



Ysgol Babanod Cefn Glas Infant School

Health and Safety Policy

Our Rights Respecting School Mascot, Rainbow Rights, says,

"You should not be harmed, you should be looked after and kept safe"

Article 19

Date	Review Date	Reviewed by the Headteacher	Signed by Chair of Governors
March 2023	March 2025	Mrs. S. Johns	Mr. G. Clifford 

Cefn Glas Infant School

Health and Safety Policy

This policy should be read in conjunction with the Local Authority's Corporate Health and Safety Policy.

The head teacher and Governing Body recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. The school adopts arrangements for the provision of health, safety and welfare of employees, pupils, visitors and contractors involved with the activities of the school.

Significant risks arising from foreseeable hazards associated with the school's activities will be identified and appropriate controls will be implemented to reduce risk to acceptable levels. Employees will be given information, instruction and training as may be necessary to enable the safe performance of their duties. The school will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.

We aim to create an atmosphere of carefulness, which includes:-

- The ability of each individual to protect themselves
- Concern and consideration for the safety of others
- Knowing what to do in certain situations
- Alertness and control
- Cultivation of good habits

Responsibilities

Individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

The overall and final responsibility for Health and Safety at our school is that of

- The chair of the Governing Body
- The Health and Safety Sub Committee of the Governing Body
- The head teacher

Governors

The governors, so far as is reasonably practicable, are responsible for ensuring that appropriate arrangements are in place for the management of health, safety and welfare. The governors will receive regular reports from the designated link governor to enable them, in collaboration with the head teacher, to prioritise resources for health, safety and welfare issues. The governors have a Health and Safety sub-committee who report to the full Governing body. The Building, Health and Safety and Security committee will monitor the implementation of policies, procedures, arrangements and corrective actions.

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of health and safety;
- Ensuring that, where possible, annual inspections are carried out by the health and safety sub-committee to ensure school premises are maintained in a safe state of repair;
- Complete inspection checklists e.g. termly, classroom, traffic management and submitting inspection reports to governors and/or the Local Authority (LA) as required;
- Passing on information received on health and safety matters to appropriate people;
- Report accidents, incidents and near misses in line with the authority's accident reporting procedure;
- Carry out accident investigations and report to the Building, Health and Safety and Security committee;
- Swiftly implement improvement/recommendations from staff concerns, investigations, inspections or audits;
- Chairing the school health and safety committee;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, teaching staff have a responsibility for:-

- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used, when needed.

- Taking proactive steps to alleviate problems
- Escalate issues to the Senior Management Team (SMT)/head teacher's attention

In addition, all employees have a responsibility to co-operate with the LA on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures and to report any incident or defective equipment to a member of staff, at the earliest practical opportunity.

Volunteers will only be allowed to work with children upon completion of a DBS check.

Procedures

- Identified members of staff will be delegated responsibility for sections of risk and hazard but overall the Head teacher will be responsible as Premises Responsible Person.
- When a Health and Safety problem arises which cannot be put right immediately, the children must be removed to a place of safety and the Head teacher informed immediately.
- The Emergency Services are to be called out without reference to a higher authority if it is deemed necessary by any member of staff.

ACCIDENT AT WORK

- If an accident occurs at school to a child or any other person on the premises then the required help must be called if necessary ie. fire, police, ambulance, doctor. It may also be necessary to call out support services to lessen or end the cause of the accident i.e. Gas, water, electricity, Corporate Landlord services.
- In the event of a notifiable accident the LA must be informed at once by telephone. They will inform the Health and Safety Executive.
- Notes must be kept about the sequence of events, actions taken and times. The names of witnesses will also need to be recorded.
- A full account should then be recorded in the school accident file.
- All of the above will be of vital importance in the event of an enquiry and any claim for compensation.

HEALTH AND SAFETY RESPONSIBILITIES

Designated First Aiders:

- Four members of staff have received Emergency First Aid at Work training. This training is to be renewed in September 2022. The designated First Aiders are Sara Johns, Denise Billington, Sonia Thornton and Elaine David
- Health and Safety Representative: Sara Johns (Acting Head teacher)
- Link Governor is Graham Clifford, Chair of the GB

Defective Equipment:

- Each member of staff must report defects, as soon as they are discovered, to the head teacher.

The Safety of the Children

- Good safety habits are taught as part of the whole curriculum.
- We also involve outside agencies such as the police, fire brigade, road safety officers and Kerbcraft team
- We encourage the children to develop healthy habits through good health and hygiene routines. For example all children clean their hands before eating their fruit, before lunch, after going to the toilet and at various other points throughout the day.
- We invite the dental hygienist to show the children how to clean their teeth and we offer talks on healthy eating to our parents. All full time pupils clean their teeth after lunch each day under a Welsh Assembly Government Initiative, "Design to Smile".
- Our children are taught to have care and consideration for themselves and others:
 - In the classroom
 - When using potentially dangerous equipment – scissors, tools, PE
 - When using any apparatus
 - When moving around the school
 - On educational visits
 - In Science investigations
 - In Forest School lessons
- All staff must always be in their classrooms to receive the children in the morning, after playtime and after lunch.
- Children must be supervised at all times particularly when using the following equipment:- saws, glue guns, hammers, nails, screws, scissors etc. Numbers of children need to be restricted when using this type of equipment.
- The children must be made aware of the dangers of pencils, biro, drawing pins etc. If children carry chairs then they must be held correctly by the seat and with the legs pointing down. Children must carry chairs one at a time. When moving PE equipment, children must use the correct procedures.
- Cleaning fluids must be kept away from the children and in a locked cupboard. Bleach is banned from the premises. A Cer BOSH register is kept on site of all cleaning materials used and BCBC COSHH information used as a guide.

- Children must walk at all times in the school building and must move around the school in a safe and sensible manner.
- During wet playtimes the children will be supervised in their class and watch something suitable or be read a story.
- The children are made aware of the dangers of electricity. They are not allowed to plug in equipment and equipment is switched off by the "Switch Off" monitor. All electrical equipment must be switched off and unplugged when not in use. All electrical items are PAT tested under Corporate Landlord agreements – See BCBC PAT testing policy.
- The children are made aware of fire drills which are carried out once a term. Fire alarms are tested in rotation by the caretaker each week, before or after school, and recorded in a Fire Alarm test log book. Every Monday morning, the caretaker tests the alarm while the staff and children are in school. This is recorded in the log book.
- The teacher on duty must be available immediately playtime begins. The staff on duty take first break so personal needs will have been met.
- If a child is injured on the playground a member of staff is always on duty indoors to attend to pupils needs. All accidents, however minimal, are recorded meticulously. All pupils needs are met and at no point is any pupil left unsupervised. All staff, including support staff and Mid-Day supervisors are aware of the Health and Safety Policy.
- At the end of playtime the teacher on duty:
 - Sends children to the staff room to inform the other staff
 - Rings the bell
 - Supervises children as they go to line up in their allocated place with a member of staff from their year group
 - Ensures all children are led safely into school and back to class in an orderly fashion by an adult
- All children and staff must be safely dressed for PE. Children wear PE kit consisting of a yellow T-shirt and black shorts. They will be bare footed for gym and dance in the hall. Pupils will need trainers for outdoor games.
- On leaving school our children must be met by a responsible adult and we must be informed by the parent if any changes are made. No pupil will be released to an adult if this has not been already agreed.
- School trips must be organised with safety in mind as well as educational value. High quality supervision is of prime importance. All school trips are risk assessed using Evolve.

Accidents in school

- In the event of an accident first aid boxes are kept in each area. They are regularly checked and topped up with provisions. They are also checked for out of date signs.
- At play time the teacher on yard duty sends the child to the adult on indoor duty to deal with the accident.
- In the case of a more serious accident qualified medical attention is called for immediately. This takes precedence over informing the parent / carer.
- The parents / carers are informed as soon as is possible.
- Pupil to be taken to A&E by ambulance or if appropriate by the parent.
- Accident forms must be filled in. These are kept in the secretary's office in the Accident File.

Fire Drill

- Emergency drills are carried out termly.
- Evacuation procedures are in place in the event of fire, bomb or any other reason that requires the evacuation of the building. There is a School Emergency framework in place which has been shared with all staff.
- All staff know all exit routes, assembly point and roll call procedure.
- As soon as the fire alarm sounds, adults and children must stop what they are doing and walk out of school in an orderly fashion by the nearest exit.
- The children and staff assemble at a given point and the teacher checks the register.
- Nobody goes back into school. If a child is missing the Headteacher must be informed.
- You may go back into school when the all clear is given.

At lunchtime.

- The children in the playground must be gathered together away from the building.
- No one must enter the school building.
- Those having dinner or sandwiches must leave by the nearest exit. Toilets must be checked.
- Staff must leave by the nearest exit.
- The Head and Deputy, as far as is reasonably possible, ensure that no one is left on the premises.

Fire and Bomb Alerts

The Headteacher or designated person must:

- Ring the fire alarm to evacuate the school.
- Phone 999 for the fire brigade and police.
- Check the evacuation procedure has been followed.
- Meet the fire brigade and police.
- Ensure that all children and adults stay outside until the all clear has been given.

Smoking Policy

- It is the policy of the Governing Body that Cefn Glas Infant School is a no smoking school. This includes E cigarettes as well as ordinary cigarettes.
- Smoking is not permitted in any area by staff, parents or visitors to the school.
- No Smoking signs are displayed around the building.
- A corporate No Smoking Policy is available from BCBC.

Contractors/Visitors

- Any visitors or service people, legitimately on the premises are in our care as far as our activities can affect them.
- All visitors must report to the main office on arrival and sign the visitor's book on arrival and departure.

- All visitors are issued with badges as a means of identification.
- Every contractor must report to the main office and identify themselves.
- All contractors are to ask for the Asbestos register before commencing any work.
- The Site Supervisor must ensure that contractors do not endanger the health and safety of children or adults in our school.
- All equipment must be stored safely, never left unattended and kept away from the children.
- No repairs or maintenance are to be carried out in areas where adults or children are working.
- If the contractors are working in the play areas, work must stop and equipment must be cleared away during playtime.
- Any concerns about safety must be reported to the appropriate person and the LA.
- The school only uses BCBC contractors and all work goes through Corporate Landlord

Contractors are not allowed to...

- Smoke on the premises.
- Play loud music.
- Work in, or near, the playgrounds when the children are at play.
- Leave equipment around.

Every contractor will need to be aware of the risks that children can generate through sheer exuberance, and all tools and equipment will need to be kept out of the way of our children. Contractor's vehicles will not be allowed on the school premises between 8.45 a.m. and 3.30 p.m. unless specific arrangements have been made with the Headteacher.

Contractors must ensure the necessary safety barriers are erected and that all tools and equipment are kept in a safe place and away from the children.

Visitors should always report on arriving and leaving to the main office so that they can be accounted for should an emergency arise.

Staff Cars

- Cars must be parked in a designated area that is off limits to the children.
- Cars are to be parked in designated parking areas only.
- Suitable clearance must be left for emergency vehicles. This is of paramount importance.

Car Parking

- Car parking is a problem for all those who use our school and for the people who live in the neighbouring houses.
- Drivers parking near school to bring and collect children need to consider the safety of pedestrians, other road users and the immediate community. The road marking outside school must be observed at all times.
- The Site Supervisor will put cones across the designated area at the beginning and end of the school day to ensure the safety of the children.
- The police/council will be informed of any cars parked illegally.
- Parents and carers' cars are not allowed into the school car park. The designated disabled car parking space is available for staff only.

- Buses for school visits are always ordered after 9.15 and drop the children off before 3.00pm to avoid further congestion.
- School deliveries are not allowed between 8.45 and 9.15 in the interest of safety of our pupils. As part of our traffic management plan there is a lockdown between 8.45 and 9.15 am and between 3.00 and 3.30pm

Moving Equipment

- Children are allowed to move some equipment under strict supervision and are shown the correct way of lifting and carrying such equipment.
- They are allowed to move...
 - Small table and chairs
 - Sports equipment and apparatus
 - Small items of equipment
- They are not allowed to move...
 - Computers
 - Piano
 - Cookers or microwaves
 - Paper cutters

Security of the Premises

- The Deputy/Assistant Headteachers and the Site Supervisor are the designated keyholders and are responsible for the security of the building.
- It is the Site Supervisors responsibility to make sure classrooms are secure, windows closed and equipment switched off before leaving the premises.
- However, the class teacher can support the Site Supervisor in his role by checking these before leaving their classroom.

The Site Supervisor

Must check daily that :-

- Locks and catches are in working order
- Outside lights are working
- The fire alarm has no faults
- The security system is working
- A test is carried out to ensure all fire points are in working order

Further specific tests are available in the Site Supervisors log book, eg legionella etc

Before leaving the premises the site supervisor must check that :-

- All windows are closed
- Doors are locked and secure
- Computers are switched off
- The security alarm is set
- Gates are locked

The Headteacher and Deputy/Assistant Headteachers

- In the absence of the Site Supervisor, the relief caretaker (appointed by the LEA and part of our SLA with the Authority) will carry out the above duties
- As an emergency measure the Head or Deputy/Assistant Heads may have to carry out the duties personally.
- The Headteacher or Deputy/Assistant HT's are responsible for security during the school day.

Entering School

- All visitors gain entrance to the main school by an Intercom system and must report to the main office.
- Parents handover their children to the class teacher or sign in to a member of staff at Breakfast Club. This is non negotiable.
- Children who arrive late, after 9.10, must be brought to the main office by the person bringing them to school and a reason for lateness recorded in the late book.
- If parents need to speak to the teacher they are asked to wait or make an appointment if the request can wait.
- Parents can speak to the Headteacher who will, if available, see them immediately. See Open Door Policy

Communicable Diseases

- Our school will follow the Welsh Assembly Government and National Public Health Service for Wales Infection Control Guidance for Primary and Secondary Schools as specified by regulations available in the office. This document was updated in 2012.
- The school has good communications with the school Nurse and Health visitors

Dispensing of Medicine

- Medicine will be dispensed to children who require medication on a long term basis due to the chronic nature of their illness – asthma, epilepsy, cystic fibrosis etc
- Casual medicine for minor illnesses will not be given by the school. Parents will need to make their own arrangements.
- Each case of long term medication will be considered. If agreed parents will need to fill out a consent form stating the dosage and type of medication. Training will be provided for staff if so needed.

First Aid in School

- All staff are responsible for dealing with minor incidents requiring first aid.
- During lessons the first aid is administered by the teacher, Nursery Nurse or Learning Support Officer. If needed the First Aider for that area can be called. There are 4 First Aiders in school.
- In the playground the teacher on duty sends/takes the child to the member of staff on inside duty who deals with any first aid required.
- At lunchtime the Mid Day Supervisors or Learning Support Officers on lunchtime duty administer minor first aid and inform the class teacher or the Headteacher. Again the First Aider can be called.
- All staff must wear gloves when treating accidents which involve body fluids.

- Any waste must be safely disposed of and double wrapped.
- Children's clothes must be placed in a plastic bag and fastened securely ready to take home.
- All areas have first aid boxes which contain the appropriate equipment

Staff are responsible for ensuring their First Aid box is kept supplied and must inform the Office when new supplies are needed.

Allergies and Long Term Illness

- A record is kept in the main office of any child's allergy to medicines, asthma and any other long term illnesses.
- Photographic information is kept on the staff room wall so all supply staff are also notified. Under GDPR regulations this information can still be displayed but to be covered when parents use the room.

Accidents

- Minor incidents can be dealt with by the person responsible at the time of the accident.
- Major incidents must be dealt with by a qualified professional. If needed, an ambulance will be called first and then parents called.
- If an ambulance is not deemed necessary the parents will be contacted to collect their child and a hospital visit may be recommended depending on the injury.
- Accidents to adults will be dealt with in the same way.
- All bumps/injuries to the head are reported to parents. Parents can visit the school and either take their child home or leave with us under careful observation guidelines

GENERAL ASPECTS OF HEALTH AND SAFETY IN OUR SCHOOL

CLOSURE OF SCHOOL DURING INCLEMENT WEATHER OR ANY OTHER CIRCUMSTANCES

- All reasonable steps will be taken to keep the school open.
- Adverse weather conditions are covered by the LEA/WG Snow Closure Policy
- Should the school remain open in adverse weather conditions then parents must decide whether or not the journey to school can be made safely
- Children will not be sent home unattended and parents will be contacted.
- In the event of a child not being collected they will be kept with the Class teacher or Headteacher until they are collected.

PROTECTIVE CLOTHING FOR STAFF

- Protective clothing will be provided for staff who might need it
Eg Steel toe capped boots, coat and boiler suit for caretaker
Disposable and protective aprons for Nursery

CHILDREN LEAVING SCHOOL DURING SCHOOL HOURS

- No child will leave the premises unless accompanied by a responsible adult and they must have parental permission
- If an emergency should arise and a parent/guardian cannot be contacted then the Headteacher or Deputy/Assistant Headteacher will need to take the steps necessary to ensure the health and safety of the child.

EXTERNAL AREA OF SCHOOL PREMISES

Approach

- Main gates and double gates at side of school must be kept clear to allow full opening for access to emergency vehicles.
- Any vehicle parked on the yellow lines will be reported to the police and after April 1st to the Council
- Bins must be stored on the periphery of the car park and chained to the fence. This is to prevent them being moved to the school building and set alight.
- Staff must be aware of the fire assembly point on the school yard

Yard Maintenance

- Paving slabs, concrete and tarmac areas will be kept in good repair
- Steps must not be broken or uneven and if so then must be reported to LEA.
- Grids must be clear, down pipes unbroken and secured to the wall.
- Roof guttering should be secure as far as visible checks make this possible.

Entrances and Exits

- Building entrance doors should open outwards and not jam in any position
- Any steps must be well maintained
- All corridors and foyer entrances and exits must always be well lit and not obstructed.
- All internal doors to be protected with Fingerguards. These are maintained and replaced as needed

Drains

- All drains to be cleaned regularly to allow water to flow freely
- Any blockages to be reported to the Headteacher or Site Supervisor immediately.

INTERNAL AREAS OF THE SCHOOL PREMISES

Corridors

- Children are not allowed to run in the corridors and the “left hand “ rule should be applied wherever possible.
- Corridors are to be kept free of any trip hazards

Doors

- Any defective door must be corrected immediately.
- Cracked or broken glass to be replaced immediately.
- Door handles must be secure and in working order.
- Doors must not swing freely when unrestrained.
- All doors must be fitted with Finger Guards. Any broken finger guards are to be reported immediately to the office where arrangements will be made to renew them.

Carpets and mats

- Carpets must be secured all round by proper edging.
- Damaged sections must be replaced as a matter of priority.

Windows

- Broken or cracked glass to be replaced immediately
- Operating cords or levers must be in working order.

Pin Boards

- These must be at the right height for safety when displaying work
- If they are above hand height then a stepladder or proper steps must be used.
- Standing on chairs, tables etc is dangerous and not allowed.

Heating

- Regular checks must be made on all radiators to ensure they are working correctly.
- Any fault must be reported for urgent repair.
- No material which is liable to burn must be placed on or near a radiator
- Extremes of temperature must be reported to the headteacher who will notify the necessary agencies to get the system working properly.
- Radiators are checked yearly by designated engineers.

Lighting

- All lights must work and any defective tubes or bulbs must be changed as quickly as possible.
- Broken diffusers to be replaced
- Defective strip lighting must be changed as quickly as possible

Power Points

- Sockets if broken or cracked to be replaced by an electrician
- Reported heat at a socket to be treated as urgent and reported immediately and not used until investigated by an electrician.
- AMP ratings to be marked on each socket at each inspection by an electrician.

Electric Plugs

- Any visible loose wire at a plug must be repaired and not used until this has been done.
- Cables must be anchored by the cord grip inside the plug
- Heat from a cable, plug or socket must be reported immediately and not used until repaired by an electrician.
- All plugs to be inspected regularly in accordance with the LEA's regulations and by a qualified electrician. (See PAT testing Policy)
- Each plug to have the correct fuse fitting, according to the equipment being used.

Room Sinks

- To be cleaned on a regular basis.
- Solids will not be allowed to block the drain holes.
- Care must be taken in the use of cleaning fluids which must be recommended by the LEA and environmentally friendly.
- All cleaning fluids to be locked away from pupils.

Toilets

- To be well ventilated
- Hot and cold taps to be marked.
- All taps to give a good flow.
- Hot taps to deliver water of a safe temperature.
- Sinks must be secure and not cracked or chipped.
- Floors not to be cracked or chipped.
- Pedestal units and seats to be in good repair, no cracked or chipped porcelain.
- Flushes to work properly and to refill quickly.

Apparatus

- All electrical appliances are checked yearly by BCBC.
- All electrical apparatus must have the correct fuse.
- Only staff are allowed to put plugs into sockets and to switch on and off.
- If a fire erupts in a piece of electrical equipment then the following procedures must be carried out. ...

Switch off

Pull out plug

Remove pupils from the room quickly to avoid fumes

DO NOT use water

a CO gun extinguisher may be used

Call Fire Brigade

First Aid

- There are designated first aiders in each area
- Up to date first aid boxes are available in each area.
- All boxes must be checked and inspected regularly by the staff in each area.

Fire Extinguishers

- Must be in place and inspected regularly with the inspection tickets in place.
- The nature of contents indicated and what type of fire they are NOT to be used for.
- These to be inspected regularly by Fire Safety SLA

Classrooms

- All furniture must be in good repair and stable
- There must be no raised splinters, pins etc that may cause injury.
- No heavy objects are to be stored on window ledges.
- All cleaning fluids, including those used to sterilise, must be kept out of reach of pupils.

Multi Purpose Hall

- All PE equipment must be in good order and well maintained.
- Floors to be clean and free from defect.
- Mats must be non skid and in good repair.
- The climbing frame must be firmly fixed to the wall and well maintained.
- All equipment is inspected regularly by experts (Sportsafe) to ensure safety (LEA)

Kitchen and Dining

- Kitchen floors should be non skid.
- Tiles should not be raised or cracked.
- The kitchen is staffed and organised by BCBC Catering Services who carry out their own Health and Safety checks on all aspects.

Lone Working

- With the exception of the site supervisor/ premises responsible person, opening and closing the school or during school holidays, lone working is strictly minimised.
- Emergency contact numbers will be provided for use of the next of kin should the caretaker fail to make appropriate contact following completion of their duties.
- Staff wishing to have access to the premises outside of normal school hours and term time may do so with prior consent from the head teacher and obtain access via the site supervisor or the HT. Report to the site supervisor when they have finished so appropriate arrangements can be made to secure the premises, set alarms, etc.
- Activities that involve exposure to significant hazards e.g. working at height or the use of hazardous equipment / machinery is strictly prohibited during lone working situations.