Ysgol Comins Coch Spring 2026	
A Policy for Health and Safety	
Date policy reviewed	21/09/2026
Signed Chair of Governors	
Date of next review	Autumn 2028
Named person for review of this policy	Headteacher

A Policy for Health and Safety.

Introduction

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Ysgol Comins Coch.

The LEA Health And Safety Policy Exemplar has been taken into consideration in the formulation of this document.

It was developed through a process of consultation between all members of the school community - teaching and non-teaching staff, governors and some input by parents through the PTA

This policy will be reviewed in accordance with a schedule of review as set out in the School Development Plan.

Purpose of the Policy

This Health and Safety policy should be read in conjunction with the LEA statement of policy and intent which indicates the Authority's attitude towards health and safety. The school operates within this framework and considers all instructions and advice issued by the Education Department. This policy should also be read in conjunction with the Site Safety Policy**.** A copy of the Site Safety Policy is available on request from the school.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our Aims For Health And Safety are to

(a) to provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
(b) to ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a Healthy and Safe Environment is an essential requirement for the work of the school. It is also a statutory requirement and is dependent upon sensible management, alert supervision and the co-operation of all those on site (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:
(a) being fully aware of their own responsibilities for maintaining a safe and healthy environment.
(b) being familiar with all instructions and guidance on safety within the school.
(c) using common sense at all times to take reasonable care for their own safety and that of others.
(d) reporting any identified hazards to the Headteacher without delay.

The Management Team (governors, Headteacher and Deputy) work towards the school's aims by:
(a) recognising their responsibility for ensuring that the Health and Safety Policy of the Education Authority is implemented in school.
(b) ensuring that safe working practices and procedures are applied within the school.
(c) appointing a committee to make regular inspections to ensure that a safe and healthy environment is maintained.
(d) establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
(e) ensuring that all members of the school community are aware of their own responsibilities.
(f) taking responsibility for devising and implementing a Health and Safety Policy.
(g) monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
(h) ensuring that all staff are familiar with the Health and Safety Policy of the school and the LEA and any other relevant codes of practice.
(i) identifying aspects which require staff training and ensuring that this training takes place.
(j) taking active steps to ensure that equipment, buildings and grounds are safe, secure, well maintained and that any damage is quickly rectified.
(k) ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.

The Headteacher works towards the school's aims by
(a) taking responsibility for the day-to-day operation of the Health and Safety Policy
(b) close liaison with any trade union appointed safety representative and with the school nurse and doctor.

Teachers and Ancillary Staff, work towards the school's aims by
(a) promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
(b) being good role models - vigilant and careful.
(c) taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
(d) providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by:
- developing a growing understanding of health and safety issues.
- contributing to the development of codes and practices.
- conducting themselves in an orderly manner in line with these codes.
- taking growing responsibility for maintaining a safe and healthy environment, and for their own safe conduct within it.

Parents work toward the school's aims by:
- ensuring that children attend school in good health.
- providing prompt notes to explain all absences.
- providing support for the discipline in the school and for the teacher's role.
- ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others.
- allowing children to take increasing and personal responsibility as they progress throughout the school.
- accepting responsibility for the conduct of their children at all times.
- ensuring that the school is supplied with up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Procedures
To ensure the involvement of all members of the school community;
- a Health and Safety Working Party (Teacher Governor, Staff Governor and Health and Safety Governors) will be set up in order to develop and monitor health and safety policy and its implementation.

To ensure children are aware of, and understand health and safety issues;
- aspects of personal and social education are incorporated into the curriculum.
- A programme of health education is incorporated into other curriculum areas which promote self-discipline and social responsibility.
- There is a continual process of making certain that all children are aware of existing School Rules, with opportunity for pupils to have input into developing them as processes change within the school.

For accident prevention, reporting and investigation
- include vigilance by all staff and children to spot potential causes of accidents and to act to prevent these where possible.
- promptness in reporting any potential hazards to the Headteacher.
- immediate response to such reports involving investigation and rectification of the hazard.
- reporting all accidents to the Headteacher.
- recording all accidents in the School Accident Book using the pro forma adopted by the school.
- notifying parents as soon as possible in the case of accidents to children.
- prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

For **First Aid Provision** include
- the use of hygienic first aid practices by all staff.

- when possible, using one of the trained first aiders in our school.
- provision of a fully stocked first aid boxes. These boxes to be clearly marked and regularly maintained by the nominated First aider.
- summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent (or an alternative nominated responsible person) a member of staff will accompany a child to hospital.

FIRE PRECAUTIONS include.
- A set of written regulations for emergency evacuations (see appendix). which are displayed in prominent places throughout the school.
- a termly fire drill which is monitored and timed.
- regular checks and maintenance of alarms and fire fighting equipment by LEA contractor.
- specialist contractors employed by the authority. Details of these inspections are kept in the Fire Book.
- periodic checks of equipment, procedures and exits by the local fire brigade.

THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH include
- storage of such substances, clearly labelled, in locked cupboards which are not accessible to children.
- the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

FOR ELECTRICAL SAFETY include
- careful siting of equipment to avoid trailing leads or other hazards.
- regular checks by LEA appointed electrical contractors on all electrical installations and equipment.
- careful supervision of pupils using electrical equipment.
- ensuring that all children are aware that they may not bring any mains powered electrical equipment from home for use in school.

FOR COPING WITH SPECIAL MEDICAL CONDITIONS include
- the use of hygienic first aid practices by all staff.
- regular liaison with the school nurse and doctor.
- informing ***all*** staff about any special medical conditions of all children in the school and about what response may be required in an emergency.
- a statement in the school prospectus explaining that no child may bring medicines (including inhalers) to school unless parents have consulted the class teacher and provided a Medication Form. (appendix 1)
- a requirement that all medicines brought to school are handed in to the school office in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of the dosage.
- storage of all such medicines in a cabinet which is inaccessible to the children. A member of staff ***must*** be present to administer the doses.

FOR ENSURING ROAD, RAIL AND COMMUNITY SAFETY include
- parking restrictions in the road and car park outside the school which parents are regularly urged to obey.
- regular visits from Community Police Officer to speak to the children about issues of road and rail safety.
- Visits and training in Safe Cycling by the County Safe Cycling Team.
- Visits by Power and Communication Companies to promote safe play near installations.

FOR ENSURING PERSONAL HYGIENE include
- encouragement of a high standard of personal hygiene for all staff and children.
- This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

- the maintenance of a stock of sanitary towels within the first aid cupboard.

FOR ENSURING FOOD AND DRINK HYGIENE include
a rigidly enforced code of practice for hygiene in the school kitchen.

FOR PROMOTING HEALTHY FOOD CHOICES include
- a school meals service which offers a carefully balanced diet.
- a school rule which asks the children to bring a piece of fruit for mid-morning snack, as opposed to crisps or sweets.
- a statement within the School Brochure which encourages parents to supply packed lunches which are healthy and well balanced.
- a programme of health education within the curriculum, which includes the study of diet.
- A Healthy Tuck Shop
- Displays of Children's work promoting healthy living and diet.
- Schemes of work promoting Health and Well being.

FOR ENSURING PLAYGROUND SAFETY include
- attempting to provide a well-designed playground layout.
- conscientious supervision of playgrounds, involving a member of staff on duty at playtimes. Lunchtime supervisors in each playground at lunchtime.
- regular maintenance of playgrounds.
- school rules about playground behaviour designed to maximise playground safety (see Staff Handbook).

FOR ENSURING SAFETY WITHIN THE CURRICULUM include
- training children to use tools and other equipment safely and properly.
- regulations which require that long hair be tied back at all times and that no jewellery is worn which may lead to an accident.

FOR PROMOTING A SAFE PHYSICAL ENVIRONMENT include a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents.
- termly inspection of school by members of the Health and Safety Working Party.
- a **No Smoking Policy** in all areas of the school buildings and grounds, advertised by the display of suitable notices.
- a **No Dogs Policy** in all areas of the school buildings and grounds, advertised by the display of suitable notices (guide dogs excepted).
- provision of furniture of the appropriate height for each age group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- teaching children to dispose of rubbish appropriately with due regard to recycling, and the prompt collection of any litter by the caretaker.
- prohibiting the use of toxic weed killers.
- Maintenance of the school Closed Circuit Television system and alarm systems.
- Safety procedures for release of children at the end of the school day.

Appendix 1 Medication Request Form.

Ysgol Comins Coch

REQUEST TO ADMINISTER MEDICATION

CHILD'S DETAILS

FULL NAME OF CHILD/YOUNG PERSON:	
DATE OF BIRTH :	
MALE / FEMALE	

DETAILS OF MEDICATION

SYMPTOMS OF ILLNESS:	
NAME OF MEDICATION (as on the container):	
TYPE OF MEDICATION (liquid/tablet/):	
HOW LONG WILL YOUR CHILD TAKE THIS MEDICATION:	
START DATE:	
(if known):FINISH DATE	
DATE DISPENSED:	
IS THE MEDICINE TO BE SELF ADMINISTERED	Yes / No
DOSAGE TO BE ADMINISTERED:	
METHOD OF ADMINISTERING (injection, swallowed etc):	
FREQUENCY (e.g. twice daily – with times):	
POTENTIAL SIDE EFFECTS:	
HOW IS THE MEDICINE TO BE STORED:	
IS THE CHILD TO CARRY THE MEDICINE WITH THEM DURING THE DAY: (please specify)	Yes / No
ANY SPECIAL PRECAUTIONS REQUIRED WHILST ADMINISTERING THE MEDICATION: (please specify)	Yes / No
CONTACT DETAILS OF PARENT /GUARDIAN AND ANY PROCEDURES TO TAKE IN AN EMERGENCY: Work : Home: Mobile	

DECLARATION I understand that I must give the medication to (The class teacher) and accept that it is a service which the school is **NOT** obliged to undertake.

PRINT NAME:	
SIGNED	
DATE:	
RELATIONSHIP WITH CHILD	

Other Information.

School Use	

I acknowledge receipt of the above medication and agree that the child named above will receive the above medication as specified in the dosage and at the time agreed. They will be supervised whilst they take their medication and the arrangement will continue until the date the course of medicine has been completed.

In the case of emergency medicines stored at school the date this batch of Medication Expires	
Name of Member of staff	
Date	