



# PENYBONT PRIMARY SCHOOL

## HEALTH & SAFETY POLICY

| Reviewed On | Next Review Date | Headteacher | Chair of Governors |
|-------------|------------------|-------------|--------------------|
| 14/09/2026  | 14/09/2027       |             |                    |

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils and staff (teaching and non-teaching). We also aim to provide to provide information, training (whenever possible or necessary) and supervision for this purpose.

We also accept our responsibility for the health and safety of others who may be affected by our activities, and for those who visit our school.

The allocation of duties for issues relating to safety, and arrangements to assist the implementation of policies, are contained in this document. However, in all matters relating to safety, we shall be directed by current government legislation and the policies and advice of the local authority (Bridgend County Borough Council).

The policy will be revised, when necessary, to address changes in personnel and legal obligations.

In addition to any updating, a complete Safety Audit will be conducted each year. Any hazards or potentially dangerous situations must be reported immediately to the Headteacher.

This policy, and the way in which it has operated, will be subject to annual review.



## **Bridgend County Borough Council**

Enforcement for health and safety in workplaces are shared between the Health and Safety Executive and Local Authority. There are approximately 2,706 work places in the County Borough of Bridgend for which the Public Protection Department is responsible. The aim of the Public Protection Department in this capacity is to ensure that employers are aware of their legal obligations and that legal requirements imposed on such businesses are complied with.

To establish a uniform approach for the enforcement of health and safety a Health and Safety Enforcement Policy has been drafted. The document sets out the proposed approach of the Department to law enforcement of health and safety, based upon the principles detailed in the Enforcement Concordat and Public Protection Overarching Enforcement Policy.

## **Penybont Primary School**

### **Responsibilities**

Overall and final responsibility for Health and safety at school is that of the Headteacher and Chair of the Board of Governors.

The Headteacher shall appoint staff to positions of special responsibilities for sections of risk and hazard. It is the duty of the Headteacher to ensure that these staff are fully instructed in the duties requested of them; that they shall receive adequate and appropriate training necessary to carry out these duties; and, that they are adequately supported to carry out these duties.

Any member of staff who notices a Health and safety issue, with which they are unable to deal immediately, must ensure that all personnel and pupils are removed from the area, and report to the Health and Safety Representative, or the person who deals with that particular section of Health and Safety matters. If any delay is likely before that person can be contacted, advice must be obtained from the Headteacher.

Emergency Services (e.g. Fire, Ambulance) may be contacted without reference to any Health and Safety representative, or member of Senior Management. Criticism can only be applied to inaction, where those services subsequently prove to be necessary to address a given issue.

#### Emergency Contacts:

|                            |                                                     |
|----------------------------|-----------------------------------------------------|
| Fire / Ambulance / Police: | 999<br>(In all instances)                           |
| Gas (Emergency):           | 0800 111 999<br>(National Grid Gas Emergencies)     |
| Electricity (Emergency):   | 0800 052 0400<br>(South Wales - Western Power)      |
| Water (Emergency):         | 0800 052 01 30<br>(Water services and Emergencies)  |
|                            | 0800 085 39 68<br>(Sewerage Services & Emergencies) |

Health and Safety Executive

0845 300 99 23  
(To report incidents: RIDDOR)

## Accidents at Work

In addition, relevant support services (e.g. Building Services, Gas and Electricity Emergency services, etc.) must be contacted.

3) Staff are advised to make and retain notes on the sequence of events and actions taken. These should include responses and times. The names and relevant details of witnesses should also be recorded.

5) In the event of a serious injury, or an injury to the head of a pupil, parents must be informed at the earliest opportunity.

Members of staff should only take a pupil to receive treatment in the most extreme of circumstances. Where practical, two adults should

accompany the child. It should be noted that, unless injuries are severe, emergency treatment is unlikely to be provided unless a parent or named guardian is present.

- 7) It is essential that the above actions are carried out, in full, in order to address any future issues relating to legal responsibility.

### **Health & Safety Responsibilities**

**Designated First-Aiders:** All contracted teaching staff and support staff are first aid trained.

**Health & Safety Representative:** Mr. R Owen

#### Other Bodies

Whilst still subject to the Health and Safety Policy of the school, other groups, e.g. kitchen and cleaning staff, should note that they have specific areas of responsibility, and undertake particular duties which carry with them other than normal school responsibilities. To this end, they should have their own Health and Safety Advisor or Officer.

#### Contractors and Visitors

All visitors to our school, on legitimate business, are in our care, as far as our activities affect them.

All contractors / visitors to our school must report to the Main Office upon arrival and departure, to sign in / out using our electronic system. This will enable us to ensure that all persons can be accounted for in the event of an emergency.

All contractors and service personnel should be aware of the risks that are presented by the proximity of children to their work. Upon signing in, it is the school's duty (via the Site Supervisor, Headteacher, or other Senior Manager on duty) to remind them of their responsibilities, and to seek to create the safest possible environment in which their work can be undertaken. This will be done by providing information on the sign in screen.

It is important to note that while all visitors and staff are required to sign in, so that management know who is on the premises in the event of a fire, we recognise that there may be concerns about the information being used for purposes other than fire safety. To protect against this, we have ensured that the electronic system allows:

- Visitor and staff lists to be deleted and destroyed at the end of each day, on the basis that it would be a breach of the fifth data protection principle to retain such lists once they have outlived their

usefulness/purpose (ie personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes)

- Visitor and staff attendance is not recorded in a bound book/register to ensure the easy disposal of such records once they have served their purpose, at the end of each day.

All contractors / service personnel must inform the Site Supervisor, Headteacher, or other Senior Manager on duty, of the nature of the task to be undertaken, the location within the school, the duration of the task, any potential risks, and any specific requirements they may have, in order that satisfactory arrangements can be made for the safety and comfort of all persons using the school.

It is the duty of contractors to ensure that children and others are protected from equipment and the working area, by ensuring that, where necessary, adequate barriers are put in place and maintained.

Where possible, the contractors and officers of BCBC, should make pre-activity visits to the site. This will enable them to discuss all health and safety implications, with the Site Supervisor, Headteacher, or other Senior Manager on duty, and the Health and Safety Representative.

No contractor's vehicle will be allowed access to the main yard areas, or adjacent grassed areas, between 8:40a.m. and 3:30p.m., without specific permission from the Headteacher, or Senior Manager on Duty, and the knowledge of the Health & Safety Representative. Any infringements of must be reported to the Headteacher immediately.

#### External Area of School Premises

These are to be regularly inspected by the Site Supervisor and Health and Safety representative, and any potential risks, hazards or deficiencies reported to the Headteacher immediately.

- 1) Approach:  
The main gates are to be kept clear to allow for full opening, in order that emergency vehicles have ease of access at all times.  
Any vehicle found to be obstructing this access point will be reported to the police.
- 2) Yards:  
Any objects, e.g. skips, bins, benches, etc., must be installed around the periphery of the play yards.  
Assembly areas, for emergency situations should be kept clear at all times.
- 3) External Maintenance:  
Paving slabs, concrete and tarmac areas, steps, etc., should be in good repair. Drainage grids should be clear of obstructions. Down pipes should be unbroken and secured. Roof gutterings and tiles should be secure, as

far as visible checks allow. Broken window glass should be replaced as soon as possible.

- 4) Exits:  
Doors should all be free to open, i.e. unlocked and not jammed. All exits should be free from obstructions at all times.  
Fire exits must be clearly indicated and well maintained.
- 5) Drains:  
Any interruption to the drainage system should be reported to the Headteacher immediately.
- 6) Lighting:  
External lighting is in place to ensure safety and security. For this reason, all external lighting must be well maintained.

#### Internal Areas of the School Premises

- 1) Entrances:

These should be clear of obstructions and well lit.

- 2) Corridors:

These should be well lit and free from obstructions.

Staff must be aware of the potential fire hazards presented by work which is displayed on other than the pin boards available in the corridors.

It is important that fire breaks are maintained between displays. Staff should also be aware of the potential for displays to activate the intruder alarm system.

In all circumstances, Fire Service advice to the display of work in corridors must be adhered to.

All persons, particularly children, should walk at all times in the corridors. This is a rule which must be rigorously and repeatedly reinforced by staff.

- 3) Displays:

In all instances where displays require reaching above hand height, step ladders only must be used.

Children should not, and must not be asked to, stand on any equipment which was not designed for that specific purpose, nor should they use a step ladder.

- 4) Lighting:

All lighting should work efficiently. In the event that any tubing, bulbs or other equipment appear deficient, it must be reported immediately to the Site Supervisor who, in turn, will address the situation. If he is able to resolve the issue, he must take the necessary actions. In the event that it is beyond the nature of his allowed duties, he must report it to the Headteacher and ensure that an approved contractor is contacted to remedy the situation.

5) Heating:

This should be safe and in efficient working order.

Portable and fixed wall heaters are to be guarded at all times.

All faults / deficiencies should be immediately reported to the Site Supervisor and, in turn, the Headteacher.

If the Site Supervisor is able to resolve the issue, he must take the necessary actions. In the event that it is beyond the nature of his allowed duties, he must report it to the Headteacher and ensure that an approved contractor is contacted to remedy the situation.

Extremes of temperature will be reported to the Headteacher, who will discuss the issue with the Health and Safety representative, before taking the appropriate action to resolve the issue.

In extreme, irresolvable circumstances, the Headteacher may find it necessary to close the whole school, or the affected area. In such situations the Headteacher must follow the appropriate procedure, as confirmed by the local authority guidelines.

Portable gas heaters should only be used in accordance with local authority guidelines.

At no time should combustible materials, e.g. paper, plastic, etc., be placed on heaters or their safety guards.

Pupils are not to operate heaters under any circumstances.

Staff are not permitted to bring to school their own heating equipment.

6) Power Points:

These must only be inspected / repaired by an approved electrical contractor.

All faults must be immediately reported to the Site Supervisor, who will inform the Headteacher and ensure that an approved contractor is contacted to remedy the situation.

7) Electrical Plugs:

These will be inspected, on a regular basis, by an approved electrical contractor.

Staff must ensure that all electrical devices in their classrooms are available for inspection.

No member of staff may effect a repair to, or modify in any way, an electrical plug.

8) Toilets & Hand-Washing Facilities:

Toilets should be well ventilated.

The number of toilets should, at least, match minimum requirements, as established by the local authority.

Floors, sinks, pedestal units, seats and urinals should be in good repair. All flushes must be in good working order.

Hand dryers should be in safe, working order.

Hand-washing facilities should meet, at least, minimum required standards, as set by the local authority.

Detergents should only be used when children have left school.

Waste bins should be provided, where necessary.

9) Drinking Water:

All sources of drinking water should be clean, well maintained and clearly indicated.

10) First Aid:

All members of staff, teaching and non-teaching; and support staff, including lunch-time supervisors, nursery assistants, etc. are required to undertake basic First Aid training, and to maintain their qualifications via tri-annual retraining.

This training will be provided, by the school, as part of its in-service training.

Any First Aid administered should be in accordance with the training received (see First Aid booklet).

Where possible, at least one member of staff will be offered the opportunity to undertake advanced First Aid training.

All yards have a dedicated first aid kit, stocked to current requirements.

Additional First Aid kits are placed in the Staffroom, kitchen, Site Supervisor's Workroom and the cleaners' office.

The contents of First Aid kits will be regularly checked by the Health and Safety Representative, and restocked, if necessary.

Between checks, any deficiencies should be reported to the Health and Safety Representative, and addressed by him.

11) Kitchen / Canteen:

The kitchen and canteen is the responsibility of Catering Services and will be maintained in good order by staff employed there.

Kitchen and canteen fire precautions are the responsibility of the school, and school procedures will apply to these areas.

12) Classrooms:

All furniture should be stable, safe and in good order. Any which is not, should be reported to the Site Supervisor for repair, if possible.

If the item is unable to be repaired, the class teacher should inform the Headteacher, who shall arrange for its replacement.

13) Apparatus:

Any equipment or apparatus which a member of staff considers to be unsafe or unfit for purpose should be reported to the member of staff with curricular responsibility for it, or to the Health and Safety Representative, who will advise as to the way forward.

14) Curricular Safety:

For safe procedure in lessons (e.g. P.E., Games, Technology, etc.) please refer to the policy document for that subject.

Staff members with responsibility for a curricular area, must ensure that their policies reflect current safe practice advice for that subject, and that other members of staff are advised of any changes.

15) Emergency Procedure:

Each classroom should be provided with details of emergency evacuation procedures; and the location of gas isolation valves, water stop cocks and electrical isolation switches (where appropriate).

Evacuation plans and procedures should be evident in all classrooms. If they are not available, staff should contact the Health and Safety Representative to request a replacement.

Evacuation drills must take place at least once each term.

These should occur at a variety of times of day.

Fire exits must be clearly indicated and well maintained.

Alarm systems are tested on a weekly basis by the Site Supervisor.

Fire fighting equipment is regularly tested, visually, by the Health and safety Representative. Any deficiencies must be made good, via the approved supplier of such equipment.

All fire equipment and procedures are subject to regular inspections from the fire service and approved contractors.

#### Protective Clothing for Staff

It is the duty of the Headteacher to ensure that the necessary protective clothing, as described under current legislation, is available to all staff to enable them to carry out their duties and activities, as identified in their job descriptions.

#### Staff Equipment and Tools

It is the duty of staff using equipment, tools and materials necessary to carry out the duties and activities set out in their job descriptions, to ensure that those items they use are in good repair, well maintained, and fit for purpose.

Any deficiencies or concerns should be drawn to the attention of the Headteacher, who shall ensure that such items are repaired or replaced, as necessary.

All equipment and property of the school should be well maintained and subject to regular safety checks by approved contractors, in order to ensure the safety of employees of the school.

Repairs by members of the school's staff should only be conducted if they are 'approved' within the conditions of the school's insurance cover.

Only school equipment should be used by employees of the school to effect the repair or maintenance of the school's fabric, equipment and facilities.

In the event that repairs require additional equipment, either an approved contractor must be engaged or, in the event that the repair is within the job description of a member of staff and approved within the school's insurance cover, hired equipment from an approved supplier may be used.

#### General Safety during the School Day

Staff should be available 5 minutes prior to the published start of the school day, to receive the pupils into their classrooms or collect them from parents (as appropriate).

The Headteacher or a member of the school's Senior Management Team is on duty at all times from ten minutes prior to the published start of the school day, until a ten minutes after the conclusion of the school's activities for the day.

All school staff should use the digital sign in system when they attend the premises. This can be done manually via the sign in stations located in the office, the staff room, the family room or caretakers room or automatically on their own devices. All school staff should sign out via the same methods when leaving the premises. This will give the school an accurate evacuation register if required.

The school's Breakfast Club and After School Club have, in place, their own supervision arrangements.

Support staff will be in place in the yards, at the start of break-time to ensure pupils are supervised at all times.

At break-time, staff should ensure their pupils' safe exit from the classroom and transfer to the appropriate yard.

During morning break, pupils will be monitored in the yards by support staff. They will be assisted by an additional member of staff to take charge of serious First Aid issues, and the Headteacher or a member of the SMT.

Staff who are on break will be prompt to return to class/yard at the end of break, in order that they can collect their pupils from the appropriate yard in an orderly fashion.

At lunchtime, pupils will be monitored in the yards by support staff. However, at all times, the Headteacher (or a member of the SMT) will provide lead cover. Pupils will be supervised eating lunch by lunchtime supervisors.

During wet breaks in the morning, support staff will undertake the supervision of pupils in their classrooms.

During wet lunchtimes, arrangements are in place for supervision of all pupils to take place in their own classrooms. Support staff will monitor wet playtimes. The Headteacher and / or members of the SMT will provide additional supervision of pupils if required.

At the end of the school day, staff of nursery, early years and other infant pupils will undertake their supervised transfer to parents or approved guardians. Junior age pupils are also supervised and transferred to the care of appropriate adults. Junior age pupils who have permission to walk home, do so at the end of the day after the collection window. All school pupils exit via appropriate gates.

Any pupil who is usually collected by a parent, or an approved adult, and has not been, should report to the school office where every effort will be made to contact the parent or their representative.

Staff should be available at the end of each school day to ensure that all their pupils are successfully transferred to an appropriate adult, or leave by a means approved by the parent.

Staff involved in running after-school activities have the same duty of care in dismissing the pupils in their charge.

Any pupil attending the school's 'After School Club', will be taken directly to the club by school staff and signed into the club by themselves and After School Club staff. The sign in transfer of care registers are kept in each class and added to each day.

It is the duty of parents to ensure that, in the event of their being delayed in collecting their child(ren), they inform the school and make appropriate alternative arrangements for their child(ren).

#### Attendance:

The school will attempt to contact, via our school app messaging service and phone call, the parent of any child who is absent on the first day of absence.

The school expects parents to acknowledge the message via a telephone call, in app message or personal visit to the school.

Parents are required to call at the school, in app message or send an e-mail to the administrators to confirm the reason for absence.

All unexplained absences are followed up, by letter from the school, and outstanding concerns are reported to the Education Welfare Officer attached to the school.

#### Safety in the Classroom

Children should not be left unsupervised at any time.

Particular attention to the supervision of pupils must be made during practical activities which involve the use of tools and equipment, which could result in harm if incorrectly used, or during such activities as P.E. and Games.

The number of pupils using potentially dangerous items at any one time should be limited, in certain circumstances.

Pupils should also be made aware of the potential dangers of misusing 'everyday' classroom objects, such as pencils, rulers, etc..

Pupils must not climb on any item of equipment not designed to be climbed on.

When carrying chairs, pupils should carry them with the chair backs against their bodies, and the chair legs pointing downwards.

Pupils must not be asked to carry or move heavy objects.

Pupils must never be asked to run errands which involve them leaving the school grounds.

When running errands around the school, Early Years and KS1 pupils must always be accompanied by at least one other member of the class.

No potentially dangerous substance should be accessible to pupils in the classroom.

Electricity:

Staff must ensure that all electrical items are located safely within the classroom, and that they are switched off, at the mains, at the end of the school day.

Children must not, at any time, carry out experiments involving mains electricity, only batteries.

Children should only switch on / off mains powered electrical devices at fused points.

Fire:

Children must be made aware of the procedure for fire drills, and be involved in drills at least once per term.

### Safety Off-Site

In all aspects of safety off-site, the school will be directed by the local authority's guidelines.

Visits:

The Headteacher must be informed of any activity which is to take place beyond the school's environment, and be consulted regarding appropriate arrangements for supervision.

Supervision should always be adequate to the activity be undertaken, and at least in line with local authority guidelines.

The member of staff in charge should always have safety paramount.

Risk assessments must always be undertaken.

Travel to and from school will be via a coach which, at least, meets minimum current safety regulations.

#### Swimming:

The pupils are taken to the facility by a coach company which has been engaged and approved by the local authority.

The pupils will always be accompanied by a member of staff and, when at the approved facility, supervised by the qualified staff there.

Teachers should always take note of and, where appropriate, act upon the advice of staff at the facility, with regard to issues of Health and Safety.

Any concerns regarding Health and Safety should be reported to the Headteacher, at the earliest possible opportunity.

Parents may be invited to accompany pupils, but their presence should be subject to the approval of the Headteacher.

#### Inter-School Fixtures:

Staff supervising such fixtures should possess any qualifications considered necessary to ensure the health and safety of the pupils involved, including First Aid qualifications.

First Aid kits must always be readily accessible.

Equipment and playing surfaces should be maintained in safe condition.

Parents must be informed of any significant injury sustained by a pupil, and normal accident procedures adhered to upon return to school.

Travel to and from school will be via a coach which, at least, meets minimum current safety regulations.

#### Transport of Pupils by Coach:

Travel to and from school for any purpose, will be via a coach which, at least, meets minimum current safety regulations.

Pupils should enter and leave coaches slowly and carefully.

Pupils must not enter or exit moving vehicles.

Pupils must not jump or leap from a coach upon exit.

During the journey, pupils must employ any safety restraints which have been fitted.

During the journey, pupils should not leave their seats, for any reason, without full knowledge and approval of a member of staff in charge, and then, only in extreme circumstances.

Pupils must remain seated correctly whilst the coach is in motion.

In the event of pupils being transported by mini-bus, the vehicle must be approved by the local authority.

Staff may only transport pupils in their own vehicles with the specific approval of the Headteacher, who shall be satisfied as to the purpose of the journey, the child's parent(s) know and approve, and that the member of staff has adequate insurance for use of the vehicle for work related purposes. The vehicle must conform to any requirements the local authority has set in place for the use employees own vehicles for work related purposes.

Staff & Visitors' Vehicles:

These are parked in an area of the school which is generally off-limits to pupils.

During the course of a normal school day, children should not enter this area of the school, unless accompanied by a responsible adult.

There is clear signage and a Traffic Management plan that reinforces this statement.

### Communicable Diseases

This school follows the local authority's policy on communicable diseases:

'Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) all employers and other 'responsible persons' who have control over employees and work premises have a duty to report to the relevant enforcing authority certain accidents, occupational diseases and dangerous occurrences both fatal and non-fatal which occur in the workplace. The reporting must be done by the employer using a prescribed form but the more serious incidents require immediate notification.'

Issues relating to communicable diseases, etc. should be reported to the following department:

Public Protection Department  
Environmental and Planning Services Directorate  
Bridgend County Borough Council  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB  
Tel: (01656) 643260  
Fax: (01656) 643285

[publicprotection@bridgend.gov.uk](mailto:publicprotection@bridgend.gov.uk)