



Health & Safety Policy

Covers academic years: 2024-2025, 2025-2026
Review date: September 2026

	Signed	Date
Chair of Governors	Clair Stephens (AYFPS) Adam Knight (CPS)	September 2024
Headteacher	Katrina Pryse <i>K Pryse</i>	September 2024



We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors.

The Governors and Headteacher accept responsibility for ensuring that as far as is reasonably practicable, a safe environment is maintained for all pupils, staff and visitors and that all activities and operations are free from risk and properly supervised. All responsible staff are adequately trained for the duties they are required to perform.

Any hazards to health and safety, which may be apparent in the fabric of the buildings or grounds, machinery and equipment, must be brought to the attention of all persons who may be affected by them. Steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and wellbeing.

The school will implement the contents of this policy and act within the parameters of the Bridgend County Borough Council Safety Policy and the Directorate of Education and Skills Safety Policy.

RESPONSIBILITIES

Overall and final responsibility for health and safety at our school is that of the Headteacher and the Governing Body.

All members of staff, both teaching and school support staff (including temporary staff) will be made aware of the identity of the appointed health and safety officer for the school (Mr. Alun Gardner (AYF) and Mr. David Phillips (CPS)– Site Managers). They will have full knowledge and free access to the school's health and safety policy, the health and safety policy of BCBC and the Directorate of Education and Skills.

Any member of staff who identifies a health and safety problem will take appropriate steps to alleviate the problem themselves. If there is a health and safety problem which cannot immediately be rectified, then the member of staff will **promptly** clear the affected area and notify the Headteacher and Health and Safety Officer.

The Headteacher will ensure that arrangements are made to rectify the identified problem, and that the affected area is made inaccessible until remedial action has been taken to remove the risk. The Headteacher has a responsibility to ensure that the required remedial action is carried out and if there is a delay in such action being carried out then they will contact the appropriate persons to reinforce the importance of swift action.

It is EVERYONE's responsibility to protect others from an identified risk.

ACCIDENTS AT SCHOOL

- All staff will record any accidents using the electronic e-form. Any suspected disease or significant incident must be reported to the Headteacher.
- The directions contained within the Arrangement Guidelines for the Reporting of Injuries, Diseases and Dangerous Occurrences document issued by the Directorate of Education and Skills will be adhered to.
- If an accident occurs in school involving a pupil, member of staff, or to anyone on the premises, the required help, in addition to first aid, will be sought. This will include the calling of the emergency services as required.
- The Health & Safety Officer of the LA will be informed.
- If appropriate, services such as gas, water or electricity will be contacted.
- In the event of a notifiable accident, the health and safety officer of the LEA will be immediately notified

(Telephone 01656 642600) This will be followed by the completion of an accident report form which will be sent to the H & Safety officer at Civic Offices, Angel Street, Bridgend (a copy of the form must be retained in school).

- A full account of the incident will be recorded in writing and also kept on the school's accident file (The Headteacher's computer).
- If a child receives a bump to the head this will be recorded in the first-aid book. The child's parents will be notified immediately. For other accidents, parents will otherwise be notified by the teacher at the end of the school day.

CONTRACTORS AND VISITORS

- The term 'visitor' refers to anyone other than school staff and children.
- All visitors must use the main entrance and will report to the office staff upon entering the school premises.
- Visitors will be asked to sign in and out of the school and will be issued with a visitor identity card whilst on the premises.
- All contractors will be asked to produce an identity card before admittance into the building.
- Visitors will be accompanied to the person/area they have come to see and then escorted from the premises at the end of their visit. This ensures that all persons can be accounted for should an emergency arise.
- Contractors will be issued with the transport plan and will be required to sign the Asbestos Register when entering the building.
- Contractors will ensure that all materials and equipment are kept safely away from the pupils at all times. No equipment should be left unattended.
- Contractors will be required to store equipment in a locked store or removed from the premises at the end of each school day.
- Contractors and visitors will be made aware of Fire Emergency procedures – displayed in every teaching area.

MANAGEMENT OF TRANSPORT AND SCHOOL PREMISES

- Staff cars are to be parked in the designated staff carpark area only.
- The staff carpark is only accessible until 8:40 am, unless displaying a disabled badge.
- A fence and a gateway prevent access between the car park and the school yard.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto the school premises and they will be escorted during times when children are present on site.
- All vehicles are parked at the owner's risk – the school accepts no responsibility for damage or loss.

COMMUNICABLE DISEASES (see appendix)

The school follows the guidelines circulated by the LA and Iechyd Morgannwg Health Authority.

Any significant incidents of illness should be reported to the Health and Safety Officer at BCBC and the local health authority.

DISPENSING OF MEDICINES TO PUPILS

Only medication prescribed by a doctor will be administered to pupils.

- Staff will administer medication prescribed by a doctor only if accompanied by a signed medication form relating to the Dispensing of Medicines (signed by parent/guardian) – kept for pupil records.
- All medication **MUST** be administered/overseen by two members of staff, checked and an administration of medicine form for the individual pupil signed by both. This must be kept with the medication and returned to the office for filing at the end of the course/school year.
- Medication must be kept away from pupil access.

- Medication brought to school **MUST** be in the original container, marked clearly with the pupils name, prescribed medication name and dosage.
- All asthma pumps **MUST** be labelled with the pupil's name and kept available. Staff **MUST** ensure that these are kept safe and taken on school visits.
- Medicines bought over the counter e.g. throat sweets; cough medicines etc are NOT to be administered in school.

CHILDREN WHO BECOME UNWELL IN SCHOOL

- Emergency contact number for parents/guardians will be available for all staff through SIMS. Emergency contact numbers **MUST** be taken on all visits outside school.
- Should a child become unwell/injured and require hospital treatment, and a parent cannot be contacted, then an ambulance will be used to take the child to hospital.
- The school adheres to PHW guidelines when a child has an illness.

SCHOOL PROCEDURES

- The ALNCo will be responsible for updating the list of pupils on long term medication – annually.
- The ALNCo is responsible for ensuring that photographs and details of individual medical conditions are displayed in the staff room. Supply teachers must be informed of any child in their class/es who needs special medical consideration.
- Each teacher is responsible for ensuring that any child in their care takes the medication as prescribed.
- Teachers are responsible for ensuring that medication is taken on school trips/swimming/educational visits.

FIRST AID

- Staff are trained in first aid procedures through a rolling programme of training.
- First aid will be administered only where there is parental consent and in line with current guidance.
- All details of first aid administration should be recorded in the school's accident book located on the first aid station.
- Staff should ensure that any incidents are reported to the class teacher and/or Headteacher.
- Disposable gloves/aprons are available alongside each first aid box.

EMERGENCY PROCEDURES

- All members of staff will be responsible for moving pupils out of immediate danger.
- Staff must ensure that all emergency exits are kept free of clutter.
- The children should be assembled at the emergency assembly points.
- In the event of the need to lockdown/evacuate the school – the school will follow the 'School Emergency Incident Planning' policy.
- All emergency phone numbers will be available for removal from the school office so that parents/guardians can be contacted.
- Emergency lighting is switched on when the school has evening events.

FIRE

- All staff and pupils are subject to regular fire safety practice – termly.
- Any flaws or weaknesses identified are acted upon immediately.
- Everyone in the school takes part in fire drills, class registers will be checked immediately.
- Fire alarms are tested termly.
- All staff are made aware of the necessary fire precautions and will be expected to ensure safety procedures for emergency evacuations are not compromised.
- Fire doors and fire escapes will not be blocked by furniture or equipment.

- Pupils will be taught about fire safety and will be encouraged not to leave bags and coats on walkways where others may fall over them.
- Training for all staff on the use of fire extinguishers is undertaken.
- Fire assessments are undertaken annually to comply with the Fire Precautions (workplace) Regulations 1997. These are kept in the school office – Fire Log Box File.
- Serious risks identified will be reported to the Health and Safety Officer of the LA.
- All staff will check daily to ensure that fire escape routes are kept free from obstruction.
- The caretaker will check fire doors regularly to ensure that they are well maintained and are able to be opened easily.
- Any defects will be reported to the Headteacher immediately.

ELECTRICITY

- Pupils will be made aware of the dangers of electricity.
- Staff will ensure that equipment is plugged in safely.
- Broken/cracked sockets are NOT to be used. Any defects to plugs/sockets will be immediately reported to the Headteacher
- Only electrical items subject to the annual Portable Appliance Testing will be used.
- No electrical items should be brought into school.
- A residual power breaker should be used when using power tools.

RISK ASSESSMENTS

- Written Risk Assessments are written up and stored on the shared server. All staff will make themselves familiar with these.
- Any necessary actions and precautions highlighted as a result of the risk assessments will be implemented as soon as possible and the appropriate persons informed (Headteacher / LA).
- Personal protective equipment must be used as appropriate (children and staff).

PHYSICAL EDUCATION EQUIPMENT

The Health and Safety Officer will ensure that appropriate checks are made on PE equipment and action any recommendations.

SCHOOL VISITS/TRIPS

See Visits Off Site Policy.

SCHOOL BUSES/MINIBUS HIRE

- Staff will ensure that all seatbelts are checked and secured prior to the bus moving.
- No child should be allowed to sit in the front two seats.
- Staff should ensure that First Aid equipment and medication is taken on all trips.

LEAVING THE SCHOOL PREMISES

No child will be allowed to leave the premises during the school day unless:

- S/he is collected by a parent or other responsible adult, or there is a letter/email from a parent stipulating they take responsibility for a KS2 child to walk home (extenuating circumstances).
- All children must be signed out using the ipad at Reception (AYF) and noted on SIMS. Children should be signed back in on return.
- Any change in normal arrangements is notifiable.
- Staff are responsible for ensuring that children leave the premises safely at the end of the school day.

- Our school implements the guidelines contained within 'Guide it School Security' issued by the LA.

HYGIENE

- The cleaning of the premises will be adequately monitored by the Site Manager and the Headteacher.
- All health and safety concerns connected with cleaning practices or cleaning standards will be brought to the attention of the Headteacher.
- Our school directly employs cleaning staff. If problems occur in relation to standards of cleaning the Caretaking Support Officers of the LA will be asked to advise and monitor.
- Cleaning materials used are those recommended by the LA and the use of any products not on the recommended list will be checked with the Caretaking Support Officers before use.
- COSHH assessments will be completed and recorded for all cleaning materials used.
- Hygiene practices are open to change if/when there is an outbreak e.g. D&V.
- The school follow PHW guidelines when there is an outbreak.

PLAYTIMES/LUNCHTIMES

- The duty teachers will be available on the yard as soon as playtime begins.
- **No hot drinks or breakable cups/glasses are to be used in classrooms or on the school yard.**
- If a child is hurt on the playground the teacher/s on duty will call for assistance. The children MUST NOT be left unsupervised.
- Staff adhere to the Behaviour Management school procedures.
- Supervisory Assistants have a copy of the Health and Safety Policy and are appropriately trained in First Aid.
- **Supervisory Assistants must remain in the designated areas on the yard to ensure pupils are adequately supervised. Children must not be left unattended at any time.**
- **Supervisory Assistants will remain with the children when the bell rings until the children are handed to the class teacher.**
- **Any accidents/incidents will be reported to the member of staff collecting the children.**
- During wet play, Supervisory Assistants will be responsible for groups of pupils in a class base.

VANDALISM

- The Governors, Headteacher and staff will discuss the most likely areas of risk from vandalism and will implement suitable preventative measures to alleviate the identified risks.
- The 'Wheelie Bins' have been locked against the wall in the bin pen – away from the building. This prevents vandals being able to use them to access the roof and prevents them being used for arson.

VIOLENCE/ASSAULTS (including Verbal Assaults)

- The guidance contained in the 'Guide to School Security' and in the 'Guidelines for Assaults on Staff; documents issued by the LA will be followed.
- Any assaults on school staff will be reported promptly, one copy to the Health and Safety Officer of BCBC, the other being retained in school.

DISPLAY SCREEN EQUIPMENT

- At Our school we follow the guidelines issued by the LA in respect of display screen equipment. Users of display screen equipment are provided with adequate training and opportunity to use equipment effectively. If an eye test proves that the 'user' requires corrective eyewear for use with the display screen equipment then the minimum cost as recommended in the guidelines issued by the LA will be reimbursed.
- The 'user' survey will be conducted using the forms and guidelines issued by the LA.

MANUAL HANDLING AND LIFTING

- It is recognised the BCBC is employing occupational therapists as back-care advisors and that a prioritise programme of training will be provided throughout all directorates.
- It is also recognised that further measures may need to be implemented in the short term whilst the priority list is 'worked-through' by the back-care advisors.
- Our school agrees to actively support any interim training measures deemed necessary by the LA in order to meet the requirements of the Manual Handling Operations Regulations 1992. Any guidelines issued by the LA will be followed so that risks of injury from manual handling and lifting operations can be reduced and hopefully eradicated. Advice will be sought from the Health and Safety Officer as appropriate. Risk Assessments will be completed for all activities which have manual handling and lifting implications and the results made known to staff with any control measures being implemented as soon as possible.

SCHOOL LETTINGS/EVENING USE

- Safety measures are considered to be as important for evening use of premises as they are for daytime use.
- Any doubt over the requirements for obtaining a Public Entertainment Licence or Occasional/Theatrical licence will be investigated by contacting the Licensing Section in the Legal and Property Department of BCBC.
- Risk Assessments will be carried out to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

BOILERHOUSE

- Our school follows the LA guidelines in respect of the use of the boilerhouse. The boilerhouse WILL NOT be used for storing any items other than those for performing maintenance and stoking duties.
- **Storage of flammable, corrosive materials of any item liable to cause risk of any kind will not be tolerated.**
- The boilerhouse will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area.
- The boilerhouse will be kept locked when the boiler operator (Site Manager) is not working in the area.
- Pupils will not enter the area at any time.
- The correct procedures as issued by the LA and instructed by the Caretaking Support Officers will be followed as far as daily maintenance/stoking of boiler is concerned.
- Any relevant training for caretakers as arranged by the LA will be actively supported by the school.

ASBESTOS

- The guidelines issued by the LA and the policy statement , which is issued by BCBC will be adhered to.
- All contractors/workmen will be required to view the Asbestos File and sign the Asbestos Register prior to the commencement of any work being undertaken.

ROUTINE CHECKS

- The Site Manager diligently carries out a range of tests within timeframes set by the LA e.g. Legionella. A file of records of testing is kept by the Schools' Health and Safety Officer.