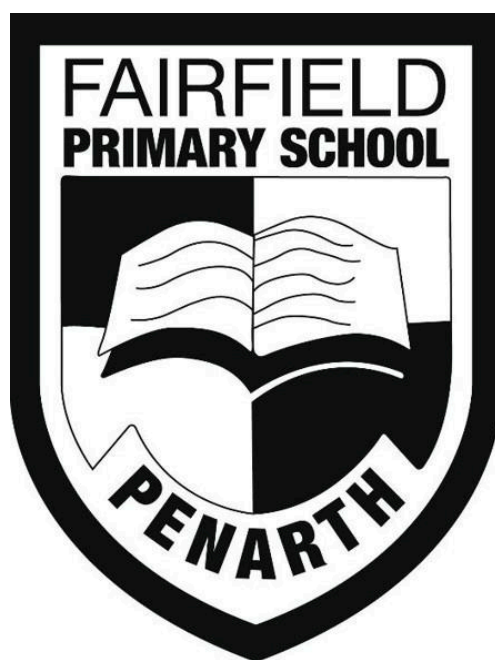


Fairfield Primary School

Ysgol Gynradd Fairfield



Health and Safety Policy

FAIRFIELD PRIMARY SCHOOL YSGOL GYNRADD FAIRFIELD
HEALTH AND SAFETY.

POLICY STATEMENT

The Head Teacher of Fairfield Primary School acknowledges, in accordance with the Vale of Glamorgan Health and Safety Policy she is responsible for:

“The day-to-day Health and Safety Management of School and Staff. The responsibility includes ensuring staff are aware of safety rules and procedures which apply. In particular, the Head Teacher is expected to be aware of arrangements governing educational visits and holidays and regulations regarding visitors whilst on the school premises”.

Statement of Intent

- *To provide adequate control of the health and safety risks arising from our work activities*
- *To consult with our employees on matters affecting their health and safety;*
- *To provide and maintain a safe place of work and equipment;*
- *To ensure safe handling and use of substances;*
- *To provide information, instruction and supervision for employees;*
- *To ensure all employees are competent to do their tasks and to give them adequate training;*
- *To prevent accidents and cases of work related ill health;*
- *To maintain safe and healthy working conditions; and*
- *To review and revise this policy as necessary at regular intervals.*

Graeme Jones (Interim Head of School) & Ruth Butterworth (Interim Executive Head teacher)

The Health and Safety at Work Act 1974 states:

” It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

Organisational Responsibilities

The day-to-day responsibility for all school safety organisation and activity rests with the Headteacher and Governors who shall:

Responsibilities of the Headteacher:

- To ensure her own health and safety as well as the health and safety of the staff, pupils and anybody else who might be affected by activities.
 - To ensure that all relevant health and safety information is disseminated to the relevant parties.
 - Be the focal point for all day to day references on safety and give advice or indicate sources of advice.
 - Coordinate the implementation of the approved safety procedures in the school.
 - Ensure that risk assessments are carried out.
 - Maintain contact with outside agencies able to offer expert advice.
 - Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc. she considers to be unsafe, until satisfied as to their safety.
 - Maintain safe and unobstructed means of access and egress.
 - Maintain safe and unobstructed conditions in all workplaces, classrooms, assembly and circulation areas.
 - Maintain unobstructed playground areas of even and clean surface.
 - Fire safety and evacuation procedures.
 - Ensure the safe use and avoidance of contact with chemical substances and flammable materials.
 - Ensure safe contact with animals or their housing or bedding material.
 - Ensure avoidance of contact with electricity supplies.
 - Make recommendations to the authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
 - Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations.
 - Review as appropriate:
 - i) the provision of first aid in the school
 - ii) the emergency regulations and make recommendations for improving the procedures laid down
- Review regularly the dissemination of safety information concerning the school.
- Recommend necessary changes and improvements in welfare facilities.

Governors:

- To ensure Health and Safety is an agenda item at the Governors meetings.
- To ensure risk assessments are being conducted and health and safety procedures are being followed.
- Ensuring that relevant information is disseminated.
- Monitoring and reviewing the School's Health and Safety Policy.
- Responding to the legal duty to notify the LEA and Health and Safety Executive of major accidents and dangerous occurrences.
- Maintaining a high standard of Health and Safety in the School.
- Named Governors with responsibility for Health and Safety are the Buildings committee.

Responsibilities of the Deputy/Assistant Headteacher:

- To liaise with the Head teacher on a regular basis regarding health and safety.
- To deputise for the Headteacher.

Responsibilities of Teachers:

The safety of pupils in the classrooms is the responsibility of class teachers. Class teachers are expected:

- To control and supervise the children and ensure that safety rules and protective equipment are followed and used.
- To follow any safe systems of work / procedures in place.
- To ensure that where appropriate, they carry out a risk assessment on an activity so that all relevant protective clothing, guards, screens etc and any relevant procedures are used and followed.
- To check that areas and equipment are safe before commencing activity. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Headteacher before allowing practical work to take place.
- To know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed.
- To ensure that safety instructions are clear and understood and check frequently that they are being followed.
- That they personally should follow safe procedures and working practices.
- To liaise with and recommend to the Headteacher any possible improvements to ensure the safety of pupils and to point out any potential hazards.

- To encourage pupils and visitors to comply with the Health and Safety Policy.

Caretaker:

The caretaker is to be informed of any change to the school's current Health and Safety Policy. He carries out daily and weekly inspections and keeps an accurate record of these.

The caretaker locks and unlocks the school.

The Vale Security Service is the main key holder for the school.

The boiler room is maintained by the caretaker and kept free of any combustible materials.

The Caretaker along with the Head teacher is designated "contact" person for reporting faults and liaising with contractors on site.

School Administration

- To ensure all visitors sign the visitor's ipad on arrival and the time of leaving the premises is recorded.

Lunchtime Supervisors:

- To report all accidents/incidents to the Head teacher without delay.

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of self and peers.
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use appropriately, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors:

Visitors are to report to the General Office on arrival at the school. Visitors are required to sign in the visitor book.

Parents helping in the school are required to sign in/out of the building. Staff are expected to ensure parent helpers are aware of Fairfield Primary School's guidelines for Health and Safety in the school working environment.

All staff are DBS checked. There is a separate visitors policy.

Arrangements

Induction and Training

Each new member of staff or pupils/ adults who visit the school on work experience training will be made aware of the school's Health and Safety Policy. Health and Safety training will form part of INSET days, this will include risk assessment training which will be delivered by the Health and Safety section of the Vale of Glamorgan Council.

Risk Assessments

The risk assessments are to be carried out by all trained staff and will be reviewed on a regular basis, or as and when necessary.

Risk assessments are carried out for manual handling activities and for all substances used within the school (COSHH).

Spills will be reported without delay and are to be cleaned straight away.

Reporting Accidents

All significant accidents and any dangerous occurrences are to be reported to the Health and Safety Officer for Learning and Development for the Vale of Glamorgan.

This includes incidents to members of the public, visitors, pupils and staff.

Appropriate forms are available from the General Office. (AC1 accident form and INC1 incident form).

Lunchtime supervisors know they are to complete accident forms for any pupils involved in an incident during the lunchtime period.

Within the school setting an Accident Form is sent home to Parents when an accident occurs and first aid is given. It is the responsibility of the First Aiders to decide if an accident slip is sent home however it is good practice to inform Parents whenever there is doubt. Where bumps to the head occur Parents are always informed and maybe asked to visit school to check upon the injury to the child.

Certain categories of accidents are to be reported to the Health and Safety Executive

First Aid at Work

At Fairfield Primary School a programme for periodic training for First Aiders is in place. First Aid Certificates are valid for three years. The designated First Aid

Officers are known to the staff. First Aid boxes are strategically located around the school. Each building has a green first aid pack within their classes. Epi-pens where needed are kept within these packs. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed.

Accidents are entered in a School Accident Book kept in the General Office area. This will be reviewed on a half termly basis by First Aiders/SLT to check/identify any common injuries/causes of injury.

All staff received First Aid training in summer 2020, this includes teachers, LSAs, MDS, office staff. Four LSA's are received First Aid training in May 2026.

Guidelines for Medicines in School

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the General Office and are kept by the School Administrator.

Only medication prescribed by the Pharmacist is able to be administered. The medicine should be in the correct box with the dosage clearly stated.

Medicines are to be safely stored in the office/staffroom and they should not be accessed by pupils or unauthorised persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the staffroom/office. Any member of staff is able to administer the recommended dosage on the container. Staff must record dosage and time of administering the medicine in the book provided.

In the event of cuts and grazes **no** disinfectant or creams are to be applied. Plasters are to be used unless the child has an allergy [all parents are asked this information, which is logged]. Tape can be used to attach lint or similar type dressings.

The First Aider/Headteacher organises Learning Support Assistants to check the First Aid Boxes at least once per half-term and inform the General Office if further First Aid requisites are needed to replenish used stock.

Fire Safety Procedures

Fairfield Primary School buildings have a number of Exit signs to assist the evacuation of the school. Further "Green Man" signs are in place to indicate the most effective exit routes from the school.

Pupils partake in a "Fire Drill" once per term. The joint alarm system is tested weekly on a Monday morning.

Fire extinguishers are maintained and inspected on a yearly basis.

All records are kept in the school office.

A fire risk assessment is conducted every 2 to 3 years by the Vale Health and Safety section. The Head teacher and Governing Body then manages the risk assessment and give due consideration to all recommendations.

FIRE PROCEDURES

All fire procedures are on a chart on the back of every door in all rooms.

The School has three independent fire alarm systems so it will be necessary to have separate fire practices.

1. When the alarm sounds children must stop and listen.
2. Teacher leads the children/ class outside.
3. Children stand in silence, register is taken. Red/Green cards or thumbs up held up to indicate all present or not.
4. Any child missing is reported to the Headteacher immediately.
5. If any child is out of their classroom they do not return for any reason. They leave by the nearest fire exit and join their class.

Classes leave the building through the following exits:

Manual Handling

The caretaker has received training in manual handling. This training will be updated on a regular basis. There is a sack trolley available in school.

Staff should avoid working at heights. Step ladders are available in the storeroom for use. A risk assessment will be undertaken if the ladders are needed.

Vehicles Accessing the School Site.

The main school does not have a car park and the school gate is closed during school hours. The nursery unit has a small car park which is closed during nursery hours.

Contractors' vehicles do access the school yard as necessary and at all times this is supervised when pupils are on the premises.

The children in the Hearing resource base are escorted to and from the taxis. Risk assessments have been undertaken by the LA.

School Trips

Only reputable bus companies with proven competent procedures are to be used for school trips.

The LA on line system for logging school visits 'Evolve' is used.

All visits have been risk assessed before the visit takes place.

Safety on School Site

1. **Approach**

Gates kept clear to allow full opening for rapid clearance of people from the pavement and so avoid over-spilling into the roadway and into the path of traffic.

2. **Yard**

Any objects such as skips, bins, trolleys, sports posts etc. to be stored on the periphery of the yard.

3. **Assembly Areas**

All personnel are to be made aware of the assembly areas.

4. **Yard Maintenance**

Paving slabs and concrete areas to be in good repair. Steps unbroken and not worn unevenly. Grids to be clear. Down-pipes unbroken and secured to the walls. Roof guttering to be secure as far as visible check allows.

5. **Playgrounds**

Playgrounds must be maintained in a good condition.

Icy surfaces in winter should be treated with grit and salt by the caretaker prior to the arrival of the children.

Drains should be kept clear to avoid the possibility of localized flooding.

During playtime and lunchtimes, all children in the playgrounds must be visible to teachers on duty or dinner supervisors.

Safety in the Building

1. **Entrances**

Steps free of cracks or uneven wear.

Handrails fitted to entrance doors with steps.

2. **Corridors**

No one is to run in the corridors.

3. **Choke Points**

Places where build-up or crowding is likely to occur should be identified and staff informed of these areas e.g. entrances near the Hall at assembly and dinner times.

4. **Pin Boards**

Where use of these boards causes reaching above hand height then a step ladder or proper step-up equipment must be used. The practice of standing on chairs and tables, etc. is dangerous and must be discouraged.

5. **Doors**

Doors in a 'dropped' condition must be corrected.

Cracked or broken glass to be replaced.

Door handles to be secure and in working order.

Doors should not swing freely when unrestrained.

6. **Fire Doors**

These will be kept closed.

7. **Carpets and mats**

Wherever located, these must be secured ALL ROUND by a proper metal or tape edging. Tears or holes to be repaired or the item replaced as a matter of urgency.

8. **Windows**

Broken or cracked glass to be replaced.

Window-operating cords or levers to be in free working order.

Sun affected sides of buildings to have effective screening or louver type sun shields wherever possible.

10. **Heating**

A record of examination by manufacturer's engineers must be kept.

Insurance inspection reports should also be kept up to date.

Any fault in the central heating control equipment to be treated most urgently.

Heating of any room must be capable of being turned on or off in that room.

Radiators and pipe-runs to be kept free of debris.

11. **Lighting**

All lights work.

Broken shades/diffusers to be replaced

Switches to be free of cracks and positive in action.

Illumination values to be updated.

All the main school has LED lighting- plans to change to LED lighting in the nursery.

12. **Power Points and cables**

Sockets if cracked or broken to be corrected.

Any loose wires sighted at cable entrance to a plug calls for a stop on using that plug till corrected.

Cables must be anchored by the strap inside the plug.

Report of heat in a cable, plug or socket calls for immediate shutdown of apparatus and removal of plug and no further use till checked by electrician.

14. **Sinks**

To be free of chipped and cracked areas.
Overfill exit to be clear.
Sink drain-hole to have well fitting vertical separator to hold back solids.
Detergents held in classrooms to be user friendly.
No caustic types allowed.
Where chemistry experiments are conducted, any liquid residues or washings must be disposed of separately with flushes of water between each dumping. No alcohol or petrol-based solvents to be flushed via the sinks. They form explosive vapour in the pipes and can explode. Before starting to use these materials, advice must be obtained for disposal of these hazardous wastes.

15. **Toilets**

To be well ventilated.
Hot and cold taps to be clearly marked.
All taps to give good flow.
Hot taps to be on line to a temperature controlled supply delivering a safe supply.
Sinks not cracked or chipped and securely fixed.
Hot air dryers to be securely fixed and BELOW face level of the possible users.
Guards in place.
Paper towel fixtures to be securely fixed.
Floors without any cracked or broken sections.
Pedestal units and seats in good repair, no cracked broken porcelain.
Flushes work and refill quickly.
All lights work.
Windows made to open and close will do so. No cracked or broken glass.
Gents type unit has automatic flush in working order. No rubbish build-up around drain.

16. **Apparatus**

Electrically powered adhesive guns and heat guns to be used strictly according to the maker's instruction. These instructions should be stored with equipment.
Creation and operation of electrical circuits, electro magnets and motors must only be powered by low voltage dry batteries and not more than 9 (nine) volts. Even with these low voltages, use of thin wire will give very HOT sections of wire if the items being powered do not use a lot of power.
Step-down transformers connected to mains supply must NEVER be used.
Fusing of plugs supplying apparatus is very important. Each item is rated for fuse protection purposed in AMPERES or AMPS, e.g. if a tape recorder is listed for a 3 AMP rating, it is no good using a plug with a 13 AMP fuse. If power surge occurs, the surge passes the 13 AMP fuse and ruins the tape

recorder. This matter should be resolved by an electrician and his recommendations carried out. In the case of a fire in a piece of electrical apparatus, like a TV or video recorder, switch off. Pull out the plug. Remove pupils from room. The smoke you see will be very poisonous due to burning insulation and varnishes in the unit. Water type extinguishers must not be used on ANY electrical fire. The correct type is the CO² gun which covers the unit in carbon dioxide gas which will not harm you. Obviously you will call the fire service.

17. **Fire Extinguishers**

In place.

Regularly inspected

Inspection ticket in place and up to date.

In place printed label saying TYPE and contents intact.

Each one should have a large print notice saying what sort of fire NOT to use it on e.g. 'WATER' type would have notice NOT ELECTRICAL – HOT OIL or FATS

18. **Rooms**

All lights work. No damaged lamp shades/diffusers.

Electric switches and wall sockets undamaged.

Windows open and close as designed. No cracked or missing glass.

Heating system working. Can be turned on and off.

Doors undamaged. Door furniture complete and in good order.

Secondary exits not blocked.

Cupboards do not wobble and have no GLASS panels inset

Desks, tables, chairs and benches are stable and do not have splinters or raised plastic edging which can cause injury.

Carpets and mats are secured by proper metal or tape edging with no torn or holed areas.

No heavy objects stored on window ledges or on top of cupboards.

19. **Hall**

Floors not chipped, splintered – no loose blocks.

Gymnastic tables not wobbly.

Mats are non-skid and in good repair.

Benches and chairs are sound and free of splinters.

Windows open easily. No cracked or broken glass.

Exits including secondary exits always kept clear.

A system of routine established gangways at assembly and theatrical performances is observed.

20. **Kitchen and Dining Areas**

Kitchen floors are non-skid even when wet.
No raised, cracked or missing floor tiles.
First Aid box is available.
Fire blanket and fire extinguishers for use on fat and oil fires installed.
CO² gun fire extinguisher for electrical fires installed.
Staff are trained whenever possible in the correct use of the appropriate extinguishers for each type of fire.
Machinery guards, where fitted, are securely in place.
Windows have no cracked, broken or missing glass.
Ventilation is adequate – fan installations are clean and free from grease and grime.
Kitchen sinks are secure, not cracked or chipped.
Personal washing facilities for kitchen staff available.
Safe working room per person is obtained.
Cloakroom facility OUTSIDE the kitchen is available for clothes and personal belongings.
Lighting is adequate and undamaged.
Power points and cable undamaged and clean.

21. **Staff Facilities**

Staff room and toilet facilities are adequate for numbers.
Equipment for making tea, coffee, etc.
Sink facility for dish washing is in place and in good condition.
Lighting adequate.
Windows unbroken, no cracked or missing glass.
Ventilation adequate.
Sufficient seating for all members.
Curtain / blind providing sun shade in place.
Heating system adequate and capable of being turned on and off locally.
Floors in sound condition.
Carpets, rugs and mats, where fitted are secured by proper edging. No holes or tears.

2. **Boiler house**

Consultation with the Caretaker must take place.
No combustible materials are to be stored in a dangerous area.
The safety and temperature control devices are in good condition.
Certifiable equipment will have been checked at the required interval including insurance inspections.
Cleaning materials of a hazardous nature are stored in a secure area.

The Property Maintenance Services Department is responsible for:

The structural safety of premises
The safe installation and maintenance of all services and associated fittings
The safety of electrical supplies including provision of circuit breakers and isolating devices
The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

Electricity and PAT testing

The PAT register is kept in the school office. Maintenance is undertaken annually.

Asbestos Management

All contractors will be shown the Asbestos Management File which is found in cupboard outside the secretary's Office.

Appendix 1 References
Appendix 2 Fairfield Primary School First Aiders

APPENDIX 1

References

Vale of Glamorgan Health and Safety File
Health and Safety at Work Etc Act 1974
Health and Safety of pupils on educational visits - National Assembly 1999

References to other policies/documents

- Visitors policy
- Health care policy
- Intimate care policy
- Allergy policy
- School Risk Assessment

TELEPHONE NUMBERS	
Fire, Ambulance, Police	999
Gas Emergency	0800 111999
Electricity Emergency	0800 0520400
Water Emergency	0800 0520130
Local Education Authority	01446 700111
Directorate of Learning and Development Health and Safety Officer (main focus schools) – Gareth Hodges	07729105533 ghodge@valeofglamorgan.gov.uk
South Wales Police Crime Prevention Officer – Mike Todd Crime Management Unit	01446 734451 01446 731600
School Health and Safety Representative – Graeme Jones	S 02920709035 H 07989346317
Fire Safety Contact: South Division	01443 232500

Monitoring and Review	
Author	Sian Lewis / Graeme Jones
Created on	February 2025
Last updated on	06/05/26 - Resources Committee 20/05/26 - Following the Resources Committee the following was added: First Aid at work - First Aid books to be reviewed half termly Links to other policies added
Approved by	FGB
Approved on	20/05/26
Adopted by Full Governing Body	20/05/26

Scheduled Review date	Annually and as appropriate
Head teacher's signature and date	Graeme Jones 06/05/26
Chair of Governors signature and date	Margaret Kendell (VC) 20/05/26