

Ysgol Gynradd MAESYBRYN Primary School

HEALTH AND SAFETY POLICY



2024-2025

Updated: October 2024

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Policy Review Date: **October 2026**

TITLE	NAME	SIGNED	DATE
Headteacher	Simon Roberts	<i>S. Roberts</i>	7/11/24
Chair of Governors	Jeff Fish	J. Fish	7/11/24

Part 1: Statement of Intent

The Governors and Headteacher of Maesybryn Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and to ensure its activities are conducted in a safe manner. We will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

The school's main objectives are to:

- operate within the health and safety structure and framework laid down by the Local Authority (LA);
- ensure senior staff develop and maintain a culture within the school supportive of health and safety;
- establish an effective safety management structure and arrangements;
- ensure a systematic approach to the assessment and control of risks;
- ensure employees are competent in the work that they are doing;
- ensure employees actively participate in identifying hazards;
- monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these objectives. We will seek competent advice from the LA's Health and Safety Team, Premises and Facilities staff and others as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils, and others. Employees must co-operate with the Headteacher and Governors to achieve these objectives.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

This health and safety policy will be reviewed on an annual basis by the Chair of the Governing Body, the Health and Safety Committee and the Headteacher.

Part 2: Organisation

Local Authority Policy

It is the policy of the Local Authority (LA) to ensure all schools maintain high health and safety standards in order to protect members of staff, visitors or others who may be affected by school activities. Maesybryn Primary School operates within the overall health and safety policy of the LA, which specifies required standards of health and safety.

Responsibilities of the Governors

The school Governors have a responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the Governors have a responsibility for ensuring that corrective action is taken. The Governors also have a particular responsibility for ensuring that:

- decisions of the governing body take account of, and comply with, the health and safety policy of the LA;
- health and safety standards in the school are monitored and reviewed;
- there is adequate provision in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- the school development plan for health and safety is updated in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- they consider information, statistics and reports relating to health, safety and welfare matters;
- they consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Headteacher

The Headteacher has overall responsibility for the day-to-day management of health and safety in the school.

The Headteacher must ensure that he/she:

- develops a health and safety policy document and brings it to the attention of all staff;
- reviews the health and safety policy annually and when significant changes occur within the organisation of the school;
- develops health and safety procedures and ensures they are adhered to e.g. undertake risk assessments, in-house testing of fire alarm system;
- has arrangements in place for the routine maintenance and inspection of equipment and services e.g. gas boilers, fire fighting equipment, emergency lighting system, fire alarm system etc;
- has arrangements in place for staff to receive adequate health and safety training appropriate for their responsibility;
- develops an annual health and safety report for the Governing Body;
- ensures that health and safety is considered as an integral part of teaching;
- ensures health and safety issues associated with building and maintenance projects are complied with;

- ensures that premises health and safety inspections are carried out at specified intervals and that they are recorded and that necessary remedial action is carried out;
- ensures all work related accidents, injuries, diseases and dangerous occurrences as classified under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) , are reported to the Health and Safety Team in compliance with the Council's Accident reporting Arrangement Guidelines and that they monitor incidents to identify trends;
- ensures the necessary records are maintained in respect of work related accidents associated with the work of the school;
- has arrangements in place so that staff are adequately consulted on health and safety matters;
- ensures that the health and safety policy is brought to the attention of all staff; including any new member of staff and that specific sections are discussed to ensure that new members of staff are aware of their responsibilities and of any restricted tasks and activities;
- develops and establishes emergency procedures, and organises fire evacuation drills within the school;
- has arrangements in place so that health and safety is monitored and reviewed;
- has arrangements in place so that any off-site event or trip, organised by, or on behalf of the school, is properly planned and adequately supervised;
- has adequate arrangements in place for first aid, both on school premises and on school outings, or activities;

Teaching and Support Staff

Teachers and other staff have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers must ensure they:

- exercise effective supervision of their pupils;
- report all incident/accidents and near misses in compliance with the Council's Accident reporting Arrangement Guidelines;
- undertake lessons and school activities in accordance with any national, LA or school guidelines relevant to the health and safety of the staff and pupils;
- are familiar with the school fire procedure and their role in it;
- follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPSS;
- maintain good standards of housekeeping and cleanliness in the activities under their control;

- personally follow safe working procedures and ensure pupils follow good examples of safe working;
- report to the Headteacher any health and safety issues or omissions identified so that they can be rectified;
- attend any required health and safety training provided;
- undertake as required any formal health and safety monitoring or inspections.

Caretaker

The Caretaker is responsible to the Headteacher and for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified;
- acting as the school representative in any dealings with contractors who are to work at the school;
- ensuring that day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ensuring that inspections of ladders, stepladders, playground equipment etc. are undertaken in accordance with relevant standards and that records are kept;
- arranging any necessary corrective action identified by health and safety inspections;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up- to-date material safety data sheets, COSHH assessments, etc;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments:
- undertaking and recording monthly water temperature monitoring and weekly flushing of low used water outlets in compliance with the school Legionella Risk Assessment / Site Log Book;
- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

Other School Staff

All school staff have a responsibility to undertake their work in accordance with any instructions or training provided by the school or the LA, and for bringing to the Headteacher's attention any equipment or situation which could create a danger to themselves or others.

School Pupils

All pupils at the school are required, having regard to their age, and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Part 3: Arrangements

The following arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. As stated previously, health and safety is everyone's responsibility, so many of the actions contained within the arrangements mentioned below will be delegated by the Headteacher to appropriate and competent staff within the school. The Headteacher will ensure that arrangements are in place and that they are being followed. Furthermore, detailed arrangements and/or guides will be referenced where appropriate.

Incident / Accident Reporting

All staff are required to report incidents/accidents using the LA's HS5 (A) form, which is available from the Headteacher's office. The form will be used to record incidents/accidents involving pupils (Where there has been a need to send the child to hospital. At all other times, use Minor Accident Book), employees, visitors and contractors.

If the incident/accident involves a pupil, then it is the class teacher or the staff member supervising the pupil who is responsible for the completion of part A of the form. The Headteacher will investigate and complete part B of the form.

If the incident/accident involves a member of staff, then the staff member should complete part A of the form and the Headteacher will investigate and complete part B.

The Headteacher will ensure that any reportable incidents/accidents falling within the scope of RIDDOR are reported to the Health and Safety Team in compliance with set timescales. The Headteacher will monitor incident/accidents for trends. A file of the completed forms HS5 (A) and the Council's Accident Reporting Arrangement Guidelines will be kept in the admin office.

Asbestos Management

In order to manage the risk from asbestos, the LA has undertaken a survey of the school, where it has identified that Asbestos Containing Materials (ACMs) may be present in a number of areas. The LA has provided an asbestos register that includes the Asbestos Management Plan (AMP,) which outlines how the LA and school staff will manage the ACMs in place. The AMP is kept in the admin office and will be reviewed by Premises and Facilities annually.

Any contractor undertaking building works and/or maintenance tasks including surveys, will be instructed to read the register and AMP and sign to indicate they have done so. This is to ensure that they do not work in or near areas where ACMs are likely to be disturbed.



The Headteacher will ensure that any asbestos containing materials (ACMs) that may or have become damaged will be reported to Premises and Facilities for immediate action. Premises and Facilities will be contacted by the Headteacher when any building works are planned, including refurbishments or demolition, as well as minor works such as running computer cables, electrical, plumbing etc. The Headteacher will periodically review the AMP to ensure there are contractors' signatures evident within it. As far as the school is aware, there is no asbestos risk in the school.

Curriculum

Where required, the school will implement policies and procedures for subjects which present their own hazards. Certain materials and substances used in subjects such as Art, D&T and Science will present hazards, and the class teacher must ensure that they are being used and stored in the correct way. Where necessary, the teacher will refer to any additional resources that are available and follow the appropriate guidance provided.

The LA subscribes to CLEAPSS on behalf of the school. The teacher will refer to these guidelines to ensure that they are working in accordance with them at all times. The Headteacher will also ensure that any newsletters or updates of information are passed on to all relevant staff.

Class teachers will follow the guidance outlined by the Association for Physical Education (afPE) guidance to ensure that safe practices are being followed. All PE equipment will be inspected on an annual basis by an external consultant. Visual inspections will also be undertaken by staff prior to use and any defective equipment will be taken out of use.

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children to have respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSE lessons and through the PSWCD curriculum in the Foundation Phase.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in older classes receive both drugs education and sex and relationship education (see the relevant policies and Curriculum for Wales) and link with the South Wales Police SAFE project.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher. The School Council help to conduct health and safety audits.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship which is linked to the BALANCE curriculum.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time and wellbeing sessions at the start of each day to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity

Communication

The school will utilise existing communication systems for sharing information on health and safety issues, including staff meetings, briefings, intranet etc. Health and safety will be a standard item on the agenda of SMT and Governor meetings.

The Headteacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed on the health and safety notice boards.

Health and safety files will be maintained and contain all relevant policies, risk assessments etc. The Headteacher is responsible for ensuring that a copy of the current safety policy and 'Statement of Intent' is available to all employees.

Contractors

Contractors in school may be involved in long-term major refurbishment work, or everyday maintenance such as servicing of the heating system, repairing damaged guttering, maintaining the fire alarm system etc. Whatever work the contractor is undertaking must be managed appropriately by the school. The Headteacher will ensure effective communication is established and maintained with the contractor including:

- regular workplace meetings;
- providing contractors with copies of appropriate hazard registers such as the asbestos register;
- have effective signing in and out procedures for contractors;
- informing contractors of emergency procedures;
- informing employees, pupils and visitors about possible interference with normal working practices and any hazards introduced by the contractor's work activities.

Control of Substances Hazardous to Health (COSHH)

It is recognised that there is a need for risk assessments to be carried out on all substances used at school which could be hazardous to health. The school will provide the necessary information on the correct use, storage, emergency procedures and any additional protective equipment to be used, along with any other findings from the risk assessment, to the relevant persons prior to the product being used.

An inventory of chemicals will be kept and updated on a regular basis. COSHH risk assessments will be conducted and the outcome will be shared with relevant staff. Any new substances which are proposed to be used on the premises will first need to be approved by the Headteacher prior to use and storage. All chemicals used for cleaning should be locked within the Cleaning cupboards at all times.

Doors and Gates

As part of the general risk assessment or inspection process, a risk assessment will be undertaken by the Headteacher and caretaker to identify any hazards which the current doors and gates within the school present to pupils and staff. The risk assessment will highlight such areas as finger trapping, sheer points, sharp or rough edges, heavy doors closing quickly where small children are present, doors slamming as result of the wind etc. Where required, appropriate remedial action will be taken and records kept.

Electrical Safety

The Headteacher will ensure that arrangements are in place via Premises and Facilities to ensure that the fixed electrical system within the school and any portable electrical equipment is inspected and tested by a competent person in accordance with the LA's approved frequencies. All staff are responsible for the undertaking of a visual inspection of electrical equipment prior to use. If the equipment is found to be damaged it should be taken out of use, secured and labelled as defective until it can be safely disposed of. The records and certificates relating to these tests and inspections are kept in the admin office. Stickers have been fixed to all portable electrical equipment which indicates the date of the last test. A record of testing is entered onto RAMIS.

Fire Safety

Fire is probably the most serious hazard that most school staff and pupils will ever have to face. It can break out almost anywhere, at any time and affect everyone. A fire safety risk assessment (FSRA) has been completed by the LA's appointed fire safety consultants. The FSRA identifies all significant findings following an inspection of the school and includes a prioritised action plan that identifies any work required. The latest FSRA was completed in 2023 and is due for formal review by the LA's appointed fire safety consultants in 2025.



The FSRA and action plan will be reviewed annually by the Headteacher, who will inform the governing body and LA of any ongoing fire related issues. Further reviews of the FSRA will occur when there has been significant building alterations or changes to the school activities or content or in the event of a fire.

Emergency plans have been drawn up taking in to account the findings of the fire safety risk assessment and these have been discussed at staff meetings.

The fire log book will be used to record tests, drills, training, defects etc. Fire evacuation procedures are clearly posted by call points. Fire exits are regularly checked and extinguishers annually inspected. These will be entered onto RAMIS as tasks are completed.

Contractors and other visitors will be briefed on evacuation procedures as required. A fire drill will be conducted each term to test the effectiveness of the evacuation arrangements. Reports will be provided by the Headteacher to the Governing Body.

First Aid

A risk assessment has been made by the Headteacher to determine the level of first aid provision and training required at the school and for educational/off-site visits and sport activities. Training will be undertaken and include paediatric first aid training. The names, telephone numbers or extensions of first aiders and the location of the first aid provision are displayed in various locations throughout the school.

Sufficient numbers of adequately stocked first-aid boxes are available from the admin office. First aid staff will be responsible for ensuring that the contents of the first-aid boxes are replenished as and when necessary. A record will be kept of first aid administered on the incident / accident form.

We aim to keep all accidents to a minimum but we realise that a school can never promise that no accidents will happen. The school ensures that there are sufficient qualified first aiders and sufficient equipment. If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office and similar boxes in each teaching area. Many full-time staff have been trained in First Aid for Schools. – this is reviewed regularly and recent training took place in 2023.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record on the school medical and injury forms all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. Any head injury or immobilised limb will be referred to parents as a matter of course.

Legionella Management

In order to manage the risks posed by legionella bacteria the LA has undertaken Legionella risk assessments of the water systems within the school and developed a site specific Legionella Risk Assessment / Site Log Book. The log book is kept in the admin office. It is the responsibility of the Caretaker to keep the log book updated and readily available and to ensure **monthly** temperature monitoring and **weekly** flushing of low use water outlets as specified within the log book is carried out. The Headteacher will ensure that any faults or non-compliances with the required temperatures will be reported to Premises and Facilities for further action. Quarterly visits will also be undertaken by the LA's appointed contractors.

Manual Handling

The school will complete risk assessments for all tasks or processes carried out by staff which involve **hazardous** manual handling operations and will ensure that any necessary controls identified are implemented. Staff who carry out regular manual handling tasks are encouraged to rotate these tasks. Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task, the school will make this equipment available to staff. All users of this equipment will be given the required information and training before use to ensure they are competent.



All equipment used to aid staff with the lifting or moving of equipment will be checked and maintained to ensure that it remains fit for purpose. Any defective equipment will be taken out of use and be repaired or replaced as necessary.

Medication

The school recognises that pupils at the school may require medication. The school will support those pupils whose condition requires them to have medication within the school day. Protocols and procedures are in place in line with LA Policy and Department for Children, Schools and Families guidance. Appropriate training will be provided to staff. A form must be completed by parents prior to the administration of medicines. Medicines and inhalers are kept in a central, locked, cupboard in the staffroom. (see Medical Care policy)

Monitoring

A general inspection of the site will be conducted each term by the Headteacher and caretaker, and others if required. The Headteacher will be responsible for organising any remedial works. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher will raise the matter with the Health and Safety Team. The findings of the inspections will be reported to the Governors as required. The Governing Body Committee for Buildings will inspect the premises annually with members of the School Council.

The LA will undertake periodic health and safety audits of the school. Reports of LA health and safety audits will be provided to the Governors for consideration and action.

New and Expectant Mothers

In accordance with the corporate guidance, on notification by the employee that she is pregnant, the Headteacher will complete a risk assessment using the corporate checklist to identify possible risks to mother and baby. The risk assessment will be reviewed and updated throughout the pregnancy. Records will be kept on the staff member's school personal file.

Play Equipment / Play Areas

Play equipment must only be used during school hours and under the supervision of a member of school staff. Suitable risk assessment will be carried out including for when the weather conditions are poor.

The teacher deciding whether the play equipment may playtime or lunchtime will first give it a brief visual that everything is secure and that the area is clear of glass, bricks, stones, litter, dog mess etc.



be used at check to see debris such as

Play equipment will have an annual safety inspection person/organisation. A daily inspection of the play equipment and play area will be carried out by the caretaker. by a competent

Risk Assessment

The Headteacher will ensure risk assessments are undertaken and reviewed as required. A team approach will be adopted which will involve relevant staff throughout the school as required. The LA's risk assessment guidance and forms will be used to complete the risk assessments.

School Trips and Outdoor Learning Activities

Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Those employees charged with organising trips will ensure that:

- risk assessments focus attention on real risks – not risks that are trivial and fanciful;
- sensible precautions are in place, and making sure these work in practice;
- they know when and how to apply contingency plans when they are necessary;
- they heed advice and warnings from others, for example those with local knowledge or specialist expertise;
- advice is sought from officers based within the **Central South Consortium** Joint Education Service;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities are properly planned and assessed.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. All such visits are entered and recorded using the EVOLVE system.

Security

Provision is made at the school to ensure the safety and security of staff, pupils, visitors and contractors. All visitors to the site are directed to the reception area where door entry systems and a visitor booking-in system is in operation. Staff must remain vigilant and not disclose security passwords or numbers to unauthorised persons. The whole site is gated and entry is only possible through the main and Nursery entrance.

Whilst it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the head teacher immediately. The head teacher will warn any intruder that they must leave the school site straight away. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

From 9.15am until 3.10pm, the only points of entry are the vehicle access gates and the pedestrian gate at the front of the school. The car park is surrounded by fencing and access is via the front of the school. All pupils are kept safe by locked gates at either side of the school. These are only opened at the very start and end of the day to allow parents to collect or bring their children to and from the classroom. The only entrance doors are to the Nursery which is only opened from inside by an adult and the main entrance which is controlled by two sets of fob-entry doors.

Lockdown Procedures

There are rare occasions when a school may need to enter a Lockdown situation to ensure the health and safety of all pupils and employees. These may include a chemical leak or toxic smoke incident; dangerous animals on the premises or intruders who may or may not pose a risk to adults and children. Following local authority training, a list of procedures have been created to deal with such incidents. These procedures are attached as an appendix but all involve ensuring that all persons are safe and within classrooms that can be locked from the inside. Following such an incident, counselling and well-being support would be required for all involved

Stress at Work

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Headteacher will attend stress management training.

The Headteacher will monitor indicators such as sickness absence and use supervision sessions to identify any stress related factors. The information gathered will be used as part of the risk assessment process. Staff will be encouraged to determine the practical controls that may need to be put in place. In addition the LA offer a counselling service available for staff. Details are available from the Occupational Health Unit.

Traffic Management on School Grounds

There may be occasions where vehicles are allowed on the school site. These may include delivery vehicles, taxis, refuse collection vehicles etc. The Headteacher will undertake a risk assessment and develop appropriate traffic control measures specific to the school site. These control measures will be communicated to all staff and will be monitored regularly by the Headteacher and caretaker. Staff should be mindful of other users, especially children, if moving cars during the school day. The entire carpark area is fenced off from the main carpark and access road. We ask delivery drivers to attend outside of the periods at the start and end of the day so as to allow the taxi escorts and their charges free access to the car park.

The school has worked hard with local residents, parents and the police to reduce risk and congestion outside of the school through the use of green cones and publicity.

At present most children are not permitted to ride bikes to school. Only Year 6 pupils who have passed level 2 of the cycling proficiency test will be allowed to ride to school as long as parents have signed permission and a helmet is worn.

Training

A training needs analysis will be undertaken by the Headteacher to identify health and safety training required for each member of staff. All members of staff will receive a health and safety induction when they commence employment with the school, and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- inform staff of changes to this policy;
- assess the training requirements of the staff and integrate those needs into the school development plan to inform Governors;
- annually review the training needs of staff;
- assess the training needs of new members of staff.

Violence at Work

The Headteacher will ensure that arrangements are in place to protect those staff at risk. Specific risk assessments will be prepared and access will be given to a training programme developed for managing conflict. Incidents of physical violence or verbal abuse against staff will be recorded and investigated in accordance with the Violence at Work Policy and recorded on the Violence at Work Form (HSV1).

Working at Height

In line with the Working at Height Regulations 2005, suitable and assessments will be carried out for any work at height activities the school. The first aim is to reduce the need to work at height, unavoidable, the task must be properly planned and appropriate control measures adopted. Risk assessments will be reviewed on a regular basis. All equipment used must be suitable for the task and regular checks must be carried out on all equipment used. e.g. ladders, step ladders, scaffolds etc. Staff involved in working at height must undertake training.



sufficient risk undertaken at but where it is equipment and regular basis. checks must tower appropriate

Young Persons and Work Experience Students

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and safety which are a consequence of their immaturity, lack of experience or absence of awareness of risks. The findings of the risk assessment will be communicated to the young person's parent or guardian. Where the school receive work experience students, the school will adapt the generic risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to the work experience student. The school will provide young persons and work experience students with an induction, providing clear instructions as to what they should or should not be doing and provide adequate supervision.

Healthy Schools Initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we are currently working towards Phase Three. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;

working closely with parents/carers and external agencies to provide the best possible support for our children;
making sure all children have clear and appropriate targets.
sensitivity.

School meals

Our school provides the opportunity for children to have a meal at lunchtimes in accordance to “Appetite for Life” (WAG). All children are entitled to a free school lunch. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the Welsh Assembly’s “Appetite for Life” policy. Children under five are entitled to free milk each school day. And this is carefully stored at the correct temperature.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. We encourage this to be healthy by promoting healthy food through the curriculum and through leaflets and newsletters to parents.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets, chocolate or fizzy drinks to be consumed in school. Children are encouraged to eat fruit each day as a healthy snack. We also encourage children to bring water bottles to school and these can be replenished throughout the day

The school provides a Breakfast Club which is run by the catering department of RCT and is fully compliant with Welsh Assembly Government policies.

School uniform

It is our policy that all children wear school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly. These are published in our school prospectus. We do not insist that pupils wear our logo uniform but suggest that they may buy items in local supermarkets to reduce costs.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender. (Disability and Equality Policy)

It is the responsibility of the head teacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. Exceptions are ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster. The only exception is when piercings are new (within six weeks) when they should be covered by a plaster. We also do not allow hoodies to be worn as there have been instances where they have become caught or pulled resulting in injury and breathing difficulties.

Child protection

The named person with responsibility for child protection in our school is the head teacher, who liaises with the named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body. As stated in the Child Protection policy. In the Head teacher's absence, the Deputy, Mrs. R. Williams, is responsible. The LA link is Mrs. Sian O' Donovan/ Mrs Treena Morris

If any teacher or member of staff suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named above about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application vetted through the use of DBS checks and references, in order to check that there is no evidence of offences involving children or abuse. All appointments follow LA guidelines. Supply agencies have guaranteed that similar checks are carried out on all of their staff. This policy extends to governors and volunteers.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Safety of children

No child is to be left unsupervised at any time and should not be left within a classroom unless an adult is supervising them. Children are supervised by staff from 8.50am until 9.00am and during lunch and break times.

All younger pupils (Nursery to Y2) are expected to be brought to and collected from school by a responsible adult (or a close relative over the age of 14). Teachers of younger pupils (Y2 and below) will not release children from school unless they are satisfied that this is the case.

Junior children are allowed to leave school unaccompanied unless parents state otherwise.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Reference should be made to the Physical Intervention policy.

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Pupils are only transported by car if the driver is insured for business use and a copy is retained by the school; seat belts are used and booster seats are given to those children who are shorter than 135cm.

Communicable Diseases

Whilst we encourage children and staff to attend school regularly, there are occasions when it is best that they do not in order that disease is not spread. If children become ill in school or the school

suspects that there may be the onset of a communicable disease we will contact parents – this will be done by following the current advice from Public Health Wales and the local authority.

Anyone who vomits or suffers from diarrhoea is expected to remain away from school for 48 hours after symptoms have ended. If we are aware that a disease is highly contagious, we will seek medical advice about whether the person should attend school. If the disease is notifiable, we will do this.

We encourage good hand washing and personal hygiene at all times.

Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Alternatively, a parent may give written authority to the school to administer a prescription medicine. Parents should complete a form from the office stating the name of the medicine, the dosage and the time to be given. All medicines are stored in a locked cabinet office

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse. All qualified first aiders have been trained to use an epi –pen for the children with nut allergies and signs are placed around the school in case of emergency. A qualified first aider is always on duty in school and one attends every school visit.

13 Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines, as monitored by the Local Authority. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Theft or other criminal acts

The teacher or head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the head teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

Leadership and Monitoring

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding

health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The head teacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The head teacher also reports to governors termly on health and safety issues.

Appendix 1

Lockdown Procedures

In the event of an emergency or risk to the pupils and staff of the school, the school should be placed into a Lockdown situation. This is different to a normal fire alarm as the priority would be not to evacuate the buildings but to ensure everyone is safe inside.

Partial Lockdown

To be used when there is a threat to people from being outside, for example a chemical leak, or dangerous wildlife on the premises.

- 5 rings of the school bell in quick succession will signal a partial Lockdown.
- All children and adults should go to their classrooms as quickly and safely as possible.
- Once inside, all external doors and windows should be locked and no one should enter or exit.
- Wait until you are directed by a member of SLT before ending this emergency.

Full Lockdown

This is only to be used when there is a direct danger to life from persons on the premises with intent.

- 10 rings of the school bell in quick succession will be followed by one long bell of 20 seconds.
- All children and adults should immediately return to classes.
- All windows and doors should be locked and all blinds lowered.
- Children and adults should sit, calmly, under the tables.
- Wait until instructed otherwise by SLT or when 5 rings are sounded in quick succession. At this time, the school will be placed in Partial Lockdown until told otherwise.

In both instances, do not leave the building if the fire alarm sounds unless directed by a member of SLT or there is immediate danger to life from fire in your classroom vicinity.