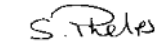




Health and Safety Policy (Including COVID)

Initiated by: SENIOR LEADERSHIP TEAM
Approved by: Governors/SENIOR LEADERSHIP TEAM
Date Approved: 6th May 2025
Operational Date: 6th May 2025
Date of Review: Summer 2026
Distribution: SENIOR LEADERSHIP TEAM /TLR's/All relevant staff

Signed:  Chair of Governors

Signed:  Head Teacher

Please note - where this document states the term "parent" it refers to any such person(s) or body that has legal responsibility.

The Governors and Senior Management of Ysgol Hen Felin have taken steps to ensure all measures necessary are to meet the requirements and obligations arising from the Health and Safety at Work Act 1974 and its subsequent Regulations are met within all areas of the school and immediate play areas.

General Policy Statement

The Head Teacher and Governors of Ysgol Hen Felin believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Head Teacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Head Teacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, Parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Head Teacher and Governors will undertake to ensure compliance with policy and guidance produced by Rhondda Cynon Taff Education Authority.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Head Teacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Our policy is to ensure, in so far as is reasonably practicable, the Health & Safety at work of our employees, and the Health & Safety of our pupils and visitors.

As a minimum we will comply with the requirements of relevant Health & Safety legislation, approved codes of practice and, as appropriate, guidance published by the Health and Safety Executive and/or other recognised bodies as well as the recommended guidance from Rhondda Cynon Taf Education Authority.

Covid 19

The school is committed to providing, so far as it is reasonably practicable, for the health, safety and welfare of all staff, pupils and/or visitors to the site. This commitment extends to ensuring that our operations and activities at school do not place staff, pupils and/or visitors at risk of harm, injury or damage, which includes awareness and due diligence around the global public health emergency of the Coronavirus; COVID 19.

The school will ensure appropriate arrangements are in place for:

Masks

- Staff working closely with vulnerable learners, especially if they are caring for a learner on a respirator, should be fully trained in the use of face masks, face protection and other relevant PPE.
- Staff should wear facemasks when caring for vulnerable learners who have suspected COVID-19 and flu.

Attendance

- Staff with symptoms of a respiratory tract infection including COVID-19 and/or has a high temperature are advised to stay at home and notify their employer as soon as possible.
- When they no longer feel unwell and do not have/have not had a high temperature and are ready to return to work they may wish to discuss with their employer ways to minimise any risk only coming back to work after a clear COVID test or 10 days which ever is sooner.
- Learners with symptoms of a respiratory tract infection should also be advised to stay at home and not to return to the setting until they no longer feel unwell / no longer have a high temperature.

Vaccination

- One of our key defences to reduce the impact of COVID-19 and the threat of a new variant is vaccination. It is important that those who are eligible to take up their offer of a vaccination, including staff working in special schools, although this is not compulsory.
- This will help prevent frontline workers becoming ill, reduce transmission to vulnerable individuals and will also protect the resilience of the health and social care system from becoming overwhelmed.

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authorities Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- Receive reports at each meeting from the Head Teacher/Senior Management Team in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.

Head Teacher

- The Head Teacher has overall responsibility for safety policy, organisation and arrangements throughout the school and in particular the Head Teacher will:
- Provide liaison with the Inspectors: LEA, DfES and HSE with regard to safety aspects.
- Budget for health and safety matters.
- Review the Safety Policy, in conjunction with the Senior Management Team no less frequently than once every two years and when significant changes occur within the organisation of the school.
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents.
- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of teaching.
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out (e.g. Fire extinguishers, hoisting equipment, PAT testing etc.)
- Develop and establish emergency procedures and organise fire evacuation practices within the school.
- In conjunction with the School Nurse, have a general oversight of health and first aid matters.
- Monitor the general safety programme.
- Liaise with outside bodies concerned with health and safety.
- All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
- First aid.

- Fire and emergency evacuation.
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Head Teacher will have the authority to make and implement decisions throughout the school at any level if there is:

- Immediate danger.
- Dangerous practice.
- Breach of the law.

Educational Visits Co-ordinator (EVC)

- To be involved in educational visit management in order to ensure that the LEA Off-site Activities and Educational Visits, Regulations and Guidelines are followed.
- To ensure that staff/group leaders show the aims of the educational visit are achievable and in line with those of the establishment.
- Ensure that the appropriate 'Evolve' forms are completed and that the schools educational visits meet the LEA requirements.
- To confirm that adequate risk assessments have been carried out.
- Support the Head Teacher in the management of and evaluation of educational visits.
- confirm the leadership and staffing of the group is appropriate (this to include school staff, students on placement and volunteers)

Heads of Key Stages

Each Head of Key Stage is responsible for:

- Updating colleagues within their area in any change in practice.
- Carrying out risk assessments and reporting any concerns for their designated areas.

Teachers are responsible to their Head of Key Stage for the immediate safety of the pupils in their classroom and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teachers

Additionally, each Teacher will:

- Follow safe working procedures personally.
- Give adequate safety information in lectures as required.

- See that special working procedures, protective clothing and equipment, etc., are provided and used where necessary.
- Attend to general tidiness in the work area.
- Report defects and make recommendations to their team leader where necessary.
- Ensure all accidents are recorded in the Incident/Accident Report Book.

Support Staff

All Support Staff are immediately responsible to their class Teacher whilst the class is in session; otherwise their line manager

Additionally, the teaching assistants will:

- Follow safe working procedures personally.
- Be familiar with the general and particular safety rules that apply to their area of work.
- Maintain good housekeeping standards.
- Report defects to their line manager.

First Aid/School Health

The School Nurse/Senior Leadership Team, is responsible for supporting health and welfare issues within the School and in particular:

- To be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate.
- To maintain the school medical room and equipment.
- To monitor and administer regular medication and procedures and to train appropriate staff in identified medical procedures (Buccal administration, Gastrostomy feeding etc) see **Administration of Medicines** for more detail.
- To see that all medication is kept safe and secure.
- To monitor student health records prior to entry and to report/advise Head Teacher / Senior Leadership Team of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- To assist in the monitoring of first aid equipment and boxes on School site.
- To assist in the development and health promotion activities at the School.
- To ensure the necessary records are maintained relating to accidents associated with the work of the school.

Site Manager /Caretaker

The Site Manager is responsible for:

- Undertaking routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc.
- Undertaking termly premises inspections and keep records of any faults identified (if appropriate).
- Attending to defect reports and recommendations from the Head Teacher/Senior Leadership Team
- Ensuring all portable electrical equipment is tested on a regular basis.
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy.
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- The provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all School fire certificates and for the preparation and review of Fire Risk Assessments.
- Will liaise with (LEA approved) contractors whilst onsite.

Members of Staff Generally

Each member of staff is responsible for their personal safety and that of other persons in the school by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work'

- a) to take reasonable care for the health and safety of himself and 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 is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health. Safety or welfare in pursuance of any of the relevant statutory provisions,'

General Emergency Procedures Relating to Emergencies on the School Site.

The summoning of emergency services is via the school office. The Office Manager will also contact:

- A member of the Senior Leadership Team – for information
- Head Teacher/School Nurse- if pupils are involved.

- Site Manager – if building access is required or if it is necessary to isolate electrical supplies etc.

Fire Procedures – (See also the LEA Policy on Fire)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. This is located on the school Astro Turf and each class assembles at their class sign i.e. Class 1. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

The Office Staff will take the Office Ipad that all visitors use to electronically sign in.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Each Teacher must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Head Teacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer's helpers or other visitors to their classrooms in times of emergencies.

A clear plan of staff support (dinner staff and lunchtime supervisors) for evacuation of the hydrotherapy pool must be in place with the use of survival blankets etc for speed and safe exit from the hydrotherapy pool area.

The Head Teacher or the Assistant Head at Ysgol Hen Felin Early Years Centre will organise fire drills as appropriate, but at least once a term, and (ideally) before the end of the first week of each term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Head Teacher/Site Manager.

The extinguishers will be serviced and maintained as part of an annual contract (Fire Service). This contract will be monitored via the premises inspection. Any faults must be reported to the Head Teacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Head Teacher will ensure that these notices are displayed in a prominent position as part of the premise's inspection.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

Accident Recording and Reporting - (see also the LEA Policy on Accident Reporting and Investigation)

In the event of an accident the following procedure must be followed:

- Render any equipment inoperative.
- Summon assistance.
- If the injury is of a minor nature, ensure follow-up treatment is carried out by reporting to the School Nurse or qualified First Aider.
- If the injury is of a major nature, then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.

- If the injured is mobile, then they should be taken for emergency treatment to the Hospital. Head Teacher / Deputy Head Teacher is responsible for arranging for a member of staff to transport the pupil/staff to hospital.

The member of staff taking the injured person should:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident involving themselves, pupils, visitors or volunteer helpers by recording the details in the School's Accident Report Book and also complete an (LEA) accident form, both of which are held in the office.

The office manager will ensure that these forms are forwarded to the Local Authority as the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that the Head Teacher is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The senior management team will monitor the accidents to identify trends. The Governors subcommittee will also receive information on accidents on a termly basis.

Health Issues

Smoking. – (see also the LEA Policy on No Smoking and School Policy *Non-Smoking and E Cigarette Policy* Spring 2020)

There is a No Smoking Policy at Ysgol Hen Felin, this includes the school buildings, immediate areas and the immediate Park areas.

Alcohol and Drug Abuse. – (see also the LEA Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

- If you are feeling depressed or anxious about either your work or social situation, alcohol or drugs will not provide a long-term solution. For help contact **The Counselling Network**, they will provide confidential help and support.
- Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform the School Nurse so that additional arrangements may be made to safeguard you while at work.

Stress. – (see also the LEA Policy on Stress)

Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects, it may be having on your health then do not hesitate to discuss these with your manager. If you do not wish to discuss a particular problem with your line manager, then the **Counselling Network** is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

Expectant Mothers. - (See also LEA Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

Female staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.

- The Line Manager will undertake a risk assessment of the employee’s work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alters in any way.
- A member of the SENIOR LEADERSHIP TEAM and the School Nurse is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Risk Assessments. – (see also LEA Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held electronically on Google Drive in the RISK ASSESSMENT file

The following staff will complete risk assessments for the areas highlighted below:

Premises	Head Teacher/Deputy Head/Site Manager
Curriculum	Heads of Key Stages
Off-site Visits	Group Leader
Individual/specific	Class Teachers / Head Teacher / Deputy Head Teacher

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

The LEA has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit. (See also EVOLVE)

Adaptations to internal classroom doors.

Identified internal classroom doors have been fitted with high and low door handles. This ensures that pupils cannot exit the classrooms without staff awareness, ensuring their safety. Staff are always present with pupils in class hence doors can always be opened. The doors can be opened from inside the classroom and from the school hallway.

All classroom doors leading to the corridor have been fitted with finger trapping guards, the length of the door.

Specific Hazards.

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to Ysgol Hen Felin are detailed below along with the safe procedures put in place to manage the risk.

School Transport – this can be divided into 2 areas.

1. The school's own minibuses and school car
2. Contracted transport used by pupils for travelling to and from school.

The school's own minibuses – these can only be driven by school staff covered by the insurance policy and who hold the appropriate driving licence. The driver is responsible for checking the vehicle and recording mileage etc. If taking pupils out, there must be at least 2 members of staff accompanying the pupils on the minibus. Staff are responsible for seeing pupils have the appropriate seat belts, wheelchair clamps etc and report any defects to the school office as soon as possible.

Contracted transport – these are the contractors approved by the LEA for transporting pupils to and from school on a daily basis. Sufficient staff must be on duty to receive pupils in the morning, and they should wear high visibility jackets for identification. Contractors must drop off and pick pupils in designated areas only. Any breaches of safety must be reported to SENIOR LEADERSHIP TEAM immediately. Major concerns are then reported to the LEA's Integrated Transport Unit.

Electrical Equipment. – (see also LEA Policy on Electricity)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Office Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager or member of the Senior Leadership Team immediately.

The Head Teacher must be aware of and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The Head Teacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

Machinery and Equipment (see also LEA Policy on Work Equipment)

An inventory of all equipment is kept collated in the office. Any tools used by pupils, are under **the strict guidance and close supervision of Teacher or support staff**. Such equipment – even simple items such as scissors – must be put away at the end of each session.

Manual Handling (see also LEA Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. Physical Education equipment may be moved by pupils, but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

Our Manual Handling Lead is trained to deliver Manual Handling training and will be responsible for undertaking initial risk assessments for manual handling tasks. All staff will be trained in Manual Handling and the carrying out of risk assessments on individual pupils by the above named trainers.

Trips and Slips (see also LEA Policy on the Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the Teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Head Teacher. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Head Teacher. All waste will be disposed of according to appropriate health and safety guidelines.

Violence At Work (see also LEA Policy on Personal Safety)

All staff must report to the Head Teacher any incident of aggression or violence (or near misses) directed at themselves from any source. All incidents of violence will be reported to the LEA in the Incident/Accident Report Book.

Off-site Visits (see also LEA guidance on Off-site Visits/EVOLVE)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and LEA policy on educational visits. All relevant risk assessments must be completed and EVOLVE forms sent to the EVC officer. Parental permission for all off site activities must also be completed.

Hazardous Substances (see also LEA Policy on Hazardous Substances)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager

Inspections take place to:

- Identify all substances used.
- Assess the level of risk to health.
- Eliminate the use of substances or substitute a safer alternative.
- Introduce and monitor control measures to prevent risk.

Noise at Work (see also LEA policy on Noise at Work)

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to a member of the SENIOR LEADERSHIP TEAM

Administration of Medicines (see also LEA Policy on the Administration of Medicines)

Some pupils need to take regular medication due to the nature of their specific conditions. Some pupils will also need to have regular (minor) medical procedures such as gastrostomy feeds, blood monitors and injections (diabetes) and oral suction.

The School Nurse/Senior Leadership Team will be responsible for the administration of regular medication and medical procedures in school. In some circumstances, Class Teachers or nominated support staff can administer medicines if given appropriate training by the School Nurse and keep a record that they have been given. The School Nurse/Senior Leadership Team will also be responsible for the safe storage of a ‘sharps’ box.

Medication will only be given if prescribed by the doctor or directed by the parents and the appropriate form has been completed or a clear written message is received in school. If a pupil arrives at school with medication and no written instructions or authorisation, a telephone authorisation will be accepted for one day only.

Drugs to be given should be sent to the school clearly marked with the name of the pupil. They will be stored securely in the medication cupboards or fridge (as appropriate) in the therapy room.

Inhalers for asthmatics will be kept in a locked drawer in individual classrooms or in the cupboard in the therapy room, but available for immediate use. This is in order to prevent damage or loss, which might occur if they are kept on a pupil’s person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

Training and Information.

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information.

The Head Teacher will:

- Inform staff of any changes in the policy.

- assess the training requirements of the staff and integrate those needs onto the school improvement plan to inform governors.
- Assess the training needs of new members of staff.

Every member of staff will be made aware of the LEA policy on health and safety and will be shown how to access the document. If any member of staff feels the need for training they must alert the Senior Leadership Team.

Staff Consultation

Any changes to the Health and Safety policy will be in conjunction with the appropriate staff representatives.

Monitoring Health and Safety

Health and safety standards must be monitored by the senior management team in conjunction with the school governors by the following:

- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings.
- The governors' agenda and Head Teacher's report to the governors will both have health and safety as standing agenda items.

Visitors

The Head Teacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class Teacher will accept responsibility for specific students, volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

For any further information please see:

- www.hse.gov.uk
- www.wales.gov.uk/topics/educationandskills/learningproviders
- The Handbook for School Governors
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Act Regulations 1999
- www.rctcbc.gov.uk