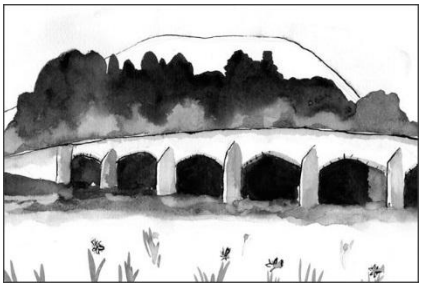
The Federation of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools



Health and Safety Policy

Agreed October 2025 to be reviewed October 2026

Signed……S Davies…….…….. Headteacher

Signed……M Davies……..…. Chair of Governors

GENERAL STATEMENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated, will be reviewed every two years.

The ultimate responsibility for Health and Safety in the school rests with the LA but in practice it is delegated to the Headteacher as site manager.

Health and Safety issues will be regularly noted by the Governing Body, which may include an annual Health and Safety inspection in its general review.

AIM

The aim of our school is to create an atmosphere of carefulness, both in and out of school. This is for all users of the school, children, school staff, contractors, parents and the community. This carefulness includes:

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

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology, and the involvement of outside agencies such as police, fire brigade, road safety officer, etc. It might also be through a Health and Wellbeing topic or circle time.

At Llanfoist Fawr and Llanvihangel Crucorney Primary Schools, children are encouraged to develop healthy habits through good health and hygiene routines. Examples include regular exercise or care of themselves, personal hygiene, etc.

A positive policy for healthy eating is maintained at the school, with an emphasis on more healthy menus at lunchtime, and a fruit snack at break-time. We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others. In the classroom:

- When using equipment, e.g. scissors, tools, PE apparatus, etc
- When moving around the school
- When carrying out investigations, e.g. a pond, pollution, soil studies, etc
- When on educational visits

For any physical activity, children change into their PE kits. In the Foundation Phase children wear plimsolls/trainers for indoor and outdoor activities. In Key Stage 2 children wear plimsolls or trainers for indoor activities and trainers for outdoor activities. It is part of school policy that children do not wear any form of jewellery in P.E./Games/swimming, for safety reasons. Children are not allowed to wear any type of earrings to swimming lessons. Children are only allowed to wear stud earrings to school, these may be worn during PE/games if covered or following a risk assessment.

There are a number of school safety rules, which are applied for safety reasons, e.g. walking inside the school building, no climbing on fences, no entering/exiting the school through the vehicular access, care of property, etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made, if possible. Details of residential visits are sent to parents and the LA. Children are asked to wear appropriate clothing for the activity planned. The correct adult: child ratio is used as a minimum for determining staffing levels and a First Aid Kit and list of emergency phone numbers taken (see Educational Visits Policy)

Llanfoist Fawr and Llanvihangel Crucorney Primary Schools have set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. The schools also have procedures in case of an emergency and all children and staff need to be safe and secure within the school buildings. At Llanfoist Fawr and Llanvihangel Crucorney Primary Schools we call such an incident a 'Reverse Evacuation'. Drills are carried out on a termly basis. All staff and children are familiar with these procedures, and know exit routes, place of assembly and roll call routines.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. Several fully equipped First Aid Kits are kept in the Medical Room. Each school's accident logbook; accident forms and a file containing pupil details are kept in the office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as soon as possible. Parents/carers are informed immediately, and if necessary, an ambulance is sent for. The Headteacher and respective caretaker are responsible for ensuring that all buildings provide a safe and healthy environment for the children. The caretakers and cleaning staff maintain clean tidy buildings and grounds. Any minor repairs or maintenance are completed by the respective caretaker, or through the use of authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment complies with British Standards Regulations and is maintained regularly.

RESPONSIBILITIES

The person with overall and final responsibility for this policy being carried out in the school is:
Mr Stewart Davies

The Governor with responsibility for Health and Safety is: **Mrs J McCarthy**
It is the responsibility of all staff to notify the named persons above of any H&S issues within their designated areas.

The following persons are responsible for:

Class teachers		Teaching Areas
Caretaker		The school site and security
Miss Barry/ Mrs Cole	School Administrators	Office and clerical equipment
Mr Aylett /Miss Lewis		P.E. and Games equipment
Mrs Sansom / Mr Davies		Science equipment
Mrs Taylor / Mr Davies		Computer equipment/audio-visual resources
Mrs Draper / Mrs Williamson		Design Technology equipment & History
Mrs Evans / Mrs Williamson		Maths
Mrs Smith/ Mrs Speake		Music equipment
Mrs Lewis/ Mrs Williams		Art & Craft/Library equipment
Mrs Burnel / Mrs Williams		Medical room
TA's		Staff Room, Hall, Corridors FP outside play areas
Teachers/Group Leaders		School visits

RISK ASSESSMENT

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- Preparing and implementing safe working practices;
- Monitoring, inspecting and reporting regularly;
- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence. We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.

All of us have a legal responsibility for the safety of our colleagues.

FIRST AID

See First Aid Policy for additional details.

The schools have a number of portable First Aid kits, as well as a stock of First Aid equipment kept in the Medical Room next to the school office.

Equipment and substances for cleaning/dealing with spillages are also kept in the Medical Room. Pupils who need attention after an accident are treated in the Medical Room. Children who suffer with asthmatic related problems keep all asthma inhalers in the classroom cupboards.

Nearly all support staff have undertaken First Aid training (and this is refreshed every 3 years). A First Aid kit must be taken on all 'out of school' visits involving transport from school.

In Llanfoist Mrs Helen Burnell is responsible for checking the contents of the First Aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs Burnell if the supplies in any of the First Aid boxes are running low. In Llanvihangel Mrs Donna Williams is responsible for checking the contents of the First Aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs Donna Williams if the supplies in any of the First Aid boxes are running low.

CHILDREN WITH SPECIFIC MEDICAL NEEDS – (e.g. DIABETIC, EPI PEN)

Staff have the option not to administer Epi pens or insulin injections to children. Staff who are willing to administer Epi-pens and insulin injections to children will have the appropriate training from online courses and the school nurse/diabetic nurse. The school will work very closely with parents/carers of children with specific medical needs, have 'care plans' in place and will seek the advice of professional outside agencies as required. *See IHCP Policy for additional details.*

ACCIDENT RECORD BOOK

The accident record books, accident report forms and pro-formas informing parents if their child has incurred a minor injury during the day, are kept in the school office.

All injuries, which are not considered to be of a minor nature, **MUST** be reported to the Headteacher, or in his absence the Deputy Headteacher, who will decide whether to inform the pupil's parents.

ADMINISTRATION OF MEDICAL TREATMENT

Parents are requested to complete the relevant form when medicines are brought to school (in most cases the school will not administer medicine to pupils). All staff have the right to decline to administer medicine in school. The schools keep a record of any child's allergy (if notified by the parent) any long-term illness or any medication regularly required to be taken by the child ~ see First Aid Policy.

ASTHMA

Children who suffer with asthmatic related problems keep all asthma inhalers in their classroom cupboards. Asthma pumps are taken, by the children, on trips, visits, swimming and sporting activities. Teachers will check with children that they have their asthma pumps.

ELECTRICAL SAFETY

All electrical appliances are tested annually.

No electrical appliances may be brought into and used in school without the knowledge of the Headteacher. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been inspected and tested.

Free standing electrical heaters (only oil filled radiators and not convection/ fan heaters) must be used minimally, for example, limited to emergency back up, and only in rooms supervised by a class teacher. There should be a minimum exclusion zone around the heater of approximately half a metre.

Work on the electrical installation or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the caretaker. Such work will only be undertaken when the relevant part of the installation has been isolated.

Visiting companies are asked if their electrical appliances are safe and that they have been tested. They are also made aware of the fire evacuation policy and where the fire exits are located.

GAS SAFETY

There must be access to an isolator:

- Llanfoist - this is in outside box by the main gate and there is a secondary isolator in the kitchen.
- Llanvihangel - this is an in outside box by the kitchen and there is a secondary isolator in the boiler house.

OIL SAFETY

There must be access to an isolator:

- Llanfoist is not supplied by oil.
- Llanvihangel - this is on the main oil tank next to the kitchen.

SAFETY POLICIES, PROCEDURES AND SAFE WORKING PRACTICES

The staff regularly meet to discuss many issues, Health and Safety is constantly monitored and

reviewed. The safe welfare of all connected with the school is at the centre of all discussions. Changes in policies are immediately brought to everyone's attention by a system of good communications, such as SLT meetings, staff meetings, business meetings and Governor meetings.

SCHOOL TRIPS AND OUTDOOR PURSUITS

The school has been issued with a copy of the 'Monmouthshire Educational Visits Policy 2018' from Monmouthshire County Council. This documentation has been a valuable aid to our planning. The LA are informed of all residential school visits and documentation and risk assessments provided to seek LA approval for any visit considered hazardous or involving an overnight stay. The school uses the 'Evolve' system to assess and approve school trips.

SAFETY ON SCHOOL TRANSPORT

Staff are responsible for the behaviour/safety of pupils at all times on a school trip, this includes behaviour on the bus. Pupils must wear seat belts and must not leave their seats when the bus is in motion. No food or drink allowed on the bus. No sharp objects are allowed.

SAFETY IN SCHOOL

Class teachers are responsible for awareness raising procedures within their class and subject areas as specified in the school policy. The responsibility for ensuring that health and safety training takes place is that of the Headteacher.

FIRE PROCEDURE AND EMERGENCY EVACUATION OF THE BUILDING

The alarm for evacuation will be the continuous sounding of the fire siren. In all cases the emergency evacuation procedure must be followed.

FIRE PROCEDURE

IF YOU DISCOVER A FIRE:

1. Sound the alarm by breaking the glass of the nearest/safest alarm point and verbally raise the alarm.
2. Evacuation is the first priority. Fire fighting is of secondary importance and should be undertaken **ONLY WHEN IT IS OBVIOUSLY SAFE TO DO SO**. Instructions on the correct use of the equipment are to be found displayed on it.
3. Report details of the fire to the Fire Warden – Mr Davies Headteacher/ Mr Aylett / Mrs Speake.

EVACUATION

1. **ALL PERSONS MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS CONTINUOUSLY.**
2. Upon hearing the continuous sounding of the fire alarm siren, staff, pupils and visitors should immediately evacuate the buildings and proceed to the assembly area located at the MUGA in Llanfoist (unless in the hall where all people evacuate to the front of the building) and sports court in Llanvihangel.
3. Staff who are teaching should ensure that the pupils in their charge evacuate the buildings in an orderly fashion by the nearest safe route ~ see emergency exit plan displayed in all areas of the school.
4. When leaving take only those personal effects which are **IMMEDIATELY** to hand.
5. Close doors behind you.
6. If you are accompanying visitors direct them to ensure they evacuate the building safely.
7. **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE FIRE WARDENS.**

PHYSICAL EDUCATION

All staff are acquainted with 'Safe Practice in Physical Education' a publication from the British Association of Advisers and Lecturers in Physical Education.

CRAFT, DESIGN & TECHNOLOGY

Staff should ensure that:-

- children are supervised at all times and given clear instructions before using tools;
- sharp edged tools are stored so that cutting edges cannot be accidentally touched;
- all tools are stored appropriately in storage units or locked in the office cupboards;
- files and similar objects should have properly fitted handles;
- hammer heads are checked regularly
- tools are only used for their intended purpose
- Instruction is given in the safe use of tools
- Safety goggles should be worn for certain activities as advised by the DT Coordinator

FOOD TECHNOLOGY

Before food activities take place, the following checks should be made:

- the area should be uncluttered with the passageways free for safe movement.

- windows and ventilation should be properly controlled;
- a properly stocked first aid box should be kept in the area, with clearly visible notice;
- a fire blanket/extinguisher to be kept near the oven/cooker area;
- staff should note various means of exit from food area;
- there must be no flammable materials on or near the cookers.

Safety:

- any faults must be reported immediately to the Headteacher
- there is a safe and adequate working space around cooker;
- no two or three-way adapters should be used

Hygiene:

- The work surface should be thoroughly cleaned before use
- staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food;
- all foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc;
- food waste disposal bins must be emptied daily or immediately after cookery sessions;

Pupil protection - All pupils should:

  - wear clean aprons
  - tie back long hair
  - be discouraged from wearing loose clothing

- pupils must walk in the area
- no pupils may carry bowls of hot water
- frying is not allowed by pupils
- children should be closely supervised at all times
- The use of sharp knives should be very carefully monitored
- The storage of sharp knives should be very carefully monitored in and out of the school offices or staffrooms

BUILDINGS/GROUNDS

Any part of the building, fencing, hard/soft play areas identified as being damaged, faulty or posing a potential hazard must be reported to the Headteacher immediately.

No children are to be allowed outside school buildings without the supervision of an adult. Designated members of staff are on duty for ten minutes before and after school and during break times. Designated midday supervisors are on duty during their lunch breaks.

Children are to be kept well away from machinery and other building work. Staff on duty are encouraged to 'cone off' unsafe areas e.g. spillages on playgrounds.

Playground equipment is only to be used at the discretion and under the direction of the member of staff on duty. This also applies to use of grassed areas.

All staff should be diligent in checking the grounds before use.

EQUIPMENT AND MATERIALS

The rules of behaviour are specified in the school's Behaviour Policy, children should be reminded that Rights and Responsibilities are for their own safety.

Machinery will only be used by competent personnel.

The maintenance of equipment will be monitored by the Headteacher

Breakages & faults should be reported to the Headteacher.

Staff should not tamper with any plant or equipment where the presence of asbestos is suspected.

Glue Guns
Only warm melt guns are to be used
Eye protection must be used
Glue guns should be located on stands, ready for use

Correcting Fluids
Correcting fluids should not be used by pupils

Marker Pens
Only water-based pens should be used
If spirit-based pens are used by staff they should be used in a well ventilated area

Small Equipment
Children should be taught how to use scissors (blunt-ended), compasses etc safely.
Children are not allowed to use staple guns
Children should be warned of the dangers of putting things in their mouths
Children should not be asked to carry or push (on trolleys) heavy or dangerous items

Kettles
Electric kettles or water boilers should only be used by adults where pupils are not nearby.

Printing and Reprographics
Toners should be stored in a safe cupboard
The photocopier should be in a well-ventilated room

Piano
The piano should only be moved by adults, pupils should be kept well clear

ANIMALS IN SCHOOL

If staff would like to keep animals in school as part of their class activities, they should discuss practical and health & safety issues with the Headteacher.

VIOLENCE TO STAFF

Violence, threats, abuse or gestures made to staff should be reported to the Headteacher immediately. The LA should also be informed of any incident, so they can update their "Employee Warning Database".

If anyone is at risk, 999 should be dialled immediately. Where staff intend bringing a prosecution against their assailant, both the LA and school should be informed.

STRESS

The school uses the LA policy for managing stress. The school has wellbeing care through MCC and staff insurance.

TRAFFIC MANAGEMENT

When members of staff, parents or others visit the school site they should observe low speeds and keep a watchful eye for children. Pedestrian access to the school for children and parents/carers is through the main school gates. The Llanfoist turning circle is only open to busses and taxis in the morning and is controlled by the caretaker in the afternoon.

SMOKING

The school (which includes the school grounds) is a no smoking area, including e-cigarettes. This became law on 1/3/21.

SCHOOL SECURITY

The school site is as safe as it can be made. During the school day access to the school is through a buzzer entry system by the main office. Parents/carers/children are reminded to access the school site through the main school gates. Each caretaker inspects the school grounds/boundary fence on a daily basis.

Staff should take responsibility for their own valuable items such as credit cards, cameras and laptops. During lesson times, all external doors should be locked (whilst still allowing exit in an emergency) so that access cannot be gained from the outside. This will contribute to greater security of staff, pupils and property.

All staff, including midday supervisors, cleaners & caretaker should be vigilant in reporting (to the Headteacher) strangers on or off the premises.

Parents/Carers are asked to advise the school if children are being collected by anyone unfamiliar to staff.

CARETAKER

The caretakers undertakes weekly/daily school inspections.

CONTROL OF SUBSTANCES HAZARDOUS to HEALTH REGULATIONS

Substances used for cleaning the schools are kept in a lockable cupboard in the hall or in the caretaker's cupboard.

No substances harmful to health (spirit-based paints, correction fluids, cleaning fluids, bleach) should be left unattended.

If staff plan to use materials which may be harmful, for example - in a science lesson, the Headteacher must be consulted.

Care should be taken with 'tasting' experiments in science, children should be advised of the dangers of tasting or smelling unknown substances.

CONTRACTORS ON SCHOOL PREMISES

Contractors must report to the office when they arrive on site and sign the visitors' book.

Contractors must consult the Headteacher on safety and logistical issues. Arrangements will be made to seal off areas and to reduce the risk to everyone in the school.

WORK EXPERIENCE/STUDENTS

All work experience pupils & students should be given the opportunity to read and discuss the Induction and Student Handbook

INFORMATION TO SCHOOL GOVERNORS

School Governors shall be kept informed of,

- Any Health & Safety audit organised by the LA
- Reports of H&S Inspector's visits
- New legislation
- New WG/DFEE guidance
- Reports of Estyn or LA officials drawing attention to possible safety matters

TRAINING & ADVICE

Advice and training may be received from,
The MCC LA
Client Cleaning
Monmouthshire Catering

On site, assistance may be received from the Headteacher. In all instances, the Deputy Head assumes the role of Headteacher in his absence.

APPENDIX 1

GUIDANCE FOR CARETAKER

A few points to be used in conjunction with the full Health and Safety Policy.

- The grounds should be checked every morning before staff and children arrive to check for damage and dangers (broken glass, loose drain covers, needles etc.)

- Regularly check the play equipment / outdoor classrooms

- Great care should be taken so that dangerous chemicals e.g. cleaning fluids, aerosols and polishes are not left around the school

- All bin bags, vacuum cleaners, buckets etc should not be left where they are a trip hazard or are blocking emergency fire exits.