

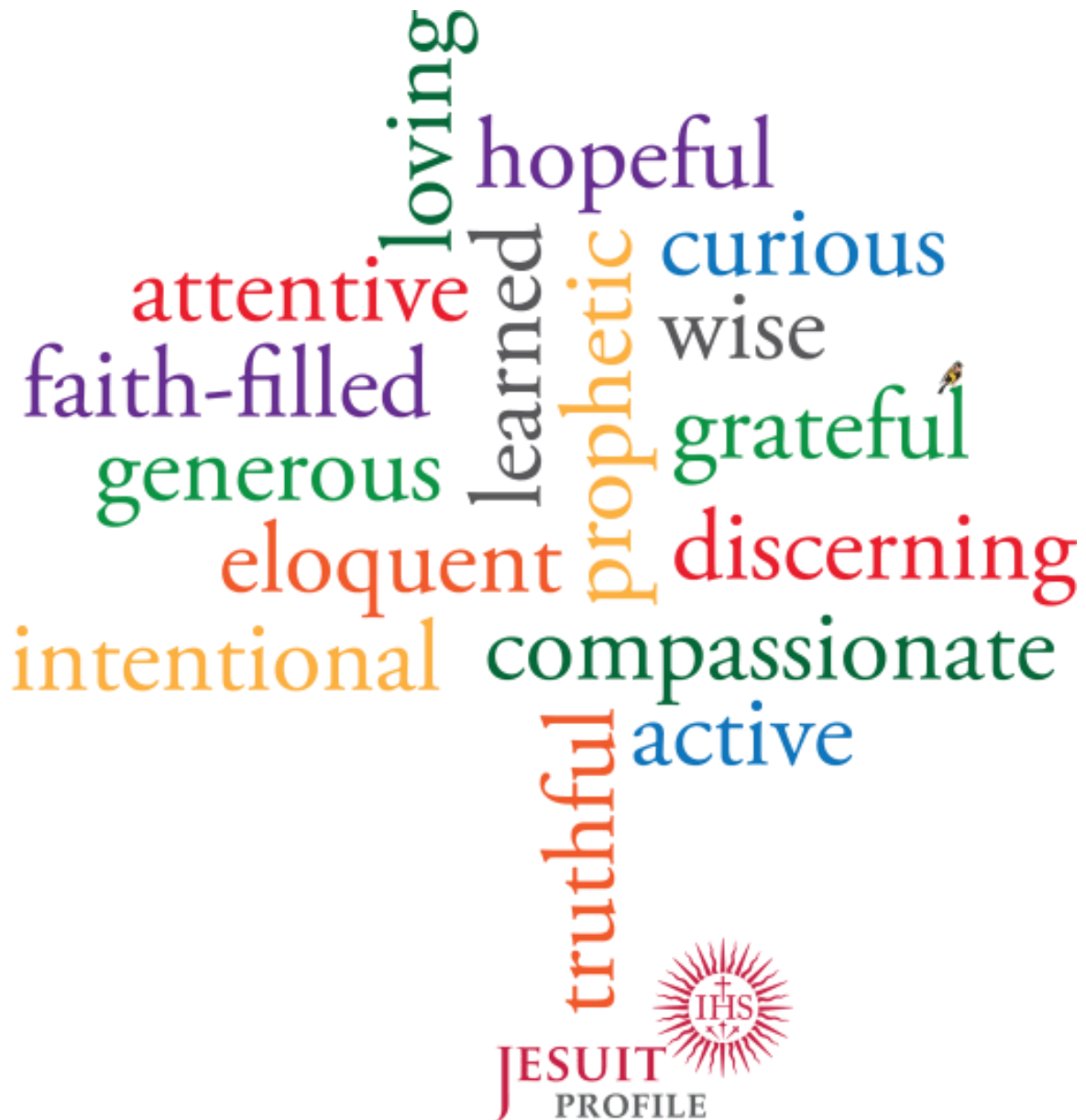
**Archdeacon John Lewis
Church in Wales VA
Primary School**

Health & Safety Policy

Scope	This policy applies to all stakeholders of the school
Policy Adopted By	Acting Headteacher and Governing Body
Signed	<i>L M Forster</i>
Date	Spring 2025
Date of Review	Spring 2026

Our Vision

In our Archdeacon family we place children at the heart of everything we do. We endeavour to create a nurturing environment where everyone feels safe, happy, loved and respected through the values of the Christian faith.



Contents

1. Statement of Intent
2. Responsibilities
 - 2.1 Governors
 - 2.2 Headteacher
 - 2.3 Employees
 - 2.4 Volunteers
3. Arrangements & Procedures
 - 3.1 Accidents & Incidents
 - 3.2 Asbestos – Management Arrangements
 - 3.3 Callout Arrangements
 - 3.4 Catering
 - 3.5 Cleaning Arrangements & Disposal of Waste
 - 3.6 Communicable Disease
 - 3.7 Contractors
 - 3.8 Control of Substances (COSHH)
 - 3.9 Display Screen Equipment (DSE)
 - 3.10 Educational Visits (EVOLVE)
 - 3.11 Electricity
 - 3.12 Fire & Emergency Evacuation Procedure
 - 3.13 First Aid
 - 3.14 Ground Maintenance
 - 3.15 Legionella – Management Arrangements
 - 3.16 Lone Working
 - 3.17 Maintenance of Premises
 - 3.18 Medicines in School
 - 3.19 Out of Hours Activities
 - 3.20 Personal Protective Equipment (PPE)
 - 3.21 Physical Education
 - 3.22 Playground Safety & Arrangements for Supervision of Pupils
 - 3.23 Safeguarding
 - 3.24 Security
 - 3.25 Risk Assessment
 - 3.26 Traffic Management
 - 3.27 Training
 - 3.28 Violence
 - 3.29 Volunteers & Parent Helpers
 - 3.30 Work Equipment

1.Statement of Intent for Archdeacon John Lewis Church in Wales VA Primary

This document should be read in conjunction with Bridgend Council's Corporate Health and Safety Policy statement.

The Acting Headteacher and Governing Body of Archdeacon John Lewis Church in Wales VA Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. Archdeacon John Lewis Church in Wales VA Primary 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.
- The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out annually.

2.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.

2.1 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 to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors will appoint a Health & Safety lead Governor to liaise between the Health and Safety sub-committee and Governing Body. The health and safety sub-committee will monitor the implementation of policies, procedures, arrangements and corrective actions. The lead Health and Safety Governor is Michael Hawthorne (Chair of Governors).

2.2 Acting Headteacher

The Acting Headteacher has responsibility for: -

- Day-to-day management of health and safety;
- Ensuring regular inspections are carried out to ensure school premises are maintained in a safe state of repair;
- Complete inspection checklists e.g. termly, classroom, tree, traffic management and submitting inspection reports to governors and/or the LA;
- 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;
- Implement improvement/recommendations from investigations, inspections or audits;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- 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;
- Make appropriate arrangements for consulting with staff.
- Where contracts are negotiated directly between the school and the contractor, the Acting Headteacher will exercise due diligence with regard to:
 - Assessing the suitability of contractor;
 - Purchasing and contracting procedures (Tendering and F1form: authorisation for building projects).
 - Monitoring the activity of contractors to ensure health & safety compliance. Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be assigned to other members of staff (i.e. the school’s “Premises Manager / Caretaker, etc”).

2.3 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.
- Escalate issues to the SLT/acting headteacher’s attention.

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

2.4 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 are also expected to act only under the supervision of a qualified teacher.

3. Arrangements & Procedures

3.1 Accidents & Incidents

The Acting Headteacher is responsible for the collection of information and the completion of the Accident Report. The responsible person will:

- Ensure all details in part 1 are completed.
- Undertake a preliminary investigation completing part 2

In her absence, this role will be fulfilled by one of the Acting Deputy Headteachers

Reports are sent electronically to the Corporate Health & Safety Unit and are reviewed by a Senior Health and Safety Advisor.

For further information see [“Accident Reporting Guidance.”](#)

In the event of industrial disease, the Corporate Health & safety unit will be contacted by telephone on 01656 642301 prior to submitting an accident report form.

3.2 Asbestos – Management Arrangements

An asbestos survey has been completed and:

- No asbestos was found on site and a register is situated in the school office.

Contractors must (depending on the work to be carried out):

- be shown the register and made aware of the survey before commencing work
- sign the register

The school with BCBC will:

- Continue to follow advice from the LA
-

3.3 Callout Arrangements (Security)

Staff nominated as out of hour’s key holders are sometimes required to attend site following the activation of the alarm.

When they are called out the situation is often unknown and consequently systems need to be established which reduce the potential for them to be harmed.

It is foreseeable that when attending a call out there is potential for injury due to assault

(which is rare) or as the consequence of an accident. The following person(s) Bluestone Security, Senior School Premises Officer, Acting Headteacher and the School Admin Officer are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

- **Police Attendance** – In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.
- **Security Firm Personnel Attending** – Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

No employee is expected to enter a building where it is believed that there is a significant risk.

Following an event, the risk assessment should be reviewed and further control measures implemented if appropriate.

3.4 Catering

The school has a Service Level Agreement with BCBC for catering services of premises and a copy of staff training records, risk assessment, method statement and material safety data sheets have been provided and are located in the kitchen.

3.5 Cleaning arrangements & disposal of waste

The school engages its own cleaning staff through BCBC and has:

- identified the significant hazards arising out of the cleaning process (e.g. noise, hand & arm vibration syndrome, COSHH, etc).
- provided staff training on Manual Handling, COSHH, Operation of Equipment, etc.

3.6 Communicable Diseases

From time to time outbreaks of highly contagious diseases may occur in the school or local area.

The school will abide by the current Local authority [guidelines](#) and contact Public Health Wales and the Corporate Health and Safety Unit on 01656 642301.

Staff will be informed immediately to ensure appropriate control measures are implemented and details of outbreaks will be published to parents.

3.7 Contractors

The school will obtain maintenance work and services via:

- The appropriate authorities SLA.
- Appropriate third-party contractors sourced via the local authority's procurement procedures.

All contractors are required to:

- Arrange visits by prior appointment.
 - Upon arrival report to reception where they will be required to:
 - Sign in.
 - Review the statement of site rules.
 - Review and sign the Asbestos register (if required).
 - Review and sign the Legionella register (if required).
 - Upon completion of work and / or leaving site for the day:
 - Report to the supervising member of staff.
 - Obtain a signature for completed work leaving a copy for the school's reference.
 - Sign out.
-

3.8 Control of Substances

The school will:

- Compile a register of hazardous substances held on the school site.
 - Assess the potential risk to pupils and staff from its use.
 - So far as is reasonably practicable, implement control measures designed to minimise any adverse effects.
 - Make appropriate arrangements for handling and storage.
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3.9 Display Screen Equipment (DSE)

All staff required to use DSE as part of their normal work activity will be required to complete the BCBC on-line E-learning and Self-assessment module.

3.10 Educational Visits (EVOLVE)

All educational visits will be administered using the EVOLVE management system. An appropriate risk assessment will be completed and parent / carer written consent must be obtained prior to the activity commencing.

Education Visit Co-ordinator is Rachel Hodges.

3.11 Electricity

The school will ensure that:

Fixed Installations – are inspected at least every five years and all electrical work is undertaken by a competent person (electrician).

Portable Electrical Appliances - the inspection and testing of all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by:

- Service Level Agreement with BCBC

All test certificates will be kept in for inspection and destroyed once issued with current year.

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one-off type event then permission must be sought from the Acting Headteacher and the equipment must have a current portable appliance certificate (if equipment is not new).

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will be removed from use and will be reported to the Acting Headteacher/Senior Site Supervisor for repair/replacement/disposal.

3.12 Fire & Emergency Evacuation Procedure

The person responsible for checking/monitoring the school's fire precautions is the Acting Headteacher.

In her absence, the Deputy Headteachers will fulfil this role.

This person will:

- Arrange a fire evacuation drill; at least once every term.
- Record significant results of the fire evacuation drills.
- Ensure that the [Fire Log](#) is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

All staff will be responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

As per the evacuation plan displayed throughout the school.

3.13 First Aid

The school has assessed the need for first aid provision and has identified the requirement for: -

- Most staff to be trained to Emergency First Aid at Work as a minimum standard.

Claire McCall is responsible for overseeing the arrangements for first aid within the school.

Their duties include ensuring that: -

- First aid equipment is available at strategic points in the school.
- Statutory first aid equipment is available in each first aid box.
- A sufficient number of personnel are trained in first aid procedures.
- First aid qualifications are, and remain, current (e.g. First Aid at Work/ Emergency First Aid at Work Certificates are valid for 3 years).

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- Trips & visits.

- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school-organised fund-raising events, etc.).

First aid cover is not provided for: -

- Contractors.
- Events organised by third parties (holiday clubs, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

Treatment of Injuries - The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Suspected Head, Neck & Spinal Injuries to Pupils - In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact "NHS Direct Wales" for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries - Any other serious injury will be notified to the parents/carer by the quickest means possible (normally by phone or via the Meditracker/Parent messaging app).

In addition to the procedures above, the School will notify parents/carer of any other significant injury by way of:

- Parent messaging app or a telephone call

Escorting Pupils to Hospital - When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is "handed over".

3.14 Grounds Maintenance

This will be:

- Done in-house by caretaking / ground maintenance staff. The school will ensure:
 - Appropriate equipment is purchased.
 - All equipment is maintained in accordance with the manufacturer's recommendations.
 - Risk assessments are completed for all ground maintenance activities.
 - Staff receive appropriate training relating to the use of equipment and the handling and spraying of chemicals.
 - Where appropriate health surveillance is established to monitor and control any adverse effects from ground maintenance activities e.g. Hand & Arm Vibration Syndrome (HAVS), noise, etc.
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3.15 Legionella – Management arrangements

A legionella risk assessment will be completed and a copy will be kept in the Senior Site Supervisor's room.

The Senior Site Supervisor will:

- undertake monthly temperature checks of both the hot and cold-water feeds to monitor temperature levels (e.g. hot > 43°C – cold < 20°C).
- undertake weekly flushing of seldom used taps.

Records of all tests will be recorded on the Legionella Test Sheets.

3.16 Lone working

Local arrangement for lone working is as follows:

- With the exception of the school senior site supervisor opening and closing the school, lone working is strictly prohibited.
- The school senior site supervisor opening and closing the school and emergency response situations e.g. intruder alarm activation.

- In the event of alarm activation, the role of the senior site supervisor is to provide access to emergency services and not investigate the cause unless they have reason to believe it may be a false alarm.
- Staff wishing to have access to the premises outside of normal school hours and term time may do so with prior consent from the acting headteacher and:
- Obtain access via the school senior site supervisor.
- Report to the senior site supervisor when they have finished so appropriate arrangements can be made to secure the premises, set alarms, etc.

Activities that involve working at height or the use of hazardous equipment / machinery is strictly prohibited during lone working situations.

3.17 Maintenance of premises

Minor works will be undertaken by:

- Senior site supervisor
- Local contractor arranged by the school

Major works will be undertaken by:

- BCBC Building Maintenance under a service level agreement.
- By external contractors following the authority's procurement protocols.

School Funded projects

- The school will complete an F1 approval form submitting it to the authority for approval before work commences
 - Once approval has been obtained:
 - Obtain three quotations or submit the project to tender in accordance with the authority's procurement protocols and engage an appropriate contractor direct.
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3.18 Medicines in School

The school follows BCBC guidance on the dispensing of medicines in school.

The school will only administer/dispense medication following written consent from the parent or guardian, and has been prescribed by a medical practitioner with written instructions for its use.

The School does not keep any other medication.

Dispensing of Medicine - All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The class teacher/support staff are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location e.g. class cupboard/refrigerator

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Consent forms will be kept in the pupil's file and will be kept for the duration of the pupil's attendance at the school plus one school year.

The Medical Log will also contain a log of medications dispensed which will include: -

- name of pupil
 - name of medication
 - "use-by" date
 - dose
 - time
 - date
 - signature of dispenser
 - comments/reactions
-

3.19 Out of Hours Activities

School premises will be used for clubs and activities for pupils run by third parties at the start of and of the school day e.g. breakfast club and Simply Out of Schools After School Club

3.20 Personal Protective Equipment (PPE)

Personal protective equipment is a control of last resort i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, etc.

The Acting Headteacher will be responsible for the purchase of PPE ensuring that it is of the correct type (see PPE guidance), is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer.

Staff

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

3.21 Physical Education

The school will ensure that:

- The hazards associated with activities and the use of PE equipment are identified, assessed and appropriate control measures implemented, so far as is reasonably practicable, to minimise the risk to pupils and staff.
 - All PE equipment is subject to a visual check before user.
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3.22 Playground Safety & Arrangements for Supervision of Pupils

The school will be open from 8.40am to 3.30 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times apart from:

- Pupils taking part in extra-curricular activities.
- Pupils attending breakfast club/after school club.

It is permissible for children to be on site if accompanied by an adult at times when children are being collected from school.

Appropriate supervision ratios will be maintained at all times. In the event of a pupil not being collected from school a member of staff will contact parents and will supervise the child for as long as is necessary. If no contact is possible, social services will be contacted.

3.23 Safeguarding

The following arrangements have been adopted to, so far as is reasonably practicable, ensure the safety and wellbeing of pupils and staff:

- All staff are required to have a current DBS check (Enhanced with Children's Barred List DBS Check).
 - Nursery children to Year 3 will not be allowed to leave the premises unless he/she is collected by a parent / carer.
 - If there is no one to meet the child at the end of the school day:
 - A member of staff will accompany the child to the school office so the parents/carers can be contacted.
 - Year 3 to Year 6 pupils who may be meeting parents at the gate are encouraged to return to the office if their parent/carers is not there.
 - Bus pupils will be escorted to the bus by school staff/BCBC approved escorts.
 - In the event of a bus being late the pupils will be supervised by staff members until the arrival of the bus. School will notify the parents via the school messaging app.
 - No Primary School pupil will be allowed out of school during the school day unless collected by a parent / carer. Parent / carer must report to reception where the child can be signed out.
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3.24 Security

In order to, so far as is reasonably practicable, ensure a secure environment the school has:

- A security alarm system which is activated when the school is not in use.
 - The alarm system is monitored by BCBC approved providers – Brecongate and Bluestone Security.
 - A door access control system fitted to main reception door.
 - The site is secured by a boundary fence.
 - All pedestrian access gates are locked after pupils arrive and the front pedestrian gate is closed. Access is controlled via remote intercom fitted to the main doors.
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3.25 Risk Assessment

Risk assessments will be completed for the significant hazards associated with school activities (e.g. teaching, maintenance of premises & grounds, cleaning, vehicle movements etc.).

The Acting Headteacher and Senior Sire Supervisor are responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessments are available from the Acting Headteacher.

Control of Hazards - The risk assessments will be used to identify appropriate control measures designed to reduce risk as low as is reasonably practicable. The controls identified must be adhered to at all times.

3.26 Traffic Management

The following traffic management arrangements apply:

- Raised pavement/walkways.
 - Cyclists must de-mount before entering the school grounds and walk to the cycle store
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3.27 Training

So far as is reasonably practicable, all staff will receive appropriate health & safety training commensurate with their role and responsibilities (e.g. IOSH working safely, risk assessment, manual handling, working at height, safeguarding, accident report and investigation etc).

3.28 Violence

The School follows Bridgend County Borough Council's policy and guidance on Violence at Work.

The Acting Headteacher is responsible for ensuring that:

- All staff are to be made aware of the policy.
 - All staff are to be made aware of the procedures for avoiding violence at work.
 - All staff are to be made aware of the procedures for dealing with violent incidents.
 - All staff are to be made aware of the procedures for reporting violent incidents.
 - All staff are to be made aware of the support facilities available to victims of violence at work.
 - All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.
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3.29 Volunteers and Parent/Carer Helpers

Volunteer and parent/carers helpers will be:

- Supervised at all times.
- Provided with instructions and guidance (where appropriate):
 - Risk assessments.
 - Fire & emergency evacuation procedures
- Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people.

3.30 Work Equipment

The Acting Headteacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to:

- Hazards associated with the equipment (noise, vibration dust, fumes, etc.).
- Installation requirements.
- Positioning and or the storage of the equipment.
- Maintenance requirements (contracts & repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate instruction/training has been provided.
