



Polisi Iechyd & Diogelwch
Ysgol Gymraeg Casnewydd
Health & Safety Policy



GENERAL STATEMENT OF POLICY

The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide such information, training and supervision as is necessary for them to undertake their work safely. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They have developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Director of Education, who has further delegated responsibility for day-to-day management of Health and Safety on the school site to the Head Teacher. The Governing Body will fully support the Head Teacher in implementing these policies.

The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.

The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Head Teacher will make adjustments of the allocation of duties to reflect changes in personnel, circumstances or the needs of the day-to-day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.

Signed: Alan Speight (Chair of Governors)

Dated: September 2024



HEALTH AND SAFETY ACTION PLAN

The Head Teacher and the Health and safety Committee will have responsibility for Health and Safety and will develop and maintain a Health and Safety Action Plan for the school.

The Plan will include:

- prioritised targets to be achieved,
- resource requirements,
- training requirements,
- people responsible for taking action,
- a prioritised Risk Assessment Programme,
- a review of progress since approval of the last Plan.

The Plan will be based on: risk Assessments for all school activities and premises,

- an analysis of accident reports,
- an annual inspection by the Governing Body/Premise Committee,
- the school development plan,
- feedback from staff and parents.

The Plan will be part of HT report to the Governing Body fore ach meeting. It will be shared with staff at the appropriate time and a summary will be included in the annual report to parents. Comments on H&S will be reported to the next appropriate meeting of the Governing Body.

RESPONSIBILITIES

The responsibilities of the LA are set out in the LAs Statement on Health and Safety which is included in the Manual of Health and Safety Procedures issued by the LA.

The Head teacher will have overall responsibility for day to day management of Health and Safety on the school site and for off-site activities;

When the Head teacher is off-site, the Deputy Head teacher will be responsible for the day to day management of Health and Safety on the school site and for off-site activities.

Mr Mark Taylor is the member of teaching staff who has Health and Safety responsibilities.

Mrs Amanda Knight is the member of staff who has Health and Safety Officer responsibilities along with John Donaldson, caretaker.

Health/safety staff :Spencer Jones/Mark Taylor/Rhian Evans/Amanda Knight/John Donaldson

Health/safety Gov: Alan Speight

Responsibilities:

Head Teacher/Deputy Head Teacher

Health and Safety briefing for new and temporary staff;
identification of training needs and organisation of training;

Health and Safety teaching staff member

PE teaching areas, equipment, systems of work and related risk assessments;
outdoor play areas, equipment and playground, and related risk assessments;
field trips and off site activities, equipment, systems of work and related risk assessments.
technology teaching areas, equipment, systems of work and related risk

Health and Safety Officer staff member

COSHH assessments.

Fire and legionellas checks;

Accident investigation;

Competent Person support and advice for managers on health and safety issues.

Caretaker: To be appointed



school site and security;
testing alarm systems (with supervision of AK);
compliance with COSHH Regulations ;
monitoring maintenance of plant and equipment, including the heating system, plant and boiler rooms;
Checking fire exits, signage and escape routes;
All external features and external areas including entrance routes, car parks, fencing, gates;
Common internal areas such as hall, canteen, entrance foyer, stairs, corridors and related risk assessments.

Teaching Staff :

own teaching areas, equipment, activities and related risk assessments.
field trips and off site activities, equipment, systems of work and related risk assessments.
technology teaching areas, equipment, systems of work and related risk assessments.
science teaching areas, equipment, systems of work and related risk assessments.
computer teaching areas, equipment, systems of work and related risk assessments.

School Clerk: Mandy Evans, Amanda Knight

office equipment and clerical systems, receipt of visitors;
informing visitors of evacuation procedures;
arranging and monitoring the testing of electrical equipment.
monitoring and replenishing First Aid stock with advice from support staff
Cleaners cleaning equipment.

Medication for pupils

MDS Safe supervision and organisation of children's play.

All Employees responsibility to co-operate with supervisors and managers to achieve a safe and healthy workplace;

responsibility to take reasonable care of themselves and others;
reporting all accidents, dangerous incidents and near misses;
reporting all health or safety problems which they are not able to put right, to the appropriate person named above;
check all working areas and equipment on a daily basis.

GENERAL ARRANGEMENTS

Risk Assessments

We recognise the fundamental importance of risk assessment in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All school activities, premises and work processes will be subject to risk assessment in accordance with the procedure issued by the LA. This procedure is included in the LAs Manual of Health and Safety Procedures and is fully supported by the Governing Body. It includes an annual review of all risk assessments, or more frequently if circumstances require.

The information generated by the risk assessment process will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan which will also include a prioritised programme of risk assessments still to be carried out.

Risk assessment forms are kept in the office in a red file.

Communication

We recognise the importance of good communication arrangements on Health and Safety issues within the school, within the educational service and with the wider community.

Accordingly, the following measures will be implemented:



Safety Representatives – the school will co-operate fully in the appointment of Safety Representatives by recognised trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively - HeadTeacher

Health and Safety Action Plan – the Action Plan will be implemented throughout the year and reported to the Governing Body as part of the HT's report in each governors meeting. Suitable Information from this will be summarised in the Annual Report to Parents. Feedback on Health and Safety from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate.

Staff Meetings – Health and Safety will be included on the agenda for at least one staff meeting each term to give the Head and staff opportunities to raise and discuss Health and Safety issues.

Minutes will be taken and will be forwarded to the Governor with responsibility for Health and Safety.

Information to the LA – the LA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools, via regular submission of accident reports, and submission of the Health and Safety Action Plan/Risk Assessments. The Head or Governing Body will also inform the LA as soon as practical, either verbally or in writing, of any Health and Safety issues which is the LA's responsibility, and will inform the LA as soon as practical of any issue requiring immediate action that they are unable to deal with.

Hazard – staff will inform the caretaker of hazards if they cannot deal with them themselves.

Induction Training – all staff [including temporary and part-time staff] will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements – Responsibility of Head Teacher and Safety Representative.

Health and Safety Questionnaire – the school will co-operate with the LA on completion of a questionnaire on Health and Safety which they circulate to all schools from time to time. The questionnaire is used to give feedback to the LA on Health and Safety issues for which they are responsible.

Inspection/Audit – the Governing Body/H&S group Committee will undertake an annual Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.

Policy Document – all staff will be given a copy of this policy document within the staff handbook playlist and will sign to say they have read it. All staff will be informed of alterations to the policy document either in writing or via staff meeting agendas. A copy of the policy document and any supporting procedures or Good Practice notes will be available in the staff handbook playlist.

Accidents - All accidents, dangerous occurrence and near misses will be recorded on the appropriate form and reported to the Head, the Governing Body and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures issued by the LA, and are fully supported by the Governing Body. This will ensure that the school meets its legal responsibilities and that its insurance cover is not compromised, and will provide valuable monitoring information during the formulation of the Health and Safety Action Plan.



The Head Teacher will report serious accidents to the Governing Body as soon as practical, and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Accident books and report forms to parents are kept in the office.

Medication-

No medication is permitted to be administered by office staff unless there is written parental consent (a form is filled in) and doctors prescription stating the name of the pupil, the medication, and the frequency and dosage to be administered. No un-prescribed medication is given e.g. calpol (unless as part of doctors prescription). A log is kept of all medication administered. Expiry dates are monitored and parents are notified that replacement is required. Medicines must be provided in the original container/ labelled with the name of the appropriate pupil. All medicines are stored in a secure place (locked cupboards medical storeroom) unless they must be kept refrigerated, in which case they are kept (well-labelled) in the staff room fridge. All emergency medicines (asthma inhalers, epi-pens etc.) are kept readily available and not locked away (but are under the supervision of Office/teaching staff). Any specific training required by staff on the administration of medication e.g. epipen or diabetes medication, will be provided by the school nurse or medical experts. Written agreements in place between parents and school and reviewed periodically. Pupils' medical needs are catered for on educational visits and school trips.

School Security

While it is difficult to make the school site totally secure, we will do all that we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts.

The school has a security fob system in place which will only allow access through the main doors. The office checks all visitors to school through the Office window before allowing entry.

We require all adult visitors who arrive in normal school hours to sign the visitors book in the reception area, and to wear an identification badge at all times whilst on the school premises. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

Trespassers and access without permission - If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Schools are private property, thus persons entering without permission or lawful authority may be treated as trespassers. Schools can ask a trespasser to leave. The LA / school may also warn the trespasser by letter. If the trespasser causes or permits nuisance or disturbance a police officer, authorised person or LA may bring proceedings under section 547 of the Education Act 1996: this applies to maintained schools. Parents, of course, have an expectation that they should be allowed to enter school premises, for example to bring or fetch children to and from school. However, parents should conduct themselves properly. If a parent or other visitor to the school does not conduct him/herself properly the school may write to them warning them that their conduct was unacceptable and that any further unacceptable behaviour could lead to them being banned from the school premises.

N.B. Under the Occupiers Liability Act 1984, a school has a duty to trespassers (and to anyone entering the premises without permission but with lawful authority) to take reasonable precautions to make sure they are not injured by some danger which the school knows about.



Violent Incidents

The Governing Body and the Borough Council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to all the circumstances of the case. This support involves assistance in obtaining legal advice and paid time off for interviews and court appearances.

A violent incident is any incident in which an employee is abused, threatened or assaulted, and includes:

Physical attack – whether visible injury occurs or not.

Animal attack – where an animal is used as a threat, whether visible injury occurs or not.

Serious verbal abuse – when an employee feels threatened. This includes sexual or racial abuse.

Attack against property - All violent incidents and near misses will be recorded on the appropriate form and reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures and are fully supported by the Governing Body.

The Head Teacher will report all serious incidents to the Governing Body as soon as practical, and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Forms for reporting violent incidents are kept with in the office. (Team Teach section of Health and Safety File) and on the School Secure site.

First Aid

First Aid on the school site and for off-site activities will be provided in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety Procedures issued by the LA and is fully supported by the Governing Body.

While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by a nominated First Aider with a current First Aid at Work Certificate. To comply with the Council's procedure, the school needs 3 qualified First Aiders.

Nominated First Aiders for the school, who are all holders of current First Aid at Work Certificates, are: (see appendix 1)

First aid boxes are located in the main corridor area as well as the storage room.

Travelling First Aid boxes must be taken on all off-site visits and are stored in the large store room.

The person responsible for ensuring First Aid boxes are kept properly stocked is:

Mrs Amanda Knight (Office list and First Aid box)

Off-Site Visits and Activities

All off-site visits and activities will be organised in accordance with the procedure issued by the LA. This procedure is included in the Manual of Health and Safety Procedures and is fully supported by the Governing Body. Standard information is sent to parents prior to any off site visit or activity. From October 2011 all risk assessment for external visits will be logged through the LA EVOLVE (Education visits online virtual environment system).

Group leaders will undertake a risk assessment before undertaking any off site activity and will discuss their plans with the Head or other appropriate members of staff. Parent helpers are also informed of any Health and Safety measures. The Governing Body are kept up to date on school visits regularly.

Fire and Emergency Evacuation Procedures

The detailed procedure for emergency evacuation of the school are set out in



Appendix A. It is based on a Fire Risk Assessment which is reviewed after every fire, emergency or practice evacuation. Information from these reviews will be used in the Health and Safety Action Plan.

Evacuation procedures include:

Procedures for raising the alarm on finding a fire or similar emergency

Roles of all staff, including responsibility for children, visitors and parts of the building, last-person-out procedures, communication and control, information to emergency services and parents, access to the site.

Evacuation routes [See appendix C] and assembly points, alternative shelter arrangements in bad weather.

Roll call arrangements.

Evacuation procedures for Out of Hours activities comply with normal evacuation procedures.

Target times for evacuation.

Practice and training frequency. (once every half term)

Monitoring the effectiveness of the evacuation procedure and feedback into the Action Plan, if necessary.

The Fire Risk Assessment should include:

Potential fire sources and smoke routes.

People at risk.

An evaluation of the likelihood of a fire starting and the severity of injuries.

Details of risk control measures, such as evacuation procedures, maintenance procedures for electrical and other equipment, smoke doors, exits and escape routes, fire fighting equipment, fire detection equipment.

Training arrangements.

Recording and review arrangements.

The first priority will be the safety of pupils, staff and visitors. All buildings will be evacuated quickly and safely, and no attempts will be made to return to the buildings until the Head Teacher is told it is safe to do so by the Fire Service.

Under no circumstances should staff or volunteers attempt to fight a fire: their paramount responsibility is the safety of their pupils, their colleagues and themselves.

The school has adopted a flood risk assessment. This is kept in the Health & Safety File.

Stress Management

We recognise the importance of managing stress in the workplace. We will identify hazards and assess work related risks to mental health with the aim of reducing them so far as is reasonably practicable in accordance with the LAs procedure on Tackling Stress in the Workplace. This procedure is included in the Manual of Health and Safety Procedure issued by the LA and is fully supported by the Governing Body. Any problems relating to stress should be conveyed to Head Teacher.

The information provided by the risk assessments will be used to inform decisions on matters to be included in the school's Health and Safety Action Plan.

Contractors

Current good practice on the use of contractors on school sites includes the following provisions which will be complied with:

- All contractors must report to school reception prior to commencing work on the school site [or must have made specific alternative arrangements with the Head Teacher] and must not start work until staff are satisfied their visit has been approved by school management.

Special arrangements may be necessary for contractors who start work before the school day



begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with.

- Contractors names and vehicle details [if parked on the school site] must be entered into the visitor's book when they come to the school. They must be given some identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of any emergency or evacuation, the visitors book must be taken to the assembly point by the school clerk and any contractors or other visitors must be accounted for.
- Contractors must demonstrate to school management that they are aware of good practice in Health and Safety issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site, before they are allowed to start work.
- Electrical equipment used by contractors must be appropriate to the work to be undertaken and of low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.
- Work carried out during the school day must be agreed to beforehand. Potential risks must be identified and eliminated or otherwise controlled to the satisfaction of the Head Teacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.

Consideration will be given to the following points in agreeing a safe operating procedure with contractors:

- provision and maintenance of secure barriers,
- safety signs,
- treatment and removal of waste,
- sitting and removal of skips
- safe and secure storage of tools and materials,
- use of electrical equipment, including minimising voltage whenever practical,
- use of other equipment – ladders etc,
- conduct and behaviour of contractor's whilst on site,
- use of vehicles on site – access, parking, loading and unloading,
- use of site utilities and amenities,
- NO SMOKING OR ALCOHOL within the site.

Visitors

All visitors must report to school reception on entering the site. They will not be allowed into the school until staff are satisfied their visit presents no risk to staff, pupils or others on the site, or has been otherwise approved by school management.

Visitors names and vehicle details [if parked on the school site] will be entered into the visitor's book when they come to the school. They will be given some identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitors book will be taken to the assembly point by the school clerk and any visitors accounted for.

Special arrangements will need to be made to accommodate large numbers of visitors attending events such as school concerts or parents evenings as it will not be practical to sign them all in and issue identification badges. Schools should ensure that such visitors are restricted to specified areas, are well supervised and are given appropriate information about emergency and evacuation procedures. Consideration should be given to the provision of emergency lighting in areas used for such events, particularly if they are likely to take place outside normal school hours.



Hazards - A Hazard Book will be kept in the office under the care of the site supervisor for staff to report details of hazards. If staff become aware of any hazard, they should inform the Head Teacher or member of staff identified in the Responsibilities section of this document as soon as possible, and record their concerns in the Hazard Book with the date and time of reporting. The Governor with responsibility for Health and Safety will examine the Hazard Book at least once each term and will report to the Governing Body on issues arising and action taken.

The Hazard Book will include information on the nature of the hazard and the action taken by school management to control any risks.

Hazard sheets relating to chemicals and materials will be kept in appropriate areas – Science, Technology, Caretaker and Cleaners work areas. Staff using these chemicals or materials must be advised on their safe use by the appropriate member of staff.

Personal Protective Equipment

If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it will be provided, stored, maintained and used in accordance with the procedure issued by the Borough Council. The procedure is included in the Manual of Health and Safety Procedures issued by the LA and is fully supported by the Governing Body.

Housekeeping

All work areas will be kept reasonably clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes will be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Head Teacher.

Electrical Equipment

All portable electrical appliances will be tested for safety every year and will be marked to show the date of the test. All semi portable equipment, such as computers and printers with non-conductive outer casings that are rarely moved, will be tested for safety every three years. All fixed wiring and fixed electrical equipment [which is the responsibility of the LA] should be tested every five years.

Registers of electrical equipment and testing regimes will be kept in the school office.

Staff should visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and take damaged equipment out of use until it can be checked by a competent electrician. Staff should report any concerns they have to the CARETAKER, and record details in the hazard book. If there is any doubt about the safety of any electrical equipment IT SHOULD NOT BE USED.

Great care will be taken if pupils use electrical equipment. The equipment will be of low voltage wherever possible and pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards.

Personal items of electrical equipment should not be used in school unless it has been tested for safety and is clearly labelled, as this equipment may not comply with the Electricity at Work Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused by the use of their equipment.

Machinery and Equipment

Machinery may only be used by qualified and trained personnel. Guards and appropriate safety signage should be in place, appropriate Personal Protective Equipment should be issued to operators and spectators, and manufacturers operating instructions should be followed at all times.



Staff should visually inspect all machinery and equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until it can be checked by a competent person. Staff should report any concerns they have to the Head Teacher, and record details in the Hazard Book. If there is any doubt about the safety of any machinery or equipment IT SHOULD NOT BE USED.

Great care will be taken if pupils use machinery. Pupils will be made aware of safety procedures, the need to carry out appropriate safety checks and how to deal with hazards. Personal items of machinery or equipment should not be brought into school for use on site, as this equipment may not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused by the use of their equipment.

USEFUL CONTACTS

The following is a list of useful contact points which are correct at the time of publication.

Health and Safety Executive, Government Buildings, Ty Glas, Llanishen, Cardiff, CF14 5SH

Telephone: 02920 263000

Newport City Council

Business Partner for Education: Caroline Green Caroline.green@newport.gov.uk

Education Dept [01633] 210435

Property Maintenance: Newport Norse Email: property.services@newportnorse.co.uk

Tel: 01633 240450

Nominated trained first aiders (all certificates valid for 3 years):

First Aid at Work: Miss Emma Hodges, Miss Lily Young, Miss Kayleigh Harris (22-23)

First Aid St John's Ambulance training: Mandy Evans, Amanda Knight, Freya Collins, Mallissa Cummins

Appendix A-Fire Policy - Evacuation procedures, if you hear the fire alarm.

Appendix B- Map of school-showing escape routes.

Appendix C – timetable of duties for caretaker

Appendix D – Guidance on lone workers

Appendix E – Emergency Evacuation Plan

Appendix F – Personal Emergency Evacuation Plan

Appendix G – Toilet Policy



Appendix A-Fire Policy - Evacuation procedures, if you hear the fire alarm.

YSGOL GYMRAEG CASNEWYDD FIRE EVACUATION POLICY

In the event of fire, staff and children are expected to evacuate the building quickly and safely with no panic. Fire exits are posted in all classrooms, and staff pupils and visitors are required to exit the building through the nearest exits – usually the classroom or hall doors. All staff should familiarise themselves where the nearest fire alarm call point and where fire extinguishers are situated in their area of work within the building. When evacuating the building staff should ensure they bring the attendance sheet with them (each classroom has an attendance sheet on the door, the hall has an attendance pocket with a sheet for each class).

The assembly points are:

- The small lower yard for Years 5 and Years 4 and anyone in the changing rooms.
- Front car park for hall, office, staff room and Kitchen staff and Nursery pupils
- Year 2/3 yard for Years 3, 6 and 2 and the ELSA and Hafan rooms
- Year 1 outside the Year 1 area (by the gate)
- Reception pupils and Cwtsh onto Reception Yard

Main Reception Area

- The SSO will gather visitors book
- SSO to check staffroom and adult's toilets and hall when evacuating the building
- When assembled outside at assembly points, staff – Head teacher and caretaker - will check that all children and staff are present.

Nursery (there are no children from 11:30 – 12:45)

- Class Teacher to direct children to car park area. Teaching Assistant to check toilets and cupboards/garden.

Reception

- Class Teachers to direct children to outside area, Teaching Assistants to check toilets, reading rooms, cupboards and cloakroom area.

Year 1

- Teachers to direct children to outside area. Teaching Assistants to check cloakroom areas, block play rooms and Cwtsh

Year 2

- Teachers to direct children to yard. Teaching Assistants to check ELSA, ALN room and toilets



Year 3 and Year 4

- Teachers to direct children to yards. TA to check toilets and Hafan

Year 5

- Teachers to direct children to the yard, then one teacher to check toilets and changing rooms

Year 6

- Teachers to direct children to the yard.

Cwtsh

- Teacher and TA to direct children to Reception yard.

ELSA/sensory room

- ELSA to send children onto the yard

Hall

- Teacher to direct children onto the car park area (pocket of class names kept on wall by main doors to the outside)

Visitors on site

- SSO will collect visitors file and check all visitors have evacuated the building.

Fire Drill

These are held every half term at least, often with two drills happening within this period dependant on exit time. The instructions as detailed above must be adhered to. The drill is held at a time when the caretaker/Health and Safety officer is present so that he can:

1. activate the alarm;
2. time the evacuation of the building (car park area / HT timing on school yard);
3. log the event on the fire book.

In order to vary timing of drills the Head teacher will activate the alarm if the caretaker is not on site. In this instance:

- **The Head teacher** will time the evacuation of the building onto the school yard, for nursery and foundation phase classes.

The fire drill is timed at different times of the day (e.g. morning, lunchtimes and assembly times) to ensure continuous improvement of the process of evacuation which must be efficient and effective.

Dinner Time (12 – 1)

- If staff leave the school site during dinner time, they must note this in the visitors book to ensure all are aware who are on site during an emergency.
- If staff and children are in the learning areas/classrooms during dinner time, they must follow the usual instructions.



- Children sitting eating their dinners in the hall must leave the hall through the doors and stand in their year/class groups.
- Children who are standing waiting for their dinner by the kitchen need to make their way into the main hall area and through the doors before the electronic shutters come down. Kitchen and hall staff must give clear and calm instructions for this to happen without panic.
- Children / staff in the classrooms to follow instructions above
- If children and staff are on the play yards/field during dinner time, they must follow the following instructions:

Assembly points:

- Top yard for Year 6 and 5
- Bottom yard for Year 4 (12:45-1) or Year 2/3 yard 12-12:30
- Car Park for anybody in the hall, kitchen, office, staff rooms, Nursery.
- Middle Yard for Year 3 and 4 (12-12:30) and Year 1 and 2 (12:30 – 1)
- Reception yard for children of Reception (12:30 – 1) (unless they are eating in the hall)

Main Reception Area

- The SSO will gather visitors book
- SSO to check staffroom and adult's toilets and hall when evacuating the building
- When assembled outside at assembly points, staff – Head teacher and caretaker - will check that all children and staff are present.

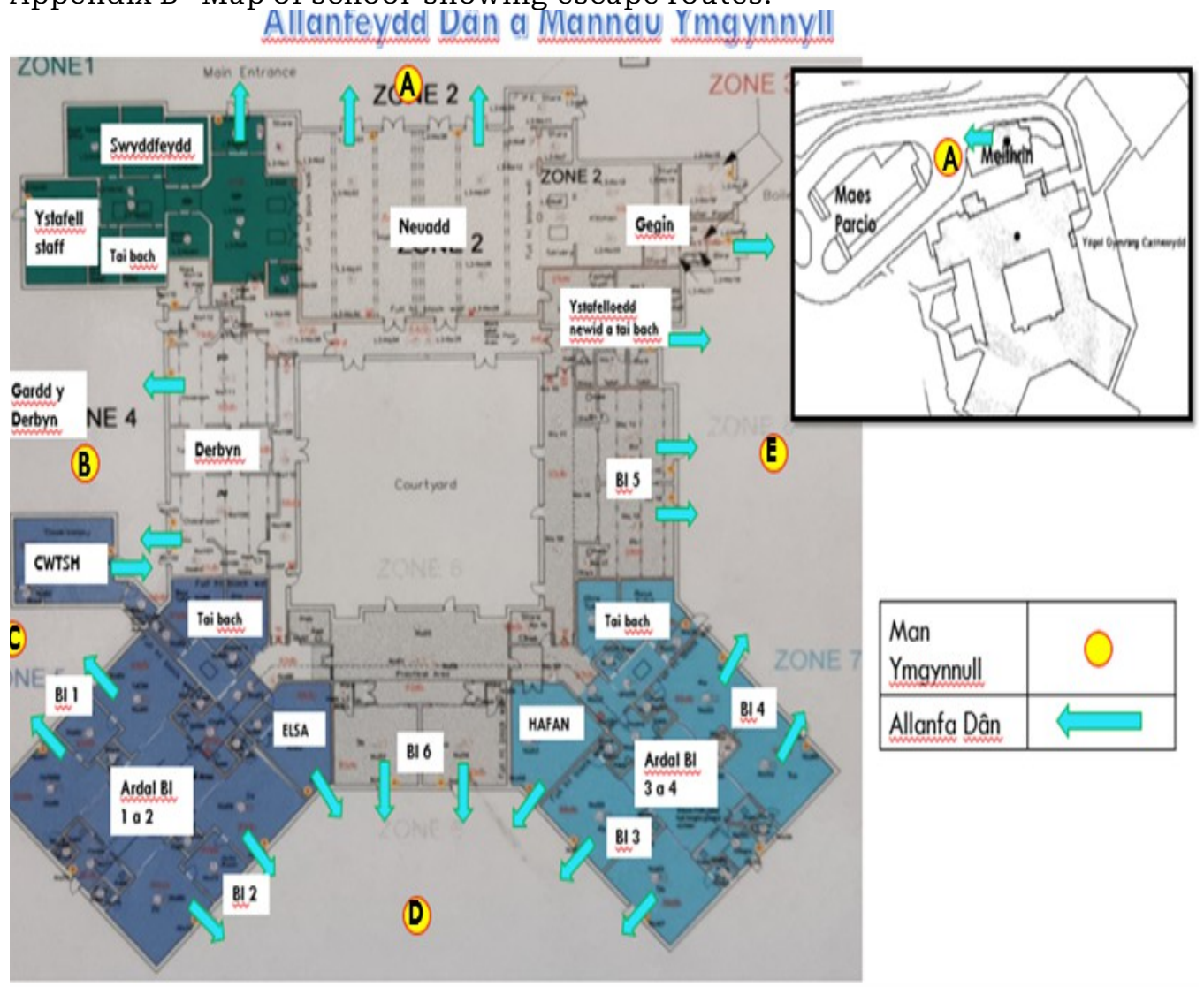
Student/Work Experience

As part of their induction, students and work experience staff are given a health and safety briefing that includes all the information within this fire policy.

It is the safety of the children, staff and visitors that are our priority, before any resource or property within Ysgol Gymraeg Casnewydd. The building will be evacuated quickly and safely with continuous improvement of the process of evacuation to ensure efficiency and effectiveness. No one should return into the building until the Head teacher receives official confirmation from the Fire Brigade that it is safe to do so. Staff priority is to the pupils, their colleagues, visitors and their personal safety. AHT and caretaker have received Fire Training

Date:16/11/22

Appendix B- Map of school-showing escape routes.





Appendix C – timetable of duties for caretaker

CARETAKER

WEEKLY
Legionella (AK)
Fire Drill Check (AK)
Fire Exits
Fire Signage
Escape routes
Clear leaves and drains
SOVEREIGN PLAY EQUIPMENT CHECK (with MT)
MONTHLY
Outdoor equipment
Guttering/down Pipes
Check Fencing around the school
Ensure paper in cupboards not too close to fluorescent lighting

Termly	6 monthly	Annually
Fire drill	Ladder Log	Pat Testing
		Tables and Chairs/Chartwells



Appendix D – Guidance on lone workers

LONE WORKERS POLICY

Introduction

At Ysgol Gymraeg Casnewydd there are some occasions when school workers are alone on the school site. This would usually be the caretaker, opening up or closing at the end of the school day, or contractors working in the school on behalf of the LEA either at the weekends or during periods of school closure.

Contractors working on behalf of the LEA are provided with guidance from the DSO and report to them for lone worker advice.

It is essential that any risks involved in lone working are reduced as far as is reasonably practicable and that a risk assessment for lone working is devised and regularly reviewed.

No member of teaching staff, or support staff are permitted to work alone in school – that is without the School Caretaker or Head teacher/ Deputy Head teacher on site.

REDUCING RISK

Where risks cannot be reduced to an acceptable level, those activities must not be carried out by lone workers.

The lone worker must be medically fit to work alone

If there is any doubt, e.g. following an illness or accident, the Council's Occupational Health Service can provide advice. Both routine work and foreseeable emergencies which may impose additional physical or mental burdens on the lone worker need to be considered.

The lone worker must be sufficiently competent and experienced to work alone

Newly appointed staff, undergoing training, or are inexperienced may need to be supervised or accompanied at first, for this reason an induction programme for newly appointed school caretakers is undertaken, and no member of school staff is permitted to work alone (see above).

Lone workers are aware of the safest way into and out of the building. The school building has CCTV cameras sited around the building. The main school entrance has been designated the safest entry and exit points.

Lone workers are to be vigilant when leaving the school. The school car park is not well illuminated and should not be entered alone during darkness. Lone workers can request that the CCTV Control Centre monitor them until they are safely in their



vehicles.

The plant, equipment, substances and goods involved in the work must be able to be handled by one person.

This means that any objects that involve lifting should not be too large for one person. Any hazardous substances are not worked with in confined spaces to avoid being overcome by fumes when alone.

The lone worker must carry upon their person a mobile phone (the caretaker has a personal mobile phone and there is good signal strength from all networks within the school's boundaries; contractors must have either a personal mobile or a work phone; emergency services on 999 can be phoned from any signal)

The lone worker is to be familiar with fire and emergency procedures outside normal working hours.

The worker can telephone 999 from any area, or outside the building using a mobile phone or the internal phone system. Phones are located: office, Deputy Head office, Head Teacher office, 5b, Year 3 and 4, Year 6, Year 1 and 2, Nursery. The lone worker can safely exit the building from any of the emergency exits in classrooms, hall or corridors. The lone worker is expected to unlock the pedestrian barriers for emergency vehicles in the event that they are closed.

The lone worker must not put themselves at risk of violence when working alone.

Intruders must be challenged to establish if they have a right to be on the premises, but lone workers must ensure that they do not put themselves at risk by doing so. The lone worker must make a reasoned judgement of the situation based upon the circumstances he or she faces. Lone workers must not attempt to forcibly evict or detain any intruders. Police assistance must be sought if an intruder uses abusive, threatening or aggressive behaviour, causes damage to property or commits a physical assault.

The lone worker must request the use of CCTV to monitor the situation.

All violent or abusive incidents must be reported using the Council's Violence at Work reporting procedures. These are available from the school office.

The Lone worker must inform a responsible person that they will be working alone.

The caretaker needs to inform family members when he is working alone and when he is expected to return home. All staff are to inform a family member or friend in a similar manner. Informed people need to be made aware of the emergency procedures to be followed should the lone worker not return when expected.

The emergency procedure must include:

- Attempts to contact the lone worker using the school phone number or their

mobile phone number.

- Request for the caretaker to carry out a search, should he be available.
- Looking at the CCTV in school Office for live coverage of the external building.
- Request for help from the Emergency Services.

All lone workers are aware of where first aid supplies can be located.

First aid supplies are available in the medical room and nursery classroom.

Lone workers are to undertake a risk assessment before visiting premises other than Ysgol Gymraeg Casnewydd.

On occasions it may be necessary for members of staff to visit other premises alone.

STAFF TRAINING



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Staff are aware that they are not to be on school site without either the caretaker/HT/DHT. At this meeting, staff are informed of the contents of this policy and are provided with the up to date information. A copy of the full policy is available on the school's STEP system as well as in the policy folder. This means that it can be accessed from any classroom, in the office or as a paper copy in the blue policy file(HT office).

ROLE OF THE GOVERNING BODY

This policy has been drafted and discussed with the Governor responsible for Health and Safety, Mr Ian Carter. Each term the Headteacher reports to the full Governing Body, a Health and Safety report which might contain issues associated with lone workers. Amendments to this policy are made annually, or on the receipt of new guidance from the LEA or trade union representation.

EQUALITY STATEMENT

We do not discriminate (either directly or indirectly) against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability or any aspect of their social/cultural background. Furthermore, the school community is committed to countering all forms of racial prejudice and discrimination. All the practices and procedures detailed in this policy are designed to be inclusive and promote equal opportunities and cultural diversity



Appendix E – Emergency Evacuation Plan
Ysgol Gymraeg Casnewydd
EMERGENCY EVACUATION PLAN AND PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify the school office of the exact location of the incident.

FIRE FIGHTING

- 1* The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- 2* Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

All staff, pupils, occupants of building must respond to alarm activations
The fire alarm is a continuous ringing bell.

The Caretaker (Brian Collins) or Amanda Knight will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.

The fire alarm system will autodial the emergency services for other emergencies
DIAL 999;

- 3* Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point in the main car park
- 4* Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the office staff (who will be checking the visitor book) at the assembly point.
- 5* Head Teacher (Ceri Parry) or the Deputy Head teacher (Rhian Evans) will go to the school gates to direct and meet the emergency service vehicles.

The assembly points for the school (depending where in the school they are) are located in the fire policy emergency procedures that are placed around the school.

Pupils should leave when instructed by the member of staff in charge of the class. Pupils and staff should then leave by the nearest available escape route as detailed in each room. If pupils have a Personal Emergency Evacuation Plan (PEEP) then this should be followed accordingly. The last person to leave the room must close all open windows and close the door.



- If a pupil is not in a classroom when the alarm sounds, the fire exit procedures have a member of staff checking toilets/areas. They must go to the assembly point leaving the building by the nearest marked escape route.
- If the alarm is activated during dinner time, the instructions are different and the emergency procedure is up in the hall, kitchens, staff room, office and classrooms. See the amendment to the emergence procedure policy.

A Calm orderly exit is essential

Move quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must remain in their class lines while staff check their registers. Registers, visitors, book etc. will be taken out to the assembly point by the office manager. The result of this check must be reported to the Headteacher /Senior member of staff as soon as it is completed.
- 6* The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- 7* The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- 8* If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Llanwern High School and arrangements made to contact parents and appropriate transport.
- 9* Should the school need to evacuate when the school transports have arrived, the staff will ensure the children walk carefully and supervised to the assembly points and the office staff will direct the transports safely. There must be unhindered access to the school by the emergency services.
- 10* If the school needs to be evacuated outside of the school day when other providers are using the building the fire alarm should be activated at an appropriate call point and the school evacuated by following the signage as displayed in each room/corridor.

BOMB THREATS

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be the sounding of the fire alarm:

The normal evacuation procedure should be followed.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:



- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call caretaker.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located in the boiler room.
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

Appendix F – Personal Emergency Evacuation Plan Guidance

Guidance for writing a Personal Emergence Evacuation Plan (PEEP) for Ysgol Gymraeg Casnewydd

1.0 Introduction

- 1.1 The purpose of this guidance is to enable the school to implement policy and procedures in order to discharge part of its duty towards disabled pupils/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.
- 1.2 By considering the guidance in this document an individual personal evacuation plan should be able to be developed which will ensure that those with a mobility



issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.

- 1.3 This plan will:
 - a) identify any specific needs of the individual;
 - b) identify staff responsibilities;
 - c) identify staff training requirements;
 - d) identify specific evacuation routes where appropriate;
 - e) identify refuge areas and specific evacuation procedures.

- 1.4 The 'PEEP' should be reviewed at least annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health, a change in procedures or an alteration of the premises.

2.0 Using This Guidance

- 2.1 A template that can be used to aid in the development of the policy for the school.
- 2.2 In order for a PEEP to be developed for an individual the school must consult with all persons involved, including parents/representatives where necessary. The same principle can be applied to visitors who have mobility issues.
There should be a copy of this PEEP kept in appropriate locations, such as with the emergency plans and with appropriate personnel such as the evacuation coordinator. The individual concerned should hold a copy of this PEEP along with any items identified in the questionnaire that may be required in the event of an evacuation from the building.

4.0 Personal Emergency Evacuation Plan (PEEP)

4.1 *Consultation with the Individual / Parents / Support Assistant/Staff*

- 4.1.1 Prior to the staff member / young person, starting at the school a consultation will be initiated with them and other personnel involved in their care and safe evacuation. The purpose of this consultation is to ensure that information is gathered, relevant procedures are drawn up and training requirements are met. It will also identify where any special equipment may be required.
- 4.1.2 This process should be repeated as circumstances change or annually whichever is the soonest.
- 4.1.3 The Governors/ Senior Leadership Team will be kept up to date with the procedures and requirements of this PEEP.

4.2 *Identification Of Evacuation Routes.*

- 4.2.1 The first priority is to examine the [lesson] timetable and for each location identify the appropriate exit routes or refuge points.
- 4.2.2 Evacuation routes on the ground floor are generally straight forward, following a route to the nearest safe emergency exit.



5.0 *Training*

- 5.1 Staff and other personnel involved in the person's safe evacuation will be trained in their specific emergency procedures. The staff member / student will also have appropriate training to ensure that they are kept up to date with the procedures.
- 5.2 Staff will be informed of any specific responsibilities (according to the timetable and the emergency evacuation routes identified above) in an emergency evacuation. This must include a sufficient number of staff to cover in the event of some personnel being absent.
- 5.4 Staff will also be given relevant information on issues pertinent to the individual's safe evacuation.
- 5.5 Records of personnel training, and refresher training will be logged on a separate sheet at the back of this PEEP

6.0 *Practicing The Evacuation Drill.*

This will be in four phases.

1. The individual responsibilities, methods, evacuation routes and assembly points must be identified. All personnel involved, including staff member / student, will travel the routes and go through the procedures.
2. The next stage in the drill practice, will involve a physical evacuation of staff member / student, and where appropriate, using equipment provided.
3. The final stage will involve an evacuation during a full school emergency evacuation drill.
4. After each practice event there will be a debrief meeting and review to identify any problems encountered and improvements to be made, these issues will all be recorded.

8.0 *Informing New Staff Of The Arrangements*

- 8.1 All new staff will be informed of these emergency arrangements as part of their induction process

Appendix G – Toilet Policy

Ysgol Gymraeg Casnewydd
Toilet Policy

The named persons for drawing up and leading the review of this policy



are: Spencer Jones

This document is freely available to the entire school community. It has been approved by the school governors and learners, and made available on the school website and school office.

Aims

- To maximise access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

Rationale: Why are we writing this policy?

- The school recognises that well-maintained toilet facilities where learners feel comfortable and safe and have open access to throughout the school day, are essential for health, well-being, and learning.
- We value and respect our learners and want them to be able to benefit from good provision and practice.

Objectives: What do we want to achieve?

- To ensure that this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents/carers, site manager, cleaning and ancillary staff.
- To keep all toilets open and available to learners throughout the school day. While learners can use toilet facilities at break and lunchtimes if they need to, we ensure learners have access at all times. We recognise that toilet needs are highly individual and do not conform to regimental timetables.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and special needs, with adequate lighting, fixtures and fittings.
- To ensure the toilet and washroom facilities cater for the needs of all learners from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual and aural privacy for users, ensuring a spare supply of cubicle door locks.
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To ensure sanitary disposal bins in identified female cubicles (for girls aged eight and over) are emptied on a regular basis and to notify pupils where they can access sanitary



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products in an emergency.

- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.
- Drinking water supplies in safe and appropriate locations, and not in toilet areas.
- To actively seek the views of the whole-school community in relation to any concerns about toilet provision and access issues (ensuring a child-friendly procedure for learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners.
- To actively consult and involve the learners in managing the toilets (via the school council or establish a working group).
- To encourage learners to respect the toilets and each other (via the school council, in well-being lessons, in form-teacher discussion times) and for learners to establish a Learner Code of Conduct in toilets and washrooms.
- To regularly include toilet management issues in all appropriate school council, staff, parent/carer and governor meetings, where appropriate.
- To implement and maintain reviews of the policy to monitor that it is being adhered to and remains relevant.

Notes

- This policy document was produced in consultation with learners, school staff, governors and the school nurse.
- The school actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day.