

**St. Robert's Catholic**



**Primary**

**St Robert's Catholic Primary School**

**Ysgol Gynradd Gatholig Sant Robert**

## **Health & Safety Policy**

|                   |                                                       |
|-------------------|-------------------------------------------------------|
| Scope             | This policy applies to all stakeholders of the school |
| Policy Adopted By | Head Teacher and Governing Body                       |
| Signed            | <i>C Beveridge</i>                                    |
| Date              | Summer 2026                                           |
| Date of Review    | Summer 2027                                           |

## Mission Statement - 'Jesus in Us' 'Iesu ynom Ni'

***Jesus and the 'Good News' that He brings is the basis of our school life.***

Each person in our school is unique and our intention is that they will be Ambitious, Capable Learners, Ethically, Informed Citizens, Enterprising, Creative Contributors & Healthy, Confident Individuals.

They will be Virtue - led and develop to their full potential - with Jesus as their guide, the Holy Spirit as their inspiration and God as their loving Father.



*This document makes a commitment to ensure, so far as is reasonably practicable a safe environment which is conducive to learning.*

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## **1.Statement of Intent For St Robert's Catholic Primary School**

This document should be read in conjunction with Bridgend Council's Corporate Health and Safety Policy statement.

The Head teacher and Governing Body of St Robert's Catholic Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. St Robert's Catholic Primary School adopts arrangements for the provision of health, safety and welfare of employees, pupils, visitors, and contractors involved with the activities of the School.

- Significant risks arising from foreseeable hazards associated with the school's activities will be identified and appropriate controls will be implemented to reduce risk to acceptable levels.
- Employees will be given information, instruction and training as may be necessary to enable the safe performance of their duties.
- The school will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.
- The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out annually.

## **2.Responsibilities**

Individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### **2.1 Governors**

The Governors, so far as is reasonably practicable, are responsible for ensuring that appropriate arrangements are in place for the management of health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors will appoint a Health & Safety lead Governor to liaise between the Health and Safety sub-committee and Governing Body. The health and safety sub-committee will monitor the implementation of policies, procedures, arrangements and corrective actions. The lead Health and Safety Governor can be provided upon request.

### **2.2 Head Teacher**

The Head Teacher has responsibility for:-

- Day-to-day management of health and safety;
- Ensuring regular inspections are carried out to ensure school premises are maintained in a safe state of repair;

- Complete inspection checklists e.g. termly, classroom, tree, traffic management and submitting inspection reports to governors and/or the LA;
- Passing on information received on health and safety matters to appropriate people;
- Report; accidents, incidents and near misses in line with the authority's accident reporting procedure;
- Carry out accident investigations;
- Implement improvement/recommendations from investigations, inspections or audits;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Make appropriate arrangements for consulting with staff.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher will exercise due diligence with regard to :
  - Assessing the suitability of contractor;
  - Purchasing and contracting procedures (Tendering and F1form: authorisation for building projects).
  - Monitoring the activity of contractors to ensure health & safety compliance.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be assigned to other members of staff (i.e. the school's "Premises Manager / Caretaker, etc").

### **2.3 All Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, teaching staff have a responsibility for:-

- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used, when needed.
- Escalate issues to the SMT/head teacher's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

### **2.4 Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures and to report any incident or defective equipment to a member of staff, at the earliest practical opportunity.

Volunteers are also expected to act only under the supervision of a qualified teacher.

### **3. Arrangements & Procedures**

#### **3.1 Accidents & Incidents**

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The Headteacher is responsible for the collection of information and the completion of the Accident Report. The responsible person will:

- Ensure all details in part 1 are completed.
- Undertake a preliminary investigation completing part 2

In her absence, this role will be fulfilled by the Deputy Headteacher

Reports are sent electronically to the Corporate Health & Safety Unit and are reviewed by a Senior Health and Safety Advisor.

For further information see "[Accident Reporting Guidance.](#)"

In the event of industrial disease the Corporate Health & safety unit will be contacted by telephone on 01656 642301 prior to submitting an accident report form.

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#### **3.2 Asbestos – Management Arrangements**

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An asbestos survey has been completed and:

- Asbestos was found on site and a register is situated in the school office.

Contractors must:

- be shown the register and made aware of its location before commencing work
- sign the register
- provide a risk assessment and method statement ensuring adequate controls are deployed to prevent exposure where the asbestos is to be disturbed
- ensure the controls specified to prevent exposure are followed at all times.

The school with BCBC will:

- conduct a quarterly condition survey, arranged by BCBC.
  - Isolate the area to prevent exposure.
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### 3.3 Callout Arrangements (Security)

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Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out the situation is often unknown and consequently systems need to be established which reduce the potential for them to be harmed.

It is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident. The following person(s) Bluestone Security, Headteacher, Deputy Headteacher and School Caretaker are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

- **Police Attendance** – In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.
- **Security Firm Personnel Attending** – Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

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### 3.4 Catering

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The school has a Service Level Agreement with BCBC for catering services of premises and a copy of staff training records, risk assessment, method statement and material safety data sheets have been provided and are located in the kitchen.

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### 3.5 Cleaning arrangements & disposal of waste

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The school engages its own cleaning staff through BCBC and has:

- identified the significant hazards arising out of the cleaning process (e.g. noise, hand & arm vibration syndrome, CoSHH, etc).
- provided staff training on Manual Handling, CoSHH, Operation of Equipment, etc.

### **3.6 Communicable Diseases**

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During an outbreak of a communicable disease the school will abide by the current Public Health Wales and local authority [guidelines \(including advice from Shared Regulatory Services\)](#). Staff should be informed in a timely manner to ensure appropriate control measures are in place depending on the situation. The school will contact the Corporate Health and Safety Unit and/or Public Health Wales where appropriate before notifying parents.

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### **3.7 Contractors**

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The school will obtain maintenance work and services via:

- The appropriate authorities SLA.
- Appropriate third party contractors source via the local authorities procurement procedures.

During normal school operating hours, a contractor should report to reception to sign in and out. The work area should be left in a safe condition, school staff should be made aware of any significant risks associated with the contractor's work and school staff should ask any key questions at this time. A member of school staff and/or Corporate Landlord should arrange to meet the contractor on site for work conducted during school holidays.

Upon completion of work and/or leaving site for the day the contractor should report to the supervising member of staff, obtain a signature for completed work leaving a copy for the school's reference and sign out.

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### **3.8 Control of Substances**

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The school follows the Corporate Health and Safety Unit's guidance on the control of substances hazardous to health which includes completing a COSHH register and a risk assessment. For further information refer to the [health and safety intranet pages](#).

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### **3.9 Display Screen Equipment (DSE)**

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Staff using DSE on a regular basis, as part of their normal work activity, will complete the BCBC E-learning and [self-assessment module](#).

### 3.10 Educational Visits (EVOLVE)

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All educational visits will be administered using the EVOLVE management system. An appropriate risk assessment will be completed and parent / carer written consent must be obtained prior to the activity commencing.

Education Visit Co-ordinator is Barbara Murphy, Deputy Headteacher.

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### 3.11 Electricity

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The school will ensure that:

**Fixed Installations** – are inspected at least every five years and all electrical work is undertaken by a competent person (electrician). Fixed installations in swimming pools and hydro therapy facilities are subject to annual inspection.

**Portable Electrical Appliances** - the inspection and testing of all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by:

- Service Level Agreement with BCBC

For further information on the use, inspection and testing of portable electrical equipment please refer to the [health and safety intranet pages](#).

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### 3.12 Fire & Emergency Evacuation Procedure

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The premise responsible person will arrange fire evacuation drills at least once every term, record significant results of the fire evacuation drills and keep the Fire Logbook up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

All staff will be responsible for assisting the evacuation of pupils and visitors.

Consult with BCBC Fire Officer where required and refer to the school's evacuation procedure.

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### 3.13 First Aid

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The school has assessed the need for first aid provision and has identified the requirement for:-

- All staff to be trained to Emergency First Aid at Work as a minimum standard.

Susan Reynolds and Jessica Robbins are the school First Aiders and are responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring that:-

- First aid equipment is available at strategic points in the school.
- Appropriate first aid equipment is available in each first aid box.
- A sufficient number of personnel are trained in first aid procedures.
- First aid qualifications are, and remain, current (e.g. First Aid at Work/ Emergency First Aid at Work Certificates are valid for 3 years).

**The first aiders will provide first aid treatment for anyone injured on site during the school day.** They will also provide, as appropriate, first aid cover for

- Trips & visits.
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school-organised fund raising events, etc.).

First aid cover is not provided for:-

- Contractors.
- Events organised by third parties (fetes, evening clubs, etc.).

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

**Treatment of Injuries** - The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

**Suspected Head, Neck & Spinal Injuries to Pupils** - In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted by the quickest means possible (both telephone and Dojo message) and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact "NHS Direct Wales" for advice or 'phone for an ambulance as appropriate.

**Other Significant Injuries** - Any other serious injury will be notified to the parents/carer by the quickest means possible (normally by phone or dojo message).

In addition to the procedures above, the School will notify parents/carer of any other significant injury by way of:

- Dojo message or a telephone call

**Escorting Pupils to Hospital** - When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is "handed over".

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### **3.14 Grounds Maintenance**

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This will be:

- Done in-house by caretaking / ground maintenance staff. The school will ensure:
    - Appropriate equipment is purchased.
    - All equipment is maintained in accordance with the manufacturer's recommendations.
    - Risk assessments are completed for all ground maintenance activities.
    - Staff receive appropriate training relating to the use of equipment and the handling and spraying of chemicals.
    - Where appropriate health surveillance is established to monitor and control any adverse effects from ground maintenance activities e.g. Hand & Arm Vibration Syndrome (HAVS), noise, etc.
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### **3.15 Legionella – Management arrangements**

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A legionella risk assessment has been completed and a copy is situated in the Caretaker's room.

The caretaker will:

- undertake monthly temperature checks of both the hot and cold water feeds to monitor temperature levels (e.g. hot > 43°C – cold < 20°C).
- undertake weekly flushing of seldom used taps.

Records of all tests will be recorded risk assessment log.

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### **3.16 Lone working**

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Where lone working is required, a lone working risk assessment with suitable and sufficient control measures should be completed and appropriate means of communication should be in place with the lone worker for the duration of the lone working task. Lone workers should be supervised, in line with the level of foreseeable risk associated with the working at height task. Where possible, working at height should be avoided as a lone worker. If not possible, then suitable and sufficient control measures need to be implemented.

Staff wishing to access the premises outside of normal school hours / term time must receive consent from the headteacher and arrange access by notifying the most appropriate person.

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### **3.17 Maintenance of premises**

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Day to day maintenance generally can be undertaken by the premises manager / caretaker. Where minor works / major works are being planned the school should seek professional advice from either Corporate Landlord and/or a competent contractor.

Minor works generally refers to small scale routine / general works where some planning is required but not necessarily to the extent of a full construction phase plan e.g. installation of a toilet tap would be considered minor works in comparison to the renovation of a toilet block which would be considered major work and require a full construction phase plan.

For school funded projects an F1 approval form will be submitted to the authority at the planning stage and before work commences.

Once approval has been obtained from the local authority the school where possible will consult with the council's health and safety guidance on Building Works which highlights key duties under the [Construction Design Management \(CDM\) Regulations 2015](#).

For further information refer to [the health and safety intranet pages](#).

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### **3.18 Medicines in School**

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The school follows BCBC guidance on the dispensing of medicines in school.

The school will only administer/dispense medication following written consent from the parent or guardian, and has been prescribed by a medical practitioner with written instructions for its use.

The School does not keep any other medication.

**Dispensing of Medicine** - All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

**The class teacher/support staff** are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location eg class cupboard/refrigerator

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Consent forms will be kept in the pupil's file and will be kept for the duration of the pupil's attendance at the school plus one school year.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
  - name of medication
  - "use-by" date
  - dose
  - time
  - date
  - signature of dispenser
  - comments/reactions
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### **3.19 Out of Hours Activities**

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The school has discretionary powers to allow access for school facilities outside normal operating hours. The school will ensure adequate health and safety arrangements are in place to reduce any significant risk to a reasonably practicable level.

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### **3.20 Personal Protective Equipment (PPE)**

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Where a risk assessment or COSHH assessment identifies the requirement for personal protective equipment, it will be supplied to staff as a last resort, where the hazard cannot be reduced to an acceptable level of risk by other means.

PPE must be suitable and readily available for the task and of the correct size and fit for the wearer. Suitable arrangements are in place for the storage and cleaning of PPE. Replacement PPE is readily available.

### **Staff**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

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### **3.21 Physical Education**

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The school will ensure that:

- The hazards associated with activities and the use of PE equipment are identified, assessed and appropriate control measures implemented, so far as is reasonably practicable, to minimise the risk to pupils and staff.
  - All PE equipment is subject to a visual check before user.
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### **3.22 Playground Safety & Arrangements for Supervision of Pupils**

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Supervision will be provided during normal school hours in term time. Pupils will not be allowed on site outside of these times. The level of supervision will be determined as part of the risk assessment process.

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### **3.23 Safeguarding**

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The following arrangements have been adopted to, so far as is reasonably practicable, ensure the safety and wellbeing of pupils and staff:

- All staff are required to have a current DBS check.
- Foundation Phase / Nursery children will not be allowed to leave the premises unless he/she is collected by a parent / carer.
- If there is no one to meet the child at the end of the school day:
  - A member of staff will accompany the child to the school office so the parents/carers can be contacted.
- KS2 pupils who may be meeting parents at the gate are encouraged to return to the office if their parent/carers is not there.
- Bus pupils will be escorted to the bus by BCBC approved escorts.

- In the event of a bus being late the pupils will be supervised by staff members until the arrival of the bus. School will notify the parents via Class Dojo.
  - No Primary School pupil will be allowed out of school during the school day unless collected by a parent / carer. Parent / carer must report to reception where the child can be signed out.
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### **3.24 Security**

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In order to, so far as is reasonably practicable, ensure a secure environment the school has:

- A security alarm system which is activated when the school is not in use.
  - The alarm system is monitored by BCBC approved providers – Tremorfa and Bluestone Security.
  - A door access control system fitted to main reception door.
  - The site is secured by a boundary fence.
  - All pedestrian access gates are locked after pupils arrive. Access is controlled via remote intercom fitted to the main gate.
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### **3.25 Risk Assessment**

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Risk assessments will be completed for the significant hazards associated with school activities (e.g. teaching, maintenance of premises & grounds, cleaning, vehicle movements etc.). Appropriate control measures to reduce the risks, so far as reasonably practicable, will be identified and adhered to.

A nominated person is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors. Copies of risk assessments are available upon request.

Further information on risk assessments can be found on the [health and safety intranet page](#).

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### **3.26 Traffic Management**

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The following traffic management arrangements apply:

- Raised pavement/walkways.
  - Cyclists must de-mount before entering the school grounds and walk to the cycle store
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### **3.27 Training**

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So far as is reasonably practicable, all staff will receive appropriate health & safety training commensurate with their role and responsibilities (e.g. IOSH working safely, risk assessment, manual handling, working at height, safeguarding, accident report and investigation etc).

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### **3.28 Violence**

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The school follows [Bridgend County Borough Council's guidance on Violence at Work](#). All staff are aware of the policy, the procedures for avoiding violence at work, dealing with violent incidents and reporting violent incidents.

All staff are aware of the support facilities available to victims of violence at work and all incidents of verbal and physical abuse should be reported via the electronic accident reporting system.

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### **3.29 Volunteers and Parent/Carer Helpers**

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Volunteer and parent/carers will be supervised at all times, provided with written instructions and guidance on risk assessments and fire & emergency evacuation procedures. Enhanced Disclosure and Barring Service checks are carried out for volunteers with regular and unsupervised access to children / young people.

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### **3.30 Work Equipment**

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All work equipment / materials bought should be appropriate for the school environment, fit for purpose, suitable quality and that anybody providing work for the school needs to be competent (i.e. a company or individual with the relevant training, experience, knowledge and ability to discharge their duties).

Before purchase consideration must be given to the hazards associated with the equipment (noise, vibration dust, fumes, etc.), installation requirements, positioning / storage, maintenance requirements (contracts & repairs) and training / use of the equipment. For high-risk work equipment, staff must receive appropriate instruction/training prior to use.

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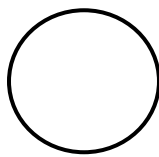
# St. Robert's Catholic



## Primary

| Head Injury Report                                                    |                                                |                 |
|-----------------------------------------------------------------------|------------------------------------------------|-----------------|
| Child's name:                                                         |                                                | Date of birth:  |
| Staff reporting:                                                      |                                                | Location:       |
| First Aider:                                                          | Date of injury:                                | Time of injury: |
| Staff present:                                                        |                                                |                 |
| Equipment:                                                            |                                                |                 |
| What happened – include where, how and any other helpful information: |                                                |                 |
| Description of injury:                                                |                                                |                 |
| Action taken:                                                         | Tick appropriate boxes:                        |                 |
|                                                                       | <input type="checkbox"/> Child comforted       |                 |
|                                                                       | <input type="checkbox"/> Cold compress applied |                 |
|                                                                       | <input type="checkbox"/> Wound dressed         |                 |

Observation record



### Additional Advice

Observe your child for the next 48 hours and seek medical advice if you are concerned.

|                                |                |
|--------------------------------|----------------|
| Reporting staff name:          | Signature:     |
| First aider name:              | Signature:     |
| Name of parent/carer notified: | Time notified: |
| Parent/carer name:             | Signature:     |
| Time child collected:          |                |