

# HEALTH AND SAFETY POLICY



## YSGOL GYNRADD GATHOLIG PADARN SANT

Date Adopted: September 2021  
Date of Review: September 2023

David Greaney, Chair of the Governing Body  
Signed: *David Greaney*



## Introduction

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at St. Padarn's RC Primary School. THE L.A. HEALTH AND SAFETY POLICY EXEMPLAR has been taken into consideration in the formulation of this document.

IT WAS REVISED and involved a process of consultation between all members of the school community – teaching and non-teaching staff, governors and input by parents through Questionnaire. **THIS POLICY WAS LAST REVIEWED in the Autumn Term 21** in accordance with a schedule of review for this and all other policy documents, as set out in the School Development Plan. THIS POLICY WAS REVIEWED BY the school's designated Health and Safety committee and the Head Teacher.

## Purpose of the Policy

THIS HEALTH AND SAFETY POLICY should be read in conjunction with the L.A. guidelines for schools which indicates the Authority's attitude towards health and safety. The school operates within this framework and considers all instructions and advice issued by the Education Department's Health & Safety officers. THIS DOCUMENT provides a framework for the creation of a safe environment in which to work and learn. It is written for all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

## Aims

OUR AIMS FOR HEALTH AND SAFETY are to

- (a) provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- (b) ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

## Principles

THE ESTABLISHMENT OF A HEALTHY AND SAFE ENVIRONMENT is an essential requirement for the work of the school. It is also a statutory requirement and is dependent upon sensible management, alert supervision and the cooperation of all those on site (children and adults).

## Responsibilities

The school's Health and Safety Officer is E Brophy.



E Brophy is the Nominated person with responsibility for the review of this policy and Chair of Governors.

ALL MEMBERS OF THE SCHOOL COMMUNITY HAVE A ROLE TO PLAY:

The school has an established Health and Safety committee.

Importantly, all teaching and non-teaching staff, parents, pupils and governors also work towards the school's aims by:

- (a) being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- (b) being familiar with all instructions and guidance on safety within the school.
- (c) using common sense at all times to take reasonable care for their own safety and that of others.
- (d) reporting any identified hazards to the Head Teacher without delay.

THE MANAGEMENT TEAM (governors, Headteacher and staff) work towards the school's aims by:

- (a) recognising their responsibility for ensuring that the Health and Safety Policy of the Education Authority is implemented in school.
- (b) ensuring that safe working practices and procedures are applied within the school.
- (c) appointing a committee to make regular inspections to ensure that a safe and healthy environment is maintained.
- (d) establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- (e) ensuring that all members of the school community are aware of their own responsibilities.
- (f) taking responsibility for devising and implementing a Health and Safety Policy.
- (g) monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- (h) ensuring that all staff are familiar with the Health and Safety Policy of the school and the L.A. and any other relevant codes of practice.
- (i) identifying aspects which require staff training and ensuring that this training takes place.
- (j) taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- (k) ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire



fighting equipment is available and maintained.

The Headteacher works towards the school's aims by:

- taking responsibility for the day-to-day operation of the Health and Safety Policy
- close liaison with any trade union appointed safety representative and with the school nurse and doctor.

Teachers and Support Staff work towards the school's aims by:-

- promoting a spirit of safety consciousness amongst children,
- ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- being good role models - vigilant and careful.
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by:

- developing a growing understanding of health and safety issues.
- contributing to the development of codes and practices.
- conducting themselves in an orderly manner in line with these codes.
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work toward the school's aims by:-

- ensuring that children attend school in good health.
- providing prompt emails or phone calls to explain all absences.
- providing support for the discipline in the school and for the teacher's role.
- ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others.
- allowing children to take increasing and personal responsibility as they progress throughout the school.
- accepting responsibility for the conduct of their children at all times.
- ensuring that the school is supplied with up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Lunchtime Supervisors work towards the school's aims by:

- promoting safety awareness among children and ensuring that they are aware of their responsibilities in taking reasonable care for their own safety and that of others.
- being good role models - vigilant and careful.



-taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.

### Procedures

FOR ENSURING INVOLVEMENT OF ALL MEMBERS OF THE SCHOOL COMMUNITY the school includes

-setting up a Health and Safety Working Party (comprising teaching and non-teaching members of staff, governors, pupils) in order to develop and monitor health and safety policy and its implementation.

FOR ACQUAINTING CHILDREN WITH HEALTH AND SAFETY ISSUES AND ENSURING THEIR UNDERSTANDING OF THEM include:

-incorporating aspects of personal, social and health education into the curriculum, in order to promote self-discipline and social responsibility.

-a programme of health education and new RSE programme to allow the children to become aware of issues of safety they may face.

-making certain that all children are aware of existing School Rules, the reason for the existence of these rules and inviting the children's input into devising or adjusting school rules (particularly the School Council).

FOR ACCIDENT PREVENTION, REPORTING AND INVESTIGATION the school includes

-vigilance by all staff and children to spot potential causes of accidents and to take action to prevent these where possible.

- promptness in reporting any potential hazards to Head Teacher.

-immediate response to such reports involving investigation and rectification of the hazard.

-reporting all accidents to the Head Teacher.

-recording all accidents which require treatment in the School Accident Book and send a copy of the accident report home with the child.

-notifying parents as soon as possible in the case of accidents to children and immediately in the case of head injury.

-prompt investigation of all accidents by the appropriate staff in order to establish cause and adopt remedial measures.

FOR FIRST AID PROVISION the school includes

-the use of hygienic first aid practices by all staff.

-annual identification of trained First Aiders and using them whenever possible.

-provision of a fully stocked first aid box which is located in the staffroom. These boxes to be regularly maintained.

-summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent (or an alternative,



nominated, responsible person) a member of staff will accompany a child to hospital. Contact details.

FIRE PRECAUTIONS the school includes

- a set of written regulations for emergency evacuations prominently displayed around the school.
- a termly fire drill which is monitored and timed.
- Regular checks made by the Senior Management Team of the fire alarm and emergency lighting.
- regular checks and maintenance of alarms and fire-fighting equipment by specialist contractors employed by the authority. Details of these inspections are kept in a Fire Book.
- periodic checks of equipment, procedures and exits by the local fire brigade.

FOR THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH the school includes

- storage of such substances, clearly labelled, in locked cupboards which are not accessible to children.
- the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

FOR ELECTRICAL SAFETY the school includes

- careful siting of equipment to avoid trailing leads or other hazards.
- regular checks by LEA appointed electrical contractors on all electrical installations and equipment.
- ensuring that all staff and children are aware that they may not bring any mains powered electrical equipment from home for use in school.

FOR COPING WITH SPECIAL MEDICAL CONDITIONS the school includes

- the use of hygienic first aid practices by all staff.
- regular liaison with the school nurse and doctor.
- informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency.
- a statement in the School Brochure explaining that no child may bring medicines (including inhalers) to school unless parents have consulted the class teacher.
- a requirement that all medicines (including inhalers) brought to school must be handed in to the school staffroom in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of the dosage.
- storage of all such medicines in a cabinet which is inaccessible to the children. A member of staff must be present to administer the doses



and parents must have first signed an administering of medicines form (see appendix).

- a list of all pupils with specific illnesses requiring staff awareness to be posted at the main First Aid point and this to be updated annually.

FOR ENSURING ROAD SAFETY the school includes

- a Crossing Patrol Officer, whose duty it is to ensure children's safety from kerb to kerb at the crossing points next to the main school entrance.

- warning lights and signs situated on the approach road to the school.

- parking restrictions in the road outside the school which parents are regularly urged to obey.

- regular visits from Community Police Officer who speaks to the children about issues of road safety.

- Cycling Proficiency for Year 6 children. Suspended at this time due to COVID19 crisis.

FOR ENSURING PERSONAL HYGIENE the school includes

- encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

- the maintenance of a stock of sanitary towels within the first aid cupboard in the staffroom.

- the provision of sanitary disposal equipment in the staff toilet.

FOR ENSURING FOOD AND DRINK HYGIENE the school includes

- a rigidly enforced code of practice for hygiene in the school kitchen.

FOR PROMOTING HEALTHY FOOD CHOICES include

- involvement in the Ceredigion Network of Healthy Schools initiative.

- a school meals service which offers a carefully balanced diet.

- a school rule which asks the children to bring a piece of fruit for mid-morning snack, as opposed to crisps or sweets, and water to be drunk during the day.

- a statement within the School Brochure which encourages parents to supply packed lunches which are healthy and well-balanced.

- a programme of health education within the PSE curriculum, which includes the study of diet.

FOR ENSURING PLAYGROUND SAFETY the school includes

- attempting to provide a well-designed playground layout.

- conscientious supervision of playgrounds, involving at least two members of staff on duty in the playground at playtimes during the staggered playtimes, two lunchtime supervisors in the playground at



lunchtimes and 3 members of staff on gate duty at the end of the school day.

- regular maintenance of playgrounds.
- school rules about playground behaviour designed to maximise playground safety.

FOR ENSURING SAFETY WITHIN THE CURRICULUM the school includes -a statement about health and safety within each curriculum policy where necessary,

which identifies potential problems specific to that subject of the curriculum.

- training children to use tools and other equipment safely and properly.
- regulations which require that long hair be tied back at all times and that no jewellery is worn which may lead to an accident.

FOR PROMOTING A SAFE PHYSICAL ENVIRONMENT the school includes -a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents.

- termly inspection of school by members of the Health and Safety Working Party.
- a No Smoking Policy in all areas of the school buildings and grounds, advertised by the display of suitable notices.
- a No Dogs Policy in all areas of the school buildings and grounds, advertised by the display of suitable notices (guide dogs excepted).
- provision of furniture of the appropriate height for each age group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- teaching children to dispose of rubbish appropriately and the prompt collection of any litter by staff.
- prohibiting the use of toxic weed killers. Any weed killer will be administered by a holder of a special license.
- installation of security lighting and CCTV systems.
- installation of magnetic fob with access monitored by staff in the school except on the Saint Padarn's door.
- visitors requested to wear a St. Padarn's visitor's badge and sign in and out of the building.

Covi19 guidelines:

From the 20<sup>th</sup> September 2021, the Operational Guidance for schools and settings will be withdrawn and replaced with the Decision Framework ([Local COVID-19 infection control decision framework for schools from autumn 2021 | GOV.WALES](#)).



Hywel Dda Health Board have recently deemed the risk level at Moderate and it would be appropriate to include Moderate mitigating actions within this risk assessment. This is subject to change with any change discussed between Local Authority, Public Health Wales and Local Health Board, and ratified by the Incident Management Team (IMT).

Staff identified as part of the Workforce Self-Assessment needing an appendix B in place should have these documents reviewed and regularly monitored.

The guidance for expectant mothers remain in place, and they are expected to work from home from 28 weeks. This will be reviewed on 31.10.2021.

Ysgol Padarn Sant will need to ensure that they are complying with its security plans and that any changes to the site layout as a result of Covid-19 compliance and control measures to mitigate risks of potential cross-contamination or transmission of infection do not negatively impact on security plans.

Ceredigion County Council recognise the risks posed by Coronavirus (COVID-19) including the new variant and its transmissibility rates to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within the general risk assessment.

Ysgol Padarn Sant will.

- ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils
- share this policy and the risk assessment and its findings with school staff, governors and parents by consulting on its contents
- continue to comply with all relevant Health and Safety Legislation

Please read this policy in conjunction with all the latest Covid19 risk assessment of the school.

THE CONTENT OF THIS POLICY IS REFLECTED IN THE FOLLOWING DOCUMENTATION

- Staff Handbook
- Fire Regulations
- School Brochure
- Information for New Parents

