



**Sofrydd**  
Primary School  

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Ysgol Gynradd  
**Swffryd**

# Health & Safety Policy



**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.

On a Learning Journey Together

# **Sofrydd Primary School** **Health and Safety Policy**

## **Introduction**

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

## **General 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 Mrs Gemma Young 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 H Hickinbottom 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 H Hickinbottom 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 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 their recurrence and recorded in conformity with 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 representative is Mrs H Hickinbottom and Mrs C Davies  
The Governor with responsibility for health and safety is Mrs G Young.

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 health 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 for cleaning and their Supervisor will complete for catering staff.

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 classrooms and staffroom.

***Some teaching staff and all Teaching Assistants are First Aiders in the School .***

It is planned that relevant staff will have their training updated ensuring enough staff have relevant qualifications. Three Teaching Assistants are also paediatric first aid qualified.

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. 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".

## **Fire Precautions**

### **AS SOON AS AN OUTBREAK OF FIRE IS DISCOVERED:**

The nearest fire alarm should be sounded  
The Fire Brigade must be informed.

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/staff room 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 LA up to the present time has provided INSET. The responsibility for ensuring that Health and Safety training takes place is that of Mrs H Hickinbottom.

## **Covid Risk Assessment**

Staff should ensure that the Covid Risk Assessment is read and adhered to



Schools - COVID 19  
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## **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
- 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.
- 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.
- Tailing leads must be stapled.

### **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.
- Pupils must walk not run.
- No pupils carry hot water.

- Frying is not allowed.
- Children must be closely supervised at all times.
- Supervision of 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 be disabled or have an ongoing medical complaint such as asthma, epilepsy, cystic fibrosis, etc rigorous supervision should be maintained.
- A note 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.

## **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 must be access to an isolator at all times. The Caretaker will keep the keys.

## **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 H Hickinbottom or Mrs C Davies 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. Designated senior members of staff ( Head teacher /Deputy Head teacher and mid-day supervisors are on duty during the lunch breaks. Those members of staff who are supervising pupils must be present as the children arrive.

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 also be inspected regularly.

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

## **Equipment and Materials**

Each class must have a charter and strict school behavioural strategies to ensure safety. 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 guns should be used.
- Children must be supervised at all times.

## **Correcting fluid**

- Only staff may use correcting fluids as they are toxic.
- Children should not be allowed to bring in their own correcting fluids into school.

### **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 should be checked on a regular basis.

### **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.
- No child is to use a staple gun
- 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 should not be asked to carry heavy equipment.
- Only ventilated tops/caps should be used in classrooms.

### **Kettles and hot drinks**

- Kettles and hot drinks must not be used in classes or activity areas when pupils are present.
- Staff are able to take drinks into their room in sealed anti-spill beakers.

### **Printing and Reprographics**

- The photocopier will be kept in a safe and well-ventilated environment.
- All fluids/carbon canisters must be stored in suitable containers in a separate cupboard.

### **Keyboards / Musical instruments**

- Should be sited, at a low level, in the music area of the library.
- The heavy instruments should be moved by adults with one person at each end. It should 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

### **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 gestures 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. Car parking is restricted to the designated areas. And no double parking is permitted. No unauthorised parking by visitors or parents collecting children is permitted. Gate should be checked regularly and closed by anyone entering or leaving the site.

### **Smoking**

There is no smoking policy on the school site.

### **School Security- Visitors**

CCTV cameras will be monitored by the school

All entrance and exit points are to be locked during school hours.

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 should 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. They must not be left unattended if at all possible. All visitors should be asked to sign the 'Visitors' book.

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 find a visitor walking through the building they must ask if they can help in any way. If suspicions are raised, staff need to contact the Head teacher/deputy or another member of staff.

### **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/DFEE guidance.
- Reports of the HMI or council officials drawing attention to possible safety matters.

### **Training**

Persons responsible for arranging training are:

Head teacher

Blaenau Gwent Catering

Signed - Governor

date

Signed - Head teacher