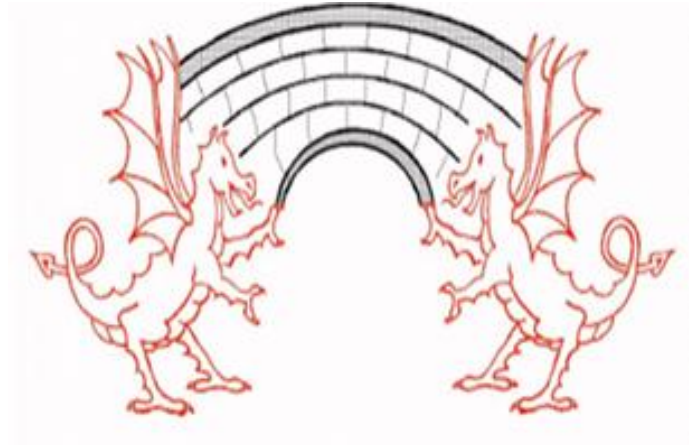


# Ysgol Gymraeg Bro Ogwr



## Polisi Iechyd & Diogelwch

### *Health & Safety Policy*

Autumn / Hydref 2026



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# **Statement of Intent**

## **For Ysgol Gymraeg Bro Ogwr**

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

The Head teacher and Governing Body of YG Bro Ogwr recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. YG Bro Ogwr 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.

# **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 Mrs Emma Martin.

## **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 / 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 SLT/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.

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### 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 Head or member of the SLT**.

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:

- \*No asbestos was found on the school site
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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.

**Bluestone Security Firm** are the school's nominated representatives who will respond in an out-of-hours call out.

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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 school's kitchen office.

### **3.5 Cleaning arrangements & disposal of waste**

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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 school office.

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### **3.6 Communicable Diseases**

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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.

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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.

All contractors are required to:

- Arrange visits by prior appointment.
  - Upon arrival report to reception where they will be required to:
    - Sign in.
    - Review and sign the Asbestos register.
  - 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**

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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)

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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.

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### 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 Mr Aled James.

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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).

**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 the Headteacher 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 Premises Officer and Headteacher for repair/replacement/disposal.

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### 3.12 Fire & Emergency Evacuation Procedure

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The person responsible for checking/monitoring the school's fire precautions is Mrs Sharon Jayne, the Headteacher.

In her absence, Mrs Louise Morris, 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 ensures that all staff are aware of:

- *Exit routes*
- *Assesmbly points*
- *Arrangements for taking registers*
- *Emergency contacts & mobile phone*
- *Arrangements for contacting the emergency services*
- *Arrangements for evacuating disabled people (each person requires a personal emergency evaluation plan)*
- *Arrangements for evacuation to a location off site*
- *Arrangements for other emergency evacuations such as flood, bomb threat etc.*

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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 who wish to undertake the course are qualified first aiders holding the First Aid at Work Certificate.
- Two personnel hold the Level 3 Award in Paediatric First Aid – Mrs Michele Davies and Mr Aled James.

Admin Staff 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 available in each first aid box is subject to regular inspections.

The first aiders at school 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, by telephone, ensuring the parent / carer is spoken to.

**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**

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This will be:

- Via a third party contractor with Total Ground Care

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 by:
  - Independent third party assessor - ROSPA.

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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 at the Reception desk.

The premises officer 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.

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### **3.16 Lone working**

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Local arrangement for lone working is as follows:

- With the exception of the premises officer opening and closing the school lone working is strictly prohibited.
- 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 premises officer
  - 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

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Minor works will be undertaken by:

- Premises officer

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

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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, and that medicine that cannot be administered at home (e.g. 4 times a day) and has been prescribed by a medical practitioner with written instructions for its use.

**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.

Amin staff are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

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
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### **3.19 Out of Hours Activities**

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

School premises will be used for after school club and activities for pupils run by a third party at the end of the school day – Menter Bro Ogwr.

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

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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.

Admin Staff 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.

In addition, Premises Officer will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

#### **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:
  - Annual inspection and maintenance arranged via the BCBC Service Level Agreement.
  - Annual inspection and maintenance of outdoor equipment by ROSPA.
  - Internal Sport and Gym equipment inspected annually and maintenance carried out by Sportsafe
  - Weekly visual inspection by the Premises Officer
  - Visual check before user.

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### **3.22 Playground Safety & Arrangements for Supervision of Pupils**

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The school will be open from **08.50** to **15.30** on weekdays during term time for the educational school day. Between these times supervision will be provided by school staff.

BCBC Breakfast provision is open between 08.10 and 08.30 for drop off. BCBC Catering staff run and supervise the Breakfast Club.

Menter Bro Ogwr after school club runs from 15.30 until 17.30 and have the responsibility for supervising the children who attend.

Pupils will not be allowed on site outside these times.

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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.
- At the end of the day, pupils will not be allowed to leave the premises unless they are collected by a parent / carer.
- Pupils in Years 5 and 6 are permitted to walk home alone if the school has received written consent form parent / carer.
- Younger pupils will not be placed in the care of older siblings, unless written consent has been given.
- 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.
  - The child will be supervised by a member of staff while the parents/carers are being contacted.
  - No 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 Blue Stone Security
  - CCTV cameras covering:
    - Most of the exterior of the premises.
    - Vulnerable parts of the premises including reception and main pupil access points.
  - A door access control system fitted to the main Reception door
  - 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. If this gate is locked, visitors should contact the school for access.
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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, maintenance of premises & grounds, cleaning, vehicle movements etc.).

**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.

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### **3.26 Traffic Management**

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The following traffic management arrangements apply:

- Separate entrances for pedestrians and vehicles.

- Raised pavement/walkways.
  - Speed restrictions (5mph).
  - Controlled vehicle access arrangements at start and end of school day
  - One way system.
  - Supervision of traffic movement.
  - Cyclists must de-mount before entering the school grounds and walk to the cycle store
  - School employs a Traffic Manager to oversee all traffic and pedestrian movement
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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 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.
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### **3.29 Volunteers and Parent/Carer Helpers**

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Volunteer and parent/carers helpers will be:

- Supervised at all times.
- Provided with written instructions and guidance on:
  - Safeguarding
  - Fire & emergency evacuation procedures

- 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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### 3.30 Work Equipment

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**The Headteacher** 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.

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