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Osbaston Church in Wales School

Health and Safety Policy

Policy Name	HEALTH AND SAFETY
Policy owner	OSBASTON CHURCH IN WALES SCHOOL
Policy agreed	SEPTEMBER 2026
Policy review date	SEPTEMBER 2027

Health and Safety Policy

This is the statement of general Health and Safety Policy and arrangements for Osbaston Church in Wales School ("the school")

Organisational Structure

Overall and final responsibility for health and safety: **Monmouthshire County Council**

Responsibility for providing a policy covering Health and Safety matters: **Schools Governing Body (specifically Health and Safety Sub-committee)**

Day-to-day responsibility for ensuring this policy is put into practice: **Headteacher- Mrs Catherine Jones**

Statement of general policy for Health and Safety

For the Health and safety of employees (staff) and visitors (including pupils, carers, volunteers and sub-contractors) and in accordance with:

1. Health and Safety at Work Act 1974
2. The Education (School Premises) Regulations 1999

The school will:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency / evacuation procedures in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Monitor and record accidents and near misses.

Staff and Visitors must:

- Follow the training received when using any items on school premises or school activities.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with the school on health and safety.
- Report any matter if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Responsibilities for Health and Safety

Overall Responsibility for the schools Health and Safety	Mrs Catherine Jones
Governor Responsible for the schools Health and Safety	Mr Ryan Regan
Teaching Areas	All Class Teachers
School site and security	Mr Donald Whittam (Caretaker)
Office and clerical equipment	Mrs J Kift (School Administrators)
P.E. and Games equipment	Mrs S Tokar/ Mrs C Baggott
Science equipment	Mr M Marley
IT equipment	Mrs C Baggott/ Mr M Marley
Maths equipment	Miss E Wilce
Design Technology	Mrs S Tokar/ Mrs C Baggott
Music equipment	Mrs C Baggott/ Ms D Morgan
Art & Craft	Mrs C Baggott
Library equipment	Mrs S Tokar
School visits	Mrs C Jones

It is the responsibility of all staff or visitors to verbally notify the named persons above of any H&S issues within their designated areas.

Arrangements for Health and Safety

Safety Awareness

This policy will support the aims of our school to create an atmosphere of carefulness, both in and out of school. This is for all users of the school, children, school staff, contractors, parents, volunteers and the community. This carefulness includes:

- The ability of each individual to protect themselves
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

Further:

- Good safety habits are taught and practised as part of the whole curriculum. This can be through cross curricular learning which will include Science and Technology, Wellbeing, Expressive Arts and the involvement of outside agencies such as police, fire brigade, road safety officer, etc. It might also be through a well-being topic or circle time such as discussing substance abuse/ fire safety.
- Children are encouraged to develop healthy habits through good health and hygiene routines, for example, regular exercise or care of themselves, personal hygiene, etc.
- Healthy eating is maintained at the school, with an emphasis on healthy lunchboxes, access to drinking water, fruit tuck shop and the encouragement of healthy snacks at break times.

Children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment, e.g. scissors, tools, PE apparatus, cookery etc
- When moving around the school

- When carrying out investigations, e.g. a pond, pollution, soil studies, etc
- When on educational visits

General Conduct

There are a number of school rules, which are applied for safety reasons, e.g. walking at all times inside the school building, no high climbing on adventure trail equipment, care of property, etc.

Health and safety information

A guide to the Health and Safety Law is displayed in the staff-rooms for the attention of all employees. This does not describe the law in detail, but it does list the key points.

Health and Safety Reporting

We all have a legal responsibility for the safety of our colleagues. If staff see a hazard that concerns them they can report it to a line manager and/ or caretaker which is situated in the staff rooms.

Risk Assessment

Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them. The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- Preparing and implementing safe working practices;
- Monitoring, inspecting and reporting regularly;

- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

Specialist advice may be required to assess some risks, but many require a common-sense approach and continued diligence. Additionally, if something is considered not acceptable at home, then it should not be acceptable in school.

Safety Policies, Procedures and Safe Working Practices

The staff discuss health and safety issues in weekly staff/ phase meetings and there are half termly Health and Safety sub-committee meetings involving the Governing Body it is constantly monitored and reviewed. The safe welfare of all connected with the school is at the centre of all discussions. Changes in policies are immediately brought to everyone's attention by a system of good communications. Copies of all policies are available to view on the school online drive and hard copies can be requested and are located in the school office.

Health and Safety Training

All school personnel will keep up to date with and be made aware of new Health and Safety initiatives and practices. Attendance at appropriate training courses will be required when they are brought to our attention.

Housekeeping

The Head teacher and Caretaker are responsible for ensuring that the school premises provide a safe and healthy environment. The caretaker and cleaning staff are to maintain a clean tidy building and grounds. Any minor repairs or maintenance are completed by "caretaking" or through the use of LA authorised contractors. All equipment complies with British Standards Regulations and is maintained regularly.

Safe Recruitment

All staff are appointed following a formal interview. Application forms are received from LA and the appointment panel is convened to shortlist and interview candidates.

Before an appointment is made, two references are required in writing. The successful applicant must also complete a DBS check before commencing employment and be registered with EWC. Safeguarding training is also a requirement and this must be the Monmouthshire agreed safeguarding course (Group B).

All volunteers must also complete safe recruitment processes. This includes DBS clearance, names and addresses of two referees with written references and completion of Group A and additional A+ Safeguarding training.

Disclosure and Barring Service

All staff, governors and volunteers MUST complete a DBS before working with children. A central record of staff is kept by the Schools Administrator.

Visitors and contractors without DBS MUST be accompanied by a staff member at all times and are not left unaccompanied with learners.

Safety and Security

Staff should take responsibility for their own valuable items such as keys, phones and laptops. During lesson times all external gate entrances to the site are locked. This will contribute to greater security of staff, pupils and property.

All laptops, Chromebooks and iPads are securely locked away at the end of each school day. In the Lower School, devices are locked in the intervention room and Reception cupboard. In the Upper School they are locked in the Computer Room (known as 'Snug').

All visitors, including parents are asked to report to the Reception in the first instance. They will be asked to sign the visitor's book stating who they are and the nature of their business. Visitors should not be left unattended before the

nature of their visit has been clarified. They are asked to wear a Visitor badge for the duration of their visit. There are designated badges for Governors and Contractors on site.

All staff, including midday supervisors, cleaners, and caretaker should be vigilant in reporting (to the Head teacher) strangers on or lingering outside the school grounds.

Parents are asked to advise the school if children are being collected by anyone unfamiliar to staff and there is an acknowledgement of this person before a child is 'handed over'.

Dealing With Violence and Aggression

Violence, threats, abuse or gestures made to staff should be reported to the Headteacher immediately. The LA should also be informed of any incident.

If anyone is at risk, 999 should be dialled immediately.

Where staff intend bringing a prosecution against their assailant, both the LA and school should be informed.

Stress

The school follows the LA Wellbeing and Attendance at Work and School's own policy for Health and Well-being. Staff are able to access support through the Local Authority and Head teacher.

Smoking

The school is a no smoking area. This includes the use or display of e-cigarettes.

Manual Handling

Refer to the Manual Handling Policy

First Aid & Accident Record Book

Refer to schools First Aid Policy.

Administration of Medical Treatment

Refer to Administration of Medicines section within the Healthcare Policy.

Fire Safety

Refer to schools Fire Emergency Procedures and school documentation files (kept in School Office).

Electrical Safety

All electrical appliances are 'PAT' tested annually. An electronic record is kept on the school files.

No electrical appliances may be brought into and used in school without the knowledge of the Head teacher. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been inspected and tested.

Work on the electrical installation or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the caretaker. Such work will only be undertaken when the relevant part of the installation has been isolated.

External companies and other visitors and contractors to the site must ensure their electrical appliances are safe and that they have been tested. They are also made aware of the fire evacuation policy and where the fire exits are located.

Gas Safety

There must be access to an isolator, which is located in the kitchen and boiler rooms.

Traffic Management

When members of staff, parents or others visit the school site they should observe low speeds outside the school (20mph) and keep a watchful eye for children. Parents are not permitted to drive vehicles onto the school site and are asked to park on Osbaston Road away from the zigzags, off double yellow lines and away from junctions. Signs are placed as an additional visual reminder of no-stopping areas.

Safety on School Transport

Staff are responsible for the behaviour/safety of pupils at all times on a school trip, this includes discipline on the bus. Pupils must wear seat belts and must not leave their seats when the bus is in motion. No food or drink allowed on the bus.

The school only uses approved transport providers. These are checked as part of the school's risk assessment application prior to approval of a school trip.

School Trips and Outdoor Adventurous Activity

Refer to schools Outdoor Learning and Off-site Visits Policy and Critical Incidents Policy.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff inspection/planning visits made beforehand if possible. Details are sent to the Head teacher for approval. Information is then shared with parents.

Authorisation for any school trips or visits must be sought from the Education Visit Coordinator (Head teacher) and a full risk assessment is completed using the online risk management system Evolve. The LA is informed of any adventurous activity or residential visits and risk assessments are sent to the LA Educational Visits Coordinator Mrs Clare Adams. Approval must be obtained for these visits 28 days in advance of a trip.

Children are asked to wear appropriate clothing for the planned activities. The correct adult: child ratio is used as a minimum for determining staffing levels and a First Aid Kit and list of emergency phone numbers taken (see Educational Visits Policy).

Ratios of adult/ child for any school visits are as follows:

Reception 1:6

Y1/2 1:8

Y3/4 1:10

Y5/6 1:15

For residential trips, a ratio of 1:10 is advisable for Upper School pupils.

Landlord's Consent

For any work being carried out within the school or within the school grounds (other than with pre-arranged contractors via the Local Authority), permission must be sought from Monmouthshire County Council as the 'landlord' of the premises. This includes all painting and decorating, as well as erection of play equipment and external structures.

A formal document must be submitted to Mr Nicholas Perry detailing the activity, alongside relevant insurances, method statements and DBS. Approval must be sought BEFORE any work can commence.

Equipment and Materials

General

- The rules of behaviour are specified in the school's Relationships Policy. Children should be reminded that rules are for their own safety.
- Equipment will only be used by trained and competent personnel.
- The maintenance of equipment will be monitored by the Head teacher
- Breakages & faults should be reported to the Head teacher.
- Staff should not tamper with any equipment or fabric of the building where the presence of asbestos is suspected (See separate Asbestos Register and Management Report).

Glue Guns

- Only warm melt guns are to be used.
- Glue guns should be located on stands, ready for use.
- A board should be put under the work to protect the table top.
- Learners must not be left unsupervised.
- Glue guns must be switched off and unplugged at the end of a session

Correcting Fluids

- Correcting fluids are not to be used by pupils.

Whiteboard Cleaner

- Cleaning fluids are not permitted

Marker Pens

- Only water based pens should be used.
- If spirit based pens are used by staff they should be used in a well ventilated area

Headphones

- Only headphones designed players should be used
- Headphones for laptops must be stored safely

- Headphones should have an impedance of 400-1000 ohms.

Ovens and Hobs

- Ovens and hobs must only be used under adult supervision
- Ovens must display warning sign when left to cool down
- Clearance zone must be employed when the cooker is on to prevent pupils nearing applicances
- Flammable materials should not be placed on oven tops

Digital Devices

- Care should be taken that any connecting wires do not become a 'trip' hazard.

Classroom Equipment

- Children should be taught how to use scissors (blunt-ended), compasses etc safely.
- Children are not allowed to use staple guns.
- Children should be warned of the dangers of putting things in their mouths.
- Children should not be asked to carry or push (on trolleys) heavy or dangerous items.

Kettles

- Electric kettles or water boilers should only be used by adults where pupils are not nearby. Hot drinks are carried around in containers with lids.

Printing and Reprographics

- Children should not operate the photocopier unless they are given specific permission by the class teacher. They have a designated log in for these purposes.
- Toners should be stored in the school office or storage facility within the photocopier itself.

Science

All staff are to acquaint themselves with 'Be Safe' a publication from the Association for Science Education, which deals with safety in school science. All staff to acquaint themselves with CLEAPSS documentation on Planning an Using a School Pond Safely. A risk assessment must be carried out when

planning a session where learners will be accessing the school pond as part of their scientific enquiry.

Technology

All staff are to acquaint themselves with 'Make it Safe' a publication from the National Association of Advisers and Inspectors in Design and Technology which gives clear safety guidance for the teaching of Design and Technology.

Risk assessments are completed by the class teacher if specialist equipment is being used.

Physical Education

All staff are to acquaint themselves with 'Safe Practice in Physical Education' a publication from the British Association of Advisers and Lecturers in Physical Education. PE apparatus is serviced annually by an approved external provider.

For any physical activity, children wear a suitable kit (shorts/ joggers and T-shirts for indoor activity and a warm PE kit for outdoor activity.) They are expected to be barefooted for indoor activities, as bare feet grip better (unless there is a medical reason for them to wear some form of foot barrier), and to wear trainers, daps or boots for outside activities. For safety reasons it is school policy that children do not wear any form of jewellery in P.E./Games/swimming. (There may be exceptions to this rule e.g. on religious grounds. Newly pierced ears must be covered with medical tape to prevent injury to the child and also to other performers.) Please see Swimming Policy.

Hazardous substances

Hazardous substances are kept locked away from the children in the caretaker's cupboard/ store. All equipment complies with British Standards Regulations and is maintained regularly. COSHH information is printed and stored in the School Office.

Work Experience/Students

Health & Safety procedures are discussed with all students as part of a short induction.

Contractors on School Premises

Only contractors approved by the LA are allowed on school premises. They must sign in the contractor's book and check the asbestos register. They will be issued with a Contractor badge and they will be asked for proof of DBS. In the first instance they must consult the Head teacher/ Caretaker on safety and logistical issues. Arrangements will be made to seal off areas and to reduce the risk to everyone in the school. If they do not hold a DBS, contractors will be supervised throughout the visit. If they hold a DBS, they must be accompanied by a staff member to the designated area of work. All contractors must sign out after completion of work/ visit.

If any work is being undertaken by volunteers, approval must be sought from the LA through Landlord's Consent procedure.

Monitoring

Health and Safety matters are reported weekly in staff meetings and shared with the school caretaker. Matters are shared with the Health and Safety Sub-committee who may escalate critical issues to the full Governing Body.

Policy Review

The policy will be reviewed annually by the Governing Bodies Health and Safety Sub-committee and updated as circumstances and regulations change.