



Happy, Together, Learning and Caring.

Cwmffrwdroer Primary School



in conjunction with Torfaen guidance



Health and Safety Policy **2017**

Introduction

1. This document was produced using a customisable template to assist schools in producing a written health and safety policy.
2. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.
3. The model policy is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other policies and corporate arrangements which is relevant to schools where Torfaen is the employer. These policies are available on the Council's intranet. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
4. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
5. The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 - Health and Safety Policy Statement for Cwmffrwdroer Primary School

The Governing Body of Cwmffrwdroer Primary school will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for managing risk. Details of specific control measures are addressed in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff in the Staff Handbook updated annually. Hard copies are kept in the school office and given to new members of staff and students/volunteers.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by Headteacher and Cwmffrwdroer Primary School Governing Body .

Other relevant policies that are in place in the school are:

- Lone Work Policy
- Educational Visits Policy
- Medical Conditions and Managing Medicines Policy
- Behaviour Policy
- Physical Intervention Policy

Name of Headteacher	Signature	Date
S.Truelove	S .Truelove	11/09/17
Name of Chair of Governors	Signature	Date
N.Davies	<i>N Davies</i>	11/09/17

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of school	Who is the employer	Governance
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Torfaen County Borough Council as the local authority	Governors of schools in this category have an obligation to ensure that the Torfaen corporate HS & Wellbeing Policy and all other corporate policies and arrangements are implemented in their entirety. These schools are expected to develop their local arrangements in accordance with these.
Voluntary Aided (VA) Schools	The governing body	These schools are advised to formally adopt the corporate H S & Wellbeing policy and other corporate policies and arrangements. If they do not adopt then they must develop their own which must be agreed by the local authority. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.

Key Health & Safety Roles & Responsibilities.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

School Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards. A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Mr Kevin Gauntlett. The Health and safety governor will:

- Liaise between the headteacher and the governing body in respect of health and safety matters
- Carry out an annual check of health and safety management arrangements in the school using the corporate template.

- Carry out termly Health and Safety walk-through with Mr Manning (Caretaker), Mrs Taylor (School Support Officer)

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety from the Local Authority Education Health and Safety Advisor.

Headteacher

Overall accountability for the day to day management of health and safety in accordance with the (*LA's health and safety policy and procedures*] / *[governing body's health and safety policy and procedures*) rests with the Headteacher. Certain tasks will be delegated as set out in the arrangements section of this policy.

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it
Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Forward Planning section are notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes In Procurement) member schemes.
- Cooperating with the requirements, guidance or directions issued by the authority relating to matters concerning health and safety,
- Ensuring that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Acting as the Premises Responsible Person, in liaison with Property Services and the Corporate Health and Safety team
- Nominating a person to assist in discharging their premises manager duties as set out in corporate health and safety policy and ensure that they are trained to the corporate standard,

- Ensuring that health and safety is a core element at management meetings
- Ensuring that employees have access to the “Health and Safety Law – What you should know” poster or the associated leaflet.
- Ensuring jointly with the Service Area Health, Safety and Wellbeing Adviser that managers identify the training needs of their staff and ensure training needs are met on a risk prioritised basis.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Site Safety

The task of overseeing health and safety on the site has been delegated by the head to Mr J Manning – School Caretaker

Mrs J Jones – Deputy Head Teacher

Mrs L Taylor – Senior School Support Officer (Admin)

Person competent to undertake H & S risk assessments

Headteacher will seek advice from Authority when necessary.

Employee Safety Representative

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The following are the representatives for the school:

- Representative of employee safety (non- trade union rep) – Miss S Truelove /Mrs J Jones and Mrs Taylor (School Support)

Machinery/Plant Inspection and Maintenance Reports

On receipt of the report Mrs Taylor would contact Operational Services if recommendations are made.

Responsibilities of employees

The Health and Safety at work Act etc. 1974 requires all employees to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Staff Consultation and Communication

The school caretaker, school support office and Governor for Health and Safety have a termly 'walkthrough' of the school.

Health and Safety matters are communicated via whole school staff meetings.

Part 3 - Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's Corporate Policy on Health, Safety and Welfare and related policies.

1. Performance Monitoring

The Headteacher will provide an annual report to the Governing Body outlining H & S performance. Assistance in drawing up this report will be provided by the H & S Advisor.

2. Induction

All new employees will receive health and safety induction by Mrs J Jones prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this policy

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

The arrangements stipulate separate processes for work related and non work related incidents in school.

- All pupil accidents are recorded in the Pupil Accident Book and an Incident Report slip given to parents.
- All staff accidents are recorded in the Staff Accident Book.
- When necessary a Torfaen Accident/Near Miss form is completed and sent to Mr Gregg Price – Health and Safety Officer.

4. Asbestos

The School has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the [Corporate Asbestos Policy](#).

- The Asbestos duty holder in the school is Miss Truelove – Headteacher.
- The deputy duty holder in the school is Mrs J Jones – Deputy Headteacher.
- Other persons nominated to assist the duty holder are: Mr Manning – School Caretaker, Mrs Taylor – Senior School Support Officer
- Person responsible for termly inspection of asbestos containing materials on site: Mr Manning – School Caretaker
- The Asbestos Management Plan is located: Main Reception Area, and person in control of the document Headteacher, School Administration, School Caretaker.
- The Asbestos Register is located: Main School Reception Area and person in control of the document School Administration, School Caretaker

Staff are reminded not to drill or fix anything to the walls without checking with the dutyholder that it is safe in terms of asbestos to do so. This will also include the insertion of drawing pins into the wall.

Any concerns in relation to the management of asbestos at the school must be reported to Miss Truelove (Headteacher).

All staff will be made aware of the emergency procedure in respect of the inadvertent disturbance of asbestos, which can be found in the asbestos management plan and register.

5. Contaminated Waste – Not applicable

6. Contractor Management

Any school planning to:

- carry out any work on the structure of the building
- install any cabling
- change the use of an area of the building work

must apply for [Landlord's Consent](#) from the Local Authority prior to commencing any work. The local authority will respond setting out any requirements to enable the work to take place.

No contractor is allowed to commence work on the fabric of the school building unless they have been issued with a daily authorisation to work form. One of the requirements is that they have received asbestos awareness training and have viewed the asbestos register and are able to determine that there is no asbestos present or presumed in the area that may be disturbed by the work.

The person authorised to issue the daily authorisation form is School Office and Mr Manning

Contractors engaged by the LA to carry out building maintenance and repairs, and servicing under Duty of Care arrangements will have already been vetted by Property Services to ensure:-

- They are qualified and have the necessary competences to carry out the work in question
- They are financially viable
- They have asbestos awareness training
- They are affiliated to a company registered through S.S.I.P
- They have been subject to Disclosure and Barring Service checks
- They have been issued with permits to carry out "hot work" on the site, if appropriate.

When engaging our own contractors to carry out work, the Head Teacher will ensure that details of the proposed works are submitted to the LA for approval via the LA Landlord Consent procedure. The works will be carried out in line with any advice received from the LA.

All contractors carrying out work on the fabric of the building MUST:-

- Sign in at reception
- Be affiliated to a company registered with S.S.I.P
- Have received asbestos awareness training
- Be shown and read the Asbestos Register and sign the Daily Authorisation to Work Form

7. Curriculum Safety

C.L.E.A.P.S.S provide information that can be used to inform the risk assessments in high risk areas such as Science and Design and Technology.

- i. Science

The Science Policy is kept electronically, hard copies are kept in the staff room and with the Science Co-ordinator. The Headteacher and co-ordinator are responsible for its development, implementation and risk assessments for curriculum safety.

ii. D & T

The D & T Policy is kept electronically, hard copies are kept in the staff room and with the D & T Co-ordinator. The Headteacher and co-ordinator are responsible for its development, implementation and risk assessments for curriculum safety.

iii. PE

The guidance on "Safe Practice in Physical Education and Sport" is used to inform the risk assessments in P.E

Staff follow procedures outlined in the school's PE Policy.

8. Guidance on the Administration of Prescribed Medicines.

Cwmffwdoer Primary adopts the Torfaen Guidance on Administration of Prescribed Medicines.

When medication needs to be administered parent/carers are informed from start to completion (Appendix 1).

Medicine is kept either in the Medical room or refrigerator where necessary.

Staff complete a Record of Medication given to Pupil. Medication is signed out by a member of staff at the end of the day.

9. Electrical Equipment

The school has entered into the LA'S Duty of Care Contract for the 5 yearly testing of the electrical ring main

Items of portable electrical equipment are tested on an annual basis by arrangement through the LA under the Duty of Care arrangements.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used, by all staff.

Any defects with electrical items of equipment are reported to Mrs Taylor/Mr Manning. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented as documented in the following guidance contained in the corporate [Fire Safety Policy & Procedures](#).

A fire risk assessment of the school premises has been carried out by Risk Monitor. The assessment is reviewed every 3 years by Risk Monitor (earlier if the school is extended, refurbished or remodelled).

The school uses R.A.M.I.S to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan out the outstanding defects. The person responsible for updating the RAMIS system is

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis and recorded in the fire log. Any problems are related back to staff.

Weekly tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by Mr Manning.

6 Monthly tests are carried out by a competent engineer engaged by the Property Services team.

The fire fighting equipment is tested annually by a competent engineer engaged by the Property Services team.

Details of the above are all recorded in the Fire Log Book which is located in the School Office

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are: Miss Truelove (Headteacher) Mrs Jones (deputy headteacher) and Mr Manning (Caretaker)

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been trained to do so. Persons trained in practical fire fighting are: No members of staff are trained fire fighters,

Details of service isolation points (i.e. gas, water, electricity) Boiler Room,

An inventory of flammable substances on site will be kept by Mr Manning

An arson risk assessment is carried out by Mr Manning – School Caretaker in accordance with [corporate arson risk assessment template](#)

11. First Aiders

A first aid risk assessment has been undertaken to determine first aid provision. The first aiders for this school are:

- Mrs L Evans
- Mrs J Jones

Mrs L Taylor will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

The first aid boxes are located:-

- Reception
- Foundation Phase Corridor
- Key Stage 2 Corridor
- Caretakers cupboard

On school trips staff will take pupils' medication when necessary, first aid box and emergency contact numbers

Transport to hospital: School will contact emergency services.

Relevant contact numbers are kept in the school office.

12. Glass and Glazing

The LA has carried out a survey of the glazed areas assessed to be in vulnerable/critical areas. Safety film has been applied to any areas deemed to be in a critical area. When the glazing in critical areas needs to be replaced, arrangements will be made to replace the glass with safety glass. In such cases school will contact Torfaen Operational Services.

13. Grounds

The school engages Mr Steve Carter (Greenacre Landscaping and Groundcare Maintenance)to carry out maintenance to the school grounds. Before P.E , games activities, sports day activities are carried out, a visual check of the grounds are carried out by Mr Manning (School Caretaker) and staff to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

14. Hazardous Substances

Substances hazardous to health may be chemical, biological, dust or any other substance classified as toxic, harmful, irritant, corrosive, oxidising, dangerous to the environment as identified on the product safety data sheet. It also includes dust, fume and vapour arising from any products used or produced via a process.

Mr Manning will ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the hazardous substance.
- suitable personal protective equipment (PPE) has been identified and available for use for both employees and pupils where required by the assessment.

All hazardous material is kept in a Flam Vault

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Mr Manning (School caretaker)

- Specific manual handling risk assessments to be carried out for all tasks involving lifting or carrying and the identified control measures implemented.
- Training given in correct lifting techniques.
- Minimise manual handling
- Mechanical lifting aids available (trolleys etc)
- Improve workplace layout
- Store heavy items at waist level
- Appropriate footwear to be worn

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by staff trained in 'Team Teach' – Positive Handling

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Local Authority Service Level Agreement.

17. Health Surveillance

Health surveillance is carried out by occupational health where required by a risk assessment of the work activity in accordance with the appropriate Regulations.

18. Jewellery

For safety particularly PE, jewellery is discouraged.

19. Lettings

Staff and visitors follow procedures outline in the school's Letting Policy.

20. Lifts The school doesn't have a stair lift.

21. Lone working

The school follows the procedures outlined in the LA Lone Worker Policy. A copy of the school risk assessment is given to the caretaker.

- Only agreed tasks to be undertaken.
- Avoid working at height
- Avoid operating dangerous/equipment e.g. circular saws.
- Carry mobile phone
- Notify staff on site of location/estimated duration of task if working on site remote from others
- Reduce time spent working alone, so far as is reasonably practicable
- Notify manager of start and finishing time.

22. Managing Pressure

The Headteacher would follow Torfaen County Borough Council Policy for The Management of Pressure at Work.

23. New and Expectant Mothers

Risk assessments are carried out on members of staff that declare that they are pregnant.

24. Noise

The Corporate Health and Safety Team carry out noise assessments in accordance with the Noise At Work Regulations 2005 when requested in relation to noisy activities. They will provide a report on whether controls are adequate and make recommendations.

25. Outdoor Play Equipment and football posts

Outdoor Play equipment is inspected under our Torfaen Duty of Care by The Play Inspection Company. Equipment is checked and logged on a daily basis by School Caretaker. Sportsafe UK inspect the PE Equipment.

26. Smoking

Smoking, including electrical cigarettes and vaping, is prohibited on the school site including its perimeter.

27. School Visits/Off Site Activities

The school adheres to the current LA's Educational Visits Policy and uses the EVOLVE system) – to approve visits and alert the LA of residential and visits abroad. Visits involving adventurous activities are approved by the Outdoor Education Adviser.

The school has appointed an Education Visits Co-ordinator – Miss S Truelove (Headteacher)

28. School Transport

The school hires coaches that are approved by LA on Evolve. The school has two members of staff Midas trained.

29. Vehicles on Site

Mr Manning monitors traffic movement and the start and finish of the school day and follows the Torfaen County Borough Council Traffic Management on School Sites – Risk Assessment check list.

Arrangements are in place with Torfaen County Borough Council Refuse Collection and Catering Companies that they do not access the school site at the beginning/end of the school day. When deliveries are made they are supervised by the school caretaker.

30. Use of Display Screen Equipment

Administration staff take regular breaks from their PC.

31. Violence to Staff

Front-line staff (school support officer and caretaker) have attended the course provided by the LA. 'Aggression Management and Personal Safety at Work'.

32. Hand Arm Vibration n/a

33. Legionella control

Where water tanks are present, they are inspected on an annual basis by arrangements with the Duty of Care Contract arranged through the LA

34. Toilets

The toilets are inspected daily and toilet paper, soap and hand towels are replenished.

35. H & S related Training

Mrs Taylor (Senior School Support Officer) will identify training on Swoop and book courses where necessary.

36. Work Experience

All students are given an induction by Mrs Jones on commencement of placement.

37. Working at Height

The school follows procedures issued by LA. The school caretaker is provided with guidelines and risk assessment.
When necessary the LA will be contacted.

38. Woodworking equipment – N/A