

Rhos y Fedwen Primary School



Policy for Health and Safety

UNCRC Article 19- You should not be harmed and should be looked after and kept safe. Article 36: You should be protected from doing things that could harm you.

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Introduction

This document is produced in respect of Rhos y Fedwen Primary School and should be read in conjunction with the Statement of Safety Policy produced by Blaenau Gwent Education Department.

Statement of Policy

The school recognises the need to promote health and safety in order for it to achieve improvements in standards and safe methods of work. The school will take all steps, within its powers, to prevent personal injury, health hazard and damage to property. The school also accepts responsibility, so far as is reasonably practicable, to extend this protection to pupils, students, contractors and members of the general public.

The school will work closely with the Council's Safety Adviser and its policy will be to: -

- Provide and maintain safe and healthy working conditions.
- Make safe plant equipment and systems of work.
- Ensure safe arrangements for the use, handling and storage of articles and substances.
- Provide such information, instruction, training and supervision to enable all Employees to avoid hazards and contribute positively to their own safety and health at work
- Provide personal protective clothing/equipment for the safe use and handling of machinery, substances and for medical reasons and intimate care.
- Accept our responsibility for the safe and health of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up-to-date particularly as the school changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year.

The ultimate responsibility for Health and Safety in the school rests with the Director of Education but in practice the function is delegated to the Head teacher as Site Manager. This policy must be noted by all staff working on site including:

- Teachers
- Clerical staff
- Support staff
- Midday Supervisors
- Caretaker
- Cleaning staff through their Contractor

- Catering staff through Blaenau Gwent Catering

To support the Governing Body in achieving its objective to provide a healthy and safe environment, all staff, contractors and other persons who may visit the school must adopt the following standards of working:

- To work safely and efficiently
- Not to misuse any machine or substance
- To use approved protective clothing and equipment where required
- To report defects in any plant or equipment
- To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing: and
- To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

It should also be noted that the Governing Body has established a Link Governor Cllr David Wilkshire, whose remit will include assessments of potential or actual hazards to be carried out.

Technical and specialist advice will be sought from the LA on health and safety matters as and when it is required. The Safety officer for the County Borough Council is based in the personnel section of the Education Department. The Education Department also employs a Health and Safety Co-ordinator.

Responsibilities

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accidents. In doing so, it acknowledges that ultimate responsibility for health and safety matters remains with the Director of Education. Responsibility for health and safety in the school is that of the Head teacher, who will ensure that the policy is effectively implemented and understood at all levels.

Responsibility for co-ordinating health and safety matters is delegated to Mrs S Helm who is responsible to the Governing Body for securing the objectives of the policy. The person who has specific responsibility for health and safety is Mrs S Helm who will collate and distribute information and be the focal point of contact for staff. The link Governor will advise the Head teacher on the implementation and monitoring of this policy.

In respect of monitoring the effectiveness of the school's policy, the Link Governor Cllr David Wilkshire will:

- Survey the school annually from the point of view of conformity to health and safety regulations.
- Liaise with the school's safety representatives.
- Liaise with senior staff and/or to review the application of health and safety procedures
- Report the outcome of the above to the Head teacher

Senior and supervisory staff e.g. the Caretaker are responsible to the Head teacher for the implementation of the school's policy within their areas of control. In particular, they will ensure, so far as is responsibly practicable, that:

- Hazards arising out of activities under their control are properly assessed and safe systems of work devised.
- Staff have received adequate information, instructions and if necessary, training.
- Specialist training should be provided where required e.g. COSHH regulations;
- Periodic checks of equipment are carried out to ensure their safe operation
- Regular inspections of the work place are carried out and matters requiring attention acted upon
- Appropriate protective clothing and equipment are issued and used.
- All accidents are investigated with a view to preventing recurrence and recorded as per procedures.

All staff have a duty:

- To ensure that they do not place themselves or others at risk by their acts or omissions;
- To co-operate with the Governing Body to secure health and safety objectives;
- To work safely and efficiently;
- Not to misuse machines, equipment, articles or substances
- To use personal protective clothing and equipment where required and following a risk assessment
- To report defective plant, machinery and equipment;
- To comply with all instructions issued for their safety and to adhere to proper procedures;
- To have due regard for the health and safety of others
- To ensure that accidents to themselves or pupils in their charge are reported to the Head teacher in accordance to established procedures.

The staff safety representatives are **Mrs S Helm** and **Mrs A Vedmore**.

The Governor with responsibility for health and safety is **Cllr David Wilkshire**.

The Governing Body wishes to remind staff that the successful operation of this policy requires that all employees co-operate with senior staff to achieve a healthy and safe work place and to take reasonable care of themselves and others.

Whenever an Employee, Supervisor or Manager notices a health and safety problem, which they are not able to put right, they must immediately tell the appropriate person named above. They should also tell the safety representative.

Management of Health and Safety

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within it. Health and Safety systems and procedures have been set up within the school to deal as effectively as possible with:

- Accidents/incidents (including reporting arrangements) First Aid
- Administration of medicines
- Fire prevention and precautions
- Safety in the school

- Science and Technology (including food technology)
- PE and swimming
- Animals in school
- Good housekeeping
- Electrical safety
- Gas safety
- Buildings and grounds
- Equipment and materials
- School trips (including safety on school transport)
- Violence to staff
- Control of substances hazardous to health
- Traffic management
- Smoking
- School security
- Contractors on school premises
- Visitors
- Work experience/students

The efficiency of the above system and procedures will be monitored and modified if and when necessary, after appropriate consultation.

Staff will liaise with the Head teacher on a regular basis. The Head teacher in turn, will keep the Governing Body informed of health and safety measures and advise it on its responsibilities with regard to such matters.

Accident/Incident Reporting and Investigation

All accidents/incidents involving members of staff, visitors or outside contractors must be reported to the Head teacher/Deputy Head teacher. They will complete and sign the report form and, where necessary, carry out an investigation.

All accidents/incidents involving pupils must be reported to the member of staff in charge of the class (during lessons) or to the Head teacher/Deputy Head teacher (outside of lessons).

The qualified first aider should be consulted immediately if there is any doubt as to the welfare of the child. If necessary, an ambulance must be sent for without delay. The member of staff (during lessons) or the Head teacher/Deputy Head teacher (outside lessons) will investigate the accident/incident in the first instance.

Where there is a fatality or major injury, the Head of Pupil and Student Services will be informed immediately by telephone 01495 355422. This is to ensure compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR'95). Except for helping the injured, nothing at the site of the accident will be moved until an examination has been carried out. Dangerous occurrences will also be reported immediately.

Accident/incident report forms will be provided for cleaning/catering staff and their Supervisor will complete.

Accident/incident report forms are kept in the school clerk's office. The completed form will, where required under the RIDDOR 1995 Regulations be forwarded to the Director of Education who will determine whether to investigate the accident/incident and decide if a report should be sent to the Health and Safety Executive. A copy will be kept on the school file. The accident/incident report book is kept in the school clerk's office.

First Aid

First Aid Boxes

Green First Aid boxes are situated in the school office and staffroom.

Some teaching staff and all Teaching Assistants have some first aid training. Nominated First Aiders in the School are Alex Vedmore (upper school/lunchtime) and Jack Thomas (lower school) and have the appropriate up to date paediatric first aid training.

It is planned that relevant staff will have their training updated ensuring enough staff have relevant qualifications.

In their absence the Head teacher will:

- Take charge in the situation where personal injury or illness has occurred and where further medical help is required and
- Ensure that first aid boxes are provided and stocked with designated items only

A First Aid kit must be taken on all school visits along with individual pupils required medications.

Pupils' medical records are kept in the **school office and on the OneDrive in the ALN folder.**

All injuries which are not considered to be of a minor nature must be reported to the Head teacher who will:

- Inform the pupil's parents.
- Inform the Director of Education.

Administration of Medicines

Staff cannot be required to administer medicines but where they do so, they must follow the guidelines given in the school's policy and advice issued by Gwent Health Authority. (See policy on administering medicines)

Advice is also given by the Welsh Office in Circular 34/97 "Supporting Pupils Medical Needs in Schools" and "Supporting Pupils with Medical Needs. A Good Practice Guide".

Medicines are stored securely in a lockable cupboard located in the staffroom for pupils in the upper school and a lockable cupboard in nursery kitchen for lower school. Medicines inc asthma pumps to be clearly labelled. Epi pens will be stored in the classroom of the child it is assigned to, clearly labelled and in plain sight and with the knowledge of all.

Fire Precautions

AS SOON AS AN OUTBREAK OF FIRE IS DISCOVERED:

The nearest fire alarm should be sounded

The Fire Brigade must be informed- Alex Vedmore must ring or direct another adult to ring 999.

On hearing the alarm:

- Teachers should take their fire registers off the wall and proceed at once with the orderly evacuation of classes to their respective assembly points (see attached plan).
- Teachers should close all doors and windows, if circumstances permit in an endeavour to prevent fire spreading.
- Teachers should check that all pupils are present at the assembly points using the class fire register for a roll call.
- Children using the toilets or on messages should be instructed to leave the building by the nearest exit and assemble with their classes in the appointed area.

It is the responsibility of the Health and Safety Officer to ensure that fire instructions are carried out in the school.

They will ensure that:

- Fire exits are clearly identified and marked.
- Means of escape are inspected regularly and a record kept in the fire logbook.
- Fire exit signs are present adjacent to Fire Exit doors.
- In each room, there is a diagram showing fire exits and assembly line up points.
- Fire resisting doors are kept in good order.
- Fire exit doors remain operable from the inside whilst the buildings are occupied.
- Hirers for lettings are aware of the school's fire procedures and where telephones are available for emergencies.
- There is no improper storage along fire exit routes or near fire exit doors.
- That the use of display material in fire exit routes is strictly controlled.
- Display material or decorations are not placed near temporary gas heaters or suspended from light fittings.
- Notices detailing action to be taken in case of fire in all classroom/staffroom areas and adjacent to fire alarm operating points are maintained in good order.
- New pupils, work experience students and staff are shown escape routes at the beginning of their first day.
- Fire drills are held once per term and a record is kept in the fire logbook.
- The fire alarm system is tested periodically to ensure that it remains effective and recorded in the fire logbook.
- Quarterly and annual tests of the fire alarm system are carried out by
- qualified engineers and recorded in the fire logbook.

- Annual tests on extinguishers and hose reels are carried out by the Fire
- Service and recorded in the fire logbook.
- Emergency lighting inspections are carried out on a regular basis and recorded in the fire logbook.
- Portable heaters are properly maintained, guarded and secured in position.
- Boiler rooms and electrical switch rooms are kept free from improper storage.
- Any faults in electrical supply/fittings are reported immediately.
- Highly flammable goods are kept in proper storage facilities.
- Rubbish and combustible waste is put in metal or non-combustible containers and properly disposed of as soon as possible.

All these items are carried out in conjunction with the School Caretaker.

Safety in School

Class teachers are responsible for awareness raising procedures within their areas as specified in the school's policy.

The responsibility for ensuring that Health and Safety training takes place is that of **Mrs S Helm**.

Professional learning Calendar, Chris Bishop DHT

Blaenau Gwent Catering

joint consultations and participation in measures for promoting health and safety.

Science and Technology (including Food Technology) see policy

Staff should ensure that:

- Children are supervised at all times
- Protective clothing is worn whenever required
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- All tools are stored appropriately in storage units.
- Files and similar objects should have properly fitted handles.
- Hammerheads are checked regularly.
- Tools and equipment is only used for their intended purpose.

Food Technology

Before food activities take place, the following checks should be made:

- The area should be uncluttered with the passageways free for safe movements.
- Food hygiene certificates should be obtained by staff (See PL strategy)
- The floor should be kept clean.
- All furniture and working surfaces should be of the same height. Specific tables should be

kept solely for food use (Community kitchen)

- Windows and ventilation should be properly controlled.
- A properly stocked first aid box should be kept in the area, with clearly visible notice.
- A fire blanket/extinguisher to be kept near the oven/cooker area.
- Staff should note various means of exit from food area.
- There must be no display cards, pictures or pin boards near the cooker.

Food Allergies

- The school has a medical/allergies register and this is available for all staff in the staff room, the school kitchen and office.
- Pupils identified with food allergies have an individual food diary identifying food allergies and foods to avoid.
- A food allergy register is kept in HT office.
- The school is a nut free school and requests that parents and carers observe the nut-free policy and therefore do not include nuts, or any traces of nuts, in packed lunches.
- All children are regularly reminded about the good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination.

Before food activities take place, the following checks should be made:

- Ensure you read labels and product information before using them
- Use the Food Standards Agency's allergen matrix to list the ingredients in all
- your meals
- Ensure allergen ingredients remain identifiable

Safety

- Any faults must be reported immediately.
- There is a safe and adequate working space around cookers.
- No two or three-way adaptors should be used.
- Trailing leads must be taped.

Hygiene

- Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food.
- All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc.
- Food waste disposal bins must be emptied daily or immediate after cookery sessions.

Pupil Protection

All pupils should:

- Wear clean aprons
- Tie back long hair

- Remove rings
- Be discouraged from wearing loose clothing.
- Walk not run.
- Not carry hot water.
- Frying is not allowed.

Children must be closely supervised at all times and specifically when using knives and graters.

PE and Swimming – After School Activities

Staff should refer to the school's policy Health and Well-being guidelines. Staff are reminded that:

- Where a parent or guardian has put a restriction on a child's activity on medical grounds, it is only the parent who can remove it.
- Where a child taking part in an unaccustomed physical activity is known to have a disability or have an ongoing medical complaint such as asthma, epilepsy, cystic fibrosis, etc rigorous supervision should be maintained.
- A signed letter of permission must be received from the parent or guardian before a child may take part in swimming and after school activities.
- Parents or guardians must be notified in advance if after school activities have to be cancelled. If this is not possible, consideration will have to be given to retaining children in school until the time they would normally leave at the end of the activity.
- They should report any defects or damage to equipment immediately.

Animals in School

It is felt that pupils can benefit from caring and observing animals, so staff should liaise with the Head teacher about keeping animals in school. Risk assessments will need to be completed prior to the arrival of any animals on the site. There is a specific policy and risk assessment in relation to the school dog.

Electrical Safety

All members of staff should carry out a visual inspection only of portable electrical equipment, plugs and cables before use. Any visible defects should be reported immediately. In addition, steps are to be taken promptly to ensure that the piece of equipment is identified as faulty and where possible, isolated to prevent usage until it can be thoroughly inspected to ensure that it is safe to use. Arrangements are also in place to test all portable and fixed electrical appliances on a three yearly basis respectively.

The use of portable extension cables is discouraged. Where they are used, they should be inspected and tested on an annual basis.

Only fuses recommended by the manufacturer should be fitted to the plugs of electrical equipment.

An inventory of all electrical equipment used in the school is kept in the office

manager's room.

Gas Safety

There are no requirements for the use of gas on the school site. Any smell of gas must be reported to the gas board for investigation and to ensure continued site safety.

Buildings/Grounds.

Any part of the building, fencing, hard/soft play areas identified as being damaged, faulty or posing a potential hazard must be reported to Mrs S Helm or Mrs A Vedmore immediately.

No children are to be allowed outside the building/grounds without the supervision of an adult. Designated members of staff are to be on duty at all times.

Arrangements must be made for another person to cover the duty if issues arise that prevent the designated teacher from being able to supervise.

Teaching assistants are on duty during the lunch breaks along with midday supervisory assistants. Those members of staff who are supervising pupils must be present as the children arrive out to play.

Large fixed playground equipment is only to be used at the discretion of and under the direction of the member of staff on duty. (If there are any doubts do not use and inform the Head teacher / Deputy Head teacher) It should not be used in wet, damp or frosty conditions. It will be inspected regularly by the caretaker and annually by the appropriate agency.

Children are to be kept well away from machinery and building work.
Grounds maintenance /grass cutting must not be done while children are present outside.

Equipment and Materials

Each class must adhere to strict school behavioural strategies and clear rules for the safe use of specific equipment and materials to ensure the safety of all.

Only competent personnel are to use machinery. Protective guards are not to be removed unless for maintenance purposes and then only by qualified personnel. The LA will test pressure vessels annually.
Staff must not tamper with any plant or equipment where the presence of asbestos is suspected.

Glue guns

- Glue guns should be located on stands ready for use.
- They should be used over a piece of hardboard or protective mat to avoid damage to property.
- They should be inspected prior to use and on an annual basis.

- No damaged glue guns should be used.
- Children must be supervised at all times.

Correcting fluid

- Only staff may use correcting fluids as they are toxic.
- Correcting fluid should not be used other than for presentation/publication purposes and in exceptional circumstances.
- Children are not be allowed to bring in or use their own correcting fluids/pens.

Dry Marker Pens

- Staff should ensure that pens suit the board for which they are intended.
- Pens that are water based should not be used on any dry wipe boards.

Headphones

- Headphones with an impedance of from 400 to 1000 ohms are recommended because anything higher may damage the ears.
- They will be checked on a regular basis by class teacher and IT support.

Small Equipment

- All small equipment should be kept in a safe place with children being instructed in its safe use e.g. scissors, compasses, etc. only blunt ended scissors are to be used by children.
- Pencils are to be removed from compasses when drawing straight lines.
- Use of staple guns is restricted to adults only.
- Only staple extractors are to be used to remove staples from the walls.
- Children should be reminded regularly of the danger of putting things into their mouths.
- Staff should always take care when sending children to return/collect equipment around school.
- Children will not be asked to carry heavy equipment.
- Only ventilated tops/caps should be used in classrooms.

Kettles and hot drinks

- Kettles must not be used in classes or activity areas when pupils are present. In exceptional circumstances where the use of a kettle is necessary for the learning activity this will be individually risk assessed and carefully planned for adult use only.
- Staff are able to take hot drinks into their room in sealed anti-spill beakers and kept away from learners. Hot drinks will not be taken into the playground areas.

Printing and Reprographics

- The photocopier is kept in a safe and well-ventilated environment.
- All toner canisters (empty or full) are stored in suitable containers in a separate

cupboard.

Keyboards / Musical instruments

- Should be sited, at a low level, in the cupboards in the hall.
- Any heavier instruments, including the electric piano, should be moved by adults with one person at each end. The electric piano will only be moved on a smooth level surface with the immediate area being kept clear.

School Trips

Strict guidelines in respect of school trips are given in the LA document "Guidelines and Procedures Governing Trips and Visits".

Staff must use EVOLVE system and submit risk assessments and follow the policy.

Adventurous activities must be submitted 28 days before the activity

The behaviour code of conduct must be signed by parents.

Trip leader to ensure that all medicines needed for each child is carried on the trip. Proformas used to ensure that all medication checked and double checked by additional staff members. Risk assessments to include specific measures for children with medical needs.

Safety on School Transport

The LA produces guidelines on this matter. Staff produce a risk assessment for all transport travel.

Violence to Staff

Violence against members of staff whether it be physical force, verbal abuse or gesture is not tolerated and where it occurs, any of the following members of staff must be contacted immediately: Head teacher, Deputy Head teacher.

The Head teacher will inform the parent and complete the appropriate documentation which is then sent onto the LA. Where staff intend bringing a prosecution against their Assailant, both the LA and the school will give them every support.

Traffic Management

Traffic management both on and approaching the school site is of particular concern to the Governing Body. Where members of staff, parents or other people visiting the school site, they must observe low speeds and keep a watchful eye out for children. Contractors will also be expected to arrive at or leave the site at times other than when children are entering or leaving the school grounds.

The car park is for the use of staff and visitors only.

No children are allowed in either of the car park areas and can safely access the field through the professional learning room (Martin Suite).

Bin lorries use the driveway and therefore could pose a serious risk to the safety of the children. Bin lorries empty the bins early morning before children are on site. Deliveries during the school day park on the road.

Smoking and/or vaping

No smoking/vaping is allowed on the school site. Anyone not following this expectation will be asked to stop or leave the site.

School Security- Visitors

All school gates are locked during school hours with the exception of the front entrance with access to the school reception area.

The main door, at the front of the school, is the only permitted entry point for visitors.

All visitors such as parents, council officials, etc are required to report to main Reception area on entering the school building. They will be dealt with as courteously as possible whilst being asked to state clearly who they are and what is the nature of their business at the school.

ID badges will be requested and visitors requiring entrance to the school beyond the Reception area will be asked to sign in using the ipad and given the appropriate visitors badge. Where there is any doubt about the visitor's DBS requirements then the visitor will be supervised by a staff member throughout their visit.

If there is a need to evacuate the site whilst visitors are present, staff should assist them and guide them to the appropriate assembly point.

If staff see a visitor without a visitor badge walking through the building they will ask if they can help in any way and accompany them. If there is a lack of cooperation or serious concerns the staff member will use their whistle to raise the alarm and call for help. If suspicions are raised around the conduct of any visitor, staff need to contact the Head teacher/deputy.

Contractors on School Premises

Only contractors approved by the LA are to be employed to do work in this school. They will liaise closely with the Head teacher who will brief them with regards to possible hazards such as pupil movement.

All contractors and their employees are required to report to reception before commencing work on the site.

It is assumed that contractors and their employees are aware of the health and safety regulations relevant to themselves and their work. If however, the work is to be carried out during the school day, in the vicinity of pupils and/or staff, it is the responsibility of the Head teacher to assess potential risks and to act accordingly. This may mean the occasional withdrawal of classes from teaching rooms or areas, imposing temporary restriction of access to clearly defined zones of the school or its grounds. These zones should be clearly marked. If required, contractors will be provided with a copy of the school's health and safety policy in order to enable

them to alleviate risk and plan necessary safety measures for the duration of the works.

Work Experience/Students

Where students are present on site as part of their teaching practice, they will have to complete an induction meeting explaining health and safety issues and evacuation procedures.

Information to School Governors

School Governors will be kept informed of:

- Any health and safety audit organised by the LA.
- Reports of the Health and Safety Inspector's visit.
- New legislation.
- New Welsh Office/DFE guidance.
- Reports of the HMI or council officials drawing attention to possible safety matters.

Occupational stress and well-being of staff

Prolonged exposure to undue levels of stress at work is not only hazardous to an individual's health, it is also likely to have an adverse effect on the operation of the school. It is vital therefore that all members of staff arrange their workload so as to avoid prolonged exposure to stress levels.

Members of staff should also be aware of their colleagues' stress levels and avoid taking any action that may expose them to excessive stress levels.

If any member of staff feels that for any reason they are experiencing stress they should immediately seek an opportunity to discuss the situation with the Headteacher and, if required, request a referral to Occupational Health.

At RyF we have bought into the Education Support staff package. This provides access to counselling, a helpline and further resources for all staff.

It is essential that:-

- a. all new members of staff are made aware of the school policy, organisation and procedures with regard to health and safety.
- b. the school follow the guidelines laid down by the LA/Public Health Wales with regard to infectious diseases.
- b. these procedures are regularly monitored and routine inspections are carried out.

Signed Headteacher Date

Signed Chair of Governors Date