



TORFAEN COUNTY BOROUGH COUNCIL

SCHOOLS HEALTH AND SAFETY POLICY

Reviewed Feb, 2023

Introduction

1. 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.
2. This document provides a customisable template to assist schools in producing a written health and safety policy.
3. The model policy template is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other corporate procedures and arrangements which are relevant to schools where Torfaen is the employer. The policy and the other procedures and arrangements are available on the Council's "Swoop" system. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
4. For voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt the LA's Health, Safety and Wellbeing Policy and other associated procedures and arrangements. If not, voluntary-aided schools, need to make sure they have alternative arrangements in place that fit their individual circumstances.
5. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.
6. It is recommended that the School's Health and Safety Policy Template should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
7. The organisation and arrangements which support the Health and Safety Policy Template (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 – Statement of Intent for Cwmffrwdor School

The Governing Body of Cwmffrwdor 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 via email.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by the Governing Body.

Other relevant policies that are in place in the school are Educational Visits, Medical Conditions and Managing Medicines, Behaviour, Physical intervention Policy.

Name of Headteacher	Signature	Date
Sarah Truelove		Feb 2023
Name of Chair of Governors	Signature	Date
Nicola Davies		Feb 23

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 procedures 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 them 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 Link Governor with Responsibility for Health and Safety 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 *Mrs Felicity Clarke*. 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.(Governor Health and Safety Checklist)
- In order to discharge this responsibility, the Governing Body will:
- Ensure that the Children's Services' Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- Ensure 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.
- Receive updates at each Full Governing Body meeting from the Headteacher report in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.

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. This forms part of the termly Headteacher Report to the Governing Body in full GB meetings.

Where required the Governing Body will seek specialist advice on health and safety from the Local Authority 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 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 Principal Officer for Forward Planning & the Long-Term Capital Strategy Unit is 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 and Safety Advisor 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

Headteacher and Site Manager

- The School Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.
- Additionally, the Health and Safety Co-ordinator will:
- Provide termly updates on health/safety matters to the Full Governing Body.
- Assist with inspections and safety audits where appropriate.
- Investigate and advise on hazards and precautions following advice from Health and Safety personnel.
- Develop and establish emergency procedures and organise fire evacuation practices within the school.
- Monitor the general safety programme, including R.A.M.I.S.
- Make recommendations for matters requiring immediate attention, e.g. safety reports, record and monitor via Premises managers Maintenance and Report Log Book. Along with R.A.M.I.S.
- Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation, record and monitor via Premises Managers Maintenance and Report Log Book.
- Publicize safety matters.
- Liaise with outside bodies concerned with safety and health e.g. Occupational Health and Safety team at County Hall.
- Monitor accidents to identify methods of reducing accidents.

Person competent to undertake H & S risk assessments

The person/s that has/have been trained to the corporate standard to carry out risk assessments are:

- *Sarah Truelove, Headteacher.*
- *Jeff Manning Site Manager*
- *Greg Price, Health and Safety Officer, Torfaen*

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

All staff report health and safety matters to the Site Manager and Headteacher.

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 Arrangements for Managing Health, Safety and Wellbeing and associated documentation.

1. Performance Monitoring

The Headteacher will provide an annual report to the Governing Body outlining H & S performance.

2. Induction

All new employees will receive health and safety induction by Kristian Wharton prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template.

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.

Accidents involving staff or pupils are recorded in Accident Book. Near-Miss Forms are completed in the event of a serious injury and are shared with the LA.

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 Arrangements for Managing Asbestos

- The Asbestos dutyholder in the school is Site Manager Jeffrey Manning
- The deputy dutyholder in the school is School support Officer Leah Taylor
- Person responsible for termly inspection of asbestos containing materials on site: *(LA personnel)*
- The Asbestos Management Plan is located: In the School Office
- The Asbestos Register is located: In the school office

Staff are reminded not to drill or affix 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 Site Manager

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

All contaminated waste products are managed by INITIAL Group LTD monthly.

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 Mr Jeff Manning, Site Manager

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

6. 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. All D&T equipment to be stored in a staff cupboard and only to be used when supervised by an adult.
- ii. PE

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

7. Guidance on the Administration of Prescribed Medicines.

All prescribed medicines are administered under the conditions of the LA policy. Parents/carers must attend school to sign for any medicines that may be administered in school.

8. 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 members of staff.

Any defects with electrical items of equipment are reported to The Site Manager. The items are taken out of use until the item has been repaired or replaced.

9. 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 Jeffrey Manning

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis. Fire evacuation procedures are located in every room and staff are inducted with fire procedures.

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

6 Monthly tests on the fire alarm system and annual checks on the emergency lighting system 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 electronically on R.A.M.I.S/in the Fire Log Book, Duty of care folder which is located in the 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: Jeffrey Manning/Sarah Truelove

The safe evacuation of persons is an absolute priority.

Personal Emergency Evacuation Plans (PEEP's) are carried out on pupils, members of staff or visitors that have an on-going disability – ie physical, visual or hearing impairment – and also in

situations where there may be a temporary medical condition in which a person would have difficulty exiting a building quickly – eg people with a broken leg - and measures are put in place to ensure they can evacuate the premises safely.

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 (– ie they have attended Fire Warden training within the last 3 years). Persons trained in practical fire fighting are:

Jeffrey Manning
Sarah Truelove
Kristian Wharton
Leah Taylor

Details of service isolation points (i.e. gas, water, electricity) Boiler House, Hall, Reception class and Mr Manning's Office

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

An arson risk assessment is carried out by (Fire brigade) in accordance with [corporate arson risk assessment template](#)

10. First Aiders

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

- *Jeffrey Manning*
- *Toniann Phillips*
- *Becky Wells*
- *Lindsay Osborne*
- *Geraint Jones*

Leah Taylor, Senior School Support Officer, 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:- KS2 Library, Office and Staff room, and Foundation Phase wet area.

First aid kits to be taken by every class and three members of staff will be nominated first aiders. Medication forms and emergency contacts to be taken for all children attending,

Transport to hospital: Ambulance if required.

11. 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.

12. Grounds

The school engages Jeffrey Manning 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 Jeffrey Manning/ Teachers to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

13. 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.

Site manager/ cleaning supervisor 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.

14. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is the LA

15. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by staff in accordance with training and risk assessments.

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

16. 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.

17. Jewellery

Only stud earrings for pupils are permitted.

18. Lettings

Lettings Policy is due to be agreed by GB in 2022/23

19. Lone working

Staff to carry a mobile phone while working alone. Site Manager has a work mobile (issued to Headteacher).

Walkie Talkies are used for staff working in isolated areas on school grounds.

20. Managing Pressure

Occupational Health are involved when staff report work-related stress as well as HR.

21. New and Expectant Mothers

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

22. Outdoor Play Equipment and football posts

Annual Outdoor play equipment is checked by the LA. Routine inspections, daily visual inspections and log book completed by Site Manager weekly.

23. Smoking

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

24. 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 LA.

*The school has appointed an Education Visits Co-ordinator (please insert name)
(Please insert any other school specific arrangements)*

25. School Transport

26. Transport (Hiring transport for School Trips, Swimming Lessons, etc

All insurance checks are completed when booking hired transport.

27. Use of Display Screen Equipment

All users to complete online training.

28. Vehicles on site

Deliveries arranged in off peak periods.

Only blue badge holders and staff to use allocated parking.

29. Violence to Staff

LA adopted policy is used.

30. 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 Toilets

Water facilities are flushed weekly and logged in the duty of care folder. Temperature checks are carried out monthly by the LA.

31. H & S related Training

Headteacher and Site Manager identify staff in need of Health and safety training.

32. Work Experience

Risk Assessments are in place for any persons that come on to site to undertake work experience.

