

Agenda for meeting

Meeting Members and Agenda

School Setting

Members in attendance:

Caitlin Davies – Deputy Headteacher and ALNCo

Anna Griffiths - Year 2 Teacher and School's Designated Safeguarding Officer (DSO)

Louise Baker – Nursery Teacher and School's Health and Safety Officer (HSO)

Samantha Wilson – Family engagement officer (FEO)

Lauren Maddick – Occupational therapist

Agenda for Team Meeting

1. Discussing ALN procedures- Caitlin Davies (ALNCo)
2. Reviewing Safeguarding Policy and Procedures – Anna Griffiths (DSO)
3. Review of all Risk Assessments following incident – Louise Baker (HSO)
4. Discussing partnership with parents and parent engagement event – Samantha Wilson – (FEO)
5. Discussing a student progression check in and reporting feedback from a school walk through – Lauren Maddick (OT)

Good afternoon everyone, as the Health and Safety Coordinator I would like to begin by just giving an overview of our current health and safety practices within our school. Particularly focusing on reviewing risk assessments and our general school health and safety policies, as ensuring a safe environment is essential for the wellbeing of both children and adults and is also a legal requirement according to the Health and Safety Work Act (1974).

Since our last staff meeting I have spent time reviewing our risk assessments including the indoor and outdoor environment and our general health and safety assessing the risks associated with fire hazards, electrical safety and food safety. There are a few points I just want to bring to your attention today including the outdoor play area which has become uneven and slippery so I have recorded this as a medium risk and I suggest that we have an extra staff member on duty around this area during play time and maybe keep it restricted during the busiest parts of the day.

If Anna could also review this risk assessment as you are our safeguarding officer, just to ensure everything is correct and we are following the correct procedures.

I have also noticed that in some classrooms we have items being stored on shelves, so just a reminder to keep any heavier items at child safe heights to reduce the risk of injuries. As a school we are required to have a clear vision for the development of infection prevention and control. These guidelines are designed to promote evidence based and best practice IP&C standards (Public Health Wales, 2023). Therefore, I have included signs on the doors of the toilets and above the sinks to remind children about the importance of handwashing especially before mealtimes and included a clear step by step handwashing routine, so if we could just encourage the children to follow this, please. Overall, our risk assessments currently remain compliant with the schools policies and procedures and the Health and Safety at Work Act (1974), however these are just a few updates that you should be made aware of and if you or any staff feel that you have noticed a new hazard please report it to me immediately so that it can be assessed.

Following our last fire drill and the feedback I have received from staff, I have updated certain measures. The overall procedure worked well however I noticed that quite a lot of children, once outside did not know where their assembly points were. Therefore, I am currently in the process of adding new signs which clearly show the children where their assembly points are and if we could have each teacher stood at the assembly points to help the children understand where to go. If we could have each class revisit the assembly points with their children that would also be very helpful. We will have a fire drill next month to ensure the new procedures are working and I will be updating our fire safety documents before then. The Fire Safety Act (2021) introduced new requirements for schools in Wales which aim to enhance the safety of pupils and staff in case of a fire. As a school we are required to undertake risk assessments to identify the general fire precautions needed to

safeguard the safety of the occupants. Following this policy, we will be completing all of the appropriate risk assessments.

Communicating as a team is really important here so that we can ensure that we are providing our best practice and that everything works well and safely. Therefore, any feedback you may have is important and needs to be communicated with other staff. All team members are essential and according to Jillian Rodd (2019), settings can only be successful through a whole team approach.

Moving on to our first aid policies and procedures, as everyone is aware each room should have a first aid book and just a reminder that we should be ensuring that all incidents are logged in this book immediately in order to keep a record and obviously for more significant concerns, inform the office straight away so that parents can be contacted. Each room has its own first aid kit too, every staff member should know where this is located and just as a refresher, I will be setting up a first aid training day for all staff to attend. I have reviewed all of our current policies and procedures in relation to first aid, and they are in line with the Health and Safety (First Aid) Regulations 1981 which states that employers are responsible for providing adequate and appropriate equipment and first aid provision must be available while people are on the school premises.

The minimum requirement for our school is to have a suitable first aid container stocked in accordance with the findings of the first aid needs assessment, an appointed first aid person and information for employees detailing the location of equipment, facilities and personnel (Legislation.gov.uk, 1981). We do currently follow all of these guidelines, however first aid training will still be available for all staff just to remind everyone of the importance of it.

Finally, I just wanted to mention about the new child who has recently started with us. Under section 100 of the Children and Families Act (2004) all schools have a duty to support children with medical conditions. Therefore, due to this child having severe allergies, as a team we will need to put support in place to ensure this child's safety. Myself and Anna will be completing risk assessment forms and checking through our policies to make sure we are following the statutory guidance set out by the Department of Education (2025). Also, if Sam could set up a meeting with the child's parents to offer them extra support and run them through the actions, we will be taking to ensure the child's safety. There will also be a section in the first aid training about how to deal with severe allergic reactions so that all staff have an understanding of what to do if something were to happen.

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I have not used AI.