

# Ysgol Golwg Pen y Fan



## Health & Safety Policy

Version:	V.2
Date Issued:	25.11.2025
Date of Previous Issue:	N/A
Approved by:	Governing Body
Date Approved:	10.12.25
Review Date:	10.12.26

### Signatures

	<b>Name</b>	<b>Signature</b>
Chair of Governors:	<b>Cllr. D. Meredith</b>	<i>D. Meredith</i>
Headteacher:	<b>Mrs S. Court</b>	<i>S. Court</i>

## **HEALTH AND SAFETY POLICY**

### **YSGOL GOLWG PEN Y FAN**

#### **PART 1 – STATEMENT OF INTENT**

The Governing Body believes that effective health and safety management supports our delivery of education and services to learners.

We consider the health and safety of learners, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

## **PART 2 – RESPONSIBILITIES AND ORGANISATION**

### **Introduction**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

#### **THE GOVERNING BODY**

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and learners.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

#### **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the Policy is communicated adequately to all relevant people.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.

- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR  
(where this is not the responsibility of the Headteacher)**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

**SENIOR LEADERS AND CARETAKERS**

This includes Deputy, Assistant Headteachers, and Caretakers.

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their learners, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

## **HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

## **LEARNERS**

Learners, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PART 3 - PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

At this point the school will record specific arrangements, where appropriate, for the following activities:

#### **Contents**

- 1. Accidents Procedures**
- 2. Administration of Medicines**
- 3. Staff medication**
- 4. Annual Review of Policy**
- 5. Break and lunchtime procedures**
- 6. Consultation with Employees**
- 7. Control of Contractors**
- 8. Driving for school purposes**
- 9. Educational Visits - local and wider**
- 10. Emergency procedures:**
  - a. Fire**
  - b. First Aid**
  - c. Accident Reporting**
  - d. Bomb Hoaxes/Unfamiliar items/person**
  - e. Gas leaks**
  
- 11. Inspection and Testing of Equipment e.g.**
  - a. Portable Electrical Appliances**
  - b. Outdoor and Indoor play equipment**
  - c. Ladders and Access Equipment**
  
- 12. Risk assessments**
  - a. General**
  - b. Curriculum**
  - c. Fire**
- 13. Manual Handling**
- 14. Hazardous Substances**
- 15. Site Security**
- 16. Traffic on School Sites**
- 17. Infectious diseases and viruses e.g Covid**
- 18. Professional Learning/ Training**
  - a. General**
  - b. Role Specific**
  - c. Curriculum Specific**
  
- 19. School trips and off-site activities**
- 20. Smoking on and around school buildings**
- 21. Transporting learners in cars**
- 22. Violence at work**
- 23. Resources curriculum and work equipment**
- 24. Dress code**
- 25. Learners absconding from the school premises**
- 26. Chewing gum/bubble gum**
- 27. Volunteers in school**

## **Information for each area**

### **1. Accidents Procedures**

All accidents must be recorded including any treatment given in the first aid books situated near the first aid kit. Each entry must be correctly completed and a copy given to the class teacher, to ensure it goes home at the end of the day.

If a more serious incident occurs for example:

- a. Head injuries or significant wounds;
- b. Suspected fractures
- c. A pupil unconsciousness even for a few seconds

Staff can seek further advice from a trained first aider. Staff will make contact with parents/carers, inform them of the situation and assess the feasibility of the parent picking the pupil up to assess/ taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be taken to casualty by a member of staff who will remain with the pupil until the parent(s) arrive. Parents should be:

- a. Given the name of the hospital to which their son/daughter has been taken.
- b. Asked to attend the hospital as a matter of urgency

If deemed appropriate an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. We would continue to try and contact parents. A member of staff would always accompany the pupil in the ambulance.

Any accident that occurred because of the condition of the premises, occurred during a classroom activity, or required more than first aid treatment, will be reported to the County Council on the Incident Report form.

### **2. Administration of Medicines**

Please see administration of medicines policy

### **3. Staff medication**

All staff are strongly advised to inform their line manager and the Head/Deputy Head/Assistant Head of any medical condition, e.g. allergy, asthma, epilepsy, a heart condition or migraine that requires essential medication to be kept on school premises.

Staff are advised not to bring any non-essential personal medication into school.

All medications must be kept away from children and stored in a locked cupboard in the classroom or main office.

### **4. Annual Review of Policy**

This policy will be reviewed annually by the school community where appropriate.

### **5. Break and lunchtime procedures – needs checking through**

Learners must be adequately supervised at all times. The main times for extra vigilance are playtime, lunchtime and transitional learning periods.

To ensure the safety, wellbeing, and orderly conduct of pupils during lunchtime, the school implements the following supervision protocols:

- Designated Supervisors: Midday supervisors and support staff are assigned to monitor pupils during lunch breaks, both indoors (in the dining hall) and outdoors

- Staff Ratios: Appropriate adult-to-pupil ratios are maintained in accordance with local authority guidelines to ensure effective supervision and support learners with ALN and BESD needs.
- Zoned Supervision: Outdoor areas are divided into zones, with staff allocated to specific zones to maintain visibility and coverage across the site.
- First Aid Availability: First aid kits are readily accessible in both indoor and outdoor areas.
- Behaviour Management: Supervisors follow the school's positive relationships and behaviour policy, using positive reinforcement and clear expectations to promote respectful and safe conduct. Dojos can be awarded to the KS children via coupons.
- Incident Reporting: Any accidents, injuries, or behavioural incidents are recorded promptly using the school's incident reporting system and communicated to relevant staff and parents as needed.
- Wet Weather Procedures: In the event of poor weather, pupils are supervised indoors in designated classrooms. Wet weather posters should be available in every classroom for children and staff to know which equipment to use.
- All staff must wear a high vis for easy identification out on the play areas.

These procedures are reviewed regularly to ensure they meet safeguarding and health and safety standards.

### **All Campuses**

During the morning break periods it is the responsibility of the class teacher on duty to ensure adequate supervision for the learners and to ensure that they are suitably dressed / protected for the weather if they go outside.

During breaktime, staff not on duty can use the facilities and get a drink. Staff on duty can make sure there is cover either before or after break to use the facilities and get a drink.

### **Cradoc Campus**

There will be two break sessions – morning and lunchtime. These will be supported by the class teachers and LSAs and follow the expectations from above.

### **Lunchtime**

Children will all go into the hall in one sitting. Once a few children are ready, they can get changed into their wellies and waterproofs and line up at the door. Foundation learning will make sure their wellies and waterproofs are in the hall before they eat lunch.

Due to the large amount of space outside, the space will be used either the top end of the playground or the bottom end of the field, alternate lunchtimes. Staff will decide this on a rota.

Children will only climb trees to 1.5 metres and need to assess any risks before attempting to climb the tree. Children must be in the sight of an adult on duty at all times.

### **MSI Campus**

At lunch time, it is organised in two parts, the learners from Reception and Year 1 go into the dining hall at 12:00 and Year 2 are accompanied outside with a member of staff and come into the hall once the other year groups have been served to reduce noise.

Some children who need support with eating due to medical/ALN needs have 1:1 support to ensure their safety.

From 12:30 children begin to access the field with support staff, others finish their lunch in the hall with additional support staff and access the field when ready. Support staff are responsible for organising themselves to ensure ratios are appropriate inside and on the field.

The Head/ Deputy Head/Assistant Head, are in charge of all supervisory arrangements and any absences or difficulties. These will attempt to rearrange staff to assist where possible. If staff need to be flexible and making changes they are able to do this.

### **MSJ Campus**

There are two break sessions to accommodate the different year groups

#### **Lunch time**

At lunch time, it is organised in two sessions, the learners from Bran, Honddu and Ysgir go into the dining hall at 12:15.

The other classes, Cynrig and Tarrell will go outside to on the playground. The staff in the hall will be responsible for supporting the children, sending them up in groups for their lunch and sending them out to play outside once finished. When there is enough room for Year 5, someone needs to ring a single press on the bell for 3 seconds. Year 5 will enter through the hall doors, they must wash their hands or use sanitiser. When there is more room available two rings on the bell need to be sounded for Year 6 to come in for lunch.

Some children who need support with noise from the hall at lunchtime, will be able to eat their lunch in the hallway near the hall at the high desks.

The Head/ Deputy Head/Assistant Head, are in charge of all supervisory arrangements and any absences or difficulties. These will attempt to rearrange staff to assist where possible. If staff need to be flexible and making changes they are able to do this. Walkie talkies should be available for an outdoor member of staff, hall staff member and SLT at lunchtime.

There will be a rota for different games and activities outside, developed by the sports ambassadors. These rotas should be kept to.

#### **Inclement weather at breaktime**

#### **Indoor play posters available in each class for activity choice, rotas available for MSI and MSJ campuses.**

In inclement weather when all learners are remaining indoors the indoor play rota will take effect, midday supervisor staff in school are responsible for making alternative arrangements that may entail combining classes to ensure adequate cover. learners must not be allowed to run around the classes in an unruly manner and suitable activities must be available to occupy them.

Each class must have a wet play poster with suggested activities. Children should not use: Technology, scissors, glue

#### **On the playground**

On the playground it is the role of everyone on duty to supervise the learners ensuring their safety and reasonable standards of behaviour. All staff should be particularly vigilant in ensuring that the children behave in line with our positive relationships and behaviour policy and no bullying takes place. Walkie talkies should be used by staff in case of an emergency.

Challenging Bullying: Rights, Respect and Equity and positive relationships and Pupil Behaviour policy and the physical intervention policies for code of practice. All staff should be aware of

learners' Behaviour support plans and risk assessments as needed. Any staff leaving the school premises must note their time of leaving and their return in the signing in and out system in the entrance. Staff must ensure the front door is closed correctly behind them.

Any pupils leaving the site must inform the office where a record will be kept.

### **Entering the school building**

Children should have permission from an adult to enter the school building during breaktime e.g for the toilet or to get a drink

## **6. Consultation with Employees**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes professional development. Training and courses are offered to all staff as and when necessary. Staff are also required to complete the mandatory training courses as per the matrix and ensure these are in date. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, she/he should inform the Head teacher without delay.

## **7. Control of Contractors**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.
- All contractors must report to the Campus Office and sign in. They should not use a mobile phone in the learning areas
- Contractors must sign in the appropriate log e.g. asbestos
- Contractors will work under close supervision of the Head teacher or a member of staff so as not to endanger the health and safety of pupils or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any areas used by pupils and adults.
- No repairs or maintenance can be carried out in areas which pupils or adults are occupying; this includes cloakrooms, changing rooms and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Head teacher, the contractor concerned and the appropriate department of the County Council.

### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector (Powys County Council) to refrain from:

- Smoking in the school buildings or in the grounds as we are a no-smoking area
- Talking to the pupils (our pupils are asked not to talk to strangers)
- Moving vehicles when pupils are at play
- Working on or near the playground areas when the pupils are at play
- Leaving equipment around
- Playing music during school hours

If contractors have any issues or problems, they should see the Head teacher.

## **8. Driving for school purposes**

Any member of staff driving for school purposes in their own vehicle or in a school minibus must comply with the guidance in the Powys County Council Driver's Handbook. This includes attending courses and transitioning between campuses.

A copy of personal business insurance must also be shared with the Senior Admin Officer.

## **9. Educational Visits – local and wider**

(See new WG Educational Visits Off-Site Activities and Journeys - Guidance Document 2010)

All educational trips and outings need to be organised well in advance, and all documentation submitted at least 4 weeks in advance. Trips must relate to the current theme and timetable unless agreed by the Head/Deputy.

For all residential or any adventurous activity at least 28 days' notice is required by the Local Authority therefore all forms need to be submitted to the Evolve lead prior to this.

All trips require completion of the form on the online off-site activities EVOLVE website, Risk Assessments, advanced planning and parental permission forms. These must be submitted to the Educational Visits Coordinator (EVC) – the Headteacher/ Deputy Head.

- The EVC and Head will check EVOLVE to approve the trip.
- Once permission for the trip has been given, a copy of the advanced planning needs to be kept in the front office.
- Parental permission must be obtained and if necessary agreement sought for any different arrangements regarding late return. Late returns must be agreed by the Head/Deputy or Assistant headteacher.
- Arrangements for packed lunches from the school cook must be made at least two weeks in advance.
- Class teachers must make sure that there is adequate staffing and funding before any trip can go ahead. This will depend on the nature of the trip and the learners involved. Funding must comply with the school's Charging Policy. Should there be insufficient funds then the trip will not be permitted to go ahead. Procedures for residential trips must follow the WG Guidance Document(see above).

Parental consent for local area trips is obtained through the school's registration paperwork completed at the time of enrolment. This consent covers routine educational visits within the immediate vicinity of the school.

## **10. Emergency procedures:**

### **a. Fire**

Fire evacuation procedures are clearly outlined and available on each campus, with specific instructions tailored to the individual site. In the event of an evacuation, all staff are responsible for ensuring the safe and orderly movement of pupils to the designated assembly point for their campus. Staff must carry a copy of their fire register at all times during an evacuation to account for all pupils accurately and promptly.

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, fire blankets and the testing of the fire alarm system.

On hearing the fire alarm staff should:

- Instruct all persons to leave the building via the nearest clear exit
- Instruct all persons to walk
- Instruct all persons to leave personal belongings
- Designated persons to check the toilet areas
- Teachers will take their class registers with them and the secretary will take the visitor book and fire management folder.
- To collect at the assembly point on the school field
- Take a roll call immediately on arrival at the assembly point
- Report numbers to the Head teacher

Nobody is to go back into school. If a pupil is missing it must be reported.

When all the registers have been checked, the class may then return when the 'all clear' is given.

### **Lunchtime Fire Procedure**

- All staff on duty in the playground shall on hearing the fire alarm gather all pupils together away from the building and ensure no pupil re-enters the building
- Midday supervisors on duty in the dining hall/canteen shall evacuate all pupils from the building and ensure on the way out that any toilets are vacated
- The Head teacher and Teacher in charge will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

### **Fire Alerts**

In the event of a fire alert the Head teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all pupils and adults (see fire drill procedure)
- Phone 999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident
- All pupils and adults must remain outside

Only when the all clear has been given will pupils and adults re-enter the premises

### **b. First Aid**

#### **Please also see the first aid policy**

All staff are responsible for dealing with minor incidents requiring First Aid. During lesson time, First Aid is administered by the class teacher or LSA. Each campus has a designated lead first aider and staff trained in first aid.

#### **Break and lunchtime**

Each campus has a green first aid box that is taken outside at every breaktime. Each box contains up to date first aid equipment, record book, pen. There should also be a small lunchbox with ice packs.

If an accident occurs in the playground and first aid is required, then one of the staff on duty can administer first aid in the playground. Should the staff member need a second opinion then they

can ask a trained first aid member of staff and request the assistance of the SLT/teacher or LSA as appropriate.

If there is any concern about what First Aid should be administered, then the qualified First Aiders must be consulted.

Brecon Hospital is located near to the school and is open the same hours as the school. Staff at the hospital are always on duty and on hand should an incident occur at the school. Parents must be notified if a child needs to be taken to the hospital.

Brecon Hospital Phone Number: 01874 622443  
Address: Cerrigochion Rd, Brecon LD3 7NS

### **First Aid Boxes**

There is one main first aid box kept in the main office at each campus. Portable first aid boxes are available to be taken outside on lunchtime duty.

Travel first aid kits are also available.

Sick kits will also be taken on trips.

### **Pupils who feel unwell**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

### **The child's parent/guardian should be contacted**

If pupils become ill at break or lunch times they should report to the staff on duty.

Please refer to the separate First Aid Policy for full information.

### **Recording Accidents**

All accidents must be recorded including any treatment given.

If a more serious incident occurs for example:

- d. Head injuries or significant wounds;
- e. Suspected fractures
- f. A pupil unconsciousness even for a few seconds

Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital. When it is not reasonably feasible for parents to take the pupil to hospital, the pupil will be taken to casualty by a member of staff who will remain with the pupil until the parent(s) arrive. Parents should be:

- c. Given the name of the hospital to which their son/daughter has been taken.
- d. Asked to attend the hospital as a matter of urgency

If deemed appropriate an ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names and telephone numbers' and this note should be given to the ambulance crew on their arrival at the school. We would continue to try and contact parents. A member of staff would always accompany the pupil in the ambulance.

Any accident that occurred because of the condition of the premises, occurred during a classroom activity, or required more than first aid treatment, will be reported to the County Council on the Incident Report form.

## **Sports and Exercise**

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity should result in the pupil withdrawing from the activity for that lesson.

## **Animals**

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils who react in this way, should not approach, handle or care for the animals. A risk assessment should be completed for any animals coming into school.

## **Long-Term Medical Problems**

Parents of children suffering from conditions which might require emergency treatment at any time, such as asthma, anaphylaxis, epilepsy or diabetes MUST inform the school. It is the parent's responsibility to ensure that any medication kept at school such as EpiPens are within their expiry date.

### **a. Accident Reporting**

All accidents occurring on the campus are initially recorded in the site's official accident book. A copy of the entry is provided to the pupil to take home for parental reference. In the event of any head injury, regardless of severity, the parent or guardian is contacted directly via telephone to ensure timely communication. Should the incident require hospital treatment or medical assessment, a formal incident report is completed and submitted through Powys County Council's reporting system, in accordance with local authority procedures.

### **b. Unfamiliar item/person on campus**

In the event of an emergency requiring pupils to be brought indoors for their safety — such as adverse weather, external threats, unfamiliar items or other incidents — each campus will follow its specific lockdown procedures. These procedures are clearly outlined and available on-site. Staff are responsible for ensuring that all pupils are moved promptly and safely into the designated secure areas within the building. During such procedures, staff must carry their emergency registers to account for all pupils and maintain supervision until the situation is resolved and it is deemed safe to resume normal activities.

### **c. Gas leaks**

Follow the evacuation procedure

## **11. Inspection and Testing of Equipment**

### **Portable Electrical Appliances**

Portable equipment consists of all equipment which is movable or transportable and which, when in use is connected to an electricity supply by means of a flexible cable fitted with a plug. This includes:

- Power tools e.g drills, grinders, saws etc
- Catering appliances e.g kettles, mixers, blenders, toasters etc
- Ventilation and heating equipment e.g fans, heaters, dehumidifiers etc
- Office equipment e.g photocopiers, personal computers, desk lamps, shredders etc
- Extension cables, transformers and battery chargers

### **User Responsibilities**

Users must carry out a visual inspection of portable electrical equipment before use to ensure the equipment is safe. N.B. the inspection should include wall sockets which are defined as fixed installations. The visual inspection should include the following:

- a. Is the plug damaged i.e casing cracked, pins bent?
- b. Is the wall/ plug socket (fixed installation) cracked or impeded in any way from receiving the plug?
- c. Is the cable damaged, cut, discoloured or burnt in any way?
- d. Is there any damage to the equipment's external casing?
- e. Does the equipment have any loose parts or screws?
- f. Has the equipment been subjected to moisture i.e. liquid has been spilt on it?
- g. Is there any evidence of overheating?

On discovery of any faults the employee must:

- a. Report the matter to the Headteacher or Health & Safety Co-ordinator as appropriate.
- b. Remove unsafe equipment from use, by switching off and disconnecting the power supply.
- c. Place a large WARNING LABEL on the equipment, identifying to other members of staff that the equipment is unserviceable and not to be used. The label should be prominently displayed and large enough to be easily seen stating 'FAULTY EQUIPMENT – DO NOT USE'.

### **The Frequency Of Combined Inspection And Testing Of Portable Electrical Equipment**

Setting the frequency of maintenance/testing of electrical equipment is part of the risk assessment process. The list of factors outlined in daily visual inspections should always be taken into account when decisions and reviews are being made as to the frequency of testing.

The following guidance categories can be employed in ascertaining the frequency of maintenance/testing for an item of electrical equipment.

<b>CATEGORY</b>	<b>RETEST PERIOD</b>	<b>EXAMPLES</b>
C	1 year	Earthed equipment e.g. electrical kettles, some floor cleaners (earthed), cables, leads connected to earthed equipment. Extension leads or gang sockets to earthed equipment, videos, DVD players and TV's on trolleys, overhead projectors, photocopiers
E	5 years	Information Technology e.g. desktop computers, VDU screens, microfiche, fax machines. Not hand held and rarely moved.

However, any one or combination of the following factors can affect the frequency of maintenance/testing:

- a. manufacturers recommendations;
- b. integrity of the equipment;
- c. age of the equipment;
- d. working environment in which the equipment is used (e.g wet or dusty) or the likelihood of damage;
- e. frequency of use/duty cycle of the equipment;
- f. frequency of movement of the equipment;
- g. foreseeable abuse of the equipment;
- h. effects of any modifications or repairs to the equipment;
- i. analysis of previous records of maintenance, including both formal inspection and combined inspection and testing.

### **Leased, Hired And Loaned Equipment**

Any electrical equipment leased/loaned by the School or Powys County Council to outside agencies is to have passed a current electrical inspection/test by a competent person prior to being loaned/hired and on a frequent basis thereafter. Any electrical equipment hired in from outside agencies must meet the conditions laid down by the Electrical Equipment (Safety) Regulations 1994 and contain a test certificate and be inspected by the relevant Level 2 manager on a regular basis.

### **New Equipment**

New electrical equipment should be inspected when the rest of the school equipment is tested rather than relying on the guarantee period. All this does is provide consumer back up should the product break. It doesn't guarantee that the item won't develop a fault. Manufacturers, suppliers, importers and designers have a duty under Section 6 of the Health and Safety at Work Act 1974 to ensure that equipment is safe for use at work. Testing of electrical appliances must be carried out before being released for sale. The Level 2 manager should enter details of any new equipment purchases on the inventory form and ensure that it is tested prior to the expiry of the guarantee period.

### **Second-hand And Personal Equipment**

Any second-hand electrical equipment must not be used before it is established that it has been tested, certified and passed as safe to be used by a competent person. Similarly any personal electrical equipment brought into School by staff or contractors must be inspected/tested according to the procedures as laid out above.

### **Other Equipment**

Outdoor and Indoor Equipment should be inspected on an annual basis.

### **Outdoor and Indoor play equipment**

To ensure the safety and wellbeing of pupils, staff, and visitors, our school follows strict procedures for monitoring and maintaining all equipment:

- *Staff Inspections:* School staff regularly check all indoor and outdoor equipment—including playground apparatus, classroom resources, and sports gear—to ensure it is safe for use. Any defects or hazards are reported and addressed immediately.
- *Annual Council Inspections:* Powys County Council conducts annual inspections of school equipment, particularly outdoor play structures, to verify compliance with safety standards and local authority regulations.

These checks are essential to maintaining a secure learning and play environment for all children and adults on site.

### **Ladders and Access Equipment**

To ensure the safety of staff and contractors when working at height, the school enforces the following procedures for the use and maintenance of ladders and access equipment:

- *Authorised Use Only:* Ladders and access equipment may only be used by trained and authorised staff. Pupils are strictly prohibited from using any such equipment.
- *Pre-Use Checks:* All ladders and access equipment must be visually inspected before each use to ensure they are in good condition and free from defects.
- *Safe Working Practices:* Staff must follow safe working procedures, including:
  - Using ladders only on stable, level surfaces
  - Maintaining three points of contact while climbing
  - Never overreaching or standing on the top rung

- *Storage and Maintenance:* Equipment is stored securely when not in use and is subject to regular maintenance checks. Damaged or faulty equipment must be reported immediately and taken out of service.
- *Risk Assessments:* A risk assessment must be completed before any task involving work at height. Where possible, alternative methods that avoid working at height should be considered.

These measures help prevent accidents and ensure compliance with relevant health and safety legislation, including the Work at Height Regulations 2005.

## 12. Risk assessments

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by the Head teacher, Health and Safety Co-ordinator and Governor responsible for Health and Safety.
- Termly Health and Safety Inspection of school premises to be undertaken by the Head teacher and the Health and Safety Co-ordinator.
- Continuous identification of hazards and risks daily particularly in relation to classroom activities such as P.E, Science and D&T.
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School.
- Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

### **Risk assessments for the following will be available:**

- a. General – all school and learning needs
- b. Curriculum specific
- c. Fire Safety – these are kept in the fire safety folder and updated regularly
- d. Off site visits and events – see separate section and also evolve

## 13. Manual Handling

The Head teacher is responsible for seeing that Manual Handling Risk Assessments are carried out by competent persons in the areas for which they are responsible.

All staff should also complete the mandatory manual handling training.

No persons shall undertake any manual handling operations that may cause risk of injury. Manual Handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving loads. 'Loads' may be used to describe persons or inanimate objects.

Where manual handling cannot be avoided, an assessment will be made of each manual handling operation to establish the degree of risk involved.

The assessment will take the following factors into consideration:-

1. the capability of the individual
2. the characteristics of the load
3. the working environment

The assessment will be reviewed and amended when any one of the above factors changes. Where manual handling operations cannot be eliminated the Headteacher will arrange for staff to receive suitable information, supervision, instruction and training in manual handling operations which will include correct lifting techniques.

All staff for whom moving and handling is an integral part of their work must receive moving and handling training as soon as possible following appointment. Until they have undertaken training, they must not move or transfer children or young people and must not operate any equipment. Under teachers pay and conditions:

"The moving and handling of children and young people is not part of any teacher's job or professional obligations." The priority for training therefore may be focused on teaching assistants and support assistants.

All staff training will be under the NHS mandatory training scheme that is completed online by individual staff.

Records of staff training will be kept by the Senior Admin Officer.

#### **14. Hazardous Substances/COSHH**

In a school setting, COSHH (Control of Substances Hazardous to Health) applies to any substance that could cause harm through inhalation, ingestion, skin contact, or absorption. Many everyday school materials fall under COSHH.

All substances which may be hazardous are kept in a locked store in the cleaners room or other nominated room. Any staff ordering chemicals must only order those covered by the COSHH register.

These include:

##### **a. Cleaning and Maintenance Products**

These are some of the most frequent COSHH substances:

- Bleach and disinfectants
- Surface and toilet cleaners
- Descaling acids
- Floor cleaners and strippers
- Aerosol sprays (polish, air fresheners, etc.)
- Hand sanitizer (alcohol-based)

##### **b. Design & Technology / Art Department Substances**

Materials used in workshops or art rooms can also be hazardous:

- Spray paints and varnishes
- Wood dust (a COSHH-controlled substance)
- Resins and hardeners (epoxy, polyester)
- Adhesives (including solvent-based glues)
- Plaster of Paris dust
- Ceramics glazes containing hazardous metals

##### **c. Caretaker / Maintenance Supplies**

- Pesticides or weed killers
- Boiler treatment chemicals
- Paints, thinners, and solvents
- Lubricants and oils

##### **d. Biological Agents (where relevant)**

While not common, COSHH also covers biological hazards:

- Bodily fluids (when cleaning spills)
- Mould spores
- Bacteria in poorly maintained water systems (legionella risk)

##### **e. Toners and Office Supplies**

- Photocopier and printer toner (inhalation risk)
- Aerosols and correction sprays

**Any member of staff must:**

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Head teacher or SLT member of any difficulties

**15. Site Security**

Overall responsibility for school security on a day-to-day basis rests with the Headteacher, Senior Leadership Team and admin officers per campus, campus leads and the School Caretaker.

All staff should be vigilant about the perimeter fencing and report any faults immediately.

All external doors remain closed during the school day and staff use a swipe card system to operate the external and internal entrance doors at MS Campuses, Cradoc has a push button security system.

If the door is left open for a short period at Cradoc Campus, a noise will sound to indicate this.

The main entrance at each campus is the designated reception area and all visitors must report to the main office. Parents should only be in school during the school day if escorted by an adult or signed in for a school event or activity.

It is the responsibility of all staff to question unfamiliar people or people without a visitors pass in the school and its grounds. Identification should be requested and the Head/Deputy Head/Assistant Head or main office informed of the person's presence on the premises.

All contractors on site and expected visitors should be issued with an Official Visitor badge and health and safety information from the Office.

All visitors are expected to read and adhere to Health and Safety, Child Protection and Safeguarding procedures when signing into the school building.

In the event of an unwanted visitor gaining unauthorised access to any area of the school then staff must use either the internal phone system, walkie talkies, mobiles and inform the headteacher, campus lead to start the lockdown drill procedure if required

Staff are advised not to bring valuables or large sums of money onto school premises. All personal belongings are an individual responsibility and should be stored in a safe place, preferably a locked cupboard.

All school cash must be handed to the main office where it will be secured in the safe and banked as soon as possible.

**16. Traffic on School Sites**

Each campus has a separate traffic management plan, ratified by the governing body.

**17. Infectious diseases and viruses e.g Covid-19**

In the event of an outbreak of any serious infectious disease or virus (that causes risk to life) then immediate advice needs to be sought from the Local Authority who in turn liaise with Welsh Government and other relevant agencies.

The Headteacher or in her absence the Deputy Headteacher will compile a risk assessment to be adhered to by all staff, learners and visitors. The Headteacher (or in her absence) the Deputy Headteacher will regularly update staff of any changes in developments and/or guidance.

Appropriate PPE will be made available and should be worn by all staff unless otherwise exempt.

If learners or staff display any symptoms of a serious infectious disease or virus then Local Authority, NHS and Welsh Government guidance needs to be followed. The Headteacher will be the point of contact for this.

## **18. Professional Learning/ Training**

- a. General**
- b. Role Specific**
- c. Curriculum Specific**
- d.**

A training matrix provided by PCC is adhered to for all staff. The matrix also contains other staff training linked to the curriculum and staff needs. Each office has access to the training log and information.

Staff are encouraged to identify training needs and they will be part of professional development in individual reviews and whole staff training linked to the school development plan and personal needs.

## **19. Smoking**

In line with Powys County Council policy smoking or vaping is not permitted in any part of the school, its grounds, the main car park or on school transport. The use of e-cigarettes and vapes is not permitted on school grounds.

## **20. Transporting learners in cars**

Staff must have 'business use' insurance to transport learners in their own cars. Risk assessments must be carried out on the learners concerned to determine whether additional staff are needed as escorts and parents must be in agreement and sign a written confirmation before travel.

Learners under 135cm height or under 12 years old must travel in appropriate car seats/booster seats.

Staff may walk learners to their cars in the car park though preferred practice is for staff to bring their cars to the front entrance and load/unload learners there. Learners are not permitted to travel in the front of vehicles.

## **21. Violence at work**

### **Please also see the Code of Conduct policy for staff, visitors and parents**

Violence is defined in the Powys policy as "any incident in which an employee is abused, threatened, or assaulted by a member of the public in circumstances arising out of the course of his or her employment". Where there are cases of violence the third party aggression and vexation policy will be implemented.

Good security at the front of school is essential to prevent unwanted violence to office staff.

The front doors remain closed during the working day and clear notices are displayed to notify all visitors that they must report to reception.

Visitors are encouraged to make an appointment to see a member of staff, rather than allowed to 'cold-call'. Training is provided regularly in behaviour management and safe physical intervention techniques (Team Teach) to enable staff to deal with aggressive and violent learners. Our communication policy outlines the school expectations on each campus.

Please also see the school's communication policy.

All violent incidents must be reported on an electronic form – which is then sent to the Head/Deputy Head/Assistant Head and Senior Admin Officer who then logs it online to the Local Authority. Parents must be kept informed.

A bound and numbered book is kept for serious incidents involving the use of physical intervention. This can be found in the Headteachers office at each campus.

## **22. Resources, curriculum and work equipment**

All hazardous activities must have a risk assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the learners involved or the staff working with them.

All equipment must be safely stored when not in use and away from doors, walkways and fire exits.

All staff must practice 'good housekeeping' to reduce the risks of slips, trips and falls and ensure that recycling bins are emptied weekly or when required to reduce fire hazard risks.

Many items of equipment are inherently dangerous if used or misused by staff or learners therefore it is most important that extreme care is taken with such equipment and that all activities are adequately supervised.

All sharp knives/tools/implements in food technology and life skills must be stored in lockable cupboards.

No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition.

No hot drinks should be taken into or made in any of the teaching areas during the school day and when children are in the building, unless in a thermos mug, and except for defined areas – the staff room and headteachers office. This includes drinks for visitors.

Potentially dangerous or toxic substances must be labelled clearly and kept well out of the reach of learners in a locked place as per COSHH expectations.

If a teacher is concerned that a piece of equipment or apparatus is faulty it should be removed from use if possible and reported to the Head/Assistant Head/Admin Officer/caretaker.

If the item cannot be removed and needs to be repaired it should be clearly labelled as out of use, reported as above and recorded in the Safety Log and Repair Book kept in the main office. Similarly any deficits to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe.

Electrical points, especially with computer use, should not be overloaded.

All portable electrical appliances undergo regular PAT testing carried out by an appointed technician.

Equipment must be used for the purpose for which it was designed – ie standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Step-ladders, kick stools or support from the caretaker should be sought.

Large pieces of equipment must not be moved by staff single handed, help must always be sought, staff should follow the manual handling guidance.

All staff should abide by regulations for moving and handling inanimate objects and be up to date with mandatory training.

## **23. Curriculum**

### **Science and Technology**

Care must be taken when carrying out all investigations and experiments whether they are carried out in classrooms or in other rooms. Prior to any investigations being carried out a robust risk assessment needs to be completed and submitted to the Health and Safety Coordinator.

The Science and Technology AoLE lead is responsible for ensuring that there is minimal risk from any materials that might be used.

No specialist equipment is to be used without authority from a senior leader. Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the learners.

Regard must be given to CLEAPSS guidance on any science activity. (CLEAPSS information can be accessed via the website by liaising with the Area of Learning and Experience Lead for Science and Technology). Some information can also be found on the Science, DT and Art CLEAPSS – Hwb and Staff teams folder

Care must be taken when handling animals during Animal Care options. Robust risk assessments must be completed and authorised by the Health and Safety Coordinator regarding the handling of animals. This also includes any animals visiting the school premises. Staff and learners need to ensure appropriate use of PPE and handwashing procedures.

The school has a school well-being dog that has authorisation to be in school, there is a separate policy and risk assessment for this dog and it is allowed on the premises at each campus.

### **PE (Health and Wellbeing)**

All staff engaged in Physical Education must ensure that they are familiar with the safety requirements applicable to their activities. Guidance is given in the DES booklet 'Safety in Physical Education' and also 'Safe Practice in Physical

Education' from BAALPE. The LA endorses these publications and requires all teachers of Physical Education (PE) to follow the guidance contained therein.

PE equipment and all outdoor play equipment will be inspected annually by a recognised company but it is the responsibility of school staff to check it on a day-to-day basis.

Care must be taken when moving apparatus as well as in the physical education activities. Mats and large pieces of equipment must be moved by at least two people and clear instructions must be given to learners for safe conduct at all times.

Special attention must be paid to regulations relating off-site swimming activities. Risk assessments must be completed for learners attending swimming sessions and for use of the trampolines.

Staff and learners are expected to wear appropriate and suitable footwear and clothing for all PE activities. Staff and learners may also go barefoot for gymnastics/dance activities; socks are only to be worn without shoes/trainers when using the trampoline.

### **ICT (Digital competency framework DCF)**

Computers in classrooms should be made as accessible as possible to all learners in terms of appropriate height workstations and chairs.

Workstations should be sited as close to the electrical points as possible to prevent unnecessary trailing leads and cables and consideration given to the prevention of glare.

All computers should be used in rooms with adequate and appropriate heating, lighting and ventilation.

Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff. All staff will complete a display screen risk assessment regularly and be supported with any requirements.

### **ART & DT (Expressive Arts)**

Care must be taken when carrying out all Art and DT work regardless of where it is carried out.

The subject leaders are responsible for ensuring that there is minimal risk from any materials/equipment that might be used. Risk assessments should be completed before each lesson that involves the use of specialist equipment and submitted to the H&S Coordinator. No specialist equipment is to be used without authority from a senior leader. Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the learners.

Regard must be given to the National Association of Advisers and Inspectors of Design and Technology (NAAIDT) guidance on any DT activity. (NAAIDT information can be found on <http://www.naaidt.org.uk>).

### **FOOD TECHNOLOGY (Science and Technology)**

Safe and hygienic working practices must be observed at all times. Risk assessments should be completed for lessons and submitted to the H&S Coordinator.

Anyone working with food must hold a L2 food and hygiene certificate.

Any spillages must be cleaned up immediately to prevent slips and falls; floor space and all fire exits must be kept free from obstacles and extra care taken when handling hot or sharp items. Learners must be closely supervised when using kettles, cookers, microwave ovens, food processors and toasters. Knives must be stored in the lockable cupboard.

## **24. DRESS CODE**

Staff are advised to wear comfortable clothing that is suitable for the variety of work. Highly patterned clothing and strong perfumes/aftershaves should be avoided as they can prove particularly distracting/upsetting for learners with neurodivergent needs.

Nail extensions where long and sharp should be avoided due to the risk of causing harm to individuals.

Low/flat shoes or boots with filled-in toes and heels are the required footwear for staff working directly with learners as directed in training given for Manual Handling and Team Teach.

Staff are advised that low necklines, strappy tops, bare midriffs, open shirts and short skirts are not appropriate work wear.

Long dangly or hoop earrings are a safety hazard and should not be worn.

Staff should avoid wearing long necklaces, scarves or ties when working directly with learners as these can present a choking hazard if pulled or get caught in apparatus.

Neck straps for keys and swipe cards must have quick release fastenings and can be sourced in the main office.

These must be removed if participating in a physical intervention.

All valuables remain the responsibility of the owner.

## **25. Learners absconding from the school premises**

Refer to Absconder Policy

## **26. Chewing gum/bubble gum**

Chewing gum or bubble gum are NOT permitted in school. They can present a choking hazard and are an unnecessary nuisance if not disposed of properly.

## **27. Volunteers in school**

Please see the schools separate volunteers in school policy

## **Part 4 Monitoring and review**

There will be an annual Health and Safety inspection carried out by the nominated governor, the Head teacher, Senior Admin Officer and LA representative. They will carry out regular monitoring using the health and safety monitoring overview.

The findings of the inspections and monitoring will be reported at regular governors meetings so that any necessary action can be taken.

This Health and Safety Policy and Document will be reviewed annually as part of the school self-audit of Health and Safety. The results of the audit will be reported to governors and the LA Health and Safety Officer.