



Together We Soar to Success

Health & Safety Policy

This policy will be reviewed every year, earlier if necessary.

Chair of Governors	Ceri Llewellyn	
Headteacher	Leanne Brown	
Date ratified (1)	March 2025	
Date ratified (2)	March 2026	In Spring Governors Meeting

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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Statement of Intent

For Ogmore Vale 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 Ogmore Vale Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Ogmore Vale Primary School adopt 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 by no later than **March 2026**.

1. 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 is Ceri Llewellyn

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 F1 form: 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 / Administrative Officers).

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

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 his/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.

3.2 Asbestos – Management Arrangements

An asbestos survey has been completed and:

- No asbestos was found on the school site
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3.3 Callout Arrangements (Security)

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) are the school's nominated representatives who will respond in an out-of-hours call out:

1. Bluestone Security
2. Premises Officer
3. Headteacher

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

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

3.4 Catering

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 cook's office*.

3.5 Cleaning arrangements & disposal of waste

The school has a Service Level Agreement with BCBC for cleaning of premises and a copy of the risk assessment, method statement and material safety data sheets have been provided and are located in *the Premises Officer's Office*.

3.6 Communicable Diseases

From time to time outbreaks of highly contagious diseases may occur in the school or local area.

The school will abide by the current Local authority guidelines and contact the Corporate Health and Safety Unit in the first instance on 01656 642301.

Staff will be informed immediately to ensure appropriate control measures are implemented and details of outbreaks will be published to parents.

3.7 Contractors

The school will obtain maintenance work and services via:

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

All contractors are required to:

- Arrange visits by prior appointment.

- Upon arrival report to reception where they will be required to:
 - Sign in.
 - Review the statement of site rules.
 - Upon completion of work and / or leaving site for the day:
 - Report to the supervising member of staff.
 - Obtain a signature for completed work leaving a copy for the schools reference.
 - Sign out.
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3.8 Control of Substances

The school will:

- Compile a register of hazardous substances held on the school site.
 - Assess the potential risk to pupils and staff from its use.
 - So far as is reasonably practicable, implement control measures designed to minimise any adverse effects.
 - Make appropriate arrangements for handling and storage.
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3.9 Display Screen Equipment (DSE)

All staff required to use DSE as part of their normal work activity will be required to complete the BCBC on-line E-learning and Self-assessment module.

3.10 Educational Visits (EVOLVE)

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-ordinators are Dionne Bradley and Ceri Hobbs

3.11 Electricity

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

All test certificates will be kept in for inspection and destroyed once issued with current year.

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one off type event then permission must be sought from *Leighton Meredith* and the equipment must have a current portable appliance certificate (if equipment is not new).

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will be removed from use and will be reported to *Leighton Meredith* for repair/replacement/disposal.

3.12 Fire & Emergency Evacuation Procedure

The person responsible for checking/monitoring the school's fire precautions is the Headteacher

In his absence, Deputy Headteacher will fulfil this role.

This person will:

- Arrange a fire evacuation drill; at least once every term.
- Record significant results of the fire evacuation drills.
- Ensure that the [Fire Log](#) is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

All staff will be responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

The School's evacuation plan has been circulated to all staff and a copy is available in the Premises Officer's office. This is reviewed on an annual basis. In addition, there is a Fire Safety Policy in place, which expands on this aspect of Health and Safety.

3.13 First Aid

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

- **Four** fully qualified first aiders holding the First Aid at Work Certificate.
- **Two** personnel holding the Emergency Aid (appointed persons).

Sian Farmer is 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 is subject to formal monthly inspection ([checklist](#)).
- A sufficient number of personnel are trained in first aid procedures.

Name	Date of training	Qualification
Sian Farmer	4-6 March 2025	Emergency First Aid at Work Certificate – 3 days
Kate Trowbridge	4-6 March 2025	Emergency First Aid at Work Certificate – 3 days
Dionne Bradley	5/3/2025	Emergency First Aid at Work Certificate – 1 day
Suzanne Kembery	5/3/2025	First Aid at Work Certificate – 1 day
Gemma Squire	5/3/2025	First Aid at Work Certificate – 1 day
Natalie Treharne	5/3/2025	First Aid at Work Certificate – 1 day

- 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 listed above 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 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).

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

- a telephone call*

Records of notification by telephone to parents will be kept by an administrative officer.

Copies of written notification are held on Sims.

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".

3.14 Grounds Maintenance

This will be:

- Via a third party contractor with County Wide

In addition external sport and fixed playground equipment will be:

- Visually checked before use by the member of staff present.
- Subject to weekly inspection by the Premises Manager / Caretaker. Details to be recorded using form F031 – Playground Inspection
- Annual inspection.

3.15 Legionella – Management arrangements

A legionella risk assessment has been completed and a copy is situated in the Premise Officer's Office.

The premises manager 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.
- quarterly deep clean of shower heads.

Records of all tests will be recorded risk assessment log.

3.16 Lone working

Local arrangement for lone working is as follows:

- With the exception of the school caretaker opening and closing the school lone working is strictly prohibited.
- The school caretaker opening and closing the school and emergency response situations e.g. intruder alarm activation..
 - Emergency contact numbers will be provided for use of the next of kin should the caretaker fail to make appropriate contact following completion of their duties.
 - In the event of alarm activation the role of the caretaker is to provide access to emergency services and not investigate the cause unless they have reason to believe it may be a false alarm.
- Staff wishing to have access to the premises outside of normal school hours and term time may do so with prior consent from the head teacher and:
 - Obtain access via the school caretaker.
 - Report to the caretaker when they have finished so appropriate arrangements can be made to secure the premises, set alarms, etc.

Activities that involve working at height or the use of hazardous equipment / machinery is strictly prohibited during lone working situations.

3.17 Maintenance of premises

Minor works will be undertaken by:

- Premises Manager

Major works will be undertaken by:

- BCBC Building Maintenance under a service level agreement.

School Funded projects

- The school will complete an F1 approval form submitting it to the authority for approval before work commences
 - Once approval has been obtained:
 - Obtain three quotations or submit the project to tender in accordance with the authority's procurement protocols and engage an appropriate contractor direct.
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3.18 Medicines in School

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

This 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.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian 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.

Kate Trowbridge is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

Administrator will deputise where necessary.

All medication will be kept in a secure location:-

In the fridge in the school office or the lockable cupboard in the first aid room.

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.

Medical Log - Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

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

3.19 Out of Hours Activities

Other than school sponsored or PTA activities the school premises are not let by third party organisations / general public

3.20 Personal Protective Equipment (PPE)

Personal protective equipment is a control of last resort i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, etc.

Kate Trowbridge will be responsible for the purchase of PPE ensuring that it is of the correct type (see PPE guidance), is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer.

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.

3.21 Physical Education

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:
 - Annual inspection and maintenance arranged via the BCBC Service Level Agreement.
 - Annual inspection and maintenance by a competent contractor (ROSPA).
 - Visual check before user.

3.22 Playground Safety & Arrangements for Supervision of Pupils

Breakfast club will be open from 08:15 to 08:45.

The school will be open from 08:35 - 15.10 on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

Nursery – Year 2 children access the school via external classroom doors from the playground, they must be accompanied by an adult and handed to the class teacher / LSO.

Years 3 - 6 children access the school via external classroom doors from the playground and will be met by either their class teacher or year group teacher.

Nursery – Year 2 children who attend Breakfast club will be escorted to class by a member of staff.

Years 3 - 6 children who attend Breakfast club will be able to walk to their classroom unaccompanied.

3.23 Safeguarding

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 and staff identity badge, which is to be worn at all times whilst on site.
- Nursery to Year 3 inclusive, children will not be allowed to leave the premises unless he/she is collected by a parent / carer.
- Nursery to Year 3 inclusive will not be placed in the care of siblings

unsupervised unless that it is determined that they are old enough and have the capacity to safeguard their sibling.

- Year 4, 5 and 6 pupils may walk home unaccompanied if parental permission is received.
- 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.
- Year 4, 5 and 6 pupils who may be meeting parents at the gate are encouraged to return to the office if their parent/carer is not there.

- No Primary School pupil will be allowed out of school during the school day unless collected by a parent / carer. Parent / must report to reception where the child can be signed out.

3.24 Security

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 Bluestone.
- CCTV cameras covering:
 - Vulnerable parts of the premises including reception and main pupil access points.
- A door access control system fitted to all external doors.
- The site is secured by a boundary fence.
- Additional pedestrian gates are locked after pupils arrive at school with only the main pedestrian access point left open leading to the main reception.
- All pedestrian access gates are locked after pupils arrive. Access is controlled via remote intercom fitted to the main gate.

3.25 Risk Assessment

Risk assessments will be completed for the significant hazards associated with school activities (e.g. teaching, maintenance of premises & grounds, cleaning, vehicle movements etc.).

Leighton Meredith is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from **Headteacher via email**.

Control of Hazards - The risk assessments will be used to identify appropriate control measures designed to reduce risk as low as is reasonably practicable. The controls identified must be adhered to at all times.

3.26 Traffic Management

The following traffic management arrangements apply:

- Raised pavement/walkways.
 - Designated crossing points
 - Traffic calming measures (speed humps or pillows).
 - Lock down arrangements start of school day - gates are locked to vehicles between 08:25 & 09.10
 - Lock down arrangements end of Flying Start morning session - gates are locked to vehicles between 11.15-11.45
 - Lock down arrangements start of Flying Start afternoon session - gates are locked to vehicles between 12.15-12.45
 - Lock down arrangement end of school day - gates are locked to vehicles between 14:30 & 15:10.
 - One way system.
 - Restricted delivery times.
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3.27 Training

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).

3.28 Violence

The School follows Bridgend County Borough Council's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring

- All staff are aware of the policy.
- All staff are aware of the procedures for avoiding violence at work.
- All staff are aware of the procedures for dealing with violent incidents.
- All staff are aware of the procedures for reporting violent incidents.
- All staff are aware of the support facilities available to victims of violence at work.
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

3.29 Absconding Pupils

All staff need to follow procedure regarding a pupil threatening or actually absconding from the school site.

All staff need to:

- Supervise the pupil who is threatening or trying to abscond.
- Not shout at the pupils as they are trying to abscond , this may lead to them being afraid and more likely to abscond.
- Not try to stop the pupil absconding by pulling them, pushing them or attempting to stop them climbing as this could cause significant injury to pupils and/ or staff member.
- Report to the school office to call 999 and contact the police service giving clear information of which direction the child was heading.
- The HT should be informed as soon as possible to support/ if off site DHT to be informed. (Both are L3 Safeguarding trained).
- When the police have been informed, parents/ carers to be notified as soon as possible.
- No member of staff should chase a pupil who has left site- this could lead to them panicking and falling or running into oncoming traffic
- Once pupil is found safely staff to record what has happened accurately on MY Concerns school system.

Leighton Meredith will be responsible for overseeing that all gates are locked once school entrance time is completed. These remain locked until end of school day. Flying Start parents need to press entrance button and are given permission to enter via main entrance side gate.

The only time the main entrance gate is opened is when a deliver arrives. The gate is shut straight behind delivery vehicle and locked again.

The Health and Safety Governor Committee are responsible for ensuring all fencing and gates are fit for purpose and there are no gaps or broken parts to fencing or gates around site. The Health and Safety committee meet several times during the year to walk the site.

3.30 Volunteers and Parent/Carer Helpers

Volunteer and parent/carers helpers will be:

- Supervised at all times.

- Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people.
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3.31 Work Equipment

Leighton Meredith will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to:

- Hazards associated with the equipment (noise, vibration dust, fumes, etc.).
- Installation requirements.
- Positioning and or the storage of the equipment.
- Maintenance requirements (contracts & repairs).
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate instruction/training has been provided.
