



Castle Park Primary School

Church Rd, Caldicot NP26 4HN

Health and Safety Policy

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The ultimate responsibility for Health and Safety in the school rests with the LA, but in practice it is delegated to Headteachers and Site Managers.

1 MANAGEMENT OF HEALTH AND SAFETY

Overall and final responsibility for health and safety in school is:

Mrs Claire Orford	Headteacher
Mrs Hannah Kilbourn	Deputy Headteacher (in the absence of the head)

The Governing Body is responsible for this policy being carried out in the school.

Castle Park Primary School has a Building Health and Safety Sub Committee that meet at least once a half term. The committee has particular responsibility for matters of health and safety. This arrangement should facilitate close liaison with the Headteacher to ensure that the annual risk assessment and safety audit process is undertaken and significant findings reported to the Governing Body and Chief Officer.

The following persons are responsible for:

Classroom teachers	- teaching areas
Headteacher and caretaker	- school site and security
Headteacher and secretary	- office and clerical systems
All staff (as and when they use it)	- PE equipment
All Staff (as and when they use it)	- games equipment
All Staff (as and when they use it)	- technology equipment
All Staff (as and when they use it)	- computer equipment
Teachers going on the trip	- field trips & out of school activities

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must immediately inform the appropriate person named above. They may also tell the safety representative.

People responsible for:

- Safety Training - Headteacher
- Carrying out safety Inspections - Headteacher/Caretaker & Governing Body
- Investigating accidents - Headteacher
- Monitoring maintenance of plant and equipment - Caretaker & Site Cleaning Supervisor
- First Aid - Trained / Qualified First Aiders
- Cleaning equipment - Site Cleaning Supervisor

2 GENERAL ARRANGEMENTS

Accidents:

First Aid boxes are situated in the medical room and classrooms. Portable ones are available for trips. A first aid kit goes out onto the yard during break and lunchtimes.

Trained/qualified First Aiders are:

Name	Date runs out
Pip Thomas	Nov 2023
Caroline Rogers	05/08/2024 Midday supervisor
Karen Watkins	05/08/2024 Midday supervisor
Wendy Gwatkin	08/07/24
Robert Theobald	12/12/2022
Davina Huntley	12/12/2022
Sharon Foss	12/12/2022
Tania Reid	12/12/2022
Kerry Best	22/10/2024
Amanda Davies	08/07/2024

Harry Stitt	06/04/2025
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Persons responsible for reporting incidents:

Any member of staff dealing with an incident needs to report it.

A first aid kit goes out onto the yard during break and lunchtimes. The first aid record file is kept in the medical bag and needs to be filled in by a First Aider. There is also a first aid file in the classroom in an event of first aid being administered in class.

A First Aid kit must be taken on all out of school visits involving transport from school.

Pupils' medical records are kept in the classrooms.

Medicines which are considered to be harmful to others must be kept in the locked cupboard in the classrooms/staffroom.

All injuries which are not considered to be of a minor nature MUST be reported to the Headteacher.

The HT will immediately inform the pupils' parents. Parents are informed of a head injury by telephone and are asked to visit school to make a decision about whether they wish to seek medical advice

Visits to the LA Outdoor Centres

School groups visit the centres. Detailed arrangements relating to health matters are included in the brochure sent to parents prior to any visit and parents invited into the school to attend a meeting prior to the visit.

JEWELLERY

No jewellery should be worn to school except for watches or stud earrings.

Any other earrings will not be permitted for health and safety reasons.

SWIMMING

During a school year pupils go swimming at Caldicot Leisure centre. In the interests of health and safety there are certain rules which need to be adhered to:

- Jewellery of any kind is not to be worn in the swimming pool. This includes earrings.
- Long hair must be tied back and it is strongly advised that pupils wear a swimming hat.
- A one piece swimming costume should be worn / swimming trunks or shorts that are no longer than mid thigh.
- Correct footwear must be worn outside to ensure pupils do not slip.

P.E.

- In the interests of health and safety there are certain rules which need to be followed in P.E. lessons:
- The right uniform should be worn.
- Long hair must be tied back.

- No jewellery is allowed to be worn. Earrings should be removed or taped if they cannot be taken out.
- P.E. equipment should be checked prior to and after use.

3 GENERAL FIRE SAFETY:

State who checks:

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| ● Escape routes – daily | Caretaker |
| ● Fire extinguishers – weekly | Caretaker |
| ● Fire drills on termly basis | Headteacher |
| ● Fire alarms – weekly | Caretaker |
| ● Other equipment | Contractors appointed by Property Services |

4 CONTRACTORS AND VISITORS:

Contractors working on site **MUST**:

- Report to Headteacher before beginning work
- Sign in and sign out using the online system at Reception and wear a visitor sticker
- Refer to on- site Asbestos Register before beginning work
- Liaise with Caretaker about storing equipment
- Liaise with Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure ladders are secure and surrounded by safety barriers
- Ensure vehicles are only driven onto site under supervision

(reference to Schools' Guidance – Management of Contractors on School Sites)

5 ELECTRICAL EQUIPMENT

Portable Appliance Testing

- Safety checks of plugs and cables, for loose connections and faults, should be undertaken by users on a daily basis.
- Formal visual inspection of all hand held equipment, polishers, cleaners and other heavily used equipment carried out by a competent person from within the establishment – once each term.
- A programme of inspection and testing – carried out by a competent person.
(Note: test interval to be reviewed in the light of test results).
- Leads / extension cables – must not be left trailing where they are likely to cause an obstacle to passing children or adults.
- Adapters – must not be used.

6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

Castle Park Primary School is aware of its duties under the C.O.S.H.H. Regulations. The Headteacher endeavours to ensure that no new materials are brought onto the site and used unless they have been assessed first. The Cleaners keep all cleaning materials locked in the

Cleaner's cupboard. They have a COSHH file with all the necessary information. All labels are to be retained on bottles and containers.

7 ADVICE AND CONSULTANCY

Arrangements with elected contractors for periodic checks of the electrical installation and equipment:

Steve Harris – 01633 644909

Mike Roberts – 01633 644441

Local Inspector's office and telephone number:

Health and Safety Executive

Government Buildings, Phase 1, Ty Glas, Llanishen, Cardiff, CF14 5SH

Tel: 02920 263000

Safety Consultants:

Royal Gwent Hospital: Tel. 01633 234234 Ambulance: 999

Neville Hall Hospital: Tel 01873 732732

School Nurse: Allison Hall 01291 426729

Training

Persons responsible for arranging training:

- Headteacher
- LA rep

FIRE DRILL AND FIRE PRECAUTIONS

See posters in classrooms and corridors

SECURITY OF BUILDING AND OCCUPANTS

On arrival into the staff car park, there is a coded padlock. Visitors need to ring the office for the code. The main entrance has an electronic locked entry, there is also a fob system on the area going into Y1/Y2 and Y3 for Safeguarding and a fob system at the top of the stairs for safeguarding.. All members of staff have an electronic fob for entry to the building. The only access for visitors is via the main door. Fire doors can only be used for exit from the building, and will only be unlocked whilst the building is in use; there is no access from outside once these doors are closed. All visitors must report to the secretary or the Headteacher and sign in, using the online signing in ipad. Visitors are to sign out as they leave the building. Pedestrian gates at the back of the school and on Church Road will be locked between 9:15am and 3pm. The school has CCTV security.

This policy was updated in Sept 2022

