



# **POLISI IECHYD A DIOGELWCH**

## **HEALTHY AND SAFETY**

## **POLICY**

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# **Ysgol Gymraeg Llundain**

## **London Welsh School**

### **Health and Safety Policy**

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# YSGOL GYMRAEG LLUNDAIN, LONDON WELSH SCHOOL

## Health and Safety Policy

### 1.0 Statement of Policy

This is the Health and Safety Policy of Ysgol Gymraeg Llundain, London Welsh School which conforms to the following legislation, regulations and approved codes of practice:

- Education Act 2002 (Independent Schools) section 162A, as amended
- The Education (Independent School Standards)(England) Regulations 2010, as amended
- The Education (Independent School Standards) (England) (Amendment) Regulations 2012
- The Schools Premises Regulations 2012 – in forced to independent schools Jan 2013
- Health and Safety at Work Act 1974 (HSWA)
- Management of Health and Safety at Work Act Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989
- Employer' Liability (Compulsory Insurance) Act 1969
- Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Noise at Work Regulations 1989
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002( COSHH)
- Gas Safety (Installation and Use) Regulations 1994

Ysgol Gymraeg Llundain, London Welsh School Board of Directors are committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school
- Safe working practices for all staff and pupils
- 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 Department of Education (D of E), Ealing LEA and other sources

- Access to health and safety training
- Welfare facilities for all staff
- Procedures for emergencies such as fire, bomb and first aid
- Monitoring of health and safety standards in the school, together with 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 London Welsh School Board of Directors is committed to ensure good communication throughout the school and liaison with Health and Safety representatives.

## **2.0 Organisation**

The individual responsibilities and duty of the management body which is the Board of Director, Lead Teacher, teachers and other staff/parents is set out below.

### **LEVEL 1**

Board of Directors responsibilities will be:

- Monitor and review the school health and safety policy
- Monitor health and safety standards within the school
- Liaise with Ealing LEA and others with regard to matters of policy
- Establish a health and safety committee
- Nominate a representative from the Board for the health and safety committee

### **LEVEL 2**

The designated health and safety committee's responsibilities will include:

- Taking day to day responsibility for matters of health and safety within school
- Arrange for staff to be informed and trained
- Monitor health and safety standards in the school

### **LEVEL 3**

All other school employees will be responsible for health and safety issues in the following areas:

- Check the class room/ work area is safe
- Check (within their ability) that the equipment used is safe
- Ensure correct and safe procedures are followed
- Ensure protective equipment is used where appropriate
- Report defects
- Carry out special tasks (e.g. first aid)

### **3.0 Arrangements**

The following is a list of arrangements which the Board of Directors will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practical.

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

#### **3.1 Design, Technology and Gardening**

- The health and safety co-ordinators will take all practical steps to ensure that teachers who teach design, technology and gardening understand and follow the health and safety guidance for use of tools and materials during lessons.
- Safety considerations will be reflected in each teacher's planning. These will include such things as ensuring that pupils wash their hands after handling organic materials
- Teachers will also check (within their ability) that the science equipment is safe to use and report any defects
- All equipment and garden tools are kept in a safe location and no unauthorised pupil access

#### **3.2 Science**

- Health and safety considerations for science work are built into teacher's planning
- These will include such things as ensuring that pupils wash their hands after handling organic materials or animals, working with hot or boiling water, ensuring that all equipment is returned at the end of a session etc
- Teachers will ensure that correct health and safety procedures are followed during science lessons, that protective equipment is used where appropriate and that the work area is safe
- Teachers will also check (within their ability) that the science equipment is safe to use and report any defects

#### **3.3 Physical Education**

Teachers at London Welsh School are required to teach gymnastics, dance, games and athletics and some aspects of outdoor and adventurous activities.

- The Lead Teacher will be satisfied that all teachers who are required to teach physical education are able to do so in a safe environment with an understanding of the needs and stages of development of all the children in their class

- Teachers are given the opportunity to participate in appropriate in-service training in order to ensure that they are confident to teach these elements
- Teachers responsible will ensure the rules of the games are explained prior to beginning, emphasising safety rules. They will continually assess the risks and take action accordingly.
- The ratio of pupils to teachers typically reflects normal classroom organisation but, because of the risk element in physical education, more favourable staffing may be necessary in some circumstances. Ultimately, pupil/teacher ratios are determined by risk assessment of the circumstances specific to the event.
- Risk assessments are a legal requirement under the, '*Management of Health and Safety at Work Regulations 1999*'. They are used to identify hazards and calculate the related risks in the facilities, equipment, activities, procedures and staffing for physical education.
- The risk assessment record is reviewed regularly and a note is made of any hazards, risk or action, which should additionally be included in the revised risk assessment. This is retained for future reference and to save time when the event or activity is repeated.
- Should physical education lessons be conducted off the school premises, (e.g. Hanwell Community hall facilities, local swimming pool or nearby field) then an Educational Visit/Out of School visits risk assessment will be completed. See 10.0 Educational Visits/Out of School Visits
- Our outdoors PE equipment is checked by the school and by the health and safety committee annually as part of the cycle of auditing within health and safety. Teachers have an obligation to report defects in equipment as and when they occur.
- Permanent fixtures at Hanwell Community Centre (HCC) are the responsibility of HCC. Should they occur when the school has a local arrangement with another school, or using other sports facilities, **then any defects should be reported directly to the organisation concerned. Staff and pupils must not move or handle equipment belonging to any other agency e.g. HCC or other.**
- The Health and Safety Committee keep records of these defects and the action taken to rectify them. See 7.3 Building Risk Assessment within this policy.
- Appropriate and suitable clothing must be worn for PE lessons by pupils and staff. A change of clothing before the lesson is important, partly for reasons of hygiene but also to ensure that the clothing is suited to the physical activity.
- Personal items that constitute a hazard if worn for physical activity, such as watches, rings, chains and other adornments are removed before physical education lessons. It is part of the regular routine of changing to consistently remind pupils of this requirement and to check to ensure compliance before the activity begins. Whilst ear studs constitute a hazard and would normally be removed, there are occasions when an item of jewellery cannot reasonably be removed. The school will use its discretion at these times and act according to the circumstances.



- Parents are made aware of the school's policy on wearing of jewellery and appropriate clothing during PE lessons by letter.

### **3.4 Swimming Pools**

- When using public swimming facilities it is reasonable to expect that owners of the pool will provide a safe environment for users under the *Occupier Liability Act, 1957 and 1984*).
- However, Teachers accompanying pupils, together with the instructors will ensure that they know and will implement the normal operating procedures, initial risk assessment, educational visit risk assessment form and the emergency action plan for the facilities being used. Teachers have a duty to react to any unacceptable changes in the pool environment and to protect their pupils accordingly.
- Pupils will be accompanied to the pool by at least two adults, one of whom is a teacher.

### **3.5 Resources**

- Resources in classrooms and general store cupboards are easily accessible and kept in a tidy manner.
- Visual inspections of equipment are made prior to use and more information on this can be found under the headings of 'Furniture/Equipment' and 'Electricity at Work' which can be found in this policy.

### **3.6 Kitchens**

- The school is responsible for the structure, fixtures, fittings and maintenance of machinery and equipment within the kitchen area of the office.
- Pupils are not permitted in the kitchen area.

### **3.7 Glazing**

- The maintenance of glazing is the responsibility of HCC.
- Staff will monitor glazing, as any other, and log any concerns or damage. The Health and Safety Officer will then liaise with HCC.

### **3.8 Corridors/Pathways**

- Equipment in the corridors must not obstruct access to doors.
- Any external pathways will be kept in good order, clear and, where necessary, have non-slip surfaces, which will be inspected on a regular basis as part of the school's health and safety audit/risk assessment programme.

### **3.9 School Boundaries**

- The school's boundaries begin at the school entrance, which is secured by an internal intercom system, and includes the school corridor, 3 teaching rooms/office and the

outdoor area which is entirely fenced and secured via an electronic fob key entry system. The exception to this is the accompanied visits during school hours to the toilets on opposite wing, where pupils are always supervised and within appropriate staff ratios.

- The health and safety of pupils, staff and visitors is the responsibility of the school within these boundaries, with external support from HCC, during the hours of 8.40 – 4.30. Outside of these boundaries and hours, pupils are the responsibility of their parents/carers at all times.
- The school's boundaries are maintained in a reasonable and safe manner in order to ensure safety of pupils.
- Boundaries are inspected daily and formally once every 12 months as part of the annual health and safety audit/risk assessment programme.

### **3.10 Furniture and Equipment**

- Inspection and maintenance of equipment takes place on three different levels, dependent on the competence factor required to ascertain if the equipment has developed a health and safety risk, together with, where practicable, a visual inspection prior to use.
- Where new equipment is purchased the supplier or competent person shall install it and suitable training and instruction shall be given prior to use.
- Where defects are found within inspection (either visual or planned maintenance) then the piece of equipment/furniture shall be taken out of use. If necessary defects will be reported to the Health and Safety Committee or Lead Teacher who will arrange for repair.
- A record of the maintenance of all equipment is kept on site, together with any maintenance contracts.

### **3.11 Protective Clothing**

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

### **3.12 Control of Substances Hazardous to Health (COSHH)**

- As a primary school the use of hazardous substances will be eliminated as far as possible. Where this is not possible or impractical, the Board of Directors, Health and Safety Committee will carry out an assessment of the risks posed by such hazards
- When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risk. These assessments will be done regularly to ensure that new equipments or materials have not created new health risks
- Where hazardous materials are used by cleaning staff, or paints etc used for maintenance purposes and are stored on the premises, then a COSHH assessment must be undertaken.

- Cleaning store rooms and Maintenance store rooms are to be locked at all times.

### **3.13 Manual Handling**

- No person will undertake any manual handling operation which may cause risk of injury
- Manual handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving heavy loads
- Where manual handling of heavy objects cannot be avoided, an assessment will be made to establish the degree of risk involved
- The Lead Teacher will arrange, where necessary, for suitable information, supervision, instruction and training in manual handling for staff which will include correct lifting techniques

### **3.14 Heating and Ventilation**

- The school aims to provide adequate heating and ventilation, as far as reasonably practical, in accordance with the requirements of the *Workplace Regulations 1992*, *Education Regulations 2010 and 2012*.
- The central heating systems are provided by HCC and are the responsibility of HCC. The Health and Safety Officer will liaise with HCC if any concerns arise.

### **3.14 Electricity at Work and PAT Testing**

- The inspection of electrical circuits and wiring is regularly inspected and copies of the reports are kept in the Health and Safety file.
- Before any electrical equipment is used, the user gives each item a visual check to ensure that there are no obvious defects
- The school has an inventory of electrical equipment.

### **3.15 Pressure Vessels**

- No gas or pressure vessels may be brought onto site without being accompanied by either a copy of the current statutory inspection certificate where relevant or written scheme of inspection and maintenance prepared by a competent person
- Out of site hours these appliances are placed in a compound and immobilised

## **4.0 First Aid, Medication and Medical Room Policy**

The Board of Directors are responsible, under the *Health and Safety at Work Act 1974 (HSWA)* and *Health and Safety (First Aid) Regulations 1981*, School Premises Regulations 20125 for making sure that the school has a First Aid Policy.

### **4.1 First Aid**

- It is required that at least two member of staff receives first-aid training, including necessary refreshers, which are targeted on the relevant school development plan. The names of trained first aiders is recorded and displayed in the office.
- An appointed first aider will deliver the first aid treatment and liaise with the member of staff who witnessed the incident, to log the report and ensure a parent/guardian receives a copy at the end of the day. A school copy will be kept in the individual pupil file and a duplicate in the Accident Book (kept for 3 years).
- A register and training record is kept for all staff that has received first aid training.
- *First aid equipment is kept in the first aid box in the Staff room, and can be accessed by all staff and lunchtime supervisors. The cabinet contains the standard first aid equipment recommended by appropriate bodies.*
- A named appointed person is responsible for the regular checking and restocking of the first aid box and travel bag
- There must always be a trained first aid member of staff on site at all times and on an off-site educational visit. There must be a named paediatrics first aider and a named first aider at work.
- Activities outside the school must either have a first-aider present or have immediate access to one.

## 4.2 Medication

- The school follows its Medical Needs Policy.
- The school follows the HSE guidance that schools are not compelled to administer medication to pupils but there are exceptions for medicines used in emergency situations such as inhalers and Epipens used for the treatment of anaphylactic shock
- Inhalers will be kept within the office, which is in close vicinity to both classrooms, or with the child in order to ensure ease of access at all times
- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may be only given in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of injectable adrenaline or 'Epipens', there is an exemption.
- In an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life i.e. the treat anaphylactic shock. Therefore a suitably trained lay person may administer and Epipen to a child or adult to whom it has been prescribed
- When a pupil has been prescribed an Epipen, the injection, labelled with the child's full name, is kept in a cupboard in the staff room.
- The information on the location of the Epipen is displayed in the staff room and on the first aid box
- All teaching staff and as many supervisors as possible should be shown how to administer the injection by a trained person. A list of appointed persons who have received the necessary training in the administration of Epipens is kept in the office and on file (as needed).

### **4.3 Medical Room**

- A space in the corridor will be used when a pupil needs medical attention which is in near vicinity of the pupil toilet.
- Portable foldable bed, screen and portable mobile sink available.
- Pupil will be safe, supervised in a quiet space.

### **4.4 Accident Reporting**

*Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)*

- Where there is a death or major injury (including as a result of physical violence) the council's Safety department will be informed as soon as practical
- All accidents, which occur as a result of building sites and contractors working at the school, will be reported immediately to Ealing LEA.
- In the case of ALL serious accidents the school will complete the Series Accident Report Form. This will be done within 3 working days of the incident, or from the date the incident was first reported. Details of the accident will be recorded by the school or injured person in the Accident File. Refer to Appendix A - Serious Incident Form.

### **4.5 Sun Protection**

- Refer to Sun Protection Policy.

### **4.6 Healthy Eating Policy**

- Refer to Healthy Eating and Special Diet Policy.

### **4.7 Special Diet Policy**

- Refer to Healthy Eating and Special Diet Policy.

### **4.8 Support for Staff**

- The school endeavours to provide information to its staff in order to raise their awareness of good health issues. The school, by way of leaflets and booklets provide information on various health topics
- Staff with any health related concerns/issues (e.g. from varying degrees of emotional problems, stress etc) can discuss these in confidence with their line manager, where appropriate the Lead Teacher will be informed and will ensure that an appropriate level of support is offered. This includes contacting outside agencies and arranging of counselling if required. The Lead Teacher will also inform the Board of Directors as appropriate

### **4.9 Occupational Health**

- The school will take all practical steps to ensure that the health of staff is a priority. Where appropriate the staff will receive training and advice on health matters that may affect

them within the workplace (this may include manual handling training, workshops on stress etc).

- Any work related health problems or concerns must be brought to the attention of the health and safety committee who will deal with them as swiftly as possible

#### **4.10 Training – First Aid Certificates**

- Health and Safety training attended regularly by members of the health and safety committee, together with the Lead Teacher where appropriate.
- Updates on legislation will be received through primary conferences. The Lead Teacher will also identify any health and safety training needs for the staff. Record is maintained in office of course attendance and renewal dates.

### **5.0 Fire Safety**

Hanwell Community Centre ensures the following:

- Notices regarding the action to be taken in the event of fire will be displayed in every classroom
- All fire exits will be clearly marked and must be kept free of obstruction at all times
- Practice evacuations will take place at least once per term and the health and Safety Officer will record the outcomes and any concerns and liaises with HCC.
- Inspections of fire safety equipment will be carried out regularly
- The testing of fire alarms will be on a weekly rota basis ensuring that each is tested at least once per half term, a log of inspections will be kept and any problems with the system will be dealt with immediately.
- There is a maintenance contract for all the extinguishers, which are tested annually.

#### **5.1 Emergency Plans**

- An emergency plan has been prepared to cover all foreseeable major accidents
- Emergency Evacuation plan is in place and approved the Board of Directors and is regularly rehearsed by the staff and pupils.
- The evacuation drill is practised once each term and the fire alarm system is tested regularly (see Fire Safety for more guidance).
- The results of these rehearsals are recorded and form part of the regular risk assessment survey and the outcome will be reported to the governing body.
- Any problems or defects relating to the building or alarm system will be reported to the Lead Teacher and HCC immediately.
- A plan of the buildings showing locations of alarm points, exits etc can be found in the Appendix B of this document.

#### **5.2 Smoking**

The school operates a strict no smoking policy within its boundaries.

## **6.0 Security – See below**

### **6.1 CCTV and Data Protection**

- The school will approach HCC should access to the CCTV be needed.
- They will follow HCC procedures regarding CCTV.
- Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#)– Refer to Data Protection Policy for further information
- 

### **6.1 Visitors to School Sites**

- During the school day the main corridor entrance door is secured via a key fob system.
- Visitors need to ring the bell to enter the main building entrance where identification is required and confirmed to a member of staff.
- Visitors to the school are required to sign in using a visitor's book, which is kept to the side of the main entrance door.

## **7.0 Major/Minor Building Works**

- All contractors are the responsibility of HCC.

### **7.1 Good Housekeeping**

The staff and the Board of Directors of London Welsh School believe that the key to the successful implementation of the school's health and safety policy is good housekeeping.

- The Board of Directors and the Lead Teacher are responsible for conditions in the school and have made arrangements for cleaning and waste disposal
- The Lead Teacher will bring to the attention of the contractor anything within the premises, which may affect their health and safety. In particular, they are informed of the action to be taken in case of emergencies and the location of the fire fighting equipment, escape routes, alarm points and final exits
- All staff and pupils must take reasonable care to ensure that their workplace is kept clean and tidy as possible
- Rubbish bins are only used for litter, any special items of waste, such as broken glass, will be disposed of safely
- Practical craft areas must be kept in as tidy a condition as possible

### **7.2 Recycling**

- The school makes every effort to recycle materials where possible, and make use of HCC allocated recycling bins.

### **7.3 Building Risk Assessment**

Risk assessments are a legal requirement under the, '*Management of Health and Safety at Work Regulations 1999*'. They are used to identify hazards and calculate the related risks in the facilities, equipment, activities, procedures of the school.

- The school carries out an external, internal and toilet risk assessment on an annual basis (or before should a risk be identified).
- A daily check occurs of the site before 8.40 and a note is made of any hazards, risk or action, which should additionally be included in the revised risk assessment. This is retained for future reference.
- A risk assessment survey of all premises, methods of work and all school-sponsored activities is conducted termly
- These assessments will be carried out by members of the health and safety committee
- The risk assessment will be in writing and will identify all defects and deficiencies, together with the necessary remedial action or risk control measures
- The result of the survey will be reported to the Board of Directors. The Board of Directors agenda contains a Health and Safety item where any concerns are reported.

### **8.0 Water Supply**

- This is the responsibility of HCC.

### **8.1 Hygiene**

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

### **8.2 Drinking Water**

- **All pupils and adults have access to a water fountain located in the corridor.**

### **8.3 Toilet and Washing Facilities**

- Refer to toilet Risk Assessment and our Toilet Procedure Policy.

### **8.4 Disabled Toilet Facilities**



- A disabled toilet/shower facility is available on the ground floor. Refer also to 3 Year Accessibility Plan.

## **9.0 Outside Play Areas and Sports Grounds**

- See External Risk Assessment.

## **10.0 Educational Visits/Out of School Visits**

- Parental permission is required for all trips and visits.
- The necessary risk assessments are carried out and recorded in a risk assessment template. (see Appendix C)
- When on a trip a member of the staff will have a list of parental contact numbers for each pupil and the school mobile phone.
- A qualified first aider will accompany the trip with the first aid emergency pack.
- All pupils must wear high visibility jackets at all times.
- It is the responsibility of party leaders to be aware of any possible hazards in locations, which may be visited. A preliminary visit to the location may assist in identifying and heightening awareness of any possible hazards.

## **11.0 Disability/Special Educational Needs**

- Refer to 3 Year Accessibility Plan/ Special Educational Needs and Disability Policy for further information.

## **12.0 Computer Use**

- The school has due regard to the Health and Safety (Display Screen Equipment) Regulations 1992.
- Staff and pupils are aware of how to use the computer safely and securely.
- Refer to E-Safety Policy for code of conduct information.

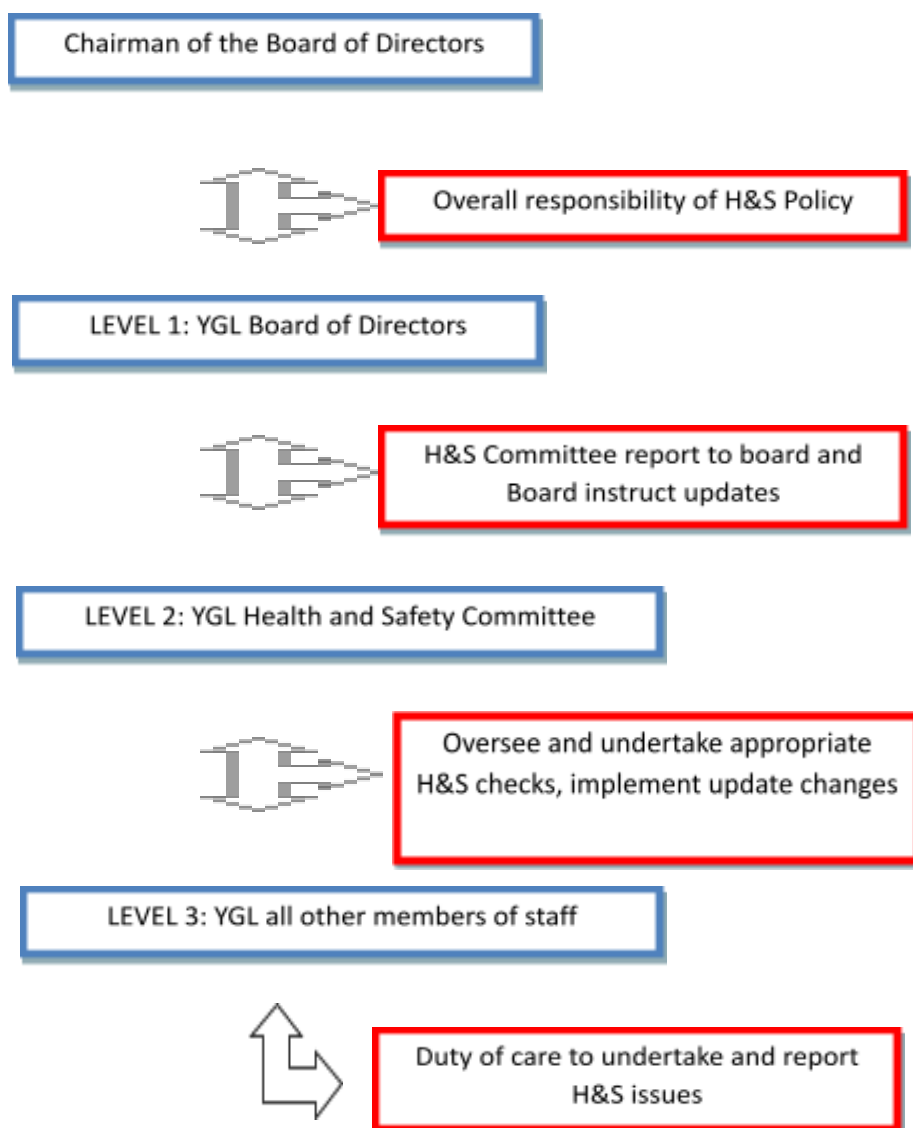
## **13.0 Banking of Money**

- The responsibility of banking money at the London Welsh School lies mainly with the PTFA treasurer, bursary and office administration staff.
- If a significant sum of money is to be banked another staff member may be requested to accompany the banker.
- Financial structures are supervised by an external accountancy firm and monitored by the Finance Governor and sub-committee.

## **14.0 Safety Representatives and Reporting Structure**

- There is an implemented safety management structure within the school

- A health and safety committee of 3 people, one of which is the Lead Teacher has been established and this reports to the Board of Directors at each meeting or more often if the need arises
- The health and safety committee, includes one of the teaching staff
- It has the responsibility for the day-to-day maintenance and development of safe working practices within the school



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

- When visits from the above are made, the school will ensure that they have access to any health and safety information they may require to aid their visit/inspection
- Where, necessary, the Lead Teacher and/ or a member of the health and safety committee will accompany the visitor and be accountable to them

#### 16.0 Monitoring the Health and Safety Policy

The London Welsh School Board of Directors has a legal duty to monitor its health and safety policy. They receive termly updates of the inspections carried out by the Health and Safety Sub-Committee and ensure that the necessary actions are taken. Parents will be provided with a Health and Safety update in the annual report.

ARWYDDWYD GAN:		
SIGNED BY:		
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Mawrth 2022 <i>March 2022</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Mawrth 2022 <i>March 2022</i>

Appendix A

**SERIOUS INCIDENT / CONCERN REPORT**

**Names of staff / pupils concerned: (incl. Year Gp)**

**Date of Incident**

**Or Concern:**

**Time of Incident**

**Or Concern:**

**Incident / Concern reported by:**

**Type of Incident / Concern:**

First Aid Incident

☐

Health and Safety Issue

☐

**Place of Incident / Concern:**

**Description of Incident / Concern: (incl. equipment, what was said & by whom)**

First Aid Given by First Aider:

☐

Recorded in H&S Record Book:

☐

Referral made to other agency (Specify):

**Signed by Health and Safety Officer:**

**Signed by Lead Teacher:**

**Other notes:**

**OFFICE USE ONLY**Electronic recording completed:

☐

Copied to:

Parents:

Yes

☐

No

☐

## Appendix B

## HANWELL COMMUNITY CENTRE FIRE EVACUATION PROCEDURE

### **If You Discover a Fire:**

1. Sound the fire alarm by breaking the glass on the nearest alarm box, to avoid the risk of cuts do not break the glass with your bare hand, use a shoe or pencil etc.
2. Dial 999 the operator will take details from you and call the Fire brigade.
3. Only tackle the fire if it's in your ability, if you are in any doubt leave it.

When leaving the building report to the Centre / Duty Manager or a member of staff. Let them know where the fire is situated, confirm that you have called the emergency number, then go to the assembly point.

### **If you Hear the Fire Alarm:**

Leave the building by the most convenient route.

### **On leaving the Building:**

- Switch off all electrical appliances if this can be done without increasing personal risk.
- Do not stop to gather belongings.
- If you are the last to leave the room, close the door.

### **Assembly:**

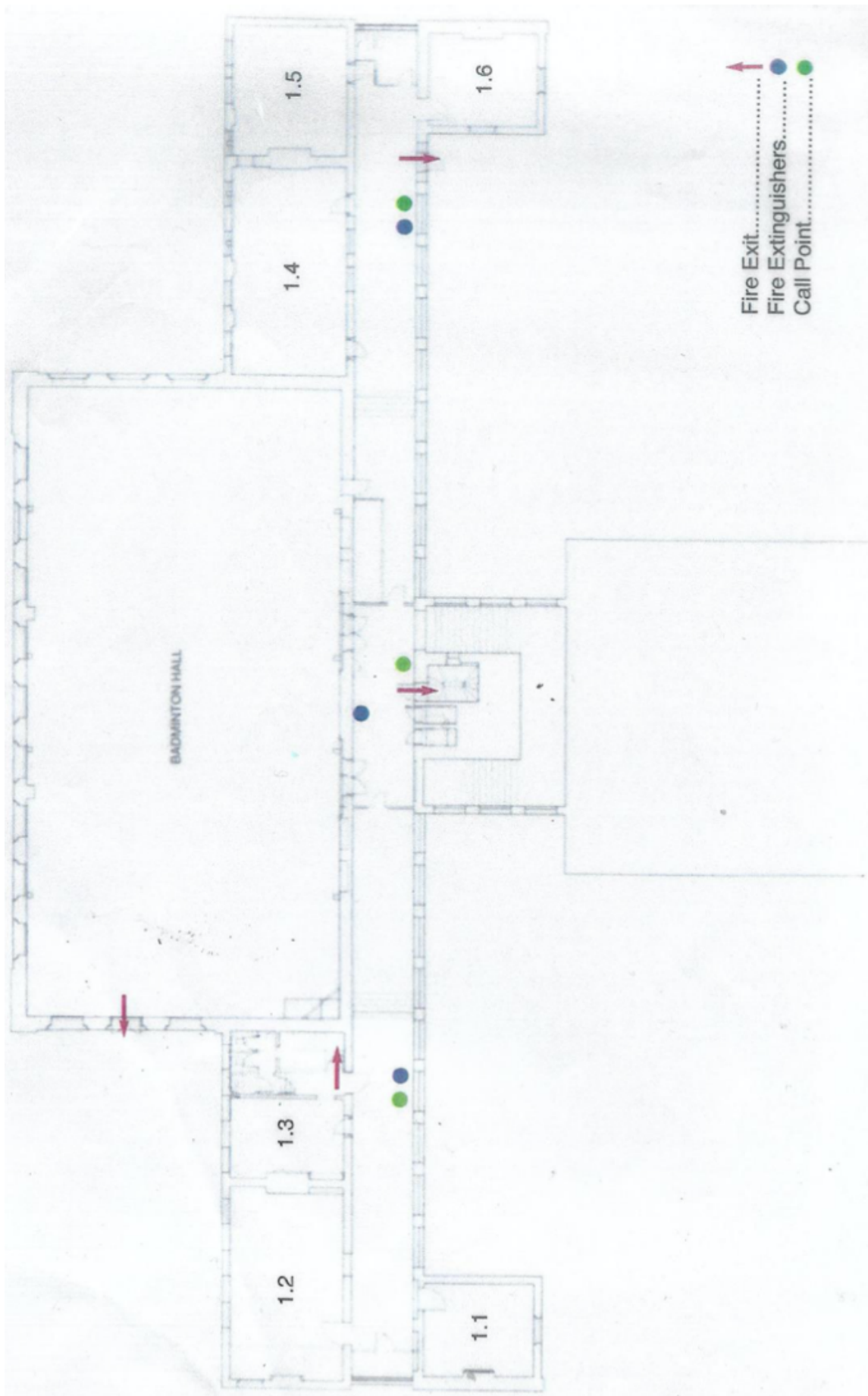
When you leave the building meet at the assembly area which is in the Hanwell Community Centre car park, situated at the front of the building. Look around for colleagues or users who are participating in a joint activity and inform the Centre / Duty Manager or member of staff if anyone is missing.

- **Do not re-enter** the building until instructed that it is safe to do so by the Centre / Duty Manager, member of staff or the fire Brigade officer.
- **Do not leave** the assembly area as you might be thought to be missing and still inside the building.
- **Do not remove** your car unless you are asked to do so.
- There is no such thing as a false alarm, should the fire alarm sound, the building is to be evacuated even if it is obvious that the alarm was let off accidentally.

### **Action For Today:**

1. Find out where the nearest fire alarm call point is.
2. Find out where the nearest emergency exits are.
3. Be sure you know where the assembly point is.
4. Find out where the fire extinguishers are located on your floor and read the operating instructions on them.

Centre Manager  
Hanwell Community Centre





## Appendix C

### Form A

#### London Welsh School Educational Visits – Event Specific Risk Assessment.

Place to be visited								
Description of location and nature of visit/activity								
Date / Time								
Trip Leader								
Year Group/s	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Total Number of Pupils	Total =			Boys =			Girls =	
Total Number of Adults (named)							First Aider:	
Ratio								

Issue	How to manage it	Who to be informed	Who to be informed	Who to be informed	Who to be informed
<i>List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B etc.</i>	<i>What procedures will we have (control measures)?</i>	<i>School Staff</i>	<i>Parents / Helpers</i>	<i>Visit Staff</i>	<i>Children</i>
Crossing roads	<ul style="list-style-type: none"> <li>Children will walk along pavements in pairs and be reminded of surrounding traffic.</li> <li>Traffic light crossings and zebra crossings will be used and signals obeyed whenever available.</li> <li>Crossing location and time will be determined by a designated member of staff, usually the visit leader.</li> <li>One member of staff will cross first to receive the children, while one member of staff waits to cross last. Other adults will wait in road to halt traffic.</li> </ul>				
Stranger danger	<ul style="list-style-type: none"> <li>Prior to the visit children will be made aware of issues, including that they may be approached and spoken to by a stranger whilst on visit. Children will be told to be polite but not to engage in lengthy conversation and not to give any personal details.</li> <li>Children will be told to never leave the group and always remain in the sight of a specified adult.</li> <li>Children will be told to tell a known adult if they are unhappy about the behaviour of any stranger.</li> </ul>				
Separation from group	<ul style="list-style-type: none"> <li>An appropriate meeting place will be identified as well as uniformed staff, and pointed out to all children and adults upon arrival by visit leader.</li> <li>Children will be told to wait where they are for a known adult from their party if they do not know how to get to the meeting place.</li> <li>Children will be told to only accept help from uniformed police officers or uniformed staff from venue.</li> </ul>				
<i>List significant hazards which may result in serious harm or affect several people, who affected &amp; likelihood</i>	<i>Procedures we will have (control measures)</i>	<i>School Staff</i>	<i>Parents / Helpers</i>	<i>Visit Staff</i>	<i>Children</i>

Issue	How to manage it	Who to be informed	Who to be informed	Who to be informed	Who to be informed
Travelling on trains, tubes, buses	<ul style="list-style-type: none"> <li>Children will not embark or disembark vehicle unless under teacher supervision.</li> <li>A teacher will always be seated on every level of a vehicle.</li> <li>The visit leader and another member of school staff will both count children on and off vehicle.</li> <li>When travelling on public buses, the whole group will travel on one bus.</li> </ul>				
Contact with animals	<ul style="list-style-type: none"> <li>Children to be told to follow centre staff instructions regarding activities involving animals</li> <li>Warn children not to walk behind horses</li> <li>Warn children not to put hands near animals mouths</li> <li>Warn children not to put their face against the animals</li> <li>Tell children not to touch face, eyes, mouth or eat or drink after touching animals until they have washed their hands</li> <li>Warn children not to touch animal droppings or touch or taste animal feed</li> </ul>				
Countryside Activities	<ul style="list-style-type: none"> <li>Briefing prior to each activity</li> <li>Children to be told to follow centre staff instructions at all times</li> <li>Activities led by venue staff with additional supervision by school staff under instructions from centre staff</li> <li>Appropriate clothing to be worn</li> <li>Relevant information re children's needs to be given to centre staff</li> </ul>				
Toilets	<ul style="list-style-type: none"> <li>Pupils will be reminded to use the toilet before commencing the trip and upon return.</li> <li>Lead adult to ensure awareness and location of toilets on a trip and all staff/volunteers to be briefed on toilet procedures.</li> <li>If a female/male staff or volunteer cannot accompany the trip, ensure pupils over 7 years use the disabled toilet to ensure no risk of other members of the community are using at the same time.</li> </ul>				
Terror Threat	<ul style="list-style-type: none"> <li>Ensure all members of staff and volunteers are aware of HM Government advice to 'stay safe' principles in the event of a terror attack -</li> <li>If at all possible stay close to the teacher/ adult</li> <li>Arrange meeting places for emergency if staying in one location for longer than 30 minutes.</li> </ul>				

Issue	How to manage it	Who to be informed	Who to be informed	Who to be informed	Who to be informed
	<ul style="list-style-type: none"> <li>In the event of the emergency, as soon as it is safe to do so, ring the school to inform all parents, follow emergency services advice and ensure group stays together.</li> </ul>				
Weather	<ul style="list-style-type: none"> <li>Ensure children are kitted out appropriately for all activities</li> <li>Monitor children during outdoor activities, particularly the disabled pupils and with regard to Health Care Plans.</li> </ul>				
Other: Please specify					

**ASSESSMENT CARRIED OUT BY (NAME):**

**SIGNED:**

**DATE:**

**APPROVED BY (SIGNED):**

**Position:**

## Form B

### Ysgol Gymraeg Llundain Educational Visit: Risk Assessment and Check List

What you need to do before going on any Educational visit.

Order	Task	Responsibility	Task completed
1	Approval from Lead Teacher regarding appropriateness of activities During times of heightened security alerts- first seek security advice from Metropolitan Police or Transport for London.	Class Teacher  Lead Teacher	
2	Book visit and any educational sessions/workshops	Class Teacher	
3	Arrange transport routes	Class Teacher	
4	Statutory Pre-Visit and ensure disabled accessible	Class Teacher	
5	Risk Assessment form filled in	Class Teacher	
6	Draft letter to parents and check letter	Class Teacher and Lead Teacher	
7	Inform parents/ permission	Class Teacher	
8	Calculate costs, collect contributions and permission slips	Class Teacher	
9	Arrange responsible adults to accompany the children (pupil/adult ratio)	Class Teacher	
10	Lead Teacher to approve additional adult helper/s	Lead Teacher	
11	Arrange First Aid/ medication/ allergy information for visit	Class Teacher	
12	Ensure emergency contact list of pupils is updated and correct	Class Teacher	

#### Day of visit:

1	Give member of staff staying in school the itinerary for the day and expected time of return	Class Teacher	
2	Call register before leaving	Class Teacher	
3	Collect First Aid and medication	Class Teacher	
4	Leave mobile phone number in school	Class Teacher	
5	Take emergency contact details	Class Teacher	
6	Ensure pupils have a wristband and high vis jacket with school number for emergencies.	Admin.	
7	Take any payments needed and keep receipts. Ensure contingency money is taken and logged for cases for emergency	Class Teacher	

8	Telephone school if there are any incidents or delays	Class Teacher	
9	Brief staff and volunteers of procedures and roles including awareness of contingency plans in the event of an emergency	Class Teacher	
10	Ensure pupils are aware of appropriate behaviour, rules and safety procedures during trip	Class Teacher	
11	Ensure any outstanding issues, reports, incidents are logged and followed up.	Class Teacher	

## Information for Staff and Parent Helping at London Welsh School on Trips

**Trip Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Groups**

Adult:	Adult:	Adult:	Adult:
Pupils:	Pupils:	Pupils:	Pupils:
Adult:	Adult:	Adult:	Adult:
Pupils:	Pupils:	Pupils:	Pupils:

### **Itinerary**

(all times approximate and subject to change during visit):

9.00:

10.00:

11.00:

12.00:

1.00:

2.00:

3.00:

**Parent/carer helper health and safety requirements:**

- Thank you for agreeing to be an adult helper on the trip.
- Should you become separated from the group, please call:

**School Mobile - 07821570306**

**School Landline - 020 8575 0237**

- The First Aider on the trip will be \_\_\_\_\_.
- Please ensure your allocated group of children stays with you **at all times** and encourage your group to walk in pairs. If a child does not follow your instructions, please inform the class teacher **immediately**.
- We will be moving around as a whole group. Please stay with the class group at all times, should you or a child need to go the toilet, please inform the class teacher who will arrange supervision for the children and follow appropriate toilet procedure.
- The school staff will be taking photos of the trip on school cameras. Please could you refrain from taking pictures on your personal devices.
- Mobile phones **cannot** be used when you are responsible for a group of children, if you receive an **important** phone call, please inform the class teacher who will take responsibility for your group of children until the call is complete. If you are seen using your mobile phone for social purposes, the class teacher will ask you to stop as the safety of the children is paramount.
- There is a no smoking policy on school trips. Please refrain from smoking.