

# SCHOOL POLICY DOCUMENT

## Health and Safety



**Abercynon Community Primary School**

**2025-26**

**Policy Leader : Mr D Jewitt**  
**Head teacher : Mr. D Jewitt**  
**Chair of Governors : Mr I Mclean**

**Reviewed, revised and approved in:**

**September 2025-2026**

**HEALTH AND SAFETY POLICY**

**General Statement of Policy:**

1. The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and if available 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.
2. The governors will liaise with L.A. regarding training needs. Primary responsibility for complying with the Health and Safety of Work Act 1974 rests with the Governing Body as employer of all Education staff within the school, who has developed policies on Health and Safety issues which are relevant to the operation of the school. The Governing Body have delegated responsibility for implementing the policy and for the day to day management of Health and Safety on the School side to the Headteacher. The Governing Body will fully support the Headteacher in implementing these policies.
3. The Governing Body also accepts its responsibilities for issues such as the purchase and maintenance of equipment, non-structural maintenance and repair work, and cleaning of the premises.
4. The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Headteacher will make adjustments to the allocation of duties to reflect changes in personnel, circumstance or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

**Signed: Damion Jewitt**

**HEADTEACHER**

**DATE: September 2025**

**Ian Mclean**

**CHAIR OF GOVERNORS**

**September 2025**

## Health and Safety Action Plan

5. The Headteacher and the Governor with responsibility for Health and Safety will develop and maintain a Health and Safety Action Plan for the school.
6. The Plan will include:-
  - Prioritised targets to be achieved;
  - Resource requirements;
  - Training requirements;
  - People responsible for taking action;
  - Timescales for completion of targets;
  - A prioritised Risk Assessment Programme;
  - A review of progress since approval of the last Plan.
7. The Plan will be based on :-
  - Risk Assessments for all school activities and premises;
  - An analysis of accident reports;
  - An annual inspection by elected members of the Governing Body;
  - The school development plan;
  - Feedback from staff and parents.
8. The plan will be submitted to the Governing Body for approval annually. It will be reported to the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the Plan will be reported to the next appropriate meeting of the Governing Body.

## **Responsibilities:**

9. The responsibilities of the LA are set out in the LA's Statement on Health and Safety.

10. The holders of the following posts are responsible for Health and Safety in their areas/subjects:-

**Headteacher: Mr D Jewitt**

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

Accident investigation;

Health and Safety briefing for new and temporary staff;

Identification of training needs;

Arranging and monitoring testing of electrical equipment.

**Deputy Head: Mrs Sharon Smith**

Responsibility for the Head teacher's function in his absence.

**Competent Person: Mr D Jewitt - Mrs Sharon Smith (in HT's absence).**

Support and advice for managers on health and safety issues.

**Site Manager: Mr Andrew Harris (Zoe Caffell to close on Karate Club evenings Mon, Wed and Fri at 9.30am).**

School site and Security;

Monitoring maintenance of boiler and equipment;

Checking fire exits and escape routes;

Plant and boiler rooms;

All external features and areas including entrance routes, fencing, gates;

Common internal areas such as Hall, Canteen in liaison with Catering Direct Staff, entrance foyer, corridors, and related Risk Assessments.

## **PE**

P.E. teaching areas, equipment, systems of work and related Risk Assessments;

Outdoor play areas, equipment and related Risk Assessments;

Field trips and off site activities, equipment, systems of work and related Risk Assessments.

## **Technology**

Equipment, system of work and related Risk and COSHH Assessments.

## **Science**

Equipment, systems of work and related Risk and COSHH Assessments.

## **I.T.**

Equipment, systems of work and related Risk and Display Screen Assessment.

## **School Support Officer: Mrs J. Jenkins**

Office equipment and clerical systems, receipt of visitors;

Informing visitors of evacuation procedures;

Evacuation route details next to Visitors' Book.

## **Cleaners: Solo Cleaning Company**

Cleaning equipment.

## **All Employees**

Responsibility to co-operate with managers to achieve a safe and healthy workplace;

Responsibility to take reasonable care of themselves and others;

Reporting all accidents, dangerous incidents and near misses;

Reporting all health or safety problems which they are not able to put right to the appropriate person named above.

The staff representative is:

**Mrs M Campbell**

The Governor with responsibility for Health & Safety is:

**Mr Ian Mclean**

The Competent Person for the school is:

**Mr D Jewitt**

### **Risk Assessment**

11. We recognise the fundamental importance of risk assessment in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All school activities, premises and work processes must be subject to risk assessment in accordance with the procedures issued by the LA which the Governing Body fully supports. This includes an annual review of all risk assessments, or more frequently if circumstances require.
12. The information generated by the risk assessment process will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan, which will also include a prioritised programme of Risk Assessments still to be carried out.
13. Risk assessment forms are kept in the head teacher's office.

### **Communication**

14. We recognise the importance of good communication arrangements on Health and Safety issues within the school, within the education service and with the wider community. Accordingly, the following measures will be implemented:-
  - Safety Representative - the school will co-operate fully in the appointment of safety representatives by recognised trade unions in accordance with Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training if available to carry out their task effectively.
  - Health and Safety Action Plan - the Action Plan will be submitted to the Governing Body each year end, when approved, will be reported to the first appropriate staff meeting and summarised in the Annual Report to Parents. A copy will be sent to the LA for information. Feedback on the Plan from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate.

- Staff Meetings - Health and Safety will be included on the agenda at staff meeting every term to give the Head and staff opportunities to raise Health and Safety issues. Minutes will be taken and will be forwarded to the Governor with responsibility for Health and Safety.
- Information to the LA - the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools in RCT, via regular submission of accident reports/ Submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Head or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issue which is their responsibility.
- Recording hazards - Staff will inform the appropriate member of staff of hazards if they cannot deal with them themselves, and will record details of hazards and these will be kept on file.
- Introduction training - All staff will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.
- Inspection/Audit - the Governing Body's Representatives will undertake an annual Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.
- Policy Document - All staff will read this policy document. All staff will be informed of alterations either in writing or via staff meeting agendas. A copy of the policy documents and any supporting procedures or Good Practice notes will be available in the school office for reference.

### Accidents

15. All accidents, dangerous occurrences and near misses **must** be reported to the Head or Deputy in (Headteacher's absence), the Governing Body and the Education Department in accordance with the procedures issued by the LA.
16. The Headteacher will report serious accidents to the Governing Body as soon as practical, and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.
17. Accident books and report forms are kept in the First Aid Room and by the First Aid boxes.

## Violent Incidents

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

Violent incidents include:

- Physical attack
- Animal attack
- Serious verbal abuse
- Attack against property

19. All violent incidents and near misses **must** be reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA.

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

21. Forms for reporting violent incidents are kept in the Headteacher's office.

## First Aid

22. First Aid on the school side and for off-site activities must be provided in accordance with the procedure issued by the LA.

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

24. To comply with the Council's procedure the school needs two qualified First Aiders these are:

**Mr C Meredith (L3)**

**Mrs S Smith (L3)**

Holders of current "First Aid at Work and advanced first aid" Certificates are :-

- All teaching and support staff and some midday supervisors and breakfast staff

First Aid boxes are located in First Aid Room as well as the Ground floor kitchen and in the reception area in the school

25. Travelling First Aid Boxes must be taken on all off-site visits (located at bottom of stairs);

26. The person responsible for ensuring First Aid boxes are kept properly stocked are:

Mr D Jewitt and Mrs S Smith

### **Off-Site Visits and Activities**

27. All off-site visits and activities will be organised in accordance with the procedures issued by the Council which the Governing Body fully supports. Standard information is sent to parents prior to any off site visit or activity.

28. The group Leader of the trip will enquire to see if a Risk Assessment has occurred or needs to occur at any off site activity and will then discuss this plan with the Head or other appropriate senior member of staff.

### **Fire and Emergency Evacuation Procedures**

29. The detailed procedure for emergency evacuation of the school is set out in the Health and Safety file and is based on a Fire Risk Assessment carried out by the Headteacher which is reviewed after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan.

30. The first priority must be the safety of staff, pupils and visitors. All buildings must be evacuated quickly and safely, and no attempts must be made to fight a fire or to return to the buildings until the Headteacher is told it is safe to do so by the Fire Service.

## **Stress Management**

31. We recognise the importance of managing stress in the workplace. We will identify hazards and assess all mental risks to health with the aim of reducing them as far as is reasonable practicable in accordance with the Council's procedure on Tackling Stress in the Workplace.
32. The information provided by the Risk Assessments will be used to inform decisions on matters to be included in the schools Health and Safety Action Plan.

## **Contractors**

33. Current good practice on the use of contractors on school sites includes the following provisions.
  - All contractors must report to reception prior to commencing work on the school site and must not be allowed to start work until staff are satisfied their visit has been approved by school management. Special arrangements may be necessary for contractors such as Grounds Maintenance, who may work before the school day begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with.
  - Contractors' names must be entered into the visitors' book when they come to the school. They must be given some identification to show they are authorised visitors, and they must be given information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitor's book must be taken to the assembly point by the School Clerk and any contractors or other visitors must be accounted for.
  - Contractors must demonstrate to school management that they are aware of Health and Safety regulations pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site before they are allowed to start work.
  - Electrical equipment used by contractors must be appropriate to the work and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.

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

Consideration must be given to the following points in agreeing a safe operating procedure with Contractors.

- Safety Signage
- Provision and maintenance of secure barriers
- Treatment and removal of waste.
- Siting and removal of skips.
- Safe and secure storage of tools and material.
- Use of electrical equipment including minimising voltage whenever practical.
- Use of other equipment - ladders etc.
- Conduct and behaviour of contractor's staff whilst on site.
- Use of vehicles on site - access, parking, loading and unloading.
- Use of site utilities and amenities.
- **NO SMOKING OR ALCOHOL** within the premises.

### Visitors

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

35. Visitors' names must be entered into the visitor's book when they come to the school. In the event of an emergency or evacuation, the visitors' book must be taken to the assembly point by the School Secretary and any visitors must be accounted for. Visitors will be issued with an identification badge stating 'VISITOR'. This badge must be returned at the end of the visit.

## Hazards

36. If staff become aware of any hazardous situation which they cannot deal with themselves, they must inform the Headteacher or member of staff identified in the Responsibilities section of this document as soon as possible, and record their concerns on file with the date and time of reporting. The Headteacher with responsibility for Health and Safety will examine the file at least once each term and will report to the Governing Body on issues arising and action taken.

37. Hazard sheets relating to chemicals and materials must be kept in appropriate areas - Science, Technology, Caretaker and Cleaners. Staff using these chemicals or materials must be advised on their use by the appropriate member of staff.

## Personal Protective Equipment (PPE)

38. If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it must be provided, stored, maintained and used in accordance with the procedure issued by the City Council, which is fully supported by the Governing Body.

## Housekeeping

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

## Electrical Equipment

40. All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi portable equipment, such as computers and printers with non-conductive out casings that are rarely moved, will be tested for safety every three years. All fixed wiring and fixed electrical equipment will be tested every five years

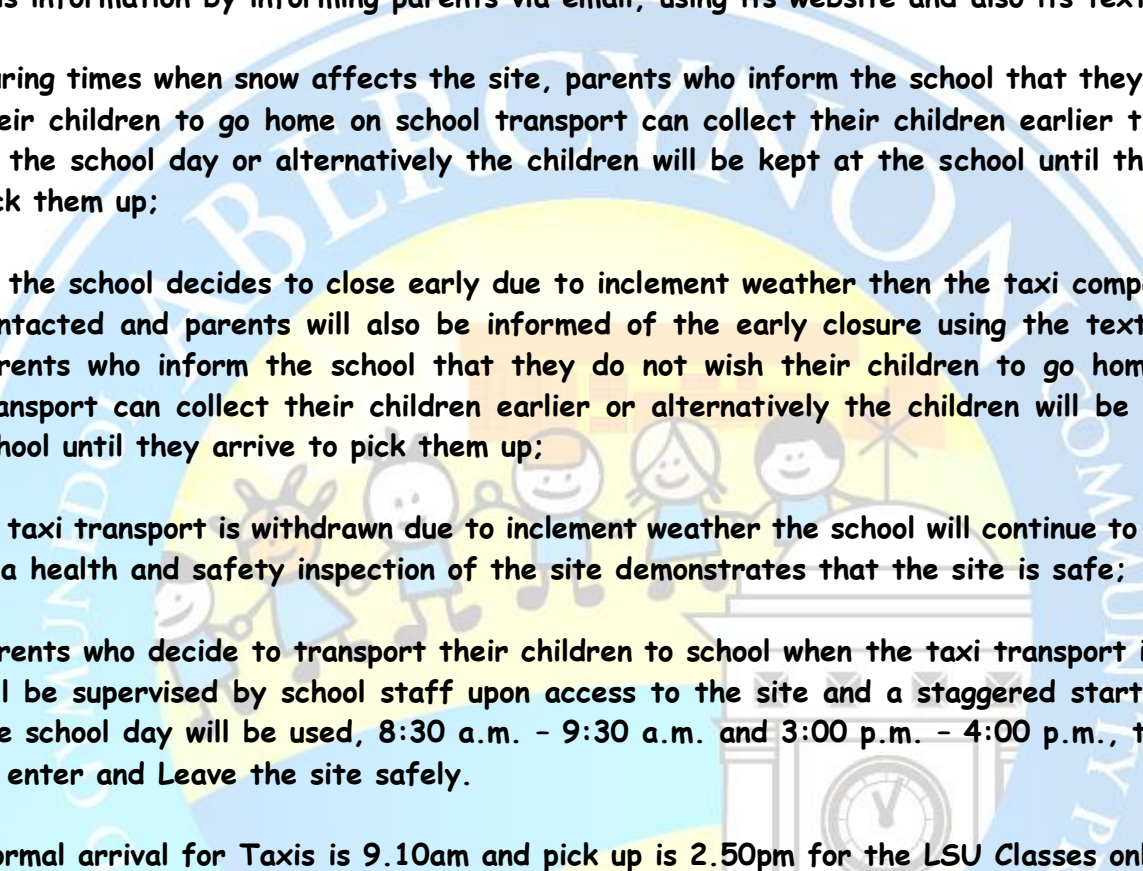
41. Registers of electrical equipment and testing regimes will be kept through RCT maintenance and RAMIS website will be updated accordingly.
42. Staff must visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until a competent electrician can check it. Staff must report any concerns they have to the headteacher, and record details on file. If there is any doubt about the safety of any electrical equipment. **IT SHOULD NOT BE USED!**
43. Personal items of electrical equipment must not be brought into school for use on site, as this equipment will not comply with the Electricity at Work Regulations. Staff disregarding this instruction will be personally liable for accidents or damage caused by the use of their equipment.

### **Machinery**

44. Qualified and trained personnel may only machinery. Guards and safety signage must be in place and manufacturers operating instructions must be followed at all times. PPE should be used by operators and spectators. Manufacturers operating instruction should be followed at all times.
45. Staff must visually inspect all machinery and equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until a competent person can check it. Staff must report any concerns they have to the headteacher and record details in the hazard book. If there is any doubt about the safety of any machinery or equipment **IT SHOULD NOT BE USED!**
46. Personal items of machinery or equipment must not be brought into school for use on site, as this equipment will not comply with the Provision of Use of Work Equipment Regulations. Staff disregarding this instruction will be personally liable for accidents or damage caused by the use of their equipment.

### **Transport**

47. As the school uses LA transport (taxis for LSU Unit), RCT, Merthyr and Cardiff, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. In addition, the Local Authority guidelines for parents and carers transporting children must be followed. **Mr Andrew Harris and Mrs L Geary** are the staff responsible coordinating the transport at the school and all staff are fully trained in their responsibilities relating to managing school transport as listed below:

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- During the winter period the school relies on information provided by RCT transport department and individual bus companies as to whether transport will be running or if children need to be picked up earlier from the school site due to inclement weather. The school will respond to this information by informing parents via email, using its website and also its texting service;
  - During times when snow affects the site, parents who inform the school that they do not wish their children to go home on school transport can collect their children earlier than the end of the school day or alternatively the children will be kept at the school until they arrive to pick them up;
  - If the school decides to close early due to inclement weather then the taxi companies will be contacted and parents will also be informed of the early closure using the texting service. Parents who inform the school that they do not wish their children to go home on school transport can collect their children earlier or alternatively the children will be kept at the school until they arrive to pick them up;
  - If taxi transport is withdrawn due to inclement weather the school will continue to remain open if a health and safety inspection of the site demonstrates that the site is safe;
  - Parents who decide to transport their children to school when the taxi transport is withdrawn will be supervised by school staff upon access to the site and a staggered start and end of the school day will be used, 8:30 a.m. - 9:30 a.m. and 3:00 p.m. - 4:00 p.m., to allow cars to enter and Leave the site safely.
  - Normal arrival for Taxis is 9.10am and pick up is 2.50pm for the LSU Classes only.

## Useful Contacts

Health and Safety Executive - Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH.

Telephone 02920 263000. FAX: 02920263120

Premises and Facilities

Education and Lifelong Learning  
Navigation Park  
Tel. 01443 425006

Health and Safety

Health and Safety Team  
Ty Trevithick  
01443 425531  
[HealthandSafetyTeam@rctcbc.gov.uk](mailto:HealthandSafetyTeam@rctcbc.gov.uk)

Prince Charles Hospital

01685 721 721

Minor Injury Unit Mountain Ash

01443 883811

Abercynon Health Centre

01443 740447

St. John Ambulance

02920 627627

Red Cross

01443 844129

Police

101 (non emergency)  
999 (Emergency)