

Nottage Primary School



Health & Safety Policy

Date:

October 2024

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1.POLICY STATEMENT

The policy of this school is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and visitors.

The governors and headteacher accept responsibility for ensuring that, so far as is reasonably practicable, a safe environment is maintained for all pupils, staff and visitors and that all activities and operations are free from risk and properly supervised. All staff will be adequately trained for the duties they will be required to perform.

Any hazards to health and safety which may be apparent in the fabric of the building(s) or grounds and equipment must be brought to the attention of all persons who may be affected by them and steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and wellbeing.

The school will implement the contents of this policy and act within the parameters of the Bridgend County Borough Council Safety Policy.

This policy will be reviewed annually, or if there is a significant change.

Date of last review:

Conducted by:

Signed:

Health & Safety Targets 2026

Target	Outcome	Steps to Achieve	Responsible Persons	Achieve by
To book full fire safety training for all staff	To have comprehensive training from BCBC	AT contacted Clare Lyons from BCBC (booked for INSET day January 2026)	BCBC H&S AT	February 2026
Review H&S Policy	An updated H&S Policy signed by Chair of Governors and AT	AT to update the policy in line with change of SLT Policy to be presented at Governing Body meeting Spring term 2026	AT	January 2026
A new H&S Committee Formed	A listed H&S committee with a balanced proportion of members	In a full governing body meeting, the committee should be constructed of: 1 member from: School Leadership Teacher Rep Non-Teaching Rep Chair/Vice-Chair Parent Gov/Community	AT/Chair/Clerk of Gov	May 2026

2.Responsibilities

There is a shared responsibility for health and safety at school between the school and the LEA. Day to day responsibilities for health and safety issues rests with the governors and the headteacher. The shared responsibilities are as outlined in the authorities Local Management Schemes for schools.

All members of staff, both teaching and school support staff (including temporary staff) will be made aware of the identity of the appointed health and safety officer for the school and they will have full knowledge and free access to the schools Health and Safety Policy, the Health and Safety Policy of Bridgend County Borough Council and the Directorate of Education, Leisure & Community Services' Policy Statement.

Any member of staff who identifies a health and safety problem will take appropriate steps to alleviate the problem. If there is a health and safety problem which cannot be immediately rectified then the member of staff will need to take appropriate action to ensure that no-one is put at risk and notify the headteacher.

The headteacher will ensure that arrangements are made to rectify the identified problem and that the affected area is made inaccessible until remedial action has been taken to remove the risk.

The headteacher has a responsibility to ensure that the required remedial action is carried out and if there is a delay in such action being carried out then the headteacher will regularly contact the appropriate persons to re-enforce the importance of swift action.

The headteacher and staff have a responsibility to protect others from an identified risk.



Mrs Adele Thomas – Head Teacher

Whole School Responsibility / Designated Safeguarding



Mr Martin Townley – Site Manager

Health & Safety Lead

3. Accidents at School

All staff will be made aware of the requirements for the reporting of accidents, incidents and diseases and they will be expected to report to the headteacher any occurrences which fall into these categories.

The directions contained within the Arrangement Guidelines for the Reporting of Injuries, Diseases and Dangerous Occurrences document issued by the Directorate of Education, Leisure & Community Services will be adhered to.

If an accident occurs at school to a pupil, member of staff, or to anyone on the premises, the required help, in addition to first aid will be sought. This will include the calling of any necessary services such as fire, ambulance, police.

For minor accidents (non-RIDDOR), an internal accident form will be completed, this includes anyone who is in receipt of first aid.

If appropriate, then services such as gas water and electricity boards and the property maintenance services will be contacted.

In the event of a RIDDOR notifiable accident, the health and safety officer for the Directorate of Education, Leisure & Community Services at Sunnyside will be notified by telephone immediately. This contact will be followed up by the sending of a completed accident/incident report form.

The Directorate of Education, Leisure & Community Services official accident / incident report form will be completed in full and forwarded to the health and safety officer for the Directorate of Education, Leisure & Community services for serious accidents and where a child requires hospital treatment. A copy will be retained in the school's accident file.

If a child receives a bump to the head, the child's parents will be notified as soon as is reasonably practicable.

RIDDOR accidents will be investigated internally, resulting in a short-written report by the investigating officer.

4. Asbestos

The Policy for the Management of Asbestos issued by Bridgend County Borough Council will be adhered to. The building manager (headteacher) has received training on the management of asbestos, and the asbestos register is kept in the school office.

The school is in a current phased plan of removing floor tiles and replacing with safety flooring. Any broken tiles will be cordoned off for safety, and immediately reported to BCBC Health & Safety Team.

Where there is suspicion that there may be asbestos in a particular area, not previously identified in the survey, the health and safety officer for the Directorate of Education, Leisure and Community Services will be contacted, and all staff and any workmen on site will be made aware of the concern.

On the advice of our Compliance Officer (Feb 2019) samples are to be taken for any work that includes disturbing walls or ceilings. Risk is identified in the BCBC Control measures of risk.

5. Boiler houses

This school will follow L.E.A. guidelines in that the boiler houses will not be used for storing any items other than those necessary for performing maintenance and stoking duties.

Storage of flammables, corrosive materials or any item liable to cause a risk of any kind will not be tolerated.

The boiler houses will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area.

The boiler houses will be kept locked when the boiler operator (site supervisor) is not working in that area.

Pupils will not be allowed to enter the boiler houses at any time.

The correct procedures (as issued by the L.E.A. and instructed by the caretaking support officers) will be followed as far as daily maintenance / stoking of boilers is concerned.

Any relevant training for operators (site supervisor) as arranged by the L E A will be actively supported by this school.

6.Children Who Become Unwell at School

Emergency contact telephone numbers for parent(s) or a responsible adult nominated by the parent(s) will be requested and recorded ready for use should a child be in need of collection or if an emergency arises.

Should parents not give a contact telephone number or cannot be contacted, and child becomes seriously ill or unwell, medical advice will be sought and if necessary, the ambulance service will be used to take the child to hospital.

If parents cannot be contacted and it is felt that an unwell child who needs to go home but is not well enough to go home on his / her own, the Education Welfare Officer(s) will be contacted.

7.Communicable Diseases

This school's policy on communicable diseases is that it will adhere to the guidelines circulated by the Directorate of Education Leisure and Community Services in line with the advice issued by Iechyd Morgannwg Health Authority.

The health and safety officer for the Directorate of Education, Leisure and Community Services will be informed of outbreaks of communicable diseases and serious conditions will be reported using the official Directorate Infectious / Industrial Diseases Report Form.

8. Visitors

The term 'visitor' refers to anyone other than school staff and children.

All visitors must use the main entrance and will report to the school admin team upon entering the school building(s).

All visitors will be issued a visible visitors badge to wear at all times. Staff are encouraged to challenge any unknown person who is not wearing a visitor badge.

Any visitor or service personnel, legitimately on the school premises, are in our care, as far as our activities can affect them.

Visitors will always be accompanied to the person they have come to see and then escorted from the premises at the end of their visit. This ensures that all persons can be accounted for should an emergency arise or should the person be taken ill.

9. Contractors

All contractors will be asked to produce an identity card before admittance into the school buildings.

All contractors will be shown the Asbestos file.

Contractors will be reminded, before commencing any work(s) that, however well disciplined, children may be very curious about tools and equipment and may attempt to play around them. As such they must ensure that children are separated from equipment and the area to be worked in, by the provision of any necessary barriers. Equipment will not be left unattended at any time. Contractors will not be allowed to store equipment and / or materials in the boiler houses and if no safe storage space is available then it will be made clear to the contractor that it is the contractors responsibility to remove equipment and materials from site at the end of the day.

Contractors and visitors will be made aware of the fire evacuation procedure and the location of fire exits.

9. Dispensing of Medicines to Pupils

This school complies with the guidelines issued by the Directorate of Education, Leisure and Community Services relating to the dispensing of medicines:

In accordance with this policy only prescribed medication will be administered in school. This applies to children with conditions such as epilepsy, asthma and will only happen after consultation and, if possible, training of teaching staff.

The parent(s) / guardian will complete and sign the schools form relating to the Dispensing of Medicines. This form will be kept with the school's record.

On all occasions, safeguards will be taken to ensure that all medicines are locked away out of the sight of pupils, usually in the school office.

Repeat medication that has been previously agreed between both parents and school, will be recorded and dated when administered. It is the parental responsibility to renew supplies for medication and/or renew outdated items.

In most cases, medicines must be given to the child by the PARENT, either at home or by special arrangement with the headteacher, at school.

Medication brought to school must be clearly marked with the pupil's name and the dosage taken.

Medicines bought over the counter e.g. nasal sprays, cough medicines etc. will not be administered in school.

10. Display Screen Equipment

This school will follow the guidelines issued by the L E A in respect of display screen equipment. A survey will be carried out to ascertain if there are any 'users' of display screen equipment at this school and if there are they will be provided with adequate training and the opportunity to receive an eye, and eyesight test. If the tests prove that a 'user' requires corrective eyewear for use with the display screen equipment then the minimum costs as recommended in the guidelines issued by the L E A will be re-imbursed.

All staff deemed as DSE user (one hour or more per day – HSE) will complete mandatory online module provided by BCBC. DSE users under Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, are entitled to a Workstation assessment.

All DSE users will conduct the HSE DSE Checklist with the Health and Safety Lead.

Where reasonably practicable, DSE users are encouraged to take 5-10mins break from their display screens every hour, this can include conducting other tasks.

A current list of DSE users at Nottage Primary can be found in Appendix A.

11. Electricity

Pupils will be made aware of the dangers of electricity.

All electrical equipment will be switched off when not in use.

Annual PAT (Portable appliance testing) will be conducted. Any items deemed unsafe will be decommissioned until repair by a qualified person, or the item is to be replaced if required.

Broken or cracked sockets are not to be used and will be reported to the headteacher who will arrange for replacement by a qualified electrician as per the County Borough Council's guidelines.

Socket covers will be used where there is potential risk of children sustaining injury.

Cables and wiring will be checked for damage periodically. Any damage will be reported to the Health and Safety Lead and/or headteacher and the item(s) taken out of use until repairs have been carried out by a qualified electrician and the item passed as safe for use.

A residual powerbreaker unit should be used when operating power tools etc.

12. Emergency Procedures

In the event of an Emergency which has the potential to cause harm to any of the school staff, pupils and visitors, including but not limited to: an intruder, a localized threat, terrorism etc. the school intruder alarm will be sounded.

- 1) Upon hearing the Intruder alarm, staff are to ensure all pupils return to the classroom, classroom/office doors are closed and locked with a key, and pupils and staff are to stay away from windows where possible.
- 2) Staff are to stay vigilant until the alarm has ceased, e.g. not permitting children to have toilet breaks etc.
- 3) Only once the intruder alarm ceases may the doors be unlocked, or if a recognized member of senior management and/or emergency services instruct the staff to open the doors.
- 4) If the Fire Alarm is sounded whilst the intruder alarm is still sounding staff are to follow the standard fire drills.

The Head Teacher, DHT, Admin and Site Manager will form a command center on the main school office with access to hardline phonelines, computers and school CCTV.

Emergency evacuation procedures will be displayed in all rooms throughout the school. (A copy in Appendix C)

Should an evacuation of the school site be considered necessary, pupils and staff will proceed to Porthcawl Comprehensive School, via the Severn Road gate.

13. Fire

All staff and pupils will be made aware of the procedures to follow in the event of a fire.

Fire Alarm sounders/activation points will be sporadically checked once per week during the working day.

A Fire Procedures notice will be displayed in all classrooms and other relevant areas. Found in Appendix B.

Fire drills will be held at least once each term and observations will be recorded by the headteacher. A staff debriefing session will be held and details of the fire drill including any observations will be discussed. Any weaknesses or flaws in the procedure will be identified and acted upon.

Everyone in the school buildings will take part in the fire drill, including kitchen staff and visitors

Each member of staff will be made aware of the evacuation procedure for the pupils in his / her care and will ensure that, in an emergency when the alarm sounds, the children move calmly and quickly to the designated assembly points in the school playground. Class registers will be checked immediately.

Testing of fire alarms will be carried out on a regular basis and a record of checks will be kept in the Fire Log Book.

Fire extinguishers will be maintained under the annual maintenance contract which is centrally co-ordinated by the directorate of education, leisure and community services. The service dates will be checked for regularity to ensure compliance with the contract by noting the last service date entered on the service sticker attached to each extinguisher. If the anniversary date is passed then the health and safety officer for the directorate of education, leisure and community service will be notified.

All staff will be made aware of the necessary fire precautions and will be expected to ensure that safety procedures for emergency evacuation are not compromised.

Pupils will also be made aware of fire precautions and will be encouraged not to leave bags and other belongings on the floor in walkways where others may fall over them.

Suitable training for staff on the use of fire extinguishers will be arranged with the fire service from time to time.

Fire risk assessments will be completed using the forms circulated by the directorate of education, leisure and community services in line with the guidelines issued by the directorate. It is recognised that fire risk assessments

must be completed in order to comply with the Fire Precautions (Workplace) Regulations 1997 and that the fire service will require proof that the risk assessments have been carried out.

If serious risks are identified during the assessments they will be brought to the attention of the health and safety officer for the directorate of education, leisure and community services.

The written risk assessments will be kept in the school's health and safety file.

Regular checks will be made to ensure that fire escape routes are kept free from obstruction and that all fire exit doors are working correctly and in a good state of repair. Any defects will be reported immediately to the Research and Development Unit.

14. First Aid

All staff will attend a one-day emergency aid training course of instruction by an appropriately recognised organisation.

At least one nominated member of staff will attend a full first aid training course of instruction by an appropriately recognised organisation to qualify as a certificated first aider.

First aid will be administered in line with the guidance issued by the Directorate of Education, Leisure and Community Services.

Disposable gloves will be provided for first-aiders use.

Every year group has a first aid kit available for taking on school visits etc. Additional first aid boxes are kept in the office and in the first aid cupboard. Staff are responsible for replenishing supplies when necessary.

First aid or emergency aid will not be administered by anyone who has not attended a suitable course of training.

The headteacher will be made aware of all incidents where the administration of first aid is necessary.

First aid boxes will be taken on school trips and this will be ensured by the first aider / emergency aider who will be responsible for administration of first aid during the school trip.

The headteacher will also be responsible for ensuring the above provision.

15. Hygiene

The cleaning of the premises will be adequately monitored and health and safety concerns connected with cleaning practices or cleaning standards will be brought to the attention of the Directorate's health and safety officer.

Cleaning materials used will be those recommended for the elimination of viruses.

COSHH risk assessments will be completed and recorded for all cleaning materials used.

16. Industrial Diseases

The health and safety officer for the Directorate of Education, Leisure and Community Services will be informed (by telephone) of any case of industrial disease (any condition diagnosed as being directly caused by a work process) and this will be followed up by the completion of the official directorate report form.

17. Leaving the School Premises

No child will be allowed to leave the premises during the school day unless they are collected by a parent or other responsible adult.

Children will be encouraged to leave school in an orderly fashion at the end of the school day. The school will come to agreement on an individual basis with parent/guardian on the suitability of children walking home without an adult.

This school will implement the guidelines contained within the 'Guide to School Security' document issued by the L E A

18. Management of Transport on School Premises

Staff cars are to be parked in the designated area(s) and extreme caution is to be used by staff during access / exit.

Pupils are to be made aware that the areas where vehicles are parked are out of bounds.

Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and where advance warning of their visit has been received the headteacher will ensure that the appropriate visitor or contractor is made aware of the school's requirements as far as transport on site is concerned.

The term 'visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy relating to transport on site.

If a vehicle has to be driven through the playground it should preferably be done whilst pupils are inside the school building. If this is not possible then, in exceptional circumstances, vehicles should be driven slowly through the playground and the horn should be sounded frequently to alert pupils and staff in the area. A person on foot should precede the vehicle and warn pupils etc. to clear the area.

Pupils will not be asked to collect or put things into staff cars, unless the member of staff accompanies them.

Pupils will not be allowed to open and close the school gates for vehicle access / exit

All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.

Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the headteacher. Before giving permission, the headteacher will perform a risk assessment to ensure that there is no danger to others using the site. In an attempt to reduce congestion, staff members who are non-contact are able to park alongside the HT office, as they are able to move vehicles if required.

19. Times of Entry

Specific times will be designated for the entry and parking of staff cars which will be before the normal morning arrival time for pupils. Any staff cars arriving after this designated time will park outside of the school premises until all pupils are inside the school buildings for the start of the school day. Only then may they

bring their vehicle onto the school site and park in the designated parking zone.

There will also be a designated time for leaving the school site in a vehicle and this will be set at a minimum of ten minutes following the end of the school day.

All staff will be made aware of the designated times and will be expected to adhere to them.

All delivery vehicles will only be permitted onto the school site at times when pupils are not using the playground.

These times will be set as: no later than twenty minutes before the start of the school day.

No later than fifteen minutes before the end of the school day.

All appropriate officers, contractors etc will be made aware of the times of permitted entry onto the school site and will be made aware of the school transport on site safety policy.

Any breaches of the policy by drivers of delivery or contractors vehicles will be reported immediately to the appropriate offices.

No movement of vehicles on site will be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, or any other vehicle being used for emergency transport

20. Manual Handling and Lifting

This school agrees to actively support any interim training measures deemed as necessary by the LEA in order to meet the requirements of the Manual Handling Operations Regulations 1992.

Any guidelines issued by the LEA will be followed so that risks of injury from manual handling and lifting operations can be reduced or hopefully eradicated. If there is any concern over particular manual handling situations then the health and safety officer for the Directorate of Education, Leisure and Community Services will be contacted for advice.

Risk assessments will be completed for all activities which have manual handling and lifting implications and the results made known to staff with any control measures being implemented as soon as possible.

Manual Handling training will be provided for anyone requiring it.

21. Physical Education

Pupils will arrive at school dressed for PE and/or change into a T-shirt and shorts for P E activities.

Pupils will wear suitable gym shoes or they will work in bare feet.

All items of jewelry must be removed - even stud type earrings are a potential hazard during PE activities.

Long hair will be tied back.

Safety will be a major feature during P E activities particularly where apparatus is being used. The pupils will be made fully aware of all safety issues at the start of each lesson.

All PE equipment will be regularly inspected and maintained in line with the conditions of the annual maintenance contract which is centrally Coordinated by the directorate's health and safety officer.

Any piece of equipment identified by any member of staff as being faulty or unsafe will be immediately taken out of use and reported to the Health and Safety Team.

22. Playtimes and Lunchtimes

The duty staff member will be available as soon as the bell rings for playtime.

If a child is hurt in the playground the staff on duty will call for assistance and will not leave the children unsupervised.

Supervisory Assistants will be made aware of the policy on health and safety and the procedures to follow in the event of an injury to a pupil or in an emergency. They will be made aware of the importance of treating every injury to a child as serious and that an emergency aider must be informed of any injury immediately. On no account should treatment be administered by anyone other than an emergency / first aid trained person.

When the bell rings for the end of play, children will line up at the designated assembly point in an orderly fashion. From this point, staff will instruct the children to walk into the building. At all times adequate supervision levels will be maintained.

23. Risk Assessments

This school will adhere to the requirements of the Management of Health and Safety at Work Regulations 1999 by carrying out written risk assessments for any activity or any area of the premises which may be hazardous and where there may be a risk of injury to persons.

Staff will be responsible for daily visual risk assessments of daily working areas such as classrooms, corridors etc. Any concerns should be highlighted immediately to the H&S coordinator, a senior member of staff or the headteacher.

The results of any risk assessments will be brought to the attention of all persons affected.

Any necessary actions and precautions highlighted, as a result of the risk assessments, will be implemented as soon as possible and appropriate persons will be informed of any such action. If, as a result of any risk assessment, there is a requirement for remedial works to be carried out by the LEA, this will immediately be reported through Corporate Landlord. If no remedial action has been carried out within an acceptable period of time (i.e. depending on severity of the situation) emails and phone calls to the relevant parties, from both the H&S lead and head teacher will continue until the remedial action has been carried out, as safety on school premises is the responsibility of the headteacher and the

school governors

As a result of risk assessments on work activities, the need for personal protective equipment for staff will be identified and the necessary personal protective equipment will be issued to the appropriate staff, ensuring that it is the correct type and quality for the specific work task and that it fits the wearer comfortably and correctly. Staff will be expected to keep their own personal protective equipment in a clean condition, and any defects must be reported to the headteacher immediately so that replacements can be organised.

Risk assessments to satisfy the requirements of the Fire Precautions (Workplace) Regulations 1997, will be carried out in accordance with the advice issued by the Directorate of Education, Leisure and Community Services.

All written risk assessments will be kept on MS Teams/Sharepoint and in a file in the office and they will be readily available for anyone who wishes to read them.

24.School Lettings / Evening Use

Safety measures are considered to be as important for evening use of premises as they are for daytime use.

Any doubt over the requirements for obtaining a Public Entertainment Licence or occasional / Theatrical Licence will be investigated by contacting the Licensing Section in the Legal and Property Department of Bridgend County Borough Council (Telephone: 643105/643109).

Risk assessments will be carried out to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

25.School Procedures

Parents will be requested annually to complete a form giving details of chronic illness, together with a note from the doctor, giving clear instructions on the dosage of any necessary medication

A list of children requiring emergency medication, with details of the correct dosage, will be displayed on the medical notice board in the main school office. A copy of the list will also be kept in the school health and safety file.

The nominated person responsible for maintaining and updating the list is: (Headteacher / Schools Safety Officer / First Aider).

Necessary medication will be kept in a safe, secure place which will be a nominated area identified through consultation between the class teacher, headteacher and site safety officer. The nominated safe storage area(s) will be recorded in the school's health and safety file. The medication must, however, be easily accessible in an emergency.

All pupils will be instructed that they are not to touch any medication.

The teacher responsible for any child on medication, or the school site safety officer will ensure that necessary medication is taken on school trips or sports fixtures.

26. School Trips / Visits

Trips out of school are organised with safety in mind as well as educational value and the guidance issued by the Directorate of Education, Leisure and Community Services in the Outdoor Education will be adhered to.

All visit and trip information will be uploaded to the online Risk Assessment tool. The information must be submitted by the member of staff leading the trip, authorised by the nominated Trip Coordinator, and finally authorised by the Headteacher. All trips will adhere to the following:

- Adequate supervision is ensured for each visit organised.
- Parents are always informed by letter of date of trip, departure and return times. They are asked to complete the form granting permission for the pupil to go on the visit. Parents will be expected to be at school to meet their child at the end of a visit if the visit finishes after school hours and they will be informed of these requirements.
- Any parents attending school trips will be fully briefed as to their role and with regard to any safety issues.
- Should an accident occur during a school trip appropriate medical attention will be sought, and the headteacher will be notified as soon as possible.
- Health and safety procedures will be identified, and any special provision made in respect of pupils with special needs.
- A first-aid kit will be taken on each trip, and at least one emergency aid trained person will attend each trip.
- Children will be briefed before each trip with regard to acceptable behaviour and any relevant safety issues.
- A list of the names of those attending the trip / visit will be available at the school along with the name and telephone number of the bus company, the name and telephone number of any centre or building that the pupils will be visiting and a mobile telephone number for the Lead staff member.
- A mobile telephone will be available on school trips / visits.
- Where trips / visits are arranged to activity centres, then a copy of the centres health and safety policy will be obtained in advance, to ensure that satisfactory safety arrangements are in place at the centre and that the centre promotes a sense of good safety awareness.
- Where reasonably practicable sites / centres targeted for school trips / visits, will be visited by school staff before the date of the trip / visit.

27. Security

The school will regularly monitor security issues having regard to the LEA's advisory document on school security along with other documentation issues on this subject. All school pedestrian gates will be closed and locked by 9.30am and reopened by 2.55pm.

The main school pedestrian gate on Suffolk Place must remain unlocked.

The car park gate should be closed (but not locked) from 8.45am-3.15pm.

28. Smoking

This school implements a no smoking policy whereby smoking is not permitted anywhere on the premises at any time.

29. Swimming

Swimming trips are organised and carried out in accordance with the guidelines issued by the L.E.A. and the Physical Education guidance.

Two staff members will be in attendance at all times.

Adequate supervision levels will be maintained.

30. Training

This school recognises the importance of suitable training in areas of health and safety and will actively support any training offered by the L E A.

Staff will be given the opportunity to receive adequate health and safety training where appropriate.

A list of Health & Safety Qualifications are listed in Appendix D.

31. Vandalism

The governors, headteacher and staff will hold discussions to identify the most likely areas of risks arising from vandalism, and will implement suitable preventative measures to alleviate the identified risks.

32. Violence / Assaults (Including Verbal Assaults)

The guidance given in the 'Guide to School Security" and in the "Guidelines for Assaults on Staff" documents issued by the L.E.A will be followed by this school.

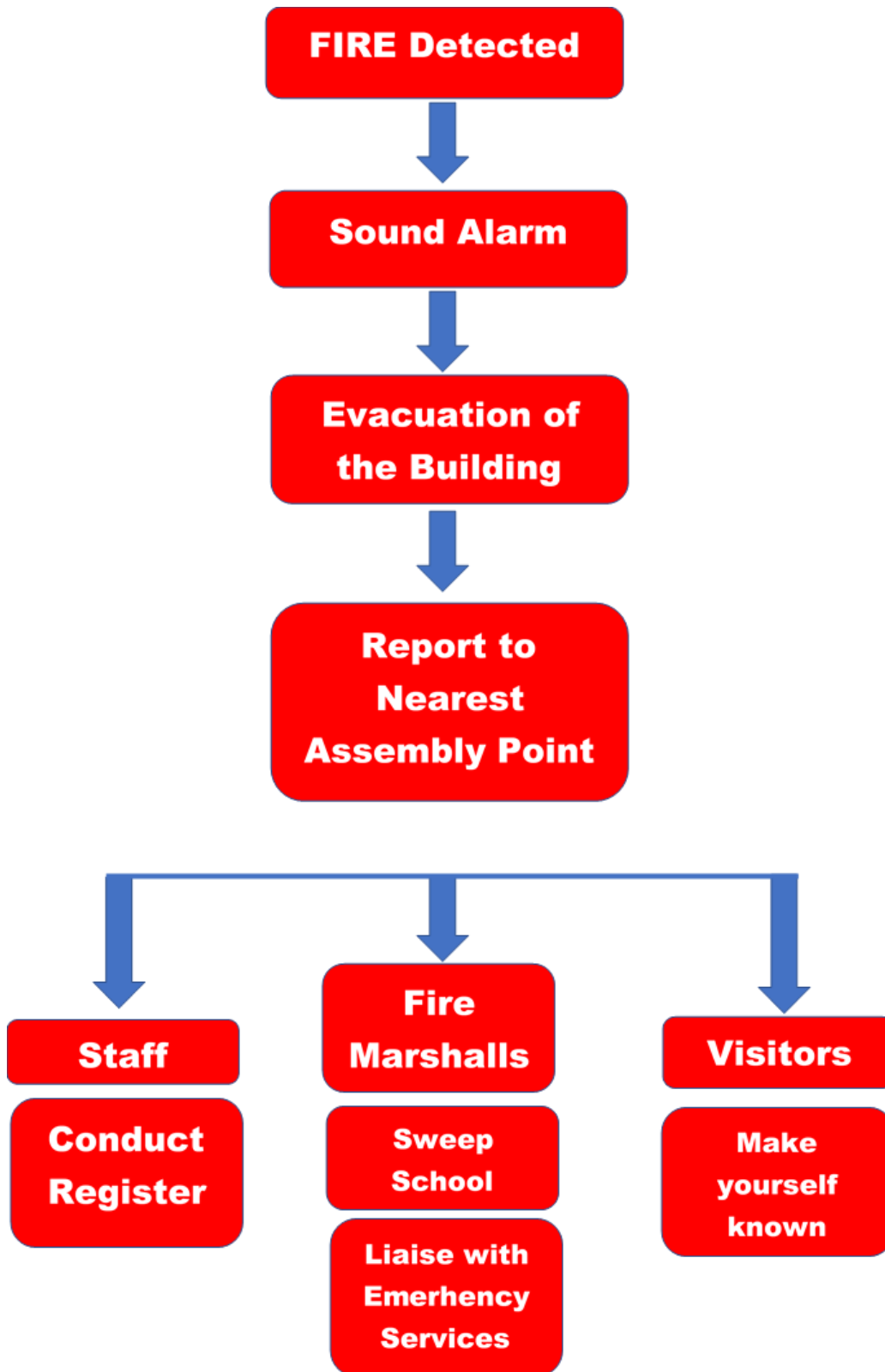
Assaults on school staff will be reported promptly, using the appropriate assault report form, with one copy being sent to the Directorate's Health and Safety Officer and one copy retained at school.

Appendix A

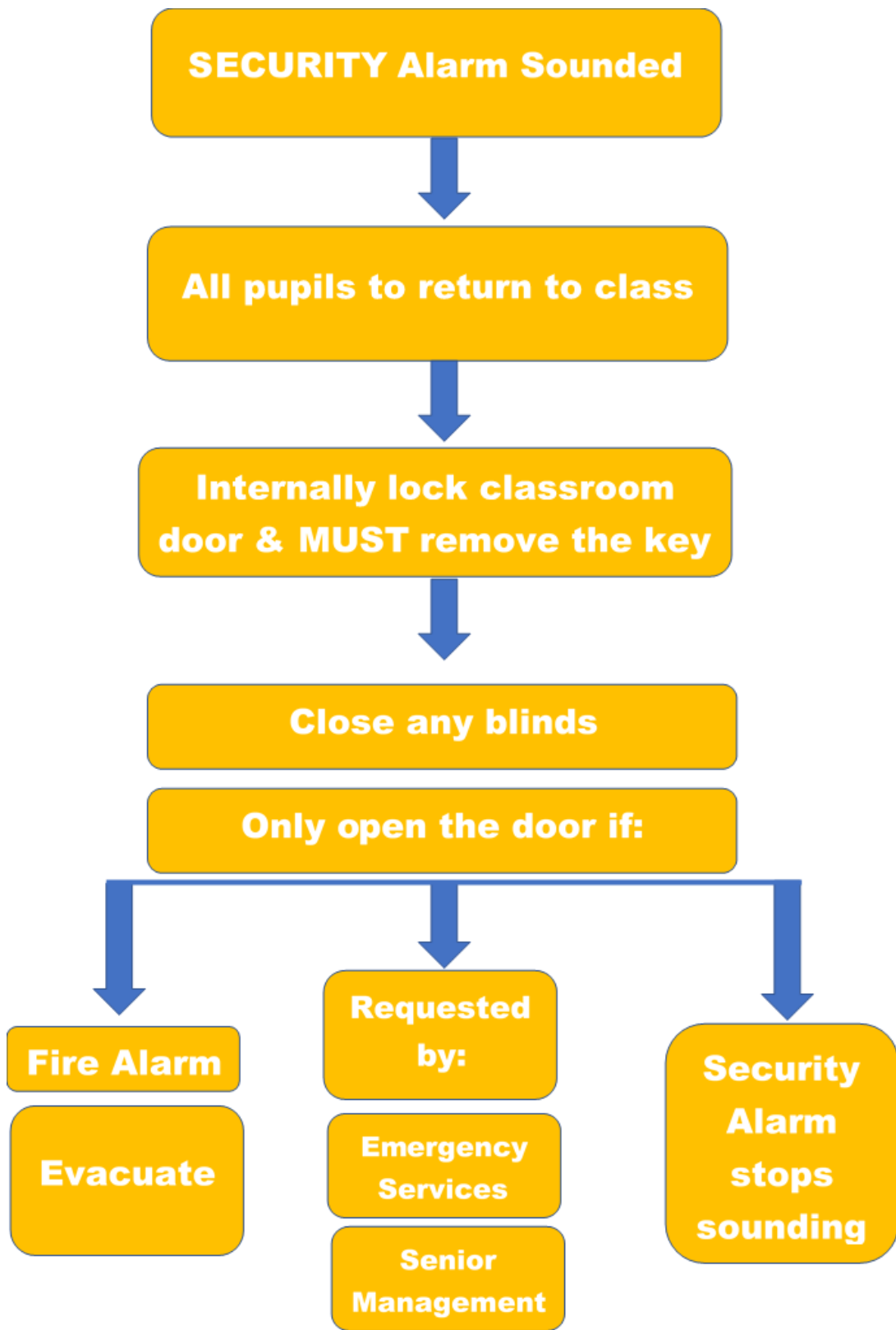
DSE Users at Nottage Primary School

Mrs Adele Thomas	-	Head Teacher
Ms Tracy Foster	-	Senior Admin

Appendix B – Fire Procedure



Appendix C – Emergency Procedure



APPENDIX D – Health & Safety Qualifications

IOSH Managing Safely

Martin Townley

IOSH Fire Safety

Martin Townley

IOSH Managing Risk

Adele Thomas

Asbestos Awareness

Adele Thomas

Martin Townley

IOSH Managing Workplace Stress

Adele Thomas

Anna-Marie Winter

First Aid at Work

Nic O'Neill

Martin Townley

Emergency First Aid

All staff including lunchtime supervisors

Further guidance on any of the areas discussed in this document are available on the BCBC intranet Health and Safety page.

VITAL TELEPHONE NUMBERS

Fire, Ambulance, Police	999
Gas Emergency	0800 111 999
Electricity Emergency	0345 777444
Water Emergency	0345 660130
L. E. A. Health and Safety	01656 642662

HEALTH AND SAFETY RESPONSIBILITIES

Designated First Aider	Mr O'Neil/Mrs Hames
Health and Safety Rep.	Mr Townley
Defective P.E. Equipment	Mrs Thomas LA
Faulty I.T./Audio/Visual Equipment	ICT Cordinator/Mr Gavin /Mrs Thomas
Any H&S Concerns	Mrs Thomas/LA

