HEALTH & SAFETY POLICY



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Contents:

Statement of intent..... 3
Informing people of this policy..... 3
Legal framework..... 3
Roles and Responsibilities..... 5
Equal Opportunities and Anti-Discrimination Statement..... 9
Training..... 9
First Aid..... 10
Reporting and investigation..... 10
Active monitoring system..... 11
Risk Assessment..... 11
Human Resources (HR)..... 12
Health and well-being of staff..... 12
Work experience..... 13
Fire safety..... 13
Evacuation and lockdown procedure..... 15
Use of the school field..... 15
Photographs and Videos..... 15
Educational visits..... 16
Health and safety during science experiments..... 16
Swimming..... 17
Headlice Management..... 17
Sharps..... 17
Visitors and contractors..... 18
Construction and maintenance..... 18
Personal protective equipment (PPE)..... 19
Work-related hazards..... 19
Maintaining equipment..... 21
Electricity..... 21
Trees Inspection and Management..... 22
Hazardous materials (COSHH)..... 22
Cleaning and Waste Services..... 23
Infection control..... 23
Allergens and anaphylaxis..... 23
Managing Medications..... 24
Smoking..... 25
Security and theft..... 25
Severe weather and temperature..... 26
Asbestos management..... 26
PE and Outdoor Play Equipment Safety..... 26
Trespassers..... 27
Abusive parent/adult..... 27
Pupil suspected is carrying a weapon..... 28
Monitoring and review..... 28

Statement of intent

At Goytre Fawr Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Ensure that all staff, contractors, visitors, and pupils receive adequate information, instruction, and supervision to help them identify and avoid hazards, and to actively contribute to their own health and safety at work.
- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Informing people of this policy

This health and safety policy is kept in the school office and a copy is also available in the staff room. The policy is available on the school intranet and staff are informed of changes or alterations during staff meetings.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.
New members of staff receive health and safety information as part of their induction.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

Legislation

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Children and Families Act 2014
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Electricity at Work Regulations 1989
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Personal Protective Equipment at Work Regulations 1992
- Education (School Premises) Regulations 1999
- Ionising Radiation Regulations 2017 (IRR17)
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

National Guidance

- DfE (2022) Health and safety: responsibilities and duties for schools
- DfE (2017) Safe storage and disposal of hazardous materials and chemicals
- HSE (2021) Sensible health and safety management in schools
- DfE (2022) First aid in schools, early years and colleges
- UK Health Security Agency (2022) Health protection in children and young people settings, including education
- DfE's statutory guidance "Supporting Pupils with Medical Conditions

Data Protection

- Data Protection Act 2018

This policy operates in conjunction with the following school policies:

- First Aid Policy
- School Uniform Policy
- Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Visitor Policy
- Manual Handling Risk Assessment
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

Roles and Responsibilities

Employer

The employer (e.g., local authority, academy trust, proprietor, church dioceses or governing body) is legally accountable for ensuring the health, safety, and welfare of all staff, pupils, contractors, and visitors. They must establish clear, proportionate policies and systems to identify and manage real-world risks. If necessary, they must designate a competent person or team to oversee risk assessments, training, provision of information and supervision, and emergency planning. While day-to-day health and safety tasks are typically delegated to the headteacher and senior leaders, overall responsibility remains with the employer.

Headteacher

The Head Teacher, in liaison with the Governing Body, is responsible for ensuring the health, safety, and welfare of employees, pupils, and others affected by the school premises or activities. As part of their day-to-day management duties, the Head Teacher will:

- **Policy Development and Implementation**
  - Develop a school-specific Health & Safety Policy aligned with the authority's Model School Health and Safety Policy (or equivalent).
  - Ensure effective implementation and communication of the policy to all relevant persons.
- **Risk Management and Emergency Planning**
  - Establish local management arrangements and emergency response procedures (e.g., fire evacuation, lockdown) to control risks associated with school premises and activities.
  - Review these arrangements periodically to maintain effectiveness.
- **Premises and Contractor Management**
  - Consult with the Director of Children and Young People Services and Head of Landlord and Commercial Services at the planning stage of building works or projects on MCC-owned or occupied premises.
  - Maintain the school premises in a safe state of repair and report defects to Property Services.
  - Engage only competent contractors and ensure their work is monitored and supervised for compliance with health and safety responsibilities.
- **Compliance and Leadership**
  - Co-operate with all authority-issued requirements, guidance, and directions on health and safety.
  - Act as the Premises Responsible Person for the school site.
  - Nominate a senior management team member with sufficient authority, time, resources, and competence to lead operational health and safety.
  - Provide visible leadership to promote a positive health and safety culture.
  - Include health and safety as a standing agenda item at staff meetings.
- **Training and Information**
  - Ensure all staff receive adequate training, instruction, and supervision to work safely.

    - Keep up to date with legislative changes, codes of practice, and best practice guidance (e.g., CLEAPSS).
    - Ensure employees have access to the “Health and Safety Law – What You Should Know” poster or leaflet.
    - Provide staff with this policy and ensure they understand their roles and responsibilities.
- **Incident Reporting and Investigation**
    - Ensure all work-related accidents, incidents (including violence), dangerous occurrences, and near misses are reported via Council procedures.
    - Investigate incidents to identify root causes and prevent recurrence.
- **Risk Assessment and Control**
    - Identify hazards associated with workplaces and activities.
    - Ensure suitable and sufficient risk assessments are in place, implemented, and monitored for effectiveness.
    - Act promptly on identified health and safety deficiencies, using dynamic risk assessment where necessary.
- **Consultation and Communication**
    - Seek advice from competent persons within the authority for significant or ongoing health and safety concerns.
    - Inform the Governing Body and Corporate Health and Safety Manager of major issues.
    - Consult and work with recognised Trade Union Safety Representatives and Employee Representatives.
- **Regulatory Compliance**
    - Co-operate fully with health and safety enforcing authorities (e.g., HSE, South Wales Fire and Rescue) and notify the Corporate Health and Safety Manager of all regulator interventions.
    - Complete and submit Landlord Consent forms to Property Services for any planned changes to school buildings/sites or work involving external contractors.
- **Equipment and Maintenance**
    - Ensure all plant, equipment, and PPE are maintained, repaired, and replaced as necessary.
    - Ensure statutory and other required tests are carried out on equipment at appropriate intervals and records are retained.

Senior Leadership Team and Competent Person

The Senior Leadership Team (SLT) is responsible for supporting the Head Teacher in implementing and maintaining effective health and safety practices throughout the school. Their duties include:

- **Oversee daily risk management**
  Ensure that risk controls are applied consistently across all areas of school operations, including classrooms, playgrounds, and off-site activities.

- **Monitor compliance**
  Regularly check that staff, pupils, and contractors follow established health and safety procedures.

- **Facilitate communication**
  Share updates on health and safety matters with staff and ensure concerns are addressed promptly.
- **Coordinate training and awareness**
  Organise and promote health and safety training sessions for staff, ensuring competence in risk management.
- **Support emergency planning**
  Assist in developing, testing, and reviewing emergency procedures such as fire drills and lockdown protocols.

Competent Person

A designated competent person—either an internal staff member or an external advisor—must:

- **Advise on risk management**
  Provide expert guidance on hazard identification, risk assessment, and control measures.
- **Ensure legal compliance**
  Keep the school informed of relevant health and safety legislation and best practice standards.
- **Assist with audits and inspections**
  Conduct or support regular safety audits and inspections, reporting findings to the SLT and Head Teacher.
- **Recommend improvements**
  Identify areas for improvement and advise on practical solutions to enhance safety.

Governing Body

In conjunction with the Head Teacher, the Governing Body will:

- Provide a safe environment for staff, pupils, and visitors.
- Ensure staff receive appropriate training and instruction to work safely.
- Promote whole-school awareness of relevant legislation and codes of practice.
- Establish and monitor a management structure for health and safety.
- Ensure a detailed, enforceable health and safety policy is implemented by all staff.
- Maintain a strong emphasis on health and safety in all aspects of financial planning, personnel decisions, and in-service training.
- Review the policy annually and make necessary changes.
- Identify risks and implement reasonable measures to prevent accidents and injuries.
- Ensure safe entry and exit routes for all site users.
- Provide safe equipment, grounds, and systems of work.
- Ensure safe arrangements for handling, storage, and transportation of articles and substances.
- Ensure that safety standards for purchased goods and equipment are met.

- Maintain safe and healthy working conditions in compliance with statutory requirements.
- Provide protective equipment and clothing where necessary, with guidance for safe use.
- Oversee the development and implementation of safe working practices for all staff, pupils, and visitors.
- Set the strategic direction for effective health and safety management.
- Introduce management systems to address risks sensibly and proportionately.
- Designate a competent person to ensure the school meets its health and safety duties.
- Assist with accident and incident investigations to identify causes and update risk assessments and practices.

Individual class teachers

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Report any accidents, incidents, assaults or ‘near misses’
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Act as a positive role model for the children in your care.
- Familiarise themselves with emergency procedures.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to dress standards that ensure safety and maintain appropriate hygiene.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the school office staff.

Pupil

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

GDPR and Data Protection

All staff are required to comply with the UK GDPR and the Data Protection Act 2018, ensuring personal information about pupils, parents, and colleagues is processed lawfully, stored securely, and handled only for legitimate educational purposes. As defined by the Department for Education, the school (or academy trust) acts as the data controller, responsible for deciding how data is used and protected. Staff must handle different types of data, including special category data, with appropriate care and only retain it for as long as necessary. They must be aware of individuals' rights, such as the right to access, correct, or erase their data, and follow established procedures for responding to subject access requests and managing potential data breaches. The school must also ensure staff receive regular training ideally annually on data protection policies and incident reporting procedures, and maintain contracts with third-party processors that incorporate legally required data protection clauses.

Equal Opportunities and Anti-Discrimination Statement

We are committed to ensuring that no individual is subjected to discrimination, whether directly or indirectly, on the grounds of gender, race, colour, religion or belief, ability, disability, age, sexual orientation, or any aspect of their social or cultural background. This commitment aligns with all relevant equality and anti-discrimination legislation, including but not limited to the Equality Act 2010 and associated statutory guidance.

Furthermore, the school community actively seeks to counter all forms of racial prejudice, harassment, and discrimination. All policies, practices, and procedures are designed to be

inclusive, promote equal opportunities, and celebrate cultural diversity. We aim to create an environment where every member of the community feels respected, valued, and supported.

Any breach of this policy may result in disciplinary action in accordance with applicable laws and school procedures.

Training

The school complies with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, ensuring staff receive training appropriate to their role.

- Regular training and CPD will be provided.
- Core training includes risk assessment and understanding responsibilities.
- Specialist training may cover First Aid (per First Aid Regulations 1981), Fire Marshal duties, Legionella, asbestos, and safe handling of hazardous materials.

First Aid

Under the Health and Safety (First Aid) Regulations 1981, the school will:

First Aid Needs Assessment is conducted to determine requirements based on:

- The school site layout.
- The number and needs of pupils and staff.
- Maintain adequate first aid equipment and trained personnel.
- Display a list of trained first aiders in the school office.
- Keep kits in classrooms, the medical room, and provide satchels for off-site visits.
- Follow clear procedures for assessing injuries, notifying parents, and escalating serious cases (including calling an ambulance if needed).
- Record all incidents accurately and prioritise pupil welfare.

Reporting and investigation

Accident and Incident Reporting Policy

The school is committed to ensuring that all accidents, incidents, near-misses, and dangerous occurrences are reported promptly and managed in accordance with statutory requirements.

Reporting Responsibilities

All accidents and incidents, including near-misses or dangerous occurrences, must be reported as soon as possible to the Health and Safety Officer.

The Health and Safety Officer will notify the Headteacher immediately if an accident results in a fatality or a major injury, as defined by the Health and Safety Executive (HSE).

Detailed procedures for reporting accidents and near-misses are outlined in subsequent sections of this policy.

Recording and Reporting

The school will record and report all work-related injuries involving staff or pupils.

Significant accidents, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE without delay.

Further information can be found at Incident reporting in schools (accidents, diseases and dangerous occurrences) EDIS1

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Near misses reporting

Near misses should be reported to the Headteacher or deputy in his absence. Any particular issues should be identified and acted upon.

Reporting Defects

All staff, pupils, contractors, and visitors are responsible for promptly reporting any defects or damage to equipment, furniture, or the premises that could pose a health and safety risk. Reports should be made through the designated reporting system or directly to the site manager to ensure timely repair and prevent accidents.

Active monitoring system

The school's procedure for actively monitoring its system will include:
Annual audits, including fire risk assessments and health and safety audits.
Termly examination of documents to ensure compliance with standards.
Termly inspection of premises, plants and equipment.
Half-termly reports and updates to the headteacher.
External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Estyn.

Risk Assessment

The school is committed to fulfilling its legal duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation. These laws require employers to:
Ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, pupils, visitors, and contractors.
Carry out **suitable and sufficient risk assessments** for all activities and areas under their control.
Review these assessments regularly and whenever circumstances change.

Responsibilities
The Headteacher holds overall responsibility for ensuring that potential hazards are identified and that risk assessments are completed for all areas of the school.

Frequency and Scope
Risk assessments will consider the needs of staff, pupils, visitors, and contractors, identifying hazards, evaluating risks, and specifying control measures.
Annual risk assessments will be conducted for all areas of the school.
Assessments will be reviewed:
When there is reason to suspect they are no longer valid.
Following any significant change in circumstances, activities, or environment.

Recording Requirements
The school will record all significant findings, including:
1. Identify the Hazards
Look for anything that could cause harm (e.g., equipment, substances, activities, environment).
Consider both routine and non-routine tasks.
2. Decide Who Might Be Harmed and How
Identify groups at risk (staff, pupils, visitors, contractors).
Consider vulnerable individuals (children, pregnant staff, those with disabilities).
3. Evaluate the Risks and Decide on Precautions
Assess the likelihood and severity of harm.
Apply the hierarchy of control measures:
Eliminate the hazard.
Substitute with something safer.
Implement engineering controls.
Use administrative controls.
Provide personal protective equipment (PPE).
4. Record Your Findings and Implement Them
Document significant hazards, risks, and control measures.
Ensure findings are communicated and actions are implemented.
5. Review and Update the Assessment
Regularly review risk assessments.
Update after significant changes, incidents, or if they are no longer valid.

Human Resources (HR)

The HR function plays a critical role in ensuring compliance with employment law and supporting the wellbeing and effectiveness of staff. Key responsibilities include:
Recruitment and Staffing: Managing fair and transparent recruitment processes, ensuring compliance with **Safer Recruitment** guidelines and employment legislation.

Policy Compliance: Developing, maintaining, and enforcing policies related to health and safety, equality, safeguarding, and staff conduct in line with statutory requirements.
Training and Development: Coordinating staff induction, mandatory training (e.g., safeguarding, health and safety), and supporting ongoing professional development.
Employee Relations: Handling grievances, disciplinary matters, and conflict resolution fairly and in accordance with employment law and school policy.
Wellbeing and Support: Promoting staff wellbeing initiatives, managing absence, and ensuring reasonable adjustments for staff with health conditions or disabilities.
Record Keeping: Maintaining accurate personnel records, including DBS checks, training logs, and compliance documentation.
Legal Compliance: Ensuring adherence to the **Employment Rights Act 1996**, **Equality Act 2010**, and other relevant legislation governing workplace practices.
For further details please refer to the MCC human resources policy.

Health and well-being of staff

The school is committed to creating a positive working environment that supports the health and wellbeing of all staff. To help prevent stress and promote work-life balance, the following principles are recommended:

Meeting Times and Duration

Meeting times should be negotiated to minimize the length and frequency of after-school commitments.
The duration of meetings should be agreed in advance and adhered to wherever possible.
Notice should be given promptly if a meeting is cancelled.

Task Deadlines

Adequate time should be allowed for task completion before deadlines.
Deadlines may be negotiated in exceptional circumstances.
Consideration should always be given to workload to ensure no individual is expected to complete an unreasonable amount in a limited timeframe.

Scheduling Considerations

Avoid scheduling meetings on Fridays after school wherever possible.
INSET days should allow time for collaborative work across phases and year groups.

Planning and Preparation

PPA (Planning, Preparation, and Assessment) time should be regular and reliable.
Working from home may be agreed for specific tasks, subject to approval by senior management.

Support for Teaching Staff

Teaching Assistants should be deployed effectively to support teachers wherever possible.

Work experience

We welcome work experience students and aim to ensure their placement is both safe and beneficial. To achieve this, it is essential to:

- Follow the approved work experience risk assessment
- Match the student appropriately to suitable activities
- Provide continuous and appropriate supervision

Work experience placements are coordinated by the Deputy Headteacher. The student's class teacher is responsible for their induction and ongoing mentoring while on site. All DBS checks must be current (within the last three years) and completed through Monmouthshire County Council

Fire safety

To ensure all staff, pupils, and visitors understand and effectively implement the fire evacuation plan in the event of a fire or other emergency.

Responsibilities

Headteacher

- Certifies that fire safety procedures are properly managed, discussed, and communicated to all staff.
- Oversees evaluation of fire drills and provides training and guidance.

Staff

- Attend fire safety training covering evacuation procedures, fire drills, and correct use of fire extinguishers.

Visitors and Contractors

- Evacuation is the responsibility of the person they are visiting or working for.

Training and Awareness

- All staff will receive fire safety awareness training.
- During the first week of school, class teachers must explain to pupils:

Fire exit to use – nearest available exit; note alternatives.

Assembly point – XXXXXX in registration groups.

Action on discovering a fire – inform an adult immediately; never attempt to extinguish the fire.

Keeping gangways clear – coats and bags must not obstruct exits.

Fire Drills

Conducted **termly**, occasionally including:

- Blocking an exit.
- Removal of a child to test register checks.
- Lunchtime evacuation.

Responsibilities during drills:

Headteacher/Deputy Headteacher (Fire Marshal trained)

- Supervise evacuation
- Evaluate procedures
- Provide training and guidance

Teachers/Assistants/Mid-day Supervisors

- Roll call

Office Staff

- Manage registers and check visitors

Evacuation Procedure

- Registers must be taken to the assembly point.
- Teachers confirm attendance with the Headteacher.
- Same procedure applies for other emergencies requiring evacuation (see *Emergency Procedure* document for details on notifications and closures).

Testing and Maintenance Schedule

Frequency	Responsible	Action
Daily	Caretaker	Check exits/routes unobstructed, doors unlocked, fire panel operational; disconnect electrical equipment; secure exits/windows; close fire doors
Weekly	Caretaker	Test fire alarm systems from different break-glass points; record in fire log
Monthly	Caretaker	Check extinguishers are correctly positioned
Half-Termly	Headteacher	Conduct fire drill (including variations)
Six-Monthly	Caretaker	Test emergency lighting; record in log
Annually	Local Authority	Full fire alarm system test; inspect door closers; fire extinguisher inspection

Fire Notices

Displayed in every room.

Recording

All fire drills must be fully documented and evidenced. Feedback should be collected from all involved parties to identify areas for improvement and ensure continuous enhancement of fire safety procedures.

Evacuation and lockdown procedure

The school will follow the procedure outlined in the safe and secure Policy and in PEEPs in the event of a crisis.

In the event of an emergency, the procedures outlined in the Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

Use of the school field

When using the school field, staff must ensure the following:
Communication and Safety: Any member of staff supervising alone must carry a mobile phone to alert colleagues in school if an issue arises.
Individual Needs: Staff should remain mindful of the needs of all pupils and anticipate any potential difficulties they may encounter during activities.

Pre-Activity Checks

Before commencing any activity, staff must:
Inspect the playing area thoroughly to ensure it is free from glass, debris, or any hazards, and confirm that it is safe and ready for use.

Photographs and Videos

This policy is intended to safeguard children from the misuse of photographic and video images while enabling safe and appropriate use where permission has been granted and there are clear educational or recreational benefits. It complies with relevant data protection and safeguarding legislation, including the **Data Protection Act 2018** and **UK GDPR**.

General Principles

All images will be used in a manner that respects the dignity and self-esteem of the child and will never be used to illustrate sensitive or negative issues.
Consent will be obtained from parents/carers before any photographs or videos are taken or used by the school or external media.

Parental Responsibilities and Information

Media Photography: Parents/carers will be asked for explicit permission for photographs or videos to be taken by the media.
School Events: Parents/carers will be reminded that assemblies, concerts, and similar events may be photographed or recorded. Any concerns should be raised with the event organiser prior to the occasion. Parents are asked to refrain from taking photographs or videos where permission has not been granted for one or more participating children.
School Use: Parents/carers will be reassured that any photographs or videos taken by school staff will be used solely for educational purposes and handled with care to protect children's privacy and wellbeing.

Consent Procedures

On Admission: Parents/carers will be informed of this policy and asked to provide consent for the use of images within the school setting.
Annual Review: Parents/carers will be reminded of the policy each year and invited to update or amend their original consent.
Specific Events: Where media involvement is anticipated, parents/carers will be asked for additional consent prior to the event for their child's image to be used as agreed between the school and the media outlet.

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential visits and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation as necessary.

The EVC (Educational Visits Coordinator), will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

All education visits need approval from the LA and governing body via EVOLVE and risk assessments need to be carried out.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

Additional guidance can be found at The Association of Advisers for Outdoor Learning and Educational Visits. oeapng.info

Health and safety during science experiments

The use of practical equipment during science lessons is strongly encouraged. We recognise the significant educational benefits of allowing pupils to conduct experiments themselves, fostering curiosity, engagement, and hands-on learning.
To ensure safety during these activities, the following rules must be observed, and guidance from **CLEAPSS** should be followed where appropriate.

Safety Rules

Act sensibly at all times during experiments.
Follow instructions immediately and without delay.
Only handle equipment when instructed to do so.
Carry equipment carefully and always walk—never run.
Return all equipment safely and in good condition after use.
Report any breakages or damage to your teacher immediately.
If you are unsure about anything, ask for guidance.

Preparation for Experiments

All experiments must be carefully planned and prepared in advance. Preparation should include:
Staffing considerations – ensuring adequate supervision.
Group composition – considering pupils with special educational needs.
Room layout and dynamics – ensuring safe movement and sufficient workspace.
Risk assessment – based on the materials and equipment to be used.

Swimming

Refer to Monlife swimming guidance for further details

Headlice Management

The issue of head lice is a matter of concern within the local community and can be a particularly sensitive topic in schools. We understand and respect the concerns of parents when children in the same class remain in school untreated. However, the responsibility for treating head lice rests

with parents. The school will take all reasonable steps to notify parents promptly when cases occur.

- No child identified with head lice should be made to feel embarrassed or singled out.
- Staff will always act with discretion and sensitivity when addressing this issue.
- Parents will be reminded through the school prospectus and termly letters about the importance of vigilance and effective treatment methods for head lice.
- Parents of children in the affected class will receive a letter requesting that they check their child's hair and take appropriate action.

Sharps

Sharps are defined within this guidance as any implement that can cause injury to student, staff or visitor.

Further guidance see "MCC sharps guidance"

Tools and knifes

Any tool or knife used must be covered by a risk assessment with appropriate control measures in place. All tools and knives must be suitable for the user's age and level of competence.

Handling and Disposal

- Staff receive annual training on safe sharps handling, disposal, and incident reporting.
- Pupils must report sharps immediately and never touch them.
- Staff should clear the area, use a **Sharps Retrieval Kit** (gloves, tongs, brush/pan, sharps box), and dispose of items in a marked sharps box. Boxes must not exceed the fill line and will be removed by a licensed contractor.
- All incidents must be logged and reported to the headteacher and site manager.

Sharps Injury

- Encourage bleeding under running water, wash with soap, cover with waterproof dressing, and seek medical advice.
- Follow the First Aid Policy for all injuries.

Visitors and contractors

All contractors and visitors must sign in upon entering the premises. They are provided with essential health, safety, and safeguarding information. Contractors are also informed of the asbestos locations, required to complete the Hot Work register, and asked to sign to confirm they have received and understood this information.

Construction and maintenance

Landlord Consent
Before any work begins, landlord consent must be obtained from Property Services.

All construction and maintenance work will comply with **The Construction (Design and Management) Regulations 2015 (CDM)**. Contractors must hold a **permit to work** before starting.
Construction work includes:

Building, alteration, renovation, repair, decoration, demolition, or dismantling of structures.
Site preparation, clearance, excavation, and installation/removal of fixed services (e.g., electrical, gas, telecoms).
Assembly or disassembly of prefabricated elements.
Removal of structures or waste from demolition.
Responsibilities:

The **Headteacher** will appoint a **Principal Designer** and **Principal Contractor**, provide CDM pre-construction information, and confirm if the project requires HSE notification.
The **Principal Contractor** must prepare a **Construction Phase Plan** before work begins and ensure welfare facilities are in place.
The **Principal Designer** will produce a **Health & Safety File** for future maintenance.
Roles and responsibilities will be clearly defined, with adequate time, resources, and communication mechanisms.
Progress meetings will be held regularly to ensure compliance.
On completion, the Health & Safety File will be handed to the Headteacher, maintained by the Health & Safety Officer, and made available for future works. Projects involving new or altered workplaces must also comply with **The Workplace (Health, Safety and Welfare) Regulations 1992**.

Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.
Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.
Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or gr asp the particular item in a safe and balanced manner.
The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.
The capability and circumstances, e.g. age, of staff will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
All members of staff will receive manual handling information and training as needed.

Working at heights

Procedures concerning employees working at heights will be addressed in the Working at Heights Risk Assessment. Staff members are required to sign statements confirming that they have received, read and understood the procedure, prior to being allowed to work at heights.

Lone working

Procedures concerning employees working alone will be addressed in the Lone Working Risk Assessment. Staff members will be required to sign statements confirming that they have received, read and understood the relevant procedures, prior to being allowed to undertake lone working.

Stress management

Hopefully, the practices recommended above should help prevent stress. In some cases, this may not happen and staff should be alerted to some common effects of stress.
These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/ migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say 'no'

- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Procedures.

Maintaining equipment

The school is committed to ensuring that all equipment used by staff and pupils is **safe, suitable for its intended purpose, and properly maintained**, in accordance with the following legislation:
Health and Safety at Work etc. Act 1974 – Requires employers to ensure, so far as is reasonably practicable, the health and safety of employees and others who may be affected by work activities.
Provision and Use of Work Equipment Regulations 1998 (PUWER) – Requires that work equipment is:
Suitable for its intended use.
Maintained in a safe condition.
Inspected at appropriate intervals by a competent person.
Used only by individuals who have received adequate information, instruction, and training.
Electricity at Work Regulations 1989 – Requires electrical systems and equipment to be maintained to prevent danger.
Inspection and Maintenance
The school will ensure that **annual inspections** are carried out by a competent inspector or qualified health and safety technician for:
All electrical appliances.
All fixed gymnasium equipment.
Workshop equipment (e.g., lathes, kilns).
All fume cupboards (in compliance with **COSHH Regulations**).
The **Health and Safety Officer** is responsible for ensuring that any new equipment meets all relevant safety standards and conforms to legal requirements. A health and safety technician will be consulted where necessary.

Portable Electrical Equipment
All portable electrical equipment will:
Undergo **regular visual inspections** by the Site Manager.
Be subject to **Portable Appliance Testing (PAT)** at intervals determined by a risk-based approach, considering the type of equipment and frequency of use.
While PAT testing is **not a legal requirement**, it is considered best practice to demonstrate compliance with the **Electricity at Work Regulations 1989** and PUWER.

Record Keeping
Records of inspections, maintenance, and PAT testing will be kept demonstrating compliance and support monitoring.

Electricity

Electrical items received or purchased by the school are recorded in the register by the school office staff. All items will be safety tested on a rolling annual programme. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not locked
- The appliance being used for the purpose it was designed for

Pupils in years 5/6 are allowed to connect/ disconnect electrical equipment (under supervision).

Trees Inspection and Management

Trees must be inspected regularly by staff, paying particular attention to any obvious damage—especially those used in or around Forest School areas or classified as higher risk.
A formal tree survey must be carried out every two years by a qualified QTRA inspector or assessor.
Record Keeping
Schools should maintain the following records:
Details of service level agreements with contractors for tree management
Copies of risk assessments and any subsequent reports
Records of any remedial work undertaken
Copies of inspection or monitoring reports
Details of staff training related to tree monitoring

Hazardous materials (COSHH)

The school complies with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and other relevant legislation to ensure the safe use, storage, and disposal of hazardous substances.

General Principles

Hazardous substances will only be used where no safer alternative exists.

A COSHH file, including Safety Data Sheets (SDS), is maintained in the site caretaker's cupboard.
Hazardous materials will only be purchased from reputable suppliers with SDS provided.
Quantities will be limited to what is necessary, and no hazardous substance will be used without Headteacher approval.
All substances will be risk assessed using SDS or CLEAPSS Hazcards before use.
Control measures will be implemented and reviewed termly by the Site Manager and Health and Safety Officer.
At least two staff members will be trained in handling hazardous substances.
Chemicals will be stored in secure, labelled containers in compliance with regulations.
Surplus or unsafe chemicals will be disposed of by a registered waste carrier.

Additional Guidance for Cleaners and Caretakers

Training: Cleaners and caretakers must receive COSHH training before handling any cleaning chemicals or hazardous substances.
Safe Storage: Cleaning products must be stored in locked cupboards away from pupils, in original containers with intact labels.
Dilution and Use: Follow manufacturer's instructions for dilution and application. Never mix chemicals.
Personal Protective Equipment (PPE): Gloves and other PPE must be worn when handling cleaning agents or hazardous substances.
Ventilation: Ensure adequate ventilation when using strong cleaning products or chemicals.
Reporting: Any damaged containers, missing labels, or spills must be reported immediately to the Site Manager.
Inventory: The Site Manager will maintain an up-to-date inventory of all cleaning chemicals and conduct termly audits.
Disposal: Unwanted or expired cleaning chemicals will be disposed of safely via a registered waste carrier.

Cleaning and Waste Services

Contract Cleaning

Contract cleaners will be monitored by the **Site Manager** to ensure standards are maintained. The required standard is clearly defined within the **Service Level Agreement (SLA)** held with the cleaning contractor. Particular attention will be given to hygiene-sensitive areas to maintain a safe and sanitary environment.

Waste Collection

Waste collection services will also be monitored by the **Site Manager**. Special consideration will be given to the safe disposal of **laboratory materials** and **clinical waste**, in compliance with relevant health and safety regulations.

Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice.
All pupils' immunisation status is checked at school entry and at the time of any vaccination.
The school encourages parents to have their children immunised.
The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Allergens and anaphylaxis

The school's Allergen and Anaphylaxis procedure will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Managing Medications

The school adheres to the **DfE's statutory guidance "Supporting Pupils with Medical Conditions"**. Staff must:

- **Read and follow** the school's Managing Medications Policy at all times.
- **Receive annual training** in supporting pupils with medical needs, in line with DfE recommendations for staff training and healthcare plans.

Administration and Record-Keeping

- Parents must **notify the school** of any medication their child requires.
- **Only trained staff** may administer medication.

- All medication administered—especially non-prescription—must be **checked, recorded, and stored** according to the policy and original packaging.
- A **full record** of each dose given, including date, time, dosage, and administering staff, must be maintained.

Storage and Access

- The school will **take reasonable steps** to safely store medicines and make them accessible when needed.
- **No legal duty** exists for teachers to administer medication; where children cannot self-manage, parents should be invited into school. Support staff may volunteer **only after consent and training** via the official permission form.
- For **recurrent or complex medical needs**, appropriate arrangements—including individual healthcare plans—will be made.

Self-Administration by Pupils

- Usual instructions must appear on the container or be provided by parents/competent authority.
- Medicines are stored in the office, except for essential items (e.g., inhalers).
- Regular checks will ensure no medications remain beyond the prescribed period.
- Medicines must be **labelled clearly** (child's name on both inner and outer packaging).
- Pupils must not remove their own medication from the office and must be **observed** taking it.

Volunteer Support Staff Procedures

- **Parental consent** is mandatory before volunteer staff administer medication.
- **Every dose administered** must be documented in the school's medication records.

Smoking

To help ensure that we offer pupils, staff, contractors and visitors a safe, secure and healthy environment the LA has adopted a no smoking policy, which covers the entire school site including playgrounds and playing fields.

Security and theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

Where CCTV systems installed will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather and temperature

The school will act in accordance with local guidance where the weather could pose a risk to individuals on school site.
The headteacher, in liaison with the governing board, will decide on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.
The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	**Temperature**
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Asbestos management

In accordance with regulations an asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the MCC asbestos policy.

PE and Outdoor Play Equipment Safety

All PE equipment and outdoor play equipment must be maintained in a safe condition to prevent accidents and injuries. Staff should carry out **visual checks before each use** to ensure equipment is free from damage, securely assembled, and suitable for the intended activity. Any defects or concerns must be reported immediately and the equipment taken out of use until repaired or replaced.

In addition to daily visual checks, it is **recommended that a competent person conducts a formal inspection at least once every 12 months**. This inspection should include a thorough assessment of structural integrity, stability, and compliance with relevant safety standards. Records of all checks and inspections must be maintained in the school's safety log.

Trespassers

Unidentified Visitors

If someone on school grounds is not immediately recognised as having a legitimate reason to be there:

- Politely ask if they need assistance.
- If they appear to have a valid reason, direct them to the school office to sign in, collect a visitor badge, and receive further instructions.

Unauthorised Persons

If it becomes clear the person has no right to be on the premises:

- Ask them to leave via the nearest exit and observe until they do so.
- Inform the most senior member of staff available.

Intruders Who Refuse to Leave or Pose a Threat

- If the individual refuses to leave, becomes abusive, or appears threatening, call the police immediately.
- Initiate safe and secure
- If you feel threatened, do **not** approach. Find a safe place and call the police.
- Do not attempt to physically remove trespassers or engage in arguments. State your position, withdraw, and call the police.

Abusive parent/adult

When meeting with any adult who you suspect may become abusive, ensure the meeting takes place in a room that is easily monitored and within reach of other staff members. Depending on the circumstances, it may be appropriate to have an additional member of staff present.

If a parent or adult becomes abusive, they should be asked to leave the premises calmly and without confrontation. If they refuse to leave or their behaviour causes concern, a member of staff should consider alerting the police.

Following any incident, an incident form must be completed. It may also be necessary to inform the governors and/or the Local Authority for further action. Ensure you address your own emotional wellbeing after an incident and seek support if needed. Employees involved should be offered appropriate support.

Pupil suspected is carrying a weapon

The school strictly prohibits carrying weapons onto premises. Under Welsh Government guidance, including *Safe and Effective Intervention – Use of Reasonable Force and Searching for Weapons* (Guidance 097/2013), staff have the authority to search pupils when there is **reasonable suspicion** that a pupil is carrying a weapon, in accordance with the Violent Crime Reduction Act 2006 and the Education and Inspections Act 2006.
Searches must be carried out safely, respectfully, and discreetly by **two trained staff**, ideally using a hand-held metal detector, ensuring the pupil's dignity and well-being are protected.

The process should be supported by a **multi-agency approach**, involving police, children's services, and youth services as appropriate, and emphasise **early intervention** and understanding the underlying causes behind weapon possession. Any incident involving a weapon must be **recorded** in detail, safeguarding confidentiality while ensuring transparency and allowing for a thorough review.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board.

Annual Reporting

The Governing Board will request an annual report covering:
Accidents and incidents, including near-misses.
Results of internal and external health and safety inspections.
Complaints related to health and safety.
A summary of observations from the Health and Safety Governor's walkabouts.
Any necessary amendments to this policy will be implemented immediately following review or in response to significant changes in legislation, guidance, or school circumstances.

Scheduled Review

The next scheduled review date for this policy is: (Insert Date).

Performance Monitoring

The school will establish a formal monitoring system, supported by measurable performance indicators (e.g., accident rates, compliance audit scores). This system will be reviewed following any incident or significant change to ensure continuous improvement.

Signed:

Chair of Governors: