



# POLICY DOCUMENT

for

Health and Safety

Signed

March 2025

Mrs D Herald Headteacher

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Councillor J Morgan JP Chair of Governors

## **Contents**

### **1. Rationale**

The Governing Body and Headteacher recognise that it is their duty to ensure, so far as it is reasonably practicable, that all those at Pen-y-Cwm School are not exposed to risks to their health and safety. The Governing Body and Headteacher accept that they have a responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body, Headteacher and the nominated person is to provide a safe and healthy working and learning environment for pupils, staff and visitors.

### **2. Aims**

This Health & Safety Policy Document aims to minimise so far as is reasonably practicable ALL accidents through a process of risk assessment which ensures that:

- hazards are identified and eliminated wherever possible
- risks are assessed
- appropriate action is agreed
- precautions are put in place
- risks are re-assessed annually or as a specific need for change is required
- a culture is created in which all are aware of their responsibility to report hazards and to participate fully in controlling risks
- ensure the safety and welfare of pupils is always paramount
- ensure that pupils' medical needs are appropriately identified and met

### **3. Objectives**

#### **General Health and Safety**

Regulation 3 (1) of the Management of Health and Safety at Work Regulations, 1992 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work, therefore:

The Governing Body will endeavour to ensure that there is a safe working environment and safe working practices for all those who use the school.

#### **The safety and welfare of pupils**

Teachers have a particular duty of care as they act in loco parentis. Under the Children Act (1989), "any person who has care of a child has to do all that is reasonable in all the circumstances to safeguard or promote the child's welfare".

Therefore it is the responsibility of ALL members of staff to ensure that every pupil is in a safe environment.

Supervision is part of a teacher's common law duty of care and is a statutory duty. The Teachers' Employment Contract (Section 2) stipulates that teachers must maintain good order and discipline amongst pupils in order to safeguard their health and safety.

Therefore teachers must take all reasonable steps to see that pupils under their control are not exposed to unacceptable risks.

### **Meeting pupils' health needs**

It is essential that parents have confidence in the school's ability to care for their children's medical needs. The roles and responsibilities of staff in relation to pupils with medical needs should be clearly understood and agreed by all those involved including parents and other professionals.

### **Monitoring**

Monitoring of Health and Safety within Pen-y-Cwm School is both proactive and reactive, and is carried out by the nominated person and senior leadership team.

The school will seek the advice and support of the LA'S Health and Safety Officer in monitoring the operation of the policy.

The policy and the specific procedures which materialise from the monitoring will be regularly reviewed by the Senior Leadership Team. Modifications will be made in response to issues identified and any new information and/or legislation. Any addition or modification will be appropriately brought to the attention of staff, the Governing Body and others affected by it.

## **ORGANISATION OF HEALTH AND SAFETY**

Specific roles and responsibilities for health and safety are set out in Guidelines from Blaenau Gwent Education Authority. The day-to-day management of the policy rests with the Headteacher, whilst ultimate responsibility lies with the Governing Body and the Local Authority (LA).

It should be noted that responsibility for health and safety is written into every job description in the school, this responsibility is regularly brought to the attention of staff.

### **Specific Responsibilities for Health and Safety in Pen-y-Cwm School:**

#### **Nominated Person(s)**

Headteacher

Deputy Headteacher

Assistant Headteacher

Admin Manager

The Health and Safety at Work Act, 1974 established a range of duties for the employer and employees.

The Nominated Person will ensure that the following are effectively carried out:

- The investigation of potential hazards and dangerous occurrences in the workplace, taking into account the precautions already taken;
- Accident/Incident Investigation;
- The investigation of employee complaints about health and safety;
- Regular inspections, including fire equipment;
- To carry out a formal safety inspection in order to identify hazards in the school, and to evaluate the extent of the risks they present;
- Liaison with designated Governor for Health and Safety.

As part of the requirement to consult on matters of Health and Safety, in SLT meetings Health and Safety is part of the standard agenda.

The Headteacher will report on the above formally to the Governing Body through the Headteacher's report.

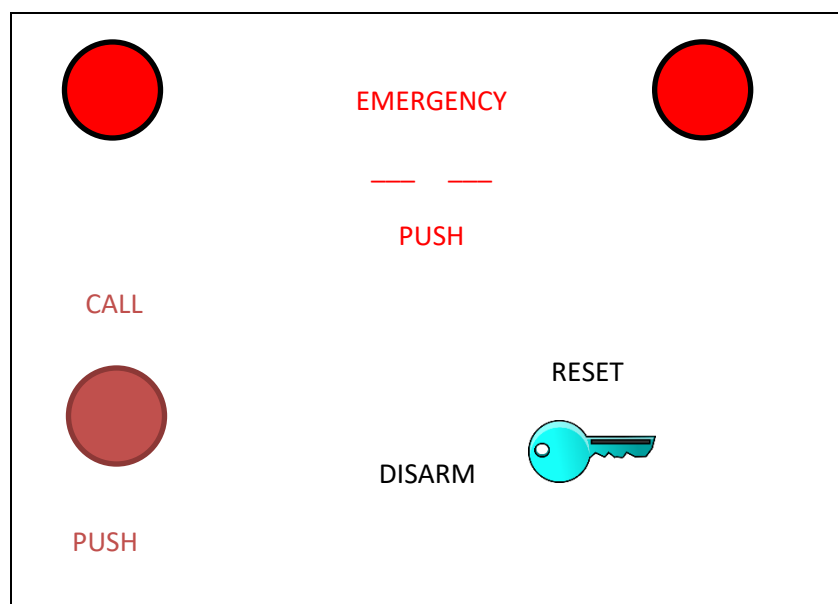
## ARRANGEMENTS FOR GENERAL HEALTH AND SAFETY

### Instruction and Training

The school seeks to ensure that all staff receive appropriate training at induction, on a regular basis thereafter, and on transfer to any new situation/position which involves taking on new responsibilities.

### Emergency Call System (Pager Alerts)

All classrooms, corridors and shared spaces have an 'emergency call' panel. The panel has two red buttons and an orange button.



To summon help in an EMERGENCY (health crisis or significant challenging behaviour causing immediate threat) – press BOTH red buttons simultaneously.

To summon assistance, press the orange button.

Use of the red buttons or orange will gain assistance from all staff carrying pagers: HT/DHT/AHT; Identified Trained Responders. When help has been called, the pager shows 'EMERGENCY' or 'ASSISTANCE' and gives a location. The panel can be re-set at the location to silence the alarm by using the key provided.

### Risk assessment

Provision in school complies with the Health and Safety (Young Persons) Regulations 1997 and the Children's (Protection at Work) Regulations 1998 which require that adequate risk assessments should be carried out. Individual Risk Assessments may be completed for staff and pupils for medical or health reasons, behaviour or manual handling.

### Environmental Risk Assessments

Risk assessments for different environments are in place for specific areas of the school such as kitchen, hydro pool, gym etc...

## **Accident Reporting and Investigation**

All accidents relating to school personnel or visiting professionals, pupils, or other visitors are recorded in detail on the school's accident/incident form. Those which are significant are reported on the appropriate Local Authority Accident Report Forms. Recording is the responsibility of all adults involved. Copies of all Accident Report Forms are kept in the school office and are monitored and signed by the Nominated H&S lead who ensures that all hazards are reported, and further accidents minimised. Further monitoring is carried out by the LA's Health and Safety officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE). Fatal and major injuries and dangerous occurrences should be reported without delay to the HSE. In such cases, a written report on Form 2508 (provided by the HSE) must be completed by the Local Authority and returned within 10 days.

## **Fire Precautions**

The school aims to ensure that all staff, volunteers, students and other professionals working in the school are aware of the importance of taking adequate precautions against fire. Staff are made aware, and are reminded regularly of the location of alarms, safe exit routes and assembly points together with specific action to be taken in the event of fire. The school buildings are designated as a 'no-smoking area' and smoke detectors, heat detectors and a sprinkler system are situated throughout the building, these are also linked to the fire brigade.

Fire drills are undertaken termly under the supervision of the Headteacher and involve all on the school premises, (including staff, pupils and visiting professionals). Records of these drills are kept in the Fire log in the Assistant Headteacher room. Emergency procedures are reviewed annually and revised as necessary. A record is kept of those in the building, and all visitors are required to sign a visitors' book. Staff taking pupils out of school are required to complete a risk assessment and Evolve and sign out of school in the log book located at the pupil entrance, so that it is clear at all times which staff and pupils are not in the building.

Fire equipment is checked monthly by school caretaker and logged in Fire Book and is annually maintained in good order by the LA. Records of checks are made in the Fire Precautions Logbook which is kept in school. The appropriate types of fire extinguishers are sited throughout the school, particularly where electrical appliances are used.

**Specific Procedure: See Appendix 1**

## **Security**

There is a need to provide adequate security for the premises, pupils and staff. The premises are protected by an intruder alarm system which has infra-red/motion detectors and CCTV cameras throughout the school and exterior. Doors are automatically locked via a fobbed system and access can only be gained on approval. ALL visitors sign-in using the electronic system on arrival and sign-out on departure. They are also issued with a visitor's badge which should be visible at all times.

## **Contractors**

Whenever possible, the school uses contractors approved by the LA Premises Department. If outside contractors are employed directly by the school then the procedures stated in the Blaenau Gwent guidance will be followed.

## **Hazardous Substances (COSHH)**

Since even combinations of ordinary household cleaning liquids, such as Cif and Domestos, can produce a lethal gas, it is important that staff have an awareness of the hazards associated with irritant, corrosive, or toxic substances. Information about potentially hazardous substances is recorded on the Substance Assessment Record and data sheets are displayed in appropriate places.

Oxygen may be stored on school premises (oxygen only on site when required by individual pupils) this becomes hazardous when exposed to naked flame, grease or oils, including Vaseline (petroleum jelly). Staff trained in the use of oxygen should therefore ensure that they do not wear handcream when administering oxygen. They must also ensure the pupil's lips are free of vaseline and that massage oils/cream have not been applied to the pupil's skin. Naked flames must be extinguished and an adequate flow of ventilation should be secured when oxygen is administered.

### **Personal Protective Equipment**

Protective clothing and safety equipment will be provided where necessary.

### **Health and Safety in the Food Technology Room and classroom Kitchens.**

The school complies with Regulations and Acts relating to safety in the kitchen set out in Safety in Technology - Food and Textiles (NATHE) and this is overseen by the LA.

### **First Aid training**

First Aid in School training, is open to all staff and is organised for designated persons by the Headteacher. Records of those trained, including the dates of training are kept by SLT and dates are also logged in the Staff's own Personal Development File.

### **First Aid Boxes and Kits**

First aid boxes are located on the wall either end of the school at the yard entrances. First aid box is located in Headteachers Office. First Aid Cupboard in ALNCo room and Assistant Heads room. First aid boxes located in all rooms where there is a kitchen, including the community café.

Mini "out of school first aid pack" available for all offsite activity. It is class teacher's responsibility for checking and restocking First Aid out of school packs.

### **Medical Room**

Pen-y-Cwm School has a dedicated medical room located on the ground floor in the main building. Medicines are locked away in medical room. At vision house there is a dedicated locked cupboard for pupil medication.

### **First Aid Records**

Any First Aid treatment is recorded on either a Local Authority incident/accident form, giving an account of the circumstances and parents are notified. Where first aid treatment is given to pupils, a copy will be placed in pupils electronic file and Accident Excel Spreadsheet log.

### **Occupational Health and Welfare**

The Governing Body will endeavour to ensure that adequate arrangements are made to safeguard the occupational health and welfare of staff working within the school. The LA process for completion of Occupational Health Referrals, Reports and Required associated action is followed.

## **ARRANGEMENTS FOR ENSURING THE SAFETY AND WELFARE OF PUPILS**

### **Child Protection**

The School takes its responsibility for the safety and welfare of pupils very seriously. This includes taking appropriate action in the event of any concerns falling within the areas of child protection. The school has adopted and follows the procedures laid out in the See Child Protection and Safeguarding Policy.

### **Use of Reasonable Force (RPI/Team Teach)**

There are occasions when it may be necessary to control or restrain an individual pupil to ensure their health and welfare or to avoid them injuring others. The Governing Body has adopted the authority's Policy on the Use of Reasonable Force (which should be read in conjunction with Welsh Assembly Publication 2011). The principles, definitions and guidance adopted within the school are as set out in these documents. Further information is also included in the school's PBS policy and RPI Policy.

All procedures and planned interventions relating to the use of reasonable force will be based on training provided by Team Teach.

### **School buildings**

The temperature throughout the school must be kept at a reasonable temperature. The Code of Practice recommends a minimum of 16 degrees centigrade, though it may be necessary in Pen-y-Cwm school for the temperature to be at least 18 degrees centigrade. Temperatures for working environments are set for staff working in schools.



## **ARRANGEMENTS FOR MEETING PUPILS HEALTH NEEDS**

### **Individual Health Care Plans**

The Welsh Office Circular Supporting Pupils with Medical Needs in Schools (WOC34/97/WHC (97) 31) makes it clear that planning for the medical needs of pupils is an important element of health and safety policy, as these pupils "may be more at risk than their classmates". The School Nurse is responsible for completing Health Care Plans for pupils on the main Pen-y-Cwm site, the HT takes responsibility for those learners educated at Vision House.

### **Managing Medication**

Staff who give medication, with the exception of the School Nurse, do so on a voluntary basis and are covered by the LA'S insurance. The Headteacher is responsible for ensuring that staff who are willing to give medication are provided with training to do so. The Headteacher also has responsibility for ensuring that parents are made aware of the school's arrangements in relation to medication and for ensuring appropriate record keeping and safe storage and transit of medication. Class teachers will ensure that appropriate records are kept of when medication is given. It should be noted that parents/carers have prime responsibility for their child's health and should provide the Headteacher with information about their child's medical condition, needs and medication.

### **Specific procedure: Basic Life Support**

Training for the use of oxygen therapy is provided by British Oxygen (BOC) as required. Staff are trained in gastrostomy feeding and care by the School Nurse/NHS Colleagues. Further training has also been provided by a specialist nurse.

### **THE RISK OF ACQUIRING OCCUPATIONAL HEPATITIS**

Occupationally acquired Hepatitis is very rare. In terms of blood borne viruses the level of risk depends upon the exposure to blood, blood products, and body fluids, the greater the exposure, the higher the risk of acquiring a blood borne virus. The LA no longer provide Hepatitis vaccinations this is now the responsibility of individual staff members.

### **RECOMMENDATIONS FOR SAFE PRACTICE**

All staff members should, as a matter of good practice, use ROUTINELY, appropriate barrier methods.

The following measures will help minimise the risk of exposure to blood borne viruses, and are appropriate for all settings:

- Wear Gloves when in contact with blood or body fluids.
- Wash hands before and after contact with each pupil and before putting on and after removing gloves
- Dispose of gloves appropriately
- Cover existing wounds, skin lesions and all breaks in exposed skin with waterproof dressings
- Follow safe procedures for the disposal of contaminated waste