

CYNGOR SIR POWYS/POWYS COUNTY COUNCIL

Policy for Health and Safety



ADOPTED

Chair of Governors: Angelique Williams Date: January 2026

Headteacher: Charlotte Rimmer Date: January 2026

Date for Review: January 2027

Ysgol Tref-y-Clawdd/ Knighton C. in W. Primary HEALTH AND SAFETY POLICY

POLICY STATEMENT

The Governors and Headteacher of Knighton C. in W. Primary School recognise and accept the responsibilities which are laid down in the Powys County 'Statement of Safety Policy'.

In doing so, the Headteacher will attempt to minimise the incidence of work place risks by providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees and to provide information, training and supervision whenever needed for this purpose.

Responsibility is also accepted for the health and safety of pupils and other visitors to the school who may be affected by the school's activities.

The Governing Body will:

- Provide a safe and healthy working/teaching/learning environment in compliance with statutory requirements;
- Maintain the building in a good state of repair and cleanliness;
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff and pupils;
- Provide safe storage for dangerous substances and materials;
- Provide adequate first aid facilities;
- Establish, practise and maintain effective emergency procedures;
- Provide consultative measures to monitor and review the effectiveness of health and safety measures, including annual Risk Assessments;
- Carry out an investigation of accidents and dangerous occurrences to persons to prevent a recurrence;
- Liaise with the LA and other official bodies with the aim of improving all aspects of health and safety at work;
- Provide access to Health and Safety Training for governors with specific responsibility for H. & S. (including the Headteacher);
- Ensure that all aspects of this policy include the 3s Provision and the Specialist Centre.

RESPONSIBILITIES

The statutory responsibility for health and safety is shared between the Local Authority, the Governing Body and the school staff.

GOVERNING BODY

The Governing Body will comply, in so far as it is within its power to do so, with the LA policy for health and safety including the arrangements as set out in this policy.

The Governing Body will ensure that there is a school Health & Safety Policy which will be reviewed annually.

The nominated Governors, with special responsibility for Health and Safety, are **Marty Jones** and **David Williams**

Headteacher

The Headteacher is responsible to the Governors and to the LA for the implementation of this policy.

In the absence of the Headteacher (**Charlotte Rimmer**), the Deputy Headteacher (**Tara Jones**) will assume the responsibilities of the Headteacher.

It is the responsibility of the Headteacher to:

- Take day to day responsibility for matters of health and safety;
- Maintain a Health and Safety file on the premises and ensure all the necessary information is passed on to appropriate persons;
- Undertake and review risk assessments on areas to which staff, pupils and visitors may be exposed;
- Report any suspected dangers which are outside their control to the LA, Governing Body, Architect's Department and, if necessary, the Emergency Services. They will take any necessary immediate action to remove or protect pupils, staff and other occupiers from any risk of injury. They will warn others that a temporary hazard exists;
- Make regular observations of safety practices, buildings, premises, equipment, facilities etc., and act on concerns raised;
- Monitor the entries made in the accident book on a regular basis;
- Implement relevant accident procedures to cover the reporting of any accident, first aid treatment given, transfer to surgery/hospital and notification to parents/carers and other relevant agencies. Accidents will be reported to the County Safety Officer as directed in the County Policy;
- Set up emergency procedures e.g. lockdown procedures, fire evacuation drills and the procedure for contacting the emergency services;
- Ensure the provision of appropriate and adequate first aid equipment;
- Ensure adequate training is given to all staff having specific responsibilities under this policy so that they can discharge their responsibilities in a competent manner;
- Maintain an inventory of all items of portable electrical equipment and ensure that regular safety checks are undertaken in line with the County Policy;

- Ensure that all other equipment is inspected and maintained on a regular basis. Faulty equipment will be put out of use and subsequently repaired or removed from the premises;
- Ensure limited access to areas of high risk by nominated persons;
- Ensure that all hazardous substances are stored securely and that provision is kept to a minimum;
- Set down safe systems to cover all types of pupil or staff risk activities e.g. school outings and use of potentially hazardous equipment;
- Ensure, as far as is reasonably practicable, whilst having regard to health and safety matters and when acting in a client capacity, the competency of contractors who are employed to work on the premises;
- Take adequate steps to ensure the health and safety of any other person authorised to undertake work on the premises;
- Set down procedures for the safe management of traffic on the school premises;
- Monitor the performance of this policy and make any necessary modifications.
- Ensure that copies of the school and LA policies are made available to all staff, including students, work experience students and supply teachers.

SCHOOL STAFF

All employees have the responsibility to co-operate with the Headteacher and to comply with the requirements of this policy in order to achieve a healthy and safe workplace and, in doing so, to take reasonable care of themselves and others. They should notify the Headteacher immediately of any concerns.

All staff must:

- Carry out, at all times, instructions, directions and advice regarding safe working practices;
 - Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues, and to any other person attending or visiting the premises;
 - Use, and ensure others use, any necessary protective clothing and equipment and also ensure that they are maintained in a clean and usable condition;
 - Report all equipment and working environments which they consider to be unsafe;
 - Report to the Headteacher all accidents to themselves and pupils under their control;
 - Avoid using any hazardous substance without proper training, also any item of electrical equipment which may be causing concern;
 - Undertake any necessary training related to health and safety e.g. object handling, first aid
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- Make themselves familiar with this policy

HEALTH AND SAFETY ARRANGEMENTS

FIRST AID

First Aid boxes are located at the following locations:

- Outside the Hall
- School office
- All classrooms
- Staff room
- Gym

These are checked regularly and under the control of **Sarah Hamer**, office manager.

Teaching and support staff attend accredited First Aid training in non-pupil INSET sessions.

The Children's Centre setting has its own First Aid equipment in the room and this is checked regularly by **Donna Tyler**, Setting Leader.

REPORTING ACCIDENTS

Accidents resulting in injury are recorded in the school's Accident Report Book which is kept outside the hall at the First Aid Station. All staff follow the Accident Procedure, which details which types of accident require a phone call home. Serious accidents (requiring hospital admission) are recorded on the LA 'Accident Report Form' or 'Pupil Accident Report Form' and reported within 3 days. Any 'Near miss or dangerous incidents' are also recorded and sent to the LA.

The Children's Centre have their own accident book. Parents/Carers are notified of any accidents following the Children's Centre's own policy.

MEDICATION

Parents/Carers are required to complete a consent form for staff to administer medication to their child within school hours. All medicines brought into school **must** be given to a member of staff and stored in a safe place in the school office. Epipens and inhalers are not kept in the school office, they are stored in a safe place in the child's classroom.

FIRE EVACUATION PROCEDURES

- Fire Inspections are carried out in accordance with Local Authority schedules.
- The Fire Safety Advisor for Powys supports the Headteacher in carrying out a thorough audit of fire safety procedures in school.
- Written fire evacuation procedures are displayed in appropriate places around school.
- Fire equipment is checked as per Powys' recommendation
- Whole school Fire Drills are carried out termly

SAFEGUARDING PROCEDURES

- The school has alarms and adequate lighting.
- The clearly designated school entrance is controlled by an electronic locking system.
- All visitors report in and out using the signing in system situated in the Reception area. Identity labels with photographs are printed out and worn by school visitors.
- Pupils and pre-school children do not arrive at school before 8.45am, with the exception of Breakfast Club children who may arrive from 7.45am. They are supervised by staff throughout the breakfast session.
- Pupils are supervised on the school playground and field – by teaching staff/ support staff during morning and afternoon breaks – and by midday supervisors at lunch time.
- Parents/Carers are required to complete a consent form if they wish their child to walk out of school, unaccompanied, at the end of the school day (**this is renewed annually**)

TRANSPORTING CHILDREN

- Parents do not transport other parents' children during the school day. If they wish to transport other children at the start or end of the school day, the agreement is a private one between parents/carers and will not involve the school.

DBS CHECKS and SAFEGUARDING

- All staff, governors, parents/carers who do voluntary work in the school and adults who are contracted to carry out work in the school must have DBS certificates issued by Powys County Council within the past three years. This policy applies also to the Children's Centre.
- Parents/Carers give consent for their child to be photographed at the school.

E-SAFETY

- Parents/Carers must give their consent before children use email and the internet and agree to conditions set out on the Acceptable Use Policy as given to parents/carers when their children start school at Knighton.
- The Local Authority block the use of inappropriate websites.

HEALTH AWARENESS

- The school has been awarded the Healthy Schools Phase 4 status.
- The school promotes healthy eating by giving children information about the benefits of healthy eating. Only fresh fruit can be eaten at morning break.
- Only water may be brought to school in water bottles.
- Children (and parents) are encouraged to cycle or walk to school.
- The school meets statutory time allocations for P.E. and runs extra-curricular sports clubs throughout the year (lunchtimes and after school).
- The school operates a policy of No Smoking or Vaping on the school premises.

RISK ASSESSMENTS

SCHOOL AUDIT

- Health and Safety audits and risk assessments are carried out annually by the Headteacher and appointed governors during a walk around the school building and premises.

MANUAL HANDLING/OBJECT HANDLING/RESTRICTIVE PHYSICAL INTERVENTION

- All employees of the school have received statutory manual handling training.
- Staff have received PRICE training (Protecting Rights In a Caring Environment) (**January 2026**)
- The school has a separate policy governing the use of Positive Handling.

HAZARDOUS SUBSTANCES

- Hazardous waste is removed by contractors.
- Cleaning materials are stored securely in the cleaners' designated storeroom.
- All sprays and chemical powders are stored in locked cupboards.

DISPLAY SCREENS

- Workplace assessments are carried out where applicable (in health and safety file)
- Appropriate furniture is used for work at computer 'stations'.

BOUNDARIES

- All gates are locked
- Entrance to the school is controlled electronically.
- Windows are closed by staff at the end of the day.
- Boundary fences and hedges (including tall trees) are inspected regularly.

VIOLENCE TO STAFF

- Any incidents of violence to staff should be recorded on the 'Violent Incident report Form' (See Appendix E)
- The office manager, Sarah Hamer, ensures that the transit of cash is carried out as securely as possible.

PUPIL SUPERVISION

- All teaching staff are on the school premises no later than **8.40 a.m.** Non-breakfast Club pupils should not arrive before **8.45 a.m.** Breakfast Club children are supervised from **7.45am** onwards, inside the school hall, until **8.45am**
- Pupils should never be in classrooms without an adult present. (This applies during lesson time and breaks). If a member of staff has to leave the classroom in an emergency, another member of staff in an adjacent classroom should be asked to oversee the class.
- Playground duty is organised by the staff. When the bell goes, children are expected to come into the school in an orderly manner, using two separate entrances:

- Reception/Y1/Y2 pupils via the door by the office (playground)
- Y3/Y4/Y5/Y6 pupils via the door by the Specialist Centre classroom (playground) and via the door by the Y2 classroom if using the field at breaktime

Staff are expected to be in the classroom before children come in from the playground or field

- During wet breaktimes a member of staff is always inside the classroom with the children.
- Lunch time supervision is managed by the Midday Supervisors and Headteacher. Pupils are not allowed into the school building during breaks unless they need to go to the toilet or get a coat. During the Headteacher's absence from school, lunchtime management is the responsibility of the Deputy Headteacher.
- At the beginning and end of the school day, a member of staff takes responsibility for pupils who use the minibus taxi service.
- Parents are requested to give details of how children will return home safely following school visits and extra-curricular clubs.
- When pupils are registered at the school parents are asked to complete a form updating medical information, contact details and consent for pupils to visit the local area during the school day. Staff should have this information available at all times. Parents are reminded to update this information (newsletters).
- Details of school closure, due to inclement weather, will be posted, where possible, on the school's closed Facebook. Details are also posted on the Powys County Council website.
- Pupils and staff follow the school's Positive Behaviour Policy to ensure that Health and Safety risks are kept to a minimum.

HIGH RISK ACTIVITIES

TRANSPORT AND TRAFFIC MANAGEMENT

- Children and parents enter the school grounds via the main gate and not through the staff car park, unless accessing breakfast club or after school clubs.
- Only staff and authorised visitors park in the school car park. The gates to the carpark are locked during school hours.
- Pedestrian access in and out of the school is on pavements.
- Cycle training is undertaken annually by Year 5/6.
- 'Kerb Craft' training is undertaken annually by Year 2 pupils.
- Pupils (and parents) are encouraged to cycle or walk to school to reduce traffic congestion and to promote health and fitness.
- Regular reminders are sent out to parents about parking safely when dropping off and picking up their children

EDUCATIONAL VISITS

- All staff follow the LA guidance on 'Health and Safety of Pupils on Educational Visits'.

- Evolve training completed by Sarah Hamer (Educational Visits co-ordinator) and by the Headteacher (Charlotte Rimmer)
- Risk assessments are carried out for all class visits.
- The Staff/Adult: Pupil ratio for all walks and visits are followed
 - 1:5 (Reception)
 - 1:6 (Year 1 - 3)
 - 1:10 or 15 (Year 4 – 6)

RESIDENTIAL VISITS

- Risk assessments and details of the visit uploaded to Evolve site for approval, within specified time frame, by staff involved in the visit.
- Parents are invited to meet staff accompanying pupils on residential visits.
- The qualifications of all centre leaders are verified.
- Staff at residential centres are notified in advance of pupils with additional learning needs (ALN).
- The centre is given detailed information about individual pupils' health, diet and medication requirements.

SWIMMING LESSONS

- Staff at the Leisure Centre are given information about pupils' medical needs, also information about pupils with ALN.
- Pupils wear goggles only with parental consent.
- Parents are informed of appropriate swimming clothing for their children.

P.E.

- Equipment is inspected annually.
- Staff are responsible for the safety and safe storage of all equipment used.
- Staff and governors monitor the state of the school grounds and report to the Headteacher. When remedial action is necessary, the grounds maintenance contractor is contacted.

BUILDINGS AND GROUNDS

- Pupil and staff safety is of paramount importance in the day-to-day running of the school, especially when on-site contractual work is being undertaken. Pupils are made fully aware of prohibited areas.
- The Headteacher and Office manager liaise with and monitor the work of on-site contractors.
- Close liaison takes place between the school, LA managers and those undertaking contractual work.
- The 'Handyman' carries out Health & Safety related work booked by the school staff (jobs logged in green 'maintenance' book in school office).
- School grounds, including paths and play areas, are inspected regularly to ensure that accidents do not occur.
- Tree surgery has been carried out in the playing field area and on the playground.
- The school has adequate litter bins and pupils are expected to follow the 'No Litter' policy. Children use compost bins for fruit waste.
- Access to and from the school premises is checked regularly.
- There is adequate lighting for footpaths leading to the school building.

- The school cleaner in charge, Jade Stokes, monitors a large number of health and safety issues on a daily basis and reports concerns immediately.

SPECIFIC LEGISLATIVE REQUIREMENTS

Electrical equipment

All portable electrical appliances are inspected annually, and maintained in accordance with County Policy. It is the duty of members of staff to report (to the Headteacher) any faulty equipment, and to cease using it until it is repaired.

Asbestos Management

The school takes account of the 'Duty to Manage' asbestos legislation which came in force in May, 2004. The county 'Asbestos Management Policy' is followed and the Headteacher carries out an annual asbestos check.

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Monthly checks are carried out by the LA.

Boiler Room and Plant Equipment

- There is easy access to both and they are adequately ventilated.
- These premises are clear of combustible items and remain locked.

HEALTH AND SAFETY REPRESENTATIVES

Health and Safety representatives of Teaching and Staff Unions/Associations have the right to carry out their own inspections and investigations and to make reports to the Headteacher.

MONITORING HEALTH AND SAFETY PERFORMANCE

In addition to the usual day to day monitoring of matters affecting health and safety performance, the Headteacher will ensure that issues are included in the agendas of staff and governors' meetings on a regular basis (see staff meeting minutes).