact.
- A photocopy of the pupil's medical information sheet, medication (if any) and contact details must accompany the pupil to the hospital and returned to school afterwards.
- If the pupil is being taken by car then there must be an escort in the car with the pupil, preferably a member of staff from their class. Staff transporting learners in their own vehicles need to ensure they have business type insurance. At least one familiar member of staff must accompany a pupil being taken by ambulance and this will be decided by the Head, Deputy or Assistant Head.
- A senior member of staff will arrange a lift back for any staff accompanying learners to hospital.
- Any member of staff accompanying a pupil needs to ensure they take a mobile phone so that they can maintain contact with the school.

Procedure for taking a member of staff or other adult to hospital.

- The Nurse/Head/Deputy Head/Assistant Head will inform the Casualty department that an adult is being brought to the hospital, giving a brief description of the problem.
- The Head/Deputy Head/Assistant Head/Admin will inform the next of kin and advise whether they need to go to the hospital.

- Another member of staff may accompany the adult if necessary. This decision will be made by the Head/Deputy Head/Assistant Head.

In either case the Head/Deputy Head/Assistant Head/Business Manager will ensure there is adequate staffing in the class concerned.

STAFF MEDICATION

- All staff are strongly advised to inform their line manager and the Head/Deputy Head/Assistant Head or school nurse of any medical condition, e.g. allergy, asthma, epilepsy, a heart condition or migraine that requires essential medication to be kept on school premises.
- Staff are advised not to bring any non-essential personal medication into school.
- All medications must be kept away from children and stored in a locked cupboard in the classroom.

PUPIL MEDICATION

School staff have no legal duty to administer medication, it is undertaken in a voluntary role and parents must give written permission for staff to do so.

The parents of all learners on admission to school are required to complete a full medication information pack that is updated annually.

- This pack includes details of emergency contacts, regular and occasional administration of medicines and an indemnity form.
- A copy of this pack and the school policy on supporting learners with Health Care Needs' (WG guidance document no: 215/2017 Date of issue: March 2017) are available from the Health and Safety Coordinator and the school nurse.
- The school nurse is responsible for medication in school. She must be informed of any medication brought into school and it must be in the container dispensed by the pharmacy and accompanied by written instructions from the parents. Where the school nurse is not on site the responsibility lies with the Headteacher.
- Medication MUST be signed in and out using the books available (one for daily medication and one for trips) and following procedures shared by the school nurse.
- All medication must be correctly labelled and stored in either the locked medical cupboard. The keys are kept in the Nurse's Room in the locked box. Keys to access the Nurses' room can be located in the main school office.

- Procedures for the administration of emergency medication are kept with the medication and staff must take both and a mobile phone when accompanying a pupil off-site. Medication must be carried in a separate bag provided by the School Nurse. No medication should be carried in staff bags.
- When any medication is administered (by trained staff where required), it is advisable to have two staff present especially where medication needs to be drawn up or tablets broken in half. Staff MUST sign the pupil's record sheet which can be found in their care plans which are secured in the filing cabinet in the nurses' room. The keys for the filing cabinet can be located in the locked key box in the nurses' room. This must be done in order to acknowledge that the correct dosage has been given. This applies to regular, occasional and emergency medication. (see school policy on medication)
- There are separate forms for administering occasional medication and these MUST be completed prior to administering any medication to learners.
- All medication being transported to or from school must be clearly labelled and carried by the driver or escort.
- Medication must not be given to learners to carry nor should it be placed in their school bags. The only exceptions to this would be where learners are determined to be sufficiently responsible and have their parents' permission to carry their own asthma pump or 'Epipen' for allergic reactions.

Where a pupil has specific complex medical needs that require nursing procedures, such as tube feeding, catheterisation or suction for a tracheotomy, the School Nurse or trained teaching assistants will undertake these.

The school will work closely with Health Service personnel to enable staff to receive regular training on any relevant medical issues.

Further information can be found in the document:

Welsh Government Guidance on Supporting learners with Health Care Needs (Guidance document no: 215/2017 Date of issue: March 2017)

MOVING AND HANDLING

The Head teacher is responsible for seeing that Manual Handling Risk Assessments of learners are carried out by competent persons in the areas for which they are responsible.

- No persons shall undertake any manual handling operations that may cause risk of injury. Manual Handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving loads. 'Loads' may be used to describe persons or inanimate objects.
- Where possible the need for manual handling should be eliminated but where this is not practicable the use of mechanical handling aids must be considered. These may be moveable or ceiling track hoists, slings, slide sheets, handling belts and trolleys.
- Where manual handling cannot be avoided, an assessment will be made of each manual handling operation to establish the degree of risk involved.

The assessment will take the following factors into consideration:-

1. the capability of the individual
2. the characteristics of the load
3. the working environment.

The assessment will be reviewed and amended when any one of the above factors changes. Where manual handling operations cannot be eliminated the Headteacher will arrange for staff to receive suitable information, supervision, instruction and training in manual handling operations which will include correct lifting techniques.

All staff for whom moving and handling is an integral part of their work must receive moving and handling training as soon as possible following appointment. Until they have undertaken training, they must not move or transfer children or young people and must not operate any equipment.

Under teachers pay and conditions:

"The moving and handling of children and young people is not part of any teacher's job or professional obligations." The priority for training therefore may be focused on teaching assistants and support assistants.

All staff training will be under the 'All Wales Passport to Manual Handling' training scheme that is delivered in-house by trained school staff.

Records of staff training will be kept by the Business Manager.

Hoists, slings, slide sheets and handling belts are only to be used for lifting and transferring learners under guidance from the H&S Officer, physiotherapists and occupational therapists and through the above training.

Manual Handling Risk Assessment forms are available from the H&S Coordinator/Manual Handling Trainers.

All Manual Handling equipment is serviced annually through a Service Level Agreement arranged by the Corporate Health and Safety Directorate. The LA Health and Safety Officer can be contacted via the Headteacher for further advice.

FIRE PROCEDURES

In case of fire, the primary concern of all should be that life and property (in that order) are not endangered.

FIRE PREVENTION

- The Head teacher in conjunction with the H&S Coordinator and Fire Officer if necessary will undertake regular Fire Risk Assessments and act on any issues raised.
- Any fire hazard including faulty electrical equipment must be reported to the Head teacher. Extreme care must be taken in Specialist Teaching areas.
- Fire drills will be carried out every term and evaluated by all staff so that any necessary action to improve procedures can be implemented.
- Fire and intruder alarms will be checked weekly by the caretaker and annual checks will be carried out by the relevant external companies.
- Records will be kept of all Fire Drills and of all maintenance checks.
- A list of all appliances, their locations and functions can be found at the rear of this Health and Safety Policy Document.

FIRE REGULATIONS

- All registers MUST be completed electronically as soon as possible in the morning and at the start of the afternoon session as per teachers pay and conditions. The office will keep paper copies for fire evacuation purposes.
- Any supply staff, visitors, volunteers, students etc must report to the office and sign the visitors register, noting their presence and location within the school so that account can be taken of all persons on site.
- Names of staff out of school should be entered on the electronic signing in platform and cancelled on their return.
- Names of learners leaving school should be outlined on advanced planning and a copy left with the main school office.

Any member of staff discovering a fire must immediately sound the alarm by activating the fire alarms situated throughout the school buildings and/or notify the office/head teacher. The alarm bell is activated by lifting the protective covers and breaking the glass cover. Fire Action signs are located next to the Fire Alarms and in every room close to the door.

Everyone should familiarise themselves with the location of alarm buttons and fire extinguishers. Class teachers should inform all visitors of school fire procedures.

On hearing the fire alarm everyone must immediately evacuate the building.

FIRE ACTION

FIRE ON THE GROUND FLOOR:

CLASSROOMS, ART/SCIENCE/DT ROOM, REPROGRAPHICS AND SOFTPLAY ROOM

Leave via safest, nearest external classroom doors or the doors at either end of the corridor. Assemble on the main playground.

ASH, SYCAMORE and LARCH may reach the main playground via their playground and through the gate next to the main entrance ramp (padlock key from office) or Golwg y Bannau (steps only- padlock code as notified)

ACORN, NURSES' ROOM, AND FRONT OFFICE

Leave via main entrance doors. Assemble on the playground via car park taking padlock keys kept in the main office.

ALL PERSONS IN THE HYDROTHERAPY POOL WILL BE INFORMED BY THE OFFICE IF THEY NEED TO EVACUATE.

HALL, DINING HALL AND MAIN KITCHEN

Leave via external doors or main entrance doors. Assemble on the playground via car park.

FIRE ON THE FIRST FLOOR:

CLASSROOMS, FOOD TECHNOLOGY ROOM AND THE FAMILY ROOM (OLD MUSIC THERAPY ROOM)

Walk to either end of the corridor and down the nearest stairs to the safest, nearest external doors. Assemble on the main playground.

SLMT OFFICE, SENSORY SUITE, THERAPY ROOM, IT TECHNICIANS ROOM, WELL-BEING ROOM, CONFERENCE ROOM AND STAFFROOM

Leave via the safest staircase and external doors. Assemble on the playground via the car park.

Learners IN WHEELCHAIRS and LESS AMBULANT learners must be taken to the identified REFUGE POINTS located at the top of each staircase including staff staircase and the evacuation chairs are to be utilised by trained members of staff.

Learners who are using specialist equipment such as standing frames will need to be transitioned back into their wheelchairs before evacuating.

ON NO ACCOUNT SHOULD EVACUATION BE DELAYED

BY learners OR ADULTS ATTEMPTING TO COLLECT BELONGINGS

NURSING STAFF/Headteacher ARE RESPONSIBLE FOR TAKING OUT learners' MEDICATION

Further Notes:

- Staff and learners not with their classes during fire evacuation should only rejoin their classes at the appropriate assembly point on the playground if safe to do so once they have left the building.
- Visitors, students etc attached to a class should follow the class procedures but any other visitors should leave via the safest, nearest fire exit.
- These instructions are based on the assumption that the fire hazard is not between the group and the authorised exits.
- In cases of emergency the class teacher or senior member of staff must take the decision to instigate alternative evacuation procedures.
- In addition to evacuation procedures and if safe to do so, staff should also ensure that all windows and doors are shut and that all lights and electrical appliances are turned off.
- At no point should classroom doors be wedged open, these are fire doors and need to remain closed.

ASSEMBLY POINT

The Assembly Point is on the playground and it can be accessed via the car park.

- Classes should remain in separate identifiable groups for counting all persons. All classes are to line up next to their class name on the perimeter fence. This must be carried out

with the Class registers, Visitors Register and any advanced planning documentation.

- In the case of a real fire only the Fire Officer in charge will make a decision to re-enter the building.
- In the case of a fire drill the Head teacher, Deputy Head or Assistant Head will authorise re-entry to the building.
- The Head teacher, Deputy Head or Assistant Head will also make the decision about whether to take action to contain any small fire with the equipment available.

ASSISTING CLASSES WITH NON-AMBULANT learners

Once all ambulant learners are safely assembled the teacher of each class should remain in charge and if possible the TAs should report to the exits to receive non-ambulant learners and take them to their assembly points. The evacuation chairs are to be utilised by trained members of staff.

Everyone should remain at the assembly points until permission to leave has been given by the senior member of staff present.

USE OF LIFTS

Lifts **MUST** not be used in the event of a fire.

A hands free telephone system is fitted within the lift car. This comprises a speaker grill, an operating button mounted in lift car side panels above the push button stations. This is to allow trapped passengers voice to voice communication for assistance in the event of an emergency.

In the event of a power failure the lifts will not continue to operate. Should there be any individual trapped in the lift then the emergency services as well as the lift company (Cardiff Lift Company +44 (0) 2920 404 404) need to be called. No school staff should attempt to carry out the release of a trapped individual as this is deemed to be dangerous.

In order to release an individual a person needs to be competent and must have a certain level of experience and training with working on lifts and how they operate. It is the trained and competent person who will assess the risk and take action.

EMERGENCY ALARM SYSTEM

The emergency alarm system in the school is checked on a regular basis. Hydrotherapy, Food Technology, Science and Design and Technology, Sensory and all hygiene room alarms are checked on a regular basis. These checks are carried out by a caretaker and a log kept of the dates. These can be found in the caretakers' office.

SMOKING

In line with Powys County Council policy smoking is not permitted in any part of the school, its grounds (this includes the area to the side of the school that adjoins the Theatre car park), the main car park or on school minibuses. The use of e-cigarettes and vapes is not permitted on school grounds.

NON-FIRE EMERGENCY PROCEDURES

(In cases of external events such as bomb alerts, chemical accidents and deranged persons outside school premises refer to the separate document on lockdown procedures

https://docs.google.com/document/d/1MhGgQX2XWrfP6bo5cjx2r2XY2z2ojwyLfYlpW8m_B50/edit#heading=h.aczyuw2yex2w)

- All staff must be aware of site security procedures and direct any unfamiliar persons on school premises to report to the main office reception.
- The main entrance doors and all external doors must be kept closed during the school day.
- All external gates must be kept locked during the school day. Office staff and the Caretaker hold keys and keycodes for padlocks.

In the event of an emergency that requires staff and learners to remain in the building:-

- The Head, Assistant Head or Office staff will dial 999.
- The internal loudspeaker system or internal phones will be used to inform everyone.
- In case of an emergency outside the building the Head or Reception Office staff must be contacted immediately so that they can contact the Emergency Services.
- The most likely action to be taken will be to instruct all classes to remain in their rooms, away from all doors and windows which must be shut or locked.
- All staff and learners must remain as calm as possible and stay in their rooms until told by the Head or Emergency Services that it is safe to leave.
- Any person in direct contact with the emergency event must consider first their own safety and that of those in closest proximity to the event.

- All instructions during the emergency will be given by a nominated person in charge who will be under the direction of the Police.

INFECTIOUS DISEASES & VIRUSES e.g Covid-19

In the event of an outbreak of any serious infectious disease or virus (that causes risk to life) then immediate advice needs to be sought from the Local Authority who in turn liaise with Welsh Government and other relevant agencies.

The Headteacher or in her absence the Deputy Headteacher will compile a risk assessment to be adhered to by all staff, learners and visitors. The Headteacher (or in her absence) the Deputy Headteacher will regularly update staff of any changes in developments and/or guidance.

Appropriate PPE will be made available and should be worn by all staff unless otherwise exempt.

If learners or staff display any symptoms of a serious infectious disease or virus then Local Authority, NHS and Welsh Government guidance needs to be followed. The Headteacher will be the point of contact for this.

BREAK AND LUNCHTIME PROCEDURES

Learners must be adequately supervised at all times. The main times for extra vigilance are playtime, lunchtime and transitional timetable periods.

- During the morning break periods it is the responsibility of the Class teacher to ensure adequate supervision for the learners and to ensure that they are suitably dressed / protected for the weather if they go outside.
- There are two break sessions to accommodate the safety and differing needs of the younger and older learners.

Lunch time is also organised in two sessions, the learners from Ash, Sycamore, Larch, Hazel, Maple and Rowan at 11.45 am, and learners from other senior classes at 12.25 pm.

The Head/ Deputy Head/Assistant Head and Business Manager, are in charge of all supervisory arrangements and any absences or difficulties with supervision or feeding should be reported to either of these in the first instance. These will attempt to rearrange staff to assist where possible.

- During the lunchtime period in inclement weather the more vulnerable learners may remain indoors, sufficient staff will be allocated to supervise them but they will not be

responsible for toileting learners from the playground or for dealing with sick or injured learners. These occurrences should be dealt with by the staff from the learners' class.

In inclement weather when all learners are remaining indoors the Primary and Secondary TLR holders are responsible for making alternative arrangements that may entail combining classes to ensure adequate cover. Learners must not be allowed to run around the classes in an unruly manner and suitable activities must be available to occupy them.

On the playground it is the role of everyone on duty to supervise the learners ensuring their safety and reasonable standards of behaviour. All staff should be particularly vigilant in ensuring that no bullying takes place. (Please refer to Ysgol Penmaes Bullying and Pupil Behaviour, Discipline and Physical Intervention Policies for code of practice). All staff should be aware of learners' Individual Support Plans that are available on the Google Team Drive.

Any staff or learners leaving the school premises must note their time of leaving and their return in the electronic signing in and out system in the foyer.

MOBILE PHONES

- Staff mobile phones MUST be switched off and locked away during contact time with learners except when involved in off-site activities. They may be used during staff breaks and if there are personal circumstances that have been raised and approved with the Head/Deputy Head/Assistant Headteacher and class teacher.
- 'No driver should engage in conversation or text messaging using a mobile phone (hands-held or hands-free) while driving on council business' (see Drivers' Handbook.)
- Learners are discouraged from bringing mobile phones into school. If phones are brought in they must be handed in to the main office or to class staff for secure storage until the end of the day or whenever the pupil leaves school.

DRIVING FOR SCHOOL PURPOSES

Any member of staff driving for school purposes in their own vehicle or in a school minibus must comply with the guidance in the Powys County Council Driver's Handbook. A copy of personal business insurance must also be shared with the Business Manager.

SCHOOL MINIBUS SAFETY

- Only persons who are MIDAS trained are eligible to drive the minibuses. All MIDAS drivers are obliged to inform the office and H&S coordinator when their training requires updating.
- All drivers must familiarise themselves with the procedures for the correct use of the minibus. MIDAS and the Powys Guidelines are in the Head's Office.
- Drivers are responsible for carrying out the safety checks as detailed in their Powys Record Books before the minibus is taken out and must record their own driving time in these books.
- The minibus must be booked beforehand in the school diary and computer diary noting the destination of the trip and approximate mileage and the Head or Deputy informed.
- Any defects to either bus must be noted in the defects book in the minibus and reported as soon as possible to the Office.
- All MIDAS drivers are trained to operate the tailgate lifts. No other staff are to operate the lifts.
- Fluorescent jackets are to be worn by the driver and one other member of staff supervising learners getting on and off the lifts/buses.
- learners must only get on and off the buses at the front of the school.

TRANSPORTING learners IN CARS

- Staff must have 'business use' insurance to transport learners in their own cars.
- Risk assessments must be carried out on the learners concerned to determine whether additional staff are needed as escorts.
- Learners under 135cm height or under 12 years old must travel in appropriate car seats/booster seats.
- Staff may walk learners to their cars in the car park though preferred practice is for staff to bring their cars to the front entrance and load/unload learners there.
- Learners are not permitted to travel in the front of vehicles.

SCHOOL TRIPS AND OFF-SITE ACTIVITIES.

(See new WG Educational Visits Off-Site Activities and Journeys - Guidance Document 2010)

- All educational trips and outings need to be organised well in advance and all documentation submitted at least 4 weeks in advance. Trips must relate to the current theme and timetable unless agreed by the Head/Deputy.
- For all DofE expeditions or any adventurous activity at least 28 days notice is required by

the Local Authority therefore all forms need to be submitted to the Deputy prior to this.

- All trips require completion of the form on the online off-site activities EVOLVE website, Risk Assessments, advanced planning and parental permission forms. These must be submitted to the Educational Visits Coordinator (EVC) - the Headteacher/ Deputy Head.
- The EVC and Head will check EVOLVE to approve the trip.
- Once permission for the trip has been given, a copy of the advanced planning needs to be kept in the front office.
- Parental permission must be obtained and if necessary agreement sought for any different arrangements regarding late return. Late returns must be agreed by the Head/Deputy.
- Arrangements for packed lunches from the school cook must be made at least two weeks in advance.
- Class teachers must make sure that there is adequate staffing and funding before any trip can go ahead. This will depend on the nature of the trip and the learners involved. Funding must comply with the school's Charging Policy. Should there be insufficient funds then the trip will not be permitted to go ahead.

Procedures for residential trips must follow the WG Guidance Document(see above).

SAFETY IN THE HYDROTHERAPY POOL

- A minimum of two adults/staff members must be in the pool area at all times.
- All activities and learners must undergo risk assessment before the pool is used. These must be shared with the H&S Coordinator and Headteacher.
- The member of staff on the poolside should be a competent swimmer and this may involve staff swaps. The number of adults must be proportionate and relevant to the needs and numbers of learners in the pool. All learners requiring one to one assistance must have the correct support.
- Staff must be trained in the use of the hoist when working with learners who require hoisting in and out of the pool. learners' individual slings must be used.
- If staff are taking some learners to or from class safe levels of supervision must always be maintained so that there is always an adult free to summon help via the alarm.
- Staff on the poolside must wear overshoes or go barefoot.
- Staff moving and handling learners in their wheelchairs in the changing room must wear their usual footwear, i.e. get dressed before moving and handling the wheelchair.

IT IS IMPORTANT THAT EVERYONE USING THE POOL IS FAMILIAR WITH THE ALARM SYSTEMS. The pool alarm is activated in the same way as the emergency alarms in other rooms

in the building. If the red button is pulled the loudspeaker system will alert everyone in the building that assistance is needed in the hydrotherapy pool.

Staff response to the pool alarm must be immediate!

Staff must respond without compromising the safety of their own groups of learners.

Students and voluntary helpers do not constitute adequate supervision in this or any other instance.

All external doors to the hydrotherapy pool must be locked during its use when the school building is occupied to prevent other learners from accessing the pool. In case of emergency keys are located in the main office and held by caretakers and senior staff. One set of keys should remain poolside with a member of staff.

Any irregularities/faults in the pool or its equipment must be reported to the Head teacher/Deputy Head/Assistant Headteacher or Business Manager immediately.

Personal belongings and valuables are the responsibility of each member of staff.

TRANSPORT ARRANGEMENTS

A one-way system operates at the front of the school and the 'drop-off/pick up' zone is at the kerb side nearest the school building under and either side of the canopy. (Please read the transport management policy for further information). Should transport providers not adhere to this then staff need to inform the Head/Deputy Head/Assistant Head immediately.

Arrival at school

- Buses/taxis arrive at school between 8:50am - 9.15 am.
- Learners are allowed into school at 9.00 am. Class staff are responsible for meeting their learners at their transport as required.
- Office staff will notify classes of late arrivals so that the learners can be met at the main entrance.
- All ambulant learners will use the staircases situated at the end of the classroom corridors, wheelchair users should be taken to use the lift near the Science/DT room. The staircase by the main entrance is for staff and accompanied visitors only. This is to reduce the risk to learners posed by the open balcony. Learners may only use the lift near the hall if they are wheelchair users and are accompanied by staff.

Home time arrangements

- Transport gets called via the virtual calling system from 3.15pm each day.
- All learners must be accompanied to their transport/parents, unless discussed and approved by the Head/Deputy Head/Assistant Head.
- Buses and taxis must only be loaded at the front of the school in the designated zone. Parents and escorts are informed to wait at the bottom of the ramp to meet their children.
- If parents collect their children at a time other than at the end of the school day, the Office and relevant staff re transport must be informed.
- Medication is distributed to classes/staff at the end of the school day by the school nurse or a designated member of staff in her absence.

SECURITY

- Overall responsibility for school security on a day-to-day basis rests with the Head teacher, Business Manager and School Caretaker.
- All staff should be vigilant about the perimeter fencing and report any faults immediately.
- All external doors remain closed during the school day and staff use a swipe card system to operate the external and internal entrance doors and a key code system for the corridor doors at either end of the balcony.
- The main entrance is the designated reception area and all visitors must report to the main office.
- It is the responsibility of all staff to question unfamiliar people in the school and its grounds. Identification should be requested and the Head/Deputy Head/Assistant Head or main office informed of the person's presence on the premises.
- All contractors on site and expected visitors should be issued with an Official Visitor badge and health and safety information from the Office.
- All visitors are expected to read and adhere to child protection and Safeguarding procedures when signing into the school building.
- In the event of an unwanted visitor gaining unauthorised access to any area of the school then staff must use either the internal phone system or the panic buttons to alert the Office.
- Staff are advised not to bring valuables or large sums of money onto school premises.
- All personal belongings are an individual responsibility and should be stored in a safe place, preferably a locked cupboard.
- All school cash must be handed to the main office where it will be secured in the safe and banked as soon as possible. (See 'Cash in Transit'.)

CASH IN TRANSIT POLICY - Cashless system

- At Penmaes the handling of cash in transit is the responsibility of the office staff though the Head teacher may request other staff to carry out this task in their absence.
- The amount of money held in school should be no more than £500.00 in cash or £1000.00 in cheques.
- All large sums of money must be banked as soon as possible.
- All money in transit must be carried securely and discreetly i.e. in a money bag in a shopping bag, rucksack or similar.
- Where there is an amount over £1000 it is advised that it should be taken to the bank by two responsible adults, one of whom must be a member of staff.
- Staff must avoid taking the same route to the bank and avoid establishing a regular pattern of time and day.
- Where learners are involved in the Team Enterprise Schemes and need to bank more than £50.00 Enterprise money they must be accompanied by a member of staff.
- Staff must go directly to the bank and must not stop en route for any other business.
- Powys County Council's new Parent Pay cashless system is to be used for the payment of dinner money and school trips. No dinner money is to be handled in school.

VIOLENCE AT WORK

Violence is defined in the Powys policy as “any incident in which an employee is abused, threatened, or assaulted by a member of the public in circumstances arising out of the course of his or her employment”. Where there are cases of violence the third party aggression and vexation policy will be implemented.

- Good security at the front of school is essential to prevent unwanted violence to reception staff.
- The front doors remain closed during the working day and clear notices are displayed to notify all visitors that they must report to reception.
- Visitors are encouraged to make an appointment to see a member of staff, rather than allowed to ‘cold-call’.

Training is provided regularly in behaviour management and safe physical intervention techniques (Team Teach) to enable staff to deal with aggressive and violent learners. All violent incidents must be reported on an electronic Google form – which is then sent to the Head/Deputy Head/Assistant Head and Business Manager who then logs it online to the Local Authority. Parents must be kept informed.

A bound and numbered book is kept for serious incidents involving the use of physical intervention. This can be found in the Assistant Headteachers office.

RESOURCES, CURRICULUM and WORK EQUIPMENT

- All hazardous activities must have a Risk Assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the learners involved or the staff working with them.
- All equipment must be safely stored when not in use and away from doors, walkways and fire exits.
- All staff must practice ‘good housekeeping’ to reduce the risks of slips, trips and falls and ensure that recycling bins are emptied weekly or when required to reduce fire hazard risks.
- Many items of equipment are inherently dangerous if used or misused by staff or learners therefore it is most important that extreme care is taken with such equipment and that all activities are adequately supervised.
- All sharp knives/tools/implements in food technology, science and DT areas must be stored in lockable cupboards.

- No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition.
- No hot drinks should be taken into or made in any of the teaching areas during the school day except for defined areas – the food technology area, the staff room, office, main hall, life-skills room and senior classes.

Potentially dangerous or toxic substances must be labelled clearly and kept well out of the reach of learners.

- If a teacher is concerned that a piece of equipment or apparatus is faulty it should be removed from use if possible and reported to the Head/Assistant Head/ Business Manager/Caretaker.
- If the item cannot be removed and needs to be repaired it should be clearly labelled as out of use, reported as above and recorded in the Safety Log and Repair Book kept in the main office.
- Similarly any deficits to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe.
- Electrical points, especially with computer use should not be overloaded.
- All portable electrical appliances undergo regular PAT testing carried out by an appointed technician.

Equipment must be used for the purpose for which it was designed – ie standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Step-ladders, kick stools or support from the caretaker should be sought.

- Large pieces of equipment must not be moved by staff single handed, help must always be sought.
- All staff should abide by regulations for moving and handling inanimate objects.

CURRICULUM

Science and Technology

- Care must be taken when carrying out all investigations and experiments whether they are carried out in classrooms or in the Science room. Prior to any investigations being carried a robust risk assessment needs to be completed and submitted to the Health and Safety Coordinator.

- The Science and Technology AoLE leads are responsible for ensuring that there is minimal risk from any materials that might be used.
- No specialist equipment is to be used without authority from the specialist science teacher.
- Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the learners.
- Regard must be given to CLEAPSS guidance on any science activity. (CLEAPSS information can be accessed via the website by liaising with the Area of Learning and Experience Lead for Science and Technology). Some information can also be found on the Science, DT and Art CLEAPSS Google Team Drive.
- Care must be taken when handling animals during Animal Care options. Robust risk assessments must be completed and authorised by the Health and Safety Coordinator regarding the handling of animals. This also includes any animals visiting the school premises. Staff and learners need to ensure appropriate use of PPE and handwashing procedures.
- Should any of the school animals become unwell then they are to only be handled by experienced staff and qualified professionals e.g. the vet. Should an infection become apparent with any of the animals then the Head and the Health and Safety Coordinator should be informed immediately.
- At no point should the school chickens be released into the Foundation garden. Should the chickens escape then staff need to be informed immediately so the chickens can be put back in the coop.
- Food for the school animals should be kept in sealed containers and out of the reach of learners. Learners may handle food and feed the animals under the supervision of a member of staff.

PE (Health and Wellbeing)

- All staff engaged in Physical Education must ensure that they are familiar with the safety requirements applicable to their activities. Guidance is given in the DES booklet 'Safety in Physical Education' and also 'Safe Practice in Physical Education' from BAALPE. The LA endorses these publications and requires all teachers of Physical Education (PE) to follow the guidance contained therein.
- PE equipment and all outdoor play equipment will be inspected annually by a recognised company but it is the responsibility of school staff to check it on a day-to-day basis.
- Care must be taken when moving apparatus as well as in the physical education activities. Mats and large pieces of equipment must be moved by at least two people and clear instructions must be given to learners for safe conduct at all times.
- Special attention must be paid to regulations relating to the use of the trampoline and any

off-site swimming activities. Risk assessments must be completed for learners attending swimming sessions and for use of the trampoline.

- Staff and learners are expected to wear appropriate and suitable footwear and clothing for all PE activities. Staff and learners may also go barefoot for gymnastics/dance activities; socks are only to be worn without shoes/trainers when using the trampoline.

ICT (Digital competency framework DCF)

- Computers in classrooms should be made as accessible as possible to all learners in terms of appropriate height workstations and chairs.
- Workstations should be sited as close to the electrical points as possible to prevent unnecessary trailing leads and cables and consideration given to the prevention of glare.
- All computers should be used in rooms with adequate and appropriate heating, lighting and ventilation.
- Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.

ART & DT (Expressive Arts)

- Care must be taken when carrying out all Art and DT work whether it is carried out in classrooms or in the Art/DT room.
- The subject leaders are responsible for ensuring that there is minimal risk from any materials/equipment that might be used. Risk assessments should be completed before each lesson that involves the use of specialist equipment and submitted to the H&S Coordinator (Deputy)
- No specialist equipment is to be used without authority from the Art or DT teacher.
- Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the learners.
- Regard must be given to the National Association of Advisers and Inspectors of Design and Technology (NAAIDT) guidance on any DT activity. (NAAIDT information can be found on <http://www.naaidt.org.uk>).
- Only trained members of staff may operate the kiln and a sign must go in the front office when it is in use including time on, the temperature and expected finish time.

FOOD TECHNOLOGY (Science and Technology)

- Safe and hygienic working practices must be observed at all times. Risk assessments should be completed for lessons and submitted to the H&S Coordinator (Deputy)
- Any spillages must be cleaned up immediately to prevent slips and falls; floor space and

all fire exits must be kept free from obstacles and extra care taken when handling hot or sharp items.

- Learners must be closely supervised when using kettles, cookers, microwave ovens, food processors and toasters. Knives must be stored in the lockable cupboard.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The school provides all staff with disposable aprons and gloves that must be worn at all times when involved in learners' personal hygiene.
- Eye protection will be provided where necessary for any curriculum activities that might pose a risk.
- Non-slip overshoes are provided for use on the side of the hydrotherapy pool.

DRESS CODE

- Staff are advised to wear comfortable clothing that is suitable for the variety of work. Highly patterned clothing and strong perfumes/aftershaves should be avoided as they can prove particularly distracting/upsetting for learners with autism.
- Nail extensions where long and sharp should be avoided due to the risk of causing harm to individuals.
- Low/flat shoes or boots with filled-in toes and heels are the required footwear for staff working directly with learners as directed in training given for Manual Handling and Team Teach.
- Staff are advised that low necklines, strappy tops, bare midriffs, open shirts and short skirts are not appropriate work wear.
- Long dangly or hoop earrings are a safety hazard and should not be worn.
- Staff should avoid wearing long necklaces, scarves or ties when working directly with learners as these can present a choking hazard if pulled or get caught in apparatus. Neck straps for keys and swipe cards must have quick release fastenings and can be sourced in the main office. These must be removed if participating in a physical intervention.
- All valuables remain the responsibility of the owner.

CHEWING GUM/BUBBLE GUM

Chewing gum or bubble gum are NOT permitted in school. They can present a choking hazard and are an unnecessary nuisance if not disposed of properly.


learners **ABSCONDING FROM SCHOOL PREMISES**

Refer to Absconcion Policy

Part 4

MONITORING AND REVIEW

There will be an annual Health and Safety inspection carried out by the nominated governor, the Head teacher, Business Manager and LA representative. The findings of the inspections will be reported at regular governors meetings so that any necessary action can be taken.



This Health and Safety Policy and Document will be reviewed annually as part of the school self-audit of Health and Safety. The results of the audit will be reported to governors and the LA Health and Safety Officer.