

Health and Safety Policy

Maesglas Primary School

Updated September 2026

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General Statement of Policy

1 The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide such information, training and supervision as is necessary for them to undertake their work safely. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

2 Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Chief Education Officer, who has further delegated responsibility for day-to-day management of Health and Safety on the school site to the Head Teacher. The Governing Body will fully support the Head Teacher in implementing these policies

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3 The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.

4 The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Head Teacher will adjust the allocation of duties to reflect changes in personnel, circumstances or the needs of the day-to-day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

Signed _____ _____ _____

Health and Safety Officer Chair of Governors Head Teacher

Date_____ _____ _____

Health and Safety Action Plan

5 The Head Teacher, Health and Safety Officer and the Health and Safety sub-committee will develop and maintain a Health and Safety Action Plan for the school.

6 The Plan will include:

- prioritised targets to be achieved
- resource requirements
- training requirements
- people responsible for taking action
- timescales for completion of targets

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7 The Plan will be based on:

- risk assessments for all school activities and premises
- an analysis of accident reports
- an annual inspection by the Governing Body/Premises Committee
- the school development plan
- feedback from staff, pupils, parents and external reviews

8 The Plan will be drafted with the Health and Safety Sub-Committee and submitted to the Governing Body for approval annually. It will be reported to the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the Plan will be reported to the next appropriate meeting of the Governing Body.

Responsibilities

9 The responsibilities of the LA are set out in the LAs Statement on Health and Safety which is included in the Manual of Health and Safety Procedures issued by the LA.

10 Within the school, the holders of the following posts are responsible for Health and Safety in their areas/subjects:-

Headteacher

Overall responsibility for day-to-day management of Health and Safety on the school site and

for off-site activities; accident investigation; Health and Safety briefing for new and temporary staff; identification of training needs and organisation of training; arranging and monitoring the testing of electrical equipment;

Deputy Headteacher

Responsibility for the Headteacher's functions in her/his absence;

Competent Person

Support and advice for managers on health and safety issues (*NOTE: Information on the role of a Competent Person has already been circulated to schools and will be included in the Manual of Health and Safety Procedures, to be circulated shortly)*;

Caretaker

School site and security; testing alarm systems; Updating Ligtas Fire Risk Assessment compliance with COSHH Regulations; monitoring maintenance of plant and equipment including the heating system, plant and boiler rooms; checking fire exits, signage and escape routes; all external features and external areas including entrance routes, car parks, fencing, gates; common internal areas such as Hall, Canteen, entrance foyer, corridors, and related risk assessments;

Teaching Staff

Own teaching areas, equipment, activities and related risk assessments

Headteacher/Deputy Headteacher/SSO

PE teaching areas, equipment, systems of work and related risk assessments; outdoor play areas, equipment and playgrounds, and related risk assessments; field trips and off-site activities, equipment, systems of work and related risk assessments (EVOLVE)

SSSO

Evolve; induction; office equipment and clerical systems, receipt of visitors; informing visitors of evacuation procedures; monitoring and replenishing First Aid stocks;

Cleaners

Cleaning equipment;

Midday Supervisors

Safe supervision and organisation of children's play;

All Employees

Responsibility to co-operate with supervisors and managers to achieve a safe and healthy workplace; responsibility to take reasonable care of themselves and others; reporting all accidents, dangerous incidents and near misses; reporting all health or safety problems which they are not able to put right, to the appropriate person named above; check all working areas

and equipment on a daily basis.

The staff Safety Representative is: - Mr J. Maloney (Deputy Headteacher)

The Governor with responsibility for Health and Safety is: - Mr C. Matthews

The Competent Person (s) for the school are: - Mr Alex.Smith (Headteacher)
Mr James Maloney (DHT)

General Arrangements

Risk Assessment

11 We recognise the fundamental importance of risk assessment in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All school activities, premises and work processes will be subject to risk assessment in accordance with the procedure issued by the LA. This procedure is included in the LA's Manual of Health and Safety Procedures and is fully supported by the Governing Body. It includes an annual review of all risk assessments, or more frequently if circumstances require.

12 The information generated by the risk assessment process will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan, which will also include a prioritised programme of risk assessments still to be carried out.

13 Risk assessment forms are stored electronically in the school filing system.

Communication

14 We recognise the importance of good communication arrangements on Health and Safety issues within the school, within the education service and with the wider community. Accordingly, the following measures will be implemented:-

Safety Representatives - the school will cooperate fully in the appointment of Safety Representatives by recognized trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively.

Health and Safety Action Plan - the Action Plan will be submitted annually to the Governing Body for approval. The Health and Safety Action Plan will be a standard item on the Health and Safety/Premises Sub Committee. Feedback on the Plan from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate.

Staff Meetings - Health and Safety will be included on the agenda for at least one staff meeting each term to give the Head and staff opportunities to raise and discuss Health and Safety issues. Minutes will be taken and will be forwarded to the Governor with responsibility for Health and Safety. *(NOTE: All schools should ensure that support staff are involved in these meetings as they have Health and Safety responsibilities and can make a valuable contribution. Health and Safety could be included on the agenda for Departmental Meetings in larger schools.)*

Information to the LA - the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools, via regular submission of accident reports, submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Head or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issue which is the LAs responsibility, and will inform the LA as soon as practical of any issue requiring immediate action that they are unable to deal with.

Hazard Book - staff will inform the appropriate member of staff of hazards if they cannot deal with them themselves and will record details of hazards in the Hazard Book. The book will be reviewed by the caretaker and SSO daily. The HT/DHT will be informed.

Induction Training - all staff (including temporary and part time staff) will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.

Health and Safety Questionnaire - the school will cooperate with the LA on completion of a questionnaire on Health and Safety which they circulate to all schools from time to time. The questionnaire is used to give feedback to the LA on Health and Safety issues for which they are responsible.

Inspection/Audit - the Governing Body/Premises Committee will undertake an annual Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.

Policy Document - All staff will be made aware of this policy document and will sign to say they have read it. All staff will be informed of alterations to the policy document either in writing or via staff meeting agendas. A copy of the policy document and any supporting procedures or Good Practice notes will be available in the school office for reference and on the school website. The document will be saved in the 'Safeguarding/Health and Safety/Policy' folder on the staff shared onedrive.

Accidents

15 All accidents, dangerous occurrences and near misses will be recorded on the appropriate form and reported to the Head, the Governing Body and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures issued by the LA and are fully supported by the Governing Body. This will ensure that the school meets its legal responsibilities and that its insurance cover is not compromised and will provide valuable monitoring information during the formulation of the Health and Safety Action Plan.

16 The Head Teacher will report serious accidents to the Governing Body as soon as practical and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

17 Accident books and report forms are kept in the school office.

Violent Incidents

18 The Governing Body and the City Council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to all the circumstances of the case. This support involves assistance in obtaining legal advice and paid time off for interviews and court appearances.

19 A violent incident is any incident in which an employee is abused, threatened or

assaulted, and includes: -

Physical attack - whether visible injury occurs or not
Animal attack - where an animal is used as a threat, whether visible injury occurs or not
Serious verbal abuse - when an employee feels threatened. This includes sexual or racial abuse.
Attack against property.

20 All violent incidents and near misses will be recorded on the appropriate form and reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures and are fully supported by the Governing Body.

21 The Head Teacher will report all serious incidents to the Governing Body as soon as practical and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

22 Forms for reporting violent incidents are kept in the school office.

First Aid

23 First Aid on the school site and for off-site activities will be provided in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety Procedures issued by the LA and is fully supported by the Governing Body.

24 While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by a nominated First Aider with a current First Aid at Work Certificate.

To comply with the Council's procedure, the school needs three (Ratio 1:100) qualified First Aiders. Nominated First Aiders for the school, who are all holders of current First Aid at Work Certificates, are detailed on a centralised database managed by the SSO.

26 First aid boxes are located:- cupboards on infant and junior corridors. Also a first aid pack is located in the cleaner cupboard and the Nursery Building.

27 Travelling First Aid boxes must be taken on all off-site visits and are stored:- All first aiders oversee their own travelling first aid kit

28 The person responsible for ensuring First Aid boxes are kept properly stocked are is Mrs V. Pettican.

Off-Site Visits and Activities

29 All off-site visits and activities will be organised in accordance with the procedure issued by the LA (Evolve). This procedure is included in the Manual of Health and Safety Procedures and is fully supported by the Governing Body.

30 Group leaders will undertake a risk assessment before undertaking any off-site activity and will discuss their plans with the Head or other appropriate senior member of staff. Details of proposed visits will be reported to the Governing Body in advance.

Fire and Emergency Evacuation and Invacuation Procedures

31 The detailed procedure for emergency evacuation of the school is set out clearly and all staff are fully aware of the procedures. The procedure is based on a Fire Risk Assessment carried out by Mr Alex Smith, which is reviewed after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan. The invacuation procedures are clearly outline in the school Contingency Plan.

Evacuation procedures include:-

- *Procedures for raising the alarm on finding a fire or similar emergency,*
- *Roles of all staff, including responsibility for children, visitors and parts of the building,*
- *last-person-out procedures, communication and control, information to emergency services and parents, access to the site,*
- *Evacuation routes and assembly points, alternative shelter arrangements in bad weather,*
- *Roll call arrangements,*
- *Evacuation procedures for Out of Hours activities*
- *Target times for evacuation,*
- *Practice and training frequency,*
- *Monitoring the effectiveness of the evacuation procedure and feedback into the Action Plan if necessary.*

The Fire Risk Assessment should include :-potential fire sources and smoke routes, people at risk, an evaluation of the likelihood of a fire starting and the severity of injuries, *details of risk control measures, such as evacuation procedures, maintenance procedures for electrical and other equipment, smoke doors, exits and escape routes, firefighting equipment, fire detection equipment, training arrangements, recording and review arrangements.*

32 The first priority will be the safety of pupils, staff and visitors. All buildings will be evacuated quickly and safely, and no attempts will be made to return to the buildings until the Head teacher is told it is safe to do so by the Fire Service. **Under no circumstances should staff or volunteers attempt to fight a fire: their paramount responsibility is the safety of their pupils, their colleagues and themselves.**

Stress Management

33 We recognise the importance of managing stress in the workplace. We will identify hazards and assess work related risks to mental health with the aim of reducing them so far as is reasonably practicable in accordance with the LAs procedure on Tackling Stress in the Workplace. This procedure is included in the Manual of Health and Safety Procedures issued by the LA and is fully supported by the Governing Body.

34 The information provided by the risk assessments will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Contractors

35 Current good practice on the use of contractors on school sites includes the following provisions which will be complied with:-

i) All contractors must report to school reception prior to commencing work on the school site (or must have made specific alternative arrangements with the Head Teacher) and must not start work until staff are satisfied that their visit has been approved by the school management. Special arrangements may be necessary for contractors who start work before the school day begins, but these arrangements must be agreed by the school management in advance and must be monitored to ensure they are complied with.

ii) Contractors names and vehicle details (if parked on the school site) must be entered into the visitor's book when they come to the school. They must be given some identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitor book must be taken to the assembly point by the SSO and any contractors or other visitors must be accounted for.

iii) Contractors must demonstrate to school management that they are aware of good practice in Health and Safety issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site, before they are allowed to start work.

iv) Electrical equipment used by contractors must be appropriate to the work to be undertaken and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.

v) Work carried out during the school day must be agreed to beforehand. Potential risks must be identified and eliminated or otherwise controlled to the satisfaction of the Head Teacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.

vi) Consideration will be given to the following points in agreeing a safe operating procedure with Contractors:

- provision and maintenance of secure barriers,
- safety signage,
- treatment and removal of waste,
- siting and removal of skips,
- safe and secure storage of tools and materials,
- use of electrical equipment, including minimising voltage whenever practical,
- use of other equipment - ladders etc,
- conduct and behaviour of contractor's staff whilst on site,
- use of vehicles on site - access, parking, loading and unloading,
- use of site utilities and amenities,
- NO SMOKING OR ALCOHOL within the premises.

Visitors

36 All visitors must report to school reception on entering the site. They will not be allowed into the school until staff are satisfied that their visit presents no risks to staff, pupils or others on the site, or has been otherwise approved by school management.

37 Visitors names and vehicle details (if parked on the school site) will be entered into the visitor's ipad when they come to the school. They will be given some identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the ipad will be taken to the assembly point by the SSSO and any visitors accounted for.

38 Special arrangements will need to be made to accommodate large numbers of visitors attending events such as school concerts or parents' evenings as it will not be practical to sign them all in and issue identification badges. Schools should ensure that such visitors are restricted to specific areas, are well supervised and are given appropriate information about emergency and evacuation procedures. Consideration should be given to the provision of emergency lighting in areas used for such events, particularly if they are likely to take place outside normal school hours.

Hazards

39 A Hazard Book will be kept in the office for staff to report details of hazards. If staff become aware of any hazard, they should inform the Headteacher or member of staff identified in the Responsibilities section of this document as soon as possible and record their concerns in the Hazard Book with the date and time of reporting.

40 The Hazard Book will include information on the nature of the hazard and the action taken by school management to control any risks.

41 Hazard sheets (COSSH) relating to chemicals and materials will be kept in a COSSH Register - Science, Technology, Caretaker and Cleaners work areas. Staff using these chemicals or materials must be advised on their safe use by the appropriate member of staff.

Personal Protective Equipment (PPE)

42 If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it will be provided, stored, maintained and used in accordance with the procedure issued by the City Council. The procedure is included in the Manual of Health and Safety Procedures issued by the LA and is fully supported by the Governing Body.

Housekeeping

43 All work areas will be kept reasonably clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes will be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Headteacher.

Electrical Equipment

44 All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi portable equipment, such as computers and printers with non-conductive outer casings that are rarely moved, will be tested for safety every three years. All fixed wiring and fixed electrical equipment (which is the responsibility of the LA) should be tested every five years.

45 Registers of electrical equipment and testing regimes will be kept in the school office.

46 Staff should visually inspect all electrical equipment every time it is used for obvious signs of wear and tear and take damaged equipment out of use until it can be checked by a competent electrician. Staff should report any concerns they have to Mr Alex Smith, and record details in the Hazard Book. If there is any doubt about the safety of any electrical equipment IT SHOULD NOT BE USED.

47 Great care will be taken if pupils use electrical equipment. The equipment will be of low voltage wherever possible, and pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards.

48 Personal items of electrical equipment should not be brought into school for use on site, as this equipment may not comply with the Electricity at Work Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused using their equipment.

Machinery and Equipment

49 Machinery may only be used by qualified and trained personnel. Guards and appropriate safety signage should be in place, appropriate Personal Protective Equipment should be used by operators and spectators, and manufacturers operating instructions should be always followed.

50 Staff should visually inspect all machinery and equipment every time it is used for obvious signs of wear and tear and must take damaged equipment out of use until it can be checked by a competent person. Staff should report any concerns they have to Mr Alex Smith, and record details in the Hazard Book. If there is any doubt about the safety of any machinery or equipment IT SHOULD NOT BE USED.

51 Great care will be taken if pupils use machinery. Pupils will be made aware of safety

procedures, the need to carry out appropriate safety checks and how to deal with hazards.

52 Personal items of machinery or equipment should not be brought into school for use on site, as this equipment may not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused using their equipment.

Useful Contacts

53 The following is a list of useful contact points which are correct at the time of publication. *(NOTE: Schools will want to adapt this list to show their own preferred contact arrangements and may want to include contact arrangements for other people, including Governors.)*

Health and Safety Executive: Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH. Telephone 02920 263000

General Advice

Mary Wyatt: Health and Safety Advisor (01633) 210435

Specialist Advice

Nick Domini: Electrician (01633) 240430/ 07718201025

Adam Bailey: Buildings (01633) 240422/07713709997

Newport Norse: Property Maintenance (01633) 240456; Out of hours (01633) 656656

Dave Blanks: Heating Engineer/Mechanical Engineer (01633) 240434/ 07718201005

Local defibrillator - School/Entrance Foyer

Royal Gwent Hospital - (01633) 234234

St John Ambulance Cardiff - (02920) 449600

Red Cross - (01633) 213764

Local Doctor's Surgery - Gaer Surgery (01633) 840827

Education Psychology Service -NCC Call Centre (01633) 656656

Education Welfare Service – (01633) 414820

Schools Medical Service - School Nurse (01633) 266176

Local Police Station - Newport Central (01633) 245477