

1. INTRODUCTION, AND STATEMENT OF INTENT

This health and safety policy is important for everybody at Nant-y-Cwm Steiner School. It sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, pupils and other people such as volunteers, visitors, contractors, and other users of the School premises. (The term "School" includes both the Kindergarten and main school.)



The School has various obligations under the Health and Safety at Work etc Act 1974, The Children's Act 1989 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff (teaching, support and temporary). We also have a duty to ensure pupils, volunteers, visitors, contractors, and others are not put at risk by our activities or the condition of our buildings, site and equipment.

We also aim to provide an environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence, or undue stress.

Health and safety laws and associated School rules all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our School. Injury and ill-health can cause pain, distress, inconvenience, disruption of education and lowering of morale and reputation of the School, as well as consume valuable time and money.

The School is committed to the principle that "prevention is better than cure".

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, we have the opportunity to set a good example to the children who attend our School. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work, or during leisure activities.

Accidents do not just happen, they occur either because of one or more unsafe physical conditions or incorrect behaviours, or a combination of these.

The control of safety hazards is an essential part of effective risk management. The same applies to the control of health hazards.

Signatures -

Patrick Randall

Gillian Tigwell

School Management Team Facilitator

Trustee (on behalf of School Governance Team)

Date 16th January 2025

Date 27th November 2024

The Health and Safety Team and School Management Team will review this Policy at regular intervals, at least once every two years, and extend or modify it as necessary.

Initial date of document: January 2013.

Reviewed: June 2016, Dec 2017, May 2019, November 2022, and November 2024 by the Health and Safety Team, School Management Team, and School Governance Team.

Date to be reviewed: November 2025.

In the following pages the links to internal documents on the School's Google Workspace will only be available to staff and volunteers allocated a Nant-y-cwm email account.

Amendments made to the Procedures after November 2024 are to be recorded here;

Amendment, and page number	made by whom?	on date?
Inclusion of reference to section 3.24 - "Severe weather School closure Policy", page14	Pete Jewell	13/01/2025

2. ORGANISATION OF RESPONSIBILITIES

Everybody within School has responsibility for health and safety.

At the end of this document is an Appendix with details of persons who hold the various positions, and perform the functions, which are detailed in this document. The Appendix will be updated and re-issued at appropriate intervals to reflect changes in those details. Some sets of legal regulations are also named within the document. As they are prone to amendment, the titles and dates of any revised legislation are also included in the appendix.

We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants on school trips.
- Establish and maintain safe working procedures for staff and pupils.
- Provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in the School.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

2.1. Responsibilities of the School Governance Team (SGT)

- **SGT (Board of Trustees) has overall responsibility for health and safety within the School.** However, responsibility for dealing with health and safety issues on a day to day basis is delegated to The Collegiate, then to the School Management Team (SMT) who hand over management to the Health and Safety Team (HST). This responsibility is shared with all teachers and employees and any others whose role includes supervising other staff, pupils and school activities.
- SGT should nominate a Trustee to hold the Health and Safety remit on the board.
- SGT set this Health and Safety Policy and sign off section 1 (Introduction and Statement of Intent).
- SGT consider, and make recommendations regarding, individual health and safety issues which have not been resolved at management level.

2.2. Responsibilities of the School Management Team (SMT)

- Sign section 1 (Introduction and Statement of Intent) ensuring it is kept up to date.
- Ensure this document is brought to the attention of all staff.
- Ensure School health and safety procedures, including those for first aid, emergency responses, risk assessments, and safety information are documented and disseminated appropriately.
- Appoint the Safety Coordinator and members of the Health and Safety Team (HST), support its work, and ensure it is adequately resourced.
- Allocate H&S responsibilities identified by the HST to named individuals (refer to section 2.3).
- Ensure that any complaint of violence to any employee is investigated.
- Ensure that any concerns about child abuse are referred to the Child Protection Officer and appropriate action taken.
- Ensure that procedures governing the use of School premises are agreed, and that these procedures are followed, if necessary in coordination with the Health & Safety Coordinator.
- Ensure the Health & Safety Coordinator and other members of the HST have basic training in safety management and risk assessment techniques.
- Ensure, via reports from the HST and other relevant Teams, that there is adequate provision both in staffing, facilities, and resources to allow the School to meet both its legal and moral obligations with respect to health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored, or shown a disregard for, health and safety matters outlined within the Health and Safety Policy, School Policies or health and safety legislation

2.3. Responsibilities of the Safety Coordinator

- To act as Fire Coordinator.
- To be a member, and Facilitator, of the School H&S Team (HST).
- Coordinate the implementation of the approved safety procedures within the School. In order to achieve this, they shall check that employees and volunteer helpers are aware of this document and are kept updated of changes to it.
- In conjunction with the School Administrator and Health and Safety Team, to be the focal point for day to day references on health and safety issues and give (or indicate sources of) advice.
- To train as a first aider and defibrillator guardian.
- To undergo relevant training as detailed by the HST.
- To ensure that:
 - This Health and Safety Policy is readily available in the School Office in the main School building, and on the notice board in Kindergarten.
 - [General Health and Safety Induction sheets](#) are handed out as appropriate to new staff and volunteers..
 - Someone regularly checks fire alarms and the integrity of fire fighting equipment, and keeps records.
 - Regular fire drills are held, and findings are recorded.

- All fire fighting equipment and detection and alarm systems are regularly inspected and maintained by competent contractors, and records maintained. (The Fire and Rescue Service periodically inspects School buildings.)
- Trained First Aiders are to be in the School at all times during school hours, and also on off-site trips.
- Accident/Incident report forms are available, and details are copied from completed forms into the Accident Book.
- The content of completed incident report forms are adequate, and also arrange for accident statistics to be compiled for, and reviewed by, SMT and HST.
- HSE is notified in the event of a reportable incident (under RIDDOR).
- An inventory of all electrical equipment is made and maintained, and annual electrical inspections are completed by a competent person.
- Staff are made aware of the need to assess risks in areas under their control, and support them in drafting risk assessments.
- A list of risk assessments and a “COSHH” file is maintained in the School office.
- SMT are kept fully informed of any problems in implementing safety procedures, and, along with SGT, any major incidents or accidents.
- There is communication with all out-of-hours users of the School building, or Kindergarten, concerning arrangements for car parking, security, fire emergency information, and availability of first aid equipment. This communication will take place either directly or via an appropriate representative, or an appropriate member of the teaching staff or School support teams.
- Outside contractors are informed when they report to the School of relevant H&S procedures and asked to sign a form that they have completed their own risk assessments.
- Visitors are informed of our car parking arrangements, and, when appropriate, sending or giving a map indicating the route to School and where parking is available.

2.4. Responsibilities of the Health and Safety Team (HST)

- Hold frequent HST meetings during term time (every half-term), develop agendas, and take minutes of the meetings.
- Identify roles necessary to cover specific School H&S responsibilities (such as the Safety Coordinator, Fire Coordinator, Fire Marshals, First Aiders, First Aid Coordinator, Defibrillator Guardians, Risk Assessment Coordinators, and Educational Events Coordinator).
- Identify relevant H&S training needs for all staff and volunteers.
- Set the budget necessary for managing health and safety within the School.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Ensure that classroom and communal area inspections are carried out at regular intervals and that any necessary remedial action is carried out.
- Review health and safety procedures regularly (at present annually) and draft amendments for the approval of SMT (and, where necessary, SGT), including the [General H&S Induction sheet](#).
- Review the content of sections 2 and 3 in this document.
- Recommend, to SMT, necessary changes and improvements in welfare facilities and health and safety procedures.
- Report on health and safety matters including buildings and safety management to SMT for forwarding to SGT.
- Investigate and advise on hazards and precautions.

- Ensure that accident/incident investigations are carried out.
- Monitor incident trends to identify methods of reducing accidents.
- Have a general oversight of health, welfare, and safety matters.
- Agree, and sign-off, all risk assessments and arrange for their regular (usually annual) review by the originator.

2.5. Responsibilities of the full-time School Administrator

- To act as First Aid Coordinator and Fire Warden.
- To be a member of the School HST.
- To provide first aid to pupils and contact with parents in the event of pupil injury or illness.
- To support fire safety by helping with practice evacuations, fire alarm setting and muting, and other fire related info/work (including informing visitors to school).
- In conjunction with the Safety Coordinator and HST, to be the focal point for day to day references on health and safety issues and give (or indicate sources of) advice. This includes dealing with H&S-related communications (email and telephone) coming through the office.
- Ensure that the School Health and Safety Policy is effectively implemented in the School office, in particular taking appropriate action if any equipment appears to be in an unsafe condition.

2.6. Responsibilities of Teachers

Teachers have traditionally carried the responsibility for the safety of pupils in classrooms, workshops and during official excursions when they are in their charge.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers they cannot accept this responsibility, they should discuss this matter with the HST or SMT before allowing practical work or excursions to take place.

If you are a teacher, you:

- a. Are responsible for the health and safety of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health and safety problems. After this, you should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.
- c. Should investigate, or arrange for the investigation and reporting of, accidents and “near miss” events concerning areas, employees, pupils and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures which should be taken to avoid, or minimise the chance of, similar incidents in future. All relevant risk assessments should be updated.
- d. Should consult the Health and Safety Team if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health and safety problems.

In general, teachers are expected to:

1. Exercise effective supervision of the pupils and to know emergency procedures in respect of accidents and fire, and to carry them out when necessary;
2. Know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
3. Give clear instructions and warnings as often as necessary and ensure, as far as practicable, they are followed;

4. Ensure that pupils are educated in an age-appropriate manner in their responsibilities in relation to personal, and group, health, safety and welfare;
5. Follow safe working procedures personally;
6. Ensure protective clothing, guards, special safe working procedures, etc. are provided where necessary;
7. Make recommendations to the HST (e.g. on safety equipment and on additions or improvements to plant, tools, equipment, or machinery which are considered dangerous or potentially so); and
8. Check emergency exits are clear and the corridors not blocked at the start of the day in the areas where they are teaching.

2.7. Responsibilities of pupils

Pupils are introduced in an age-appropriate manner to their responsibilities in relation to personal, and group, health, safety and welfare, i.e. to caring for one another.

- Pupils are expected to follow instructions and abide by any warnings from School staff.
- If pupils have doubts or queries about their health, safety or welfare at School they should talk to their class teacher or a relevant member of staff.
- If pupils have any suggestions to make about matters of health, safety or pupil facilities at School they should raise them with their class teacher, School Administrator, a member of HST

2.8. Responsibilities of all employees and volunteers

All members of staff, including all teachers in their personal capacity, and volunteers, have responsibilities which are imposed by law. [Section 37 of the Health and Safety etc. at Work Act 1974](#) is relevant here.

Therefore, if the School employs you in any way, or you volunteer for any role, you should:

- a. Read the “[General Health and Safety Information at Nant-y-Cwm School - Induction for new staff, volunteers and visitors](#)” that you should have been provided for you when starting work here.
- b. Take reasonable care for your own health and safety while at School or during school activities.
- c. Take reasonable care for the health and safety of other persons such as colleagues and pupils who may be affected by how you work or behave.
- d. Observe standards of dress consistent with safety and/or hygiene. (No-one should go barefooted on School property.)
- e. Cooperate with the School as far as is necessary to enable the School to comply with its legal obligations regarding managing health and safety.
- f. Use things provided for your/their safety and do not wilfully misuse, neglect, or interfere with items provided by the School to manage Health and Safety.
- g. Tell your Team Facilitator and a member of HST or SMT of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, you become aware of;
- h. Tell your Team Facilitator and a member of HST or SMT about any injury, known or suspected ill health, or violence, which arises through your work for the School. You should also report any “near-miss” events, which could have caused injury or damage to property but fortunately did not do so (see section 3.6);
- i. Compile risk assessments for activities under your control, and record the significant findings (see section 3.7);

Although the Trustees have a legal obligation to ensure that safe systems of work for employees are devised and provided, it will help the Health and Safety Team (HST) to help you if you can suggest any practical ways to make your work safer.

2.9. Other positions of Special Responsibility

2.9.1 Fire Coordinator shall ensure that:

1. Fire drills are conducted once a term, with performance recorded and action taken if building emergency evacuation time exceeds two and a half minutes;
2. The integrity of fire extinguishers is checked twice a year and the results recorded;
2. All fire alarms are working by checking once a week and the results recorded.

2.9.2 First Aid Coordinator shall:

1. Check supplies of all First Aid equipment at least once per term, and keep First Aid Boxes stocked (including protective gloves) and in good order;
2. Assist teachers in the preparation of First Aid Boxes to be taken on camps and class outings.

2.9.3 First Aiders shall, in the event of an incident:

1. Provide appropriate First Aid. **NB** First Aiders are not allowed to administer drugs (paracetamol, painkillers etc.);
2. Wear disposable gloves and glasses if appropriate when attending to any injury involving blood or other bodily fluid;
3. Allow those feeling unwell to lie down in a quiet area, if appropriate. If a pupil or employee has a high temperature, prolonged headache, vomiting or such illness, then the pupil's parent or guardian must be contacted to collect the child, and, if an employee, they should be sent, or taken, home;
4. Keep a record of all accidents and illnesses in a file in the School office.
5. In the event of serious accident or illness or where further medical advice or treatment is needed, e.g. if a visit to hospital is required, fill in an Accident/Incident form. A copy of the form should go with the patient if taken to hospital along with any relevant information that will assist the hospital. If hospital treatment is given it must be reported under the RIDDOR Regulations.

2.9.4 The Responsible Person (asbestos) will;

1. Be familiar with the School's Asbestos Management Policy and Plan
2. Ensure the Asbestos Register is kept up to date and is provided to contractors or other employees who may need to work on asbestos containing materials (ACMs) identified in the Register so that they can put in place appropriate control while the work is being done
3. Assess the risks from any ACMs in the School
4. Make plans to manage the risks from ACMs in the School, and putting those plans into action.

2.9.5. The Child Protection Officer shall:

1. Be trained in current child protection procedures;
2. Be a point of contact for any employee or parent who has a concern about a child protection issue;
3. Inform the appropriate authorities in the case of any significant safeguarding incident;
4. Keep a Child Safeguarding file up to date with current procedures and advice; and
5. Ensure all employees have been trained in accordance with regulations.

2.9.6. Responsibilities of parents

As a parent or volunteer you must

- take reasonable care for your own health and safety and that of other people who may be affected by how you behave while at School or during school activities. This includes following safety rules and information given to you and wearing appropriate protective equipment and clothing, and using safety devices whenever you are advised to do so. If you are injured while at School or during a school activity, or spot any defect or damage to equipment or school property, you must tell a member of staff, School Administrator or a member of HST.

3. ARRANGEMENTS

Different activities pose different types of hazards. Guidance about health and safety arrangements for lessons or activities is contained in risk assessments written by the person planning the lesson or activity, and made available to all relevant staff. The following matters are common to most or all parts of our School.

3.1. FIRE PRECAUTIONS

Although instances of fire within schools during the school day are relatively rare, fire can pose a serious hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process, which can arise through loss of, or damage to school buildings and contents.

Preventative measures against fire are vitally important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances.

To this end all school buildings and grounds are designated as “no smoking” areas at all times.

As preventative measures can never be fool-proof, reactive measures are also important and include:

- a. Physical measures, which include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary.
- b. Organisational measures, which include regular fire evacuation practices and the use of firefighting equipment. Detailed information about fire evacuation procedures is provided as a separate sheet to regular, temporary and voluntary members of staff. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details of the rooms you use.

Records will be kept of any tests and examinations of alarm systems and firefighting equipment. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

Residential accommodation. People are usually most at risk from fire when they are asleep. Therefore, if you are booking accommodation for School groups, e.g. for field study courses, outdoor activities or trips abroad, you must enquire beforehand and satisfy yourself about the adequacy of the fire precautions provided. This should be included in the risk assessment. Seek further advice if you are in doubt or require a second opinion. If the fire precautions are inadequate you should inform the provider and, depending on the circumstances, the fire prevention department of the local fire and rescue service in order to protect other potential users. If fire precautions become inadequate while your School party is staying in the accommodation, you should tell the provider and require remedial action. If suitable remedial action is not taken, you need to decide whether it is necessary to stop using the accommodation and move elsewhere or even return home.

There is a folder for [fire safety documents](#).

3.2. EXTERNAL THREAT AND LOCKDOWN MANAGEMENT

Lockdown is the ability to quickly restrict access and egress to, or from, a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or restricting the attackers accessing a site (or part of). (It is recognised that due to their nature some sites may not be able to physically achieve lockdown).

The School has a [Lockdown Policy](#).

3.3. ELECTRICITY

Electricity has the potential to kill. Therefore, all electrical appliances which operate at over 50 volts must be maintained in a safe condition and used only for their intended purpose. To achieve this, the Administrator

will keep an inventory of all appliances and arrange for them to be tested annually by a competent person (usually a qualified electrician). As such tests comprise the electrical equivalent of a vehicular MOT test, users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or disposed of.

The School has a [folder of documents concerning electrical safety](#).

3.4. FIRST AID

The School provides and maintains suitable first aid equipment. First Aid boxes are kept in the main School Office and in Kindergarten. The names of the first aiders are included in the appendix. Members of staff who organise any activities, including sports and field trips, which take pupils away from School premises must consider and provide an appropriate level of first aid equipment and first aiders or others with basic First Aid knowledge. Details should be recorded on the risk assessment. Detailed advice can be found in the DfEE booklet “Guidance on first aid for schools” a copy of which is held in the School office for reference.

The School has a [folder of First Aid documents](#).

3.5. ACCIDENTS, DANGEROUS OCCURRENCES, AND ILL-HEALTH

An “accident” is any event in which a member of staff, pupil or any other person such as a visitor suffers any injury through any cause while on School premises or during school activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment, and/or medical attention as appropriate. Teachers and employees with responsibility for pupils or specific parts of the School should;

- a. Investigate accidents without delay to establish their cause;
- b. Suggest any measures, which could be taken to prevent similar accidents in future; and
- c. Ensure that details of the accident are recorded. (All reports are to be handed to the Administrator by the member of staff making the report). All accidents should be reported as soon as possible.

A “dangerous occurrence” or “near miss” incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, “near misses” should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with more significant consequences including injury and/or serious damage.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of their work, they should tell their Team Facilitator and/or the School Administrator. Slips, trips and falls are included in this section.

3.6. INCIDENT REPORTING

Accident/Incident forms are available from the main School Office.

As required by the [“RIDDOR” Regulations](#), some types of injury, accidents and incidents need to be reported to the Health and Safety Executive (HSE).

Serious accidents and incidents at School or involving school activities should be notified directly or by telephone to any member of SMT and HST. SGT must also be informed following serious incidents. After completion, all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the Administrator who will arrange for appropriate action to be taken about them. The Administrator will copy details to the Accident Book and provide termly reports to SMT.

3.7. RISK ASSESSMENT

Along with other employers the School is obliged by law to apply the risk assessment process to all of its activities and situations, record any significant findings and then take action where appropriate. For activities and situations which are identified as posing significant risk to staff, pupils and/or others, the School has to ensure that appropriate precautions are provided and followed in order to avoid, or minimise, the likelihood and severity of harm occurring. All risks shall be managed to be as low as reasonably practical.

If your work involves, or may involve, activities or situations which could pose significant risk, you and/or your colleagues must complete a risk assessment. The risk assessment should be done in advance of any planned activity and given to the Health and Safety Team to be agreed and signed off. By law, records of risk assessments where significant risks are identified must be kept and you should be shown copies of, or have ready access to, ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk-assessed undergo significant change which could render the existing assessments invalid. The HST will prompt annual reviews by the originator.

The Administrator will keep records of all risk assessments, including risk assessments for specialist lessons (including woodwork, eurhythmy, art and sports etc.) and trips outside School. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, you must ask your Team Facilitator or the School Administrator. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because, for example, circumstances or arrangements have changed.

You can be provided with pragmatic assistance from HST to compile risk assessments.

The School has a [folder of Risk Assessment documents](#).

3.8. HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations, often known as the “COSHH” Regulations, require the School to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without undue risk to anyone’s health. The School will do this by:

- a. Identifying hazardous substances, assessing the nature of their hazards and the associated risk (the actual likelihood of an incident occurring, and the severity of harm if it does happen);
- b. Providing suitable precautions to protect persons against the hazards, including appropriate storage;
- c. Holding a COSHH file for all the substances in use, or stored, that pose a risk to health for staff to refer to.

The School has a [folder of COSHH documents](#).

3.9. RADON

Radon is a naturally-occurring radioactive gas that can damage the lungs if breathed in in high concentrations. It is associated with an increased risk of developing lung cancer some years later and so it’s particularly important that young people are not exposed to high levels of radon.

The School has an [information sheet on radon](#), and a [2016 radon management policy](#).

A comprehensive radon survey throughout the Kindergarten and main school in 2022 found low levels of radon that do not require any action. It is recommended to repeat the radon survey in 2032.

3.10. ASBESTOS

Asbestos is a general name given to several naturally occurring fibrous minerals that have crystallised to form fibres. Asbestos fibres do not dissolve in water or evaporate, they are resistant to heat, fire, chemical and biological degradation and are mechanically strong.

Prior to use being banned asbestos was used in many products including insulation material for buildings, boilers and pipes; car brakes and floor tiles. The importation, supply and use of all asbestos has been banned in the UK since 1999; the amphibole type has been banned since 1985. Amphibole (blue and brown) asbestos is much more hazardous than serpentine (white) asbestos

Asbestos is not considered harmful when in large pieces and undamaged. When damaged asbestos can release smaller fibres that can be breathed in or swallowed. Breathing in asbestos can lead to a condition called asbestosis that leads to an increased susceptibility to cancer.

Asbestos has been classified as being carcinogenic to humans.

In March 2008 a professional “type 2” asbestos survey was conducted at the School. This identified 3 issues for inclusion on the asbestos register. All 3 are considered to be low risk.

In the [Asbestos folder](#) on the Drive, the School has an Asbestos Management Policy and Plan, the 2008 Asbestos survey report, and an Asbestos Register and Risk Assessment which must be kept updated.

3.11. LEGIONELLA

Man-made water systems can pose a potential source for Legionella bacteria growth which can cause Legionnaires’ disease. The risks must be managed.

Legionnaires’ disease is a severe pneumonia caused by the Legionella bacterium. People become infected when they inhale aerosols from a contaminated source.

Early symptoms include muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs and confusion may develop. Legionnaires’ disease can cause long term health problems.

The School has a draft [Legionella Risk Assessment](#).

3.12. INFECTIOUS RESPIRATORY DISEASES

Colds, ‘flu (influenza), RSV (respiratory syncytial virus) and COVID are respiratory illnesses that are endemic in the UK.

Basic information on Measles, Chicken Pox, Mumps, Whooping Cough, Scarlet Fever, German Measles (Rubella) and Threadworm (Pinworm) is contained in the [Parents’ Handbook](#).

While being aware of the potential for infection from members of the School community (particularly children) there are a few measures that can be taken to minimise the chance of acquiring an infection in School. These include good hand hygiene (frequent hand-washing), personal hygiene (coughing or sneezing into the crook of the arm or tissue [“catch it, bin it, kill it”]), adequate ventilation indoors, avoiding close contact with infected individuals, and, possibly, face-coverings.

A specific risk assessment for COVID-19 was required by law during the pandemic of 2020 to 2022.

3.13. PROTECTIVE EQUIPMENT AND CLOTHING

The School will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. These measures should be detailed in the relevant risk assessment. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it.

3.14. DISPLAY SCREEN EQUIPMENT (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations the School has obligations to all employees who regularly use computer screens, including laptops, for work purposes. This includes assessing its associated equipment and furniture (the DSE workstation) to ensure that they meet the standards specified by the Regulations. These include matters such as control over screen glare and reflection and adjustability of seating in order to avoid postural and other health problems which can be caused by DSE work. The School will aim as far as practicable to provide employees who use DSE with facilities of a standard which match those specified by the Regulations in the interests of education and good practice. These include **providing staff who are defined as “DSE users” with a free eye test (if requested) and the cost of spectacles prescribed by an optometrist specifically for their DSE work.** Contact the H&S Coordinator if you consider you might be a “DSE user”.

The School has a [DSE Risk Assessment](#), a [DSE User Questionnaire](#) to identify if they are classed as “DSE users” and a [DSE Workstation Checklist](#) to assess the suitability of DSE workstations of users.

3.15. MANUAL HANDLING AND POSTURAL PROBLEMS

If your work includes tasks which regularly, or occasionally, require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other musculoskeletal problems. A single person must not lift loads exceeding 20kg. Such problems can result in considerable pain and discomfort and are difficult to cure. They can be very costly in various ways as well as impairing the education services provided by the School. Therefore, in order to avoid such problems, you should discuss such tasks with the HST as part of a manual handling risk assessment and then ensure that appropriate precautions are taken either to eliminate such tasks or effectively control the risk. Examples include reducing heavy loads into smaller manageable loads, using mechanical devices such as trolleys or having more than one person lift or carry a heavy load. If no assessments have been made for tasks which you think may put you at risk, please compile a risk assessment.

Back ache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer. If you think you are suffering problems through any of these causes, please complete a [DSE workstation self-assessment form](#). Section 3.14 above contains more details about work with DSE.

3.16. MINIBUSES, COACHES, AND OTHER VEHICLES

The use of minibuses or coaches for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the School will minimise them as far as possible by the use of a reputable bus company.

Particular care is required at the start and end of the School day when parent vehicles are loading and unloading. Parents are expected to use either of the two car parks.

3.17. OFF-SITE ACTIVITIES

The School has reasonable control over the nature and condition of its buildings and grounds, and staff and pupils are acquainted with the buildings and grounds. By contrast, off-site activities, especially outdoor activities, can pose potentially greater risks for pupils and staff partly because the environments are less familiar and cannot be readily controlled by the School. Outdoor environments are changeable and can be potentially very hostile. Also, by their nature, some outdoor activities can pose a greater element of risk than normal activities within School. Therefore, the need to assess and manage risk for off-site activities is very important. **All off-site activities require a risk assessment before the trip, and safety measures put in place to minimise any risks.** The risk assessment must be done by the teacher planning the trip, with guidance, if needed, from the Health and Safety Team. Risk assessments from the establishment that is being visited must

also be sought before the trip. For outdoor activities, risk management is a continuous process, which requires leaders to remain alert and ready to modify or even abandon activities in response to adverse conditions.

One way of avoiding such risks is not to have any off-site activities! However, this would also deprive pupils of the valuable educational and personal benefits, which tend to accompany such activities. What is needed is a sensible balance between being over-cautious and not providing enough precautions. It should also be recognised that, as with life in general, things can go wrong even when adequate precautions are provided and followed.

However, if precautions have been adequate, then no criticism can be placed on staff or the School. Detailed advice can be found in the LEA's Guidelines for "Educational Visits and Journeys".

The School has a [Class Trip Policy](#) and appointed an Educational Visits Coordinator.

For local walks, necessary items such as mobile phone/walkie talkie, first aid kit, medical kit for specific children, fluorescent tabard etc. must be taken by those responsible.

3.18. HIRERS AND OTHER USERS OF SCHOOL FACILITIES

Some rooms and facilities at School are used or hired on an occasional basis by the School community. Pre-use/hire liaison between the School management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users will not put School staff and pupils at risk and vice-versa. Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not the School is responsible for ensuring that the activities are properly supervised by suitably competent (qualified and experienced) persons. The School can also require users and hirers to provide copies of their records of risk assessments. Where doubt exists about such matters, the School may seek further advice from the HST, and if necessary has the power to refuse or terminate a hire/use agreement.

3.19. CONTRACTORS

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for School staff and pupils, and also be at risk themselves from staff and students. Therefore, before any contract work begins, the proposed work, including time/s, location/s and precautions involved must be considered and approved beforehand by the HST or a designated member of the team. Although the School aims to inform staff beforehand of significant contract activities, there will be occasions when transient work, e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and distraction. Except when working within a segregated site within the School perimeter, all contract staff will be required to visibly carry some form of identity issued by the School. Except in an emergency the nature of some types of work is such that they will only be carried out during vacations or outside normal school hours.

The School shall notify any contractors of any site hazards of which they may be unaware (i.e. buried services) and ensure that they have done their own risk assessment and sign a document to state this. All visitors should sign in and out of the School's visitors book.

3.20. ADMINISTRATION OF MEDICINES

The School has a [policy and procedure for the administration of medicines to children](#).

3.21. WORK RELATED STRESS

HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. Workers feel stress when they can't cope with pressures and other issues.

Employers should match demands to workers' skills and knowledge. For example, workers can get stressed if they feel they don't have the skills or time to meet tight deadlines.

Providing planning, training and support can reduce pressure and bring stress levels down. Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether a worker can cope. There are six main areas of work design which can affect stress levels. These should be managed properly. They are - demands, control, support, relationships, role, and change.

The [Drive folder on Work-related stress](#) contains

1. [an information sheet for managing occupational stress](#)
2. [a generic risk assessment dealing with work-related stress in the School environment](#), and
3. [a wellbeing action plan](#) to be completed by, or on behalf of, anyone experiencing stress.

3.22. WELFARE ARRANGEMENTS

“Welfare” is covered by the Health and Safety, etc, at Work Act, and adequate facilities must be provided for staff and pupils. Such provision includes access to adequate toilets and hand basins, with soap and towels or a hand-dryer, drinking water, a place to store clothing, and somewhere to rest and eat meals.

A healthy working environment requires a clean workplace with a reasonable working temperature (usually at least 16°C), good ventilation, suitable lighting, and the right amount of space and seating.

Adequate ventilation is necessary, both to disperse infectious airborne particles (refer to section 3.12 - Infectious Diseases) but also to reduce levels of carbon dioxide (CO₂) in rooms to aid children’s cognitive ability. The School has a CO₂ monitor to check ventilation levels are adequate.

3.23. WOMEN WHO ARE PREGNANT OR BREAST-FEEDING

Staff who are pregnant or who have given birth within the last 6 months and/or are breastfeeding their babies are owed a special duty of care. Whilst pregnancy should not be considered as ill health, some hazards in the workplace may present additional risks to new and expectant mothers or their children. Some simple additional precautions or minor changes to work patterns will normally be all that is required to provide the additional protection needed. The workplace should provide a safe and healthy environment for new mothers who are breastfeeding. We must, by law, assess the risks to women of childbearing age as part of our general workplace risk assessment. We must also carry out an individual risk assessment, that covers the worker’s specific needs, when they have informed the HR Team in writing that they:

- are pregnant
- are breastfeeding, or
- have given birth in the last 6 months

When the HR Team has been informed in writing, an individual risk assessment must be written for them.

In view of the general work involved at Nant-y-Cwm, our existing general risk management and controls for staff should not need amending for pregnant workers and new mothers. However, we must

- talk to them to see if there are any conditions or circumstances with their pregnancy that could affect their work
- discuss any concerns they have about how their work could affect their pregnancy
- complete a personal risk assessment for them, and keep it under review for the duration it is needed.

We must take account of any medical recommendations provided by their doctor or midwife.

3.24. ADVERSE WEATHER LEADING TO SCHOOL CLOSURE

During periods of extreme weather it is prudent to give advance notice of a School closure to minimise the chance of children, staff, parents and visitors being injured.

The School has developed [a policy and procedure for School closure due to adverse weather conditions](#).

4. VIOLENCE

“Violence” as defined by the HSE comprises any incident in which a person is verbally abused or threatened, or physically assaulted in circumstances relating to their work. The School is committed to protecting staff from violence, as far as possible, whether committed by pupils, parents or anyone else. If you think any aspects of your work could put you at risk from violence, do discuss it with your Team Facilitator or the HST so that ways of avoiding or minimising the risk can be identified and put into practice.

If you have been subjected to violence, you should complete the accident/incident form and inform SMT. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. If you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The School has access to a copy of the useful HSE/HSC booklet “Violence in the Education Sector” (2nd edition 1997) which is kept in the School office and is available for reference.

5. SITE ACCESS

The Kindergarten grounds have secure boundaries.

The main school is not entirely enclosed by a fence, but the gate from the adjacent road has a spring closer and the path to the adjacent Allt Llwyn Dyfrion woodland has a gate on the School boundary.

Parents are not permitted to wander around the school site. In time there will be signs at all entrances to the school grounds making it clear that anyone coming into the grounds is on school property and should only move through the grounds to collect or drop children (as appropriate), or to visit the Office for whatever reason.

Shoes are to be worn outside as there have been cases previously of glass, nails and screws being found on the field.

6. BUILDINGS ACCESS CONTROLS

All visitors should sign in and out of the School’s visitors book held in the office.

Both the Kindergarten and Main School buildings have keypad locks on their main entrances and these are activated during the working day. Emergency exits in both buildings are operated by panic bolts and remain closed during the working day thus minimising unauthorised entry or egress.

When occupied, the Hall is not routinely locked from the inside. This is currently not deemed to be a personnel security issue.

7. DRUGS AND ALCOHOL

The teachers and staff are aware of the health and dependency implication of the consumption of alcohol and/or drugs, whether “leisure drugs”, “legal highs” or the misuse of prescription medications. Teachers seek to educate the pupils in an age appropriate way, and, in conjunction with the parents, will seek to promote healthy alternatives to the use of alcohol and other drugs.

The teachers and staff support an education and disciplinary approach to the issues of alcohol.

The School will ensure that new teachers and staff are fully aware of the School's policy and procedures related to alcohol, tobacco and other drugs.

8. ENFORCEMENT OF HEALTH AND SAFETY LAWS AND RULES

Inspectors of the Health and Safety Executive (HSE) are authorised by law to inspect any part of the School, its activities or those of contractors, to check that health and safety laws are being obeyed. They have numerous powers, which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, or any individual manager, to court for prosecution for contravening health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any member of staff who recklessly or wilfully fails to follow the law or School rules concerning health and safety is liable to disciplinary action by the School.

9. SOURCES OF ADVICE AND INFORMATION

Information about health and safety matters is available in various forms from different sources. These include publications by the [HSE](#), [ROSPA](#), [CLEAPSS](#), the [Welsh Government's department of Education and Skills](#), the UK Government [Department for Education](#), relevant trade unions and other bodies.

Except for specialist literature, publications and guidance are kept in the School's office and may be consulted at any reasonable time by any member of staff.

10. MONITORING OF HEALTH AND SAFETY, AND THIS POLICY

The Safety Coordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for, and reviewed by, SMT and HST. Among other things this should enable the School to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.

POSTHOLDERS (as at November 2024)

School Governance Team (SGT, or Trustees)

Richard Turner, Fern Thomas, Sally-Jo Williams, Mike Hargreaves, Gill Tigwell and Peter Ainsworth.

School Management Team (SMT)

Emily Hopfinger (Team Facilitator), Patrick Randall, and Jane Wherrett.

Health and Safety Team (HST)

Emma Dixon, Maxine Clark, Lucy Infray, and Patrick Randall. Pete Jewell advises the Team. Individuals of the team take turns in facilitating and minute-taking.

Key Positions are held as follows: (Roles should be allocated to named individuals.)

- School Administrator: Maxine Clark
- Health and Safety Coordinator: currently being recruited
- Fire Coordinator: Patrick Randall
- Fire Marshal(s): Maxine Clark
- First Aid Coordinator: Maxine Clark
- First Aiders: Maxine Clark and Lucy Infray
- Defibrillator guardians: Maxine Clark, Patrick Randall, and Lucy Infray (Deputy)
- Asbestos responsible person: Patrick Randall
- Risk Assessment Coordinators: Lucy Infray (main school) except for assessments relating to school trips; Emily Hopfinger has responsibilities for those.
- Safeguarding Officer: Emily Hopfinger (lead), Mudita Vihari (deputy). Sally Jo Williams (SGT remit holder)
- SGT H&S remit holder: Gillian Tigwell
- Educational Visits Coordinator: Emily Hopfinger

REFERENCE MATERIAL

[Health and Safety at Work etc. Act 1974](#)

[The Management of Health and Safety at Work Regulations](#)

[Regulatory Reform \(Fire Safety\) Order](#)

[Health and Safety \(Display Screen Equipment\) Regulations](#)

[Control of Substances Hazardous to Health Regulations](#)

[Reporting of Injuries Diseases and Dangerous Occurrences Regulations \("RIDDOR"\)](#)

[Children's Act](#)