

# **Ysgol Gynradd Gymunedol Arberth Narberth Community Primary School**



**POLISI IECHYD A DIOGELWCH**

**HEALTH AND SAFETY POLICY**

# NARBERTH CP SCHOOL HEALTH AND SAFETY POLICY

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**NARBERTH CP SCHOOL**  
**HEALTH AND SAFETY POLICY**

**EDUCATIONAL ESTABLISHMENT STATEMENT OF POLICY**

**1. General statement of policy**

It is the aim of the Governors, Headteacher and Senior Managers to maintain safe and healthy working conditions, equipment and work arrangements for all employees and to ensure such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of our pupils and visitors.

This policy has been revised following the revision of the Corporate Health and Safety Policy (revision April 2013.) This School policy should be read and understood in conjunction with the Pembrokeshire County Council Corporate Policy.

Signed \_\_\_\_\_  
(Chairman of Governors on behalf of all Governors)

Signed \_\_\_\_\_  
(Headteacher)

# **NARBERTH C.P. SCHOOL** **HEALTH AND SAFETY POLICY**

## **2. ORGANISING FOR HEALTH AND SAFETY**

The school recognises its obligations to identify those arrangements designed to make its safety policy effective.

All staff should be aware of the following appointments and responsibilities:-

### **KEY HEALTH & SAFETY ROLES & RESPONSIBILITIES**

<b>HEALTH &amp; SAFETY CO-ORDINATORS AND RESPONSIBILITY FOR FIRE SAFETY MATTERS</b>	Mrs K Moore, Mr G Rees
<b>FIRST AID CO-ORDINATOR</b>	Mrs R Williams
<b>FIRST AIDER(S)</b>	Mr Ryan Pearce, Mrs Sandra Morris, Mrs Julie Morgan
<b>GOVERNOR WITH RESPONSIBILITY FOR HEALTH &amp; SAFETY</b>	Mr O Phillips
<b>TEACHER WITH RESPONSIBILITY FOR HEALTH &amp; SAFETY (STAFF)</b>	Mrs R Williams
<b>CRISIS RESPONSE TEAM CO-ORDINATORS</b>	Mrs K Moore, Mr R Williams, Mr G Rees ( for further details and members of relief team see separate Business Continuity Plan)
<b>HEALTH &amp; SAFETY WORKING GROUP</b>	Health & Safety / Buildings Governor Sub Committee The current Health and Safety / Building sub committee members are : - Mr Owain Phillips - Governor responsible for Building / Health & Safety (Chair) Mrs N Thomas – Assistant headteacher Headteacher Mr G Noble - Assistant headteacher Mrs K Moore – Headteacher Mr G Rees – Caretaker.
<b>SCHOOL VISITS CO-ORDINATOR</b>	Mrs Kate Moore

### **3. ROLES AND RESPONSIBILITIES**

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities and accountability :

#### **3.1 School Governing Bodies**

##### **The Governing Body shall:**

- a. Give due consideration to health and safety when developing all school policies and strategies and when allocating associated responsibilities and resources;
- b. Ensure that all their decisions/actions are commensurate with Pembrokeshire County Council's, Health and Safety Policy.
- c. Ensure that school business is planned and delivered in an organised, responsible and safe manner, adopting health, safety and risk management arrangements and systems of work that are fully compliant with relevant legal and management standards and consistent with best practice.
- d. Ensure that the management of health and safety in the school is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance.
- e. Ensure that all roles and responsibilities for delivering all aspects of health and safety policy and arrangements are clearly defined and communicated throughout the school.
- f. Ensure that all risks associated with activities, workplaces or equipment, are being assessed and managed effectively.
- g. Provide adequate resources to ensure effective delivery of the health & safety management arrangements and the delivery of adequate training for employees.
- h. Ensure that arrangements are in place so that all employees are competent to carry out their work without risks to themselves or others, by provision of adequate training, information and supervision.
- i. Promote a positive health and safety culture throughout the school and ensure effective employee involvement and the recognition and support of safety representatives.
- j. Ensure that the health and wellbeing of employees and promotion of good health are monitored effectively.
- k. Ensure that appropriate arrangements are in place to check that the competence of partners, suppliers and contractors working for us can be demonstrated.

- l. Develop an annual health and safety action plan.
- m. Progress the health and safety action plan.
- n. Ensure regular monitoring and review of health and safety performance.

### **3.2 Head Teachers**

The Head Teacher accepts responsibility for the health, safety and welfare of employees, pupils and visiting members of the public, in respect of the activities engaged in, the services undertaken and the workplaces occupied by the school. The responsibilities placed upon the Head Teacher are below. Under the following headings, and where appropriate in conjunction with senior management, employees, the Occupational Health and Safety units, and safety representatives (including the trade unions); the Head Teacher shall:

#### **ORGANISE**

- a. Prepare a health and safety policy for the school.
- b. Ensure adequately trained in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the school.
- c. Establish and maintain an effective structure and resources for the management of health and safety for the school.
- d. Arrange budgetary provision for the health, safety and welfare expenditure (personnel, training & materials) of the school.
- e. Ensure a management system of health and safety arrangements and procedures for the school is developed and maintained.
- f. Ensure any contractors employed on works supervised and/or ordered by the school, conduct their operations in accordance with relevant legislation, and that suitable procedures are operated to assess contractors for their health and safety management arrangements. (This is particularly relevant when employing contractors directly and not through a PCC SLA.)

#### **PLAN AND IMPLEMENT**

- a. Ensure the school implements and complies with Pembrokeshire County Council's, Health and Safety Policy, the school's health and safety policy and relevant legal requirements.
- b. Prepare and maintain a health and safety programme for the school for the effective development, implementation and improvement of health and safety, and report on this programme to the School Governing Body on at least an annual basis.

- c. Ensure that health & safety roles and responsibilities delegated by the head teacher are clearly identified and understood.
- d. Ensure the health and safety issues for all of the school's activities are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the JCAD H&S system.
- e. Ensure the identification and provision of relevant health and safety training and instruction required by the school and the attendance of relevant staff at this training.
- f. Ensure records are kept of staff attendance at health and safety training
- g. Ensure adequate health and safety provisions are maintained at each workplace occupied by the school.
- h. Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent recurrence.
- i. Act as, or delegate someone, to lead on health and safety issues in the school.

### **MEASURE PERFORMANCE**

- a. Ensure the health and safety standards to be achieved by the school are identified in the school's health and safety management system and arrangements for measuring performance against the standards are maintained and reported.

### **REVIEW**

- a. Ensure health and safety is included as an agenda item for all relevant school management team, school Governing Body and consultative group meetings.
- b. Review the school's health and safety arrangements, program and action plan and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose. Revise and take action as necessary.
- c. Ensure health and safety inspections of the school are undertaken at 'termly' intervals and that any outcomes from inspections are dealt with and closed out.

**NOTE: The responsibilities identified for ALL EMPLOYEES also apply to Head Teachers**

### **3.3 All Employees**

All Employees, regardless of their position or their duties, have a legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Employees must also co-operate with Pembrokeshire County Council as their Employer, so that Employers duties under Health and Safety Law are met.

In particular, Employees must:

#### **POLICIES, PROCEDURES AND INFORMATION**

Familiarise themselves with the relevant requirements of Pembrokeshire County Council's, Health and Safety Policy and the directorate's health and safety management system.

#### **WORKING PRACTICES**

Carry out assigned tasks and duties in a safe manner and in accordance with instructions, and approved safe working procedures and not to interfere with or misuse anything provided in the interests of health, safety and welfare.

#### **TRAINING**

Assist their line Manager in identifying specific safety training requirements and co-operate with management in attending training provided for them.

#### **EQUIPMENT**

Only use the correct tools, plant, equipment, materials for the work undertaken and reject any that are in an unsafe condition or become unsafe during use and carry out a visual inspection of equipment, etc., before, during and after use. Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment required.

#### **WORKPLACE**

Keep the workplace safe, clean and tidy at all times.

#### **ACCIDENTS**

Report to their immediate line manager and complete an accident/incident form for:

Any accident resulting in personal injury, and any dangerous incident where serious injury was narrowly avoided.

Any 'near miss' incident that could have caused injury or could have implications for safety (such as incidents that involve damage to plant or equipment but do not involve personal injury).

## **UNSAFE ACTS AND CONDITIONS**

Immediately report to the Supervisor or Manager any work situation, which presents serious and imminent danger

Report to or discuss with their immediate line manager any hazard, unsafe condition, unsafe practice, or fault that comes to their attention during the course of their work, or if they are in any doubt about the safety of any situation.

Discuss problems or queries regarding health, safety and welfare with line manager in the first instance. If the matter cannot be resolved then the next tier of management should be consulted.

## **HEALTH AND SAFETY IMPROVEMENTS**

Report to their immediate line manager any shortcomings in the health and safety arrangements to enable remedial action to be taken if required, and any suggestions they may have for improving existing working practices.

**NOTE: Failure to observe any duties with regard to health and safety may lead to disciplinary action being taken against the person(s) concerned.**

## **SAFETY**

### **4. HEALTH AND SAFETY EXECUTIVE**

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

### **5. LETTINGS**

The following points apply (see separate Lettings Policy) : -

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings (e.g. plays)
- All emergency exits must be unlocked.
- Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.
- The Caretaker must inspect premises after their evening use and check for possible hazards.
- The school smoking policy must be communicated to the hirers and notices displayed.
- If the caretaker discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately if there are any concerns.

### **6. CONTRACTORS ON SITE**

Before contractors are selected, the school will make sure that they not only have a good work record, but also a good health and safety record. (If contractors are invited onto the school site the school must ensure that they will not endanger any members of staff, pupils or visitors by their actions or failure to act.)

Before any contractors are engaged to work on the school site for any jobs other than routine maintenance, the Headteacher or designated representative will check with Building Maintenance/Client Manager, to make sure that the job can go ahead.

Sometimes depending on the job type, size, duration etc other regulations come into play that need to be followed such as The Construction Design and Management Regulations (CDM Regs).

Once the Headteacher or designated representative has checked with Building Services or the Client Manager and they have advised that the job can go ahead we will then, and only then, engage any contractors to work on site.

When Contractors arrive on site to commence work the following Safe Systems of Work will be followed;

- a) Relevant staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
- b) Any changes to the job will be discussed with the Headteacher or representative, and any changes affecting timing, or Health and Safety will be looked at and action taken where necessary.
- c) Ensure that any contractors working on site or sub contractors are familiar with the Health and Safety Policy and are aware of any local safety rules.

d) Monitor the contractor's performance during the work and take appropriate action when necessary. If we believe there to be a detrimental effects on Health and Safety then the job must be stopped until we are satisfied with the Health and Safety practices.

## **7.RISK ASSESSMENT**

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

This school has formulated policies or risk assessments where required.

Examples are : -

School trips

Outdoor play equipment and their use

Fire risk

Emergency planning.

Road Safety and traffic management

Any work experience placements ( see induction leaflets)

Examples of guidance on safety is contained in this document

Computer suite and use of VDUs

Science

Swimming

P.E.

Animals in School

There is a COSHH data file which contains all relevant information and safety data sheets. These are brought to the attention of appropriate staff when updated.

The regulations talk about the need for a competent person, who has attended various risk assessment training, to carry out risk assessments. The school's competent persons on the theory of risk assessments are Mr Rossiter.

The school has a team approach to risk assessment, which includes:

- The competent person in theory of risk assessment
- Relevant staff
- Individual carrying out duties
- Input from Governing Body Health and Safety Committee

Any new piece of equipment that comes into the school will require a risk assessment. A risk assessment will also be carried out following contractor's work which has altered the structure or layout of the building.

## **8. FIRE AND EMERGENCY PROCEDURES**

The Fire Risk Assessment (FRA) will identify requirements regarding weekly alarm testing and recording in the Fire Log Book and identify termly fire drills

The FRA will identify the location of any flammable substances such as gas and paint and this information should be passed to the Senior Fire Officer informed upon arrival.

Fire exits and fire exit routes should be kept free from obstruction.

At all times all exit doors must be unlocked whilst there are people in the building.

The use of display materials must be controlled in fire exit corridors.

All visitors spending any length of time in the school should be made aware of arrangements in case of fire.

The fire logbook is kept in the school manager's office.

If the fire brigade has been called there must be clear access to the site for the emergency services.

### **Fire safety**

Fire Drills are held termly.

Fire safety equipment is inspected regularly (annually at present - alarms and extinguishers)

Fire safety officers visit the school regularly and their recommendations are carried implemented.

All teaching staff have undertaken online fire guidance training as recommended by the LEA.

## **9. CLEANING AND CARETAKING**

The caretaker opens the school and undertakes safety checks including the functioning of the heating system and other plant and reports any faults to the Headteacher or school manager.

Rubbish and combustible waste should not be left in the boiler room, in escape routes, or in passageways. Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible. If bins are stored outside, where possible, they should be stored 6 metres away from the building.

The caretaker stores rubbish in an outhouse and puts it out for collection on the due day.

Cleaning materials and supplies are kept in storerooms out of bounds to children.

No caustic or highly toxic agents are kept.

## **10. ELECTRICAL SUPPLIES AND FITTINGS**

Any faults in any electrical supply must be reported immediately. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. PAT testing of equipment is covered under the Buildings Maintenance Service Level Agreement.

## **11. ASBESTOS**

Narberth CP School is a modern school with no asbestos on site.

## **12. DISPLAYS AND DECORATIONS**

Decorations must not be placed near temporary heaters or suspended from light fittings. Displays are to be constructed using appropriate materials and placed in an area that does not restrict access or potentially cause false alarm calls.

### **13. VIOLENCE TO STAFF**

The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.

If any member of staff is subjected to **any** aggression on school premises they **must** inform the Headteacher immediately.

The Staff are asked to keep written records of such episodes.

An accident report form should be completed and sent to the Education Health & Safety Officer at the LEA.

Appropriate steps will be taken by the Headteacher to deal with such a situation.

If necessary, the Governors and LEA will be informed and involved.

### **14. LONE WORKING**

Lone working is not recommended although the school accepts that there will be instances when the head teacher, member of staff or caretaker may be alone in the building. On these occasions, the following guidelines should be observed

- The member of staff should ensure that other staff or adults at home know that they are alone in the building. Regular contact should be maintained and an agreed leaving time should be communicated to a third party.
- The member of staff should have either a mobile phone with them at all times or be in a room with phone contact.
- The member of staff should have easy access to a first aid kit.
- Access routes should be reduced to a minimum and all other external doors should be locked.

## **HEALTH**

## **15. ACCIDENTS AND EMERGENCIES**

### **Qualified First Aiders**

There are qualified first aiders in school and necessary training will be sought to maintain valid qualifications and to train new personnel as needed.

The first aider(s)/appointed person(s) who hold the nationally recognised qualification are:

Mr Ryan Pearce, Mrs Sandra Morris, Mrs Julie Morgan

These named persons are qualified to administer first aid to casualties. The responsibilities of the appointed persons are:-

- a) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- b) To ensure that the first aid boxes/cupboards are fully stocked only with designated items

For further details regarding first aid, please refer to the comprehensive first aid policy.

## **16. Smoking**

This school operates a Smoke Free School Policy. Smoking or vaping is not allowed within the school building or grounds.

## **ADMINISTRATION**

### **17. ADMINISTRATIVE PROCEDURES**

#### **Training**

The school will ensure suitable training for Health and Safety issues for all staff as necessary.

#### **New Staff**

New staff will be given access to this document and staff handbook and relevant induction booklets. All policies are also placed on the server. Job descriptions will refer to H&S responsibilities detailed in this document and other documents referred to in this document.

#### **Visitors**

All visitors must report to the office in the main building before proceeding elsewhere.

Approved visitor badges are issued to those working on site unless they have a readily identifiable badge of their own.

Signs and white lines in car park indicate where they should park. There are 2 disabled spaces that must be kept free in case needed during the day unless agreed in advance by the school office.

#### **Work experience / Student Placements / Volunteers**

Students and those seeking work experience from local secondary schools and colleges are accepted for work experience. In addition there are many volunteers who are authorised to work in the school. Subject to suitable checks and risk assessments they may work with children but should not be left in charge of classes.

## **SAFETY AND CARE IN THE CLASSROOM AND AROUND THE SCHOOL**

## **18. GENERAL SAFETY IN THE CLASSROOM**

Health and Safety regulations and procedures are regularly checked by the School Health and Safety Committee.

All areas of the school are covered by the provisions of Pembrokeshire County Council's Health and Safety Policy and the School Policy and this Implementation Plan.

The following safety measures apply throughout the school.

### **Within the School Building**

- Children are instructed to walk in corridors, and up and down stairs, and not to slide down banister rails.
- Classrooms have too much furniture for running or horseplay. Children are supervised when indoors during playtimes by duty staff or lunchtime supervisors.
- School is aware of the hazards that building works may pose and will make necessary arrangements if such works are conducted. (see also visitors and contractors)
- School is a no smoking area.
- Unwanted or redundant items of furniture or equipment should not be stored in corridors.

### **Electricity**

- Electrical equipment should be switched off at the mains when not in use.
- No equipment should be operated switched or plugged in with wet hands.
- Trailing leads should be avoided where possible.
- Check leads for fraying or damage before use.

### **Equipment and Furniture**

Any defects or damaged equipment should be reported immediately and taken out of use awaiting repair if necessary.

### **Playground and Outdoor Areas**

- Playtimes are always supervised by duty staff or lunchtime supervisors to prevent dangerous play.
- Children should not erect or use equipment such as netball posts unsupervised.
- Grassed areas may be used in dry weather or following inspection by the staff member on duty.

## **19. SPECIFIC AREAS**

Certain areas have by their nature specific safety requirements. These areas are listed below : -

### **Computer suite and use of VDUs**

- All staff have been made aware of the continued use of VDUs. Regular breaks should be taken by staff and children when using computers.
- All computers should be turned off after use. The computer suite should be checked before leaving at night to ensure that all machines have been shut down.
- Projector bulbs have limited life and should be turned off immediately following use.

### **Craft, Art and Technology**

- School has a number of hand tools. Children should use them under close instruction and supervision and be warned of their specific dangers.
- Glue guns are present but are not recommended for children's use, except with close supervision.
- Beware of fire risks with loose clothing and long hair if not tied back. Hot waxes and oils are inflammable as well as being capable of inflicting burns. Use low melting point wax for batik or wax resist work.
- School has craft and Stanley type knives which are very sharp. If children use them it will be under one-to-one close supervision and with the aid of cutting boards and metal safety straight edges.
- Avoid glass where possible, most school apparatus is plastic.

Members of Staff should ensure that:-

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that the cutting edge cannot be accidentally touched.
- All tools are stored appropriately in commercially purchased storage units.
- Files and similar objects have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must be used for their intended purpose.
- Scissors must be handled correctly.

### **Science**

- Hazardous chemicals are not kept in school, but even some household substances can be dangerous.
- Children should be warned of the dangers of tasting unknown substances.
- Concentrated light can be harmful. No one should look toward the sun with the naked eye or strong light sources with lenses, binoculars or telescopes. Strong sources in school include film projector overhead projector and electric light bulbs.
- Loud sound can damage hearing, especially close to the ear. Children should not experience loud sound close to the ear.
- School has rechargeable batteries. These can get very hot if connected the wrong way round in double connectors (it also damages the batteries). Ensure that if children connect up batteries they follow the symbols carefully.

- Soil, water, etc. may contain toxic substances or harmful micro-organisms, ensure that children are aware of the dangers and that hands are washed after exposure.
- Garden tools like spades, forks and rakes can be dangerous used wrongly. Ensure that appropriate instruction and supervision are given.
- Many plants are harmful, notably in school, ragwort, buttercups and wild arum (lords and ladies). Children should keep fingers away from mouths and wash after handling.

### **Games and Physical Education (PE)**

- For hygiene children should change for games and PE. Remove jewellery, watches etc. and secure long hair with soft fastenings.
- Dress should be warm enough, bare feet in the hall for dance and gymnastics etc. Suitable footwear should be worn outside especially on the hard playground.
- Studded boots are slippery on the playground and steps. Footwear used on pitches should be removed before entering school.
- The hall always has other furniture in it; take care with running activities etc.
- Checks should be made to ensure that the hall floor is not dirty or slippery especially after lunch.
- Children should not climb on or use equipment until instructed to do so.
- Outside pitches should be checked for stones etc.
- Check portable equipment like goals are secure and won't fall or collapse.
- Make sure spectators are safe in throwing events.

PE staff must be aware of any special needs the children may have.

### **Animals in School**

Pupils can benefit from caring for, and observing animals.

Teachers should discuss with the Head teacher before any animal is brought into school. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence.

The animals included on this schedule are:-

- All canines, except domestic dogs
- All cats, other than the domestic cat
- Monkeys, Apes, Crocodile and Alligator family
- Poisonous snakes, including adders
- Some birds

If in any doubt please check with the Pembrokeshire County Council Education Health and Safety Officer.

## **ACTIVITIES**

### **20. OUT OF SCHOOL ACTIVITIES**

## **After School Activities**

Staff are reminded that:-

- a. If a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
- b. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

## **Swimming Supervision**

- There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool.
- There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water.
- Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.
- Swimming pool staff instruct the children and are lifeguards, but be alert for problems they may miss.

## **Cancellation of Activities**

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

## **School Outings and Trips**

This school follows the guidance laid down within Pembrokeshire County Council's Policies. The School has a guidance for School Trips policy which should be adhered to at all times.

## **Review**

This policy will be subject to review every 2 years.

Signed : \_\_\_\_\_

**Chair of Governors  
February 2023**

Signed : \_\_\_\_\_

**Headteacher  
February 2023**

This Policy was previously agreed and adopted by the Governing Body of Narberth CP School. Following a change of Headteacher this Policy (based on the current model Policy issued by PCC/ERW) is sent for approval unamended in content detail.

**The next review is February 2025 unless a revised model Policy is issued by PCC or Narberth School requires a change to the detail of the Policy.**