



TORFAEN COUNTY BOROUGH COUNCIL

**PENYARN COMMUNITY PRIMARY SCHOOL
HEALTH AND SAFETY POLICY**

Introduction

1. This document provides 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. For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt such arrangements and schools should ensure this is customised to 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 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 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 Penygarn Community Primary School

The Governing Body of **Penygarn Community 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 by:

- *Displaying it on the staff noticeboard*
- *Saving on the server*
- *Keeping a master copy in the policy file*
- *Publishing it on the website*

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by **the Recruitment & Resources Committee**.

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

- *Educational Visits,*
- *Administering Medicines*
- *Behaviour & Discipline*
- *Positive Handling*
- *Lone Working*
- *Working at Height*

Name of Headteacher	Signature	Date
Miss Louisa Sellars		January 2019
Name of Chair of Governors	Signature	Date
Cllr Matthew Ford		January 2019

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 **Leigh Lightfoot**. 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.

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 **at the Recruitment and Resources Committee and in the Headteacher report to the FGB.**

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** 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 Philip Parker - Caretaker

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 is:

- **Mr Philip Parker - Caretaker**

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:

- Employee safety representative (trade union rep) - **Sue Cox - LSA (Year 4)**
- Representative of employee safety (non trade union rep) **Philip Parker - Caretaker**

Radiation Protection: (Secondary Schools Only)

The following persons have been trained and appointed to the specialist roles listed below to ensure compliance with Ionising Radiation Regulations 1999

- Officer *(insert name, title and location)*
- Advisor *(insert name, title and location)*
- Supervisor *(insert name, title and location)*

Machinery/Plant Inspection and Maintenance Reports

All duty of care reports are actioned through the SLA agreement with Property Services.

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

- *Staff Briefings*
- *Staff Meetings*
- *Memo*
- *Email*
- *Training Days*

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.

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.

1. Induction

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

2. 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.

- As soon as possible after an accident/near miss, the details should be reported to the nominated person: **Mrs Glenys Stokes - Senior School Support Officer**
- All accidents are then investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

3. 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 dutyholder in the school is **Miss Louisa Sellars - Headteacher**
- The deputy dutyholder in the school is **Mrs Glenys Stokes - Senior School Support Officer**
- Other persons nominated to assist the duty holder are: **Mr Philip Parker - Caretaker**
- Person responsible for termly inspection of asbestos containing materials on site: **Mr Philip Parker - Caretaker**

- The Asbestos Management Plan is located: **Main Office - Mrs Glenys Stokes - Senior School Support Officer**
- The Asbestos Register is located: **Main Office - Mrs Glenys Stokes - Senior School Support Officer**

Staff are reminded not to drill or affix anything to the walls without checking with the duty holder 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 **Mrs Glenys Stokes - Senior School Support Officer**, who will then contact **Rob Hoblyn - Property Services**

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.

4. Contaminated Waste

Contracts, which are reviewed annually are in place for the collection and disposal of any bodily fluid waste. These are overseen by **Mrs Glenys Stokes - Senior School Support Officer**

5. 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 persons authorised to issue the daily authorisation form are **Mrs Glenys Stokes - Senior School Support Officer** and **Mr Philip Parker - Caretaker**.

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. Science

The Science policy is in place and Mrs Helen Lang is responsible for its development and implementation.

Individual teachers are responsible for carrying out risk assessments for curriculum safety.

ii. D & T

The D & T policy is in place and Mr Charlie Hiscock is responsible for its development and implementation.

Individual teachers are responsible for carrying out 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.

The PE policy is in place and Miss Catrin Richards and Mr Peter Smith are responsible for its development and implementation.

Individual teachers are responsible for carrying out risk assessments for curriculum safety.

7. Guidance on the Administration of Prescribed Medicines.

- For guidance on the Administration of Prescribed Medicines staff should follow the separate policy - Administration of Medicines.
- The Administration of Medicines Policy is in place and Mrs Elizabeth Edmunds is responsible for its development and implementation.

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.

Any defects with electrical items of equipment are reported to **Mrs Glenys Stokes - Senior School Support Officer**. 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 **Mrs Glenys Stokes - Senior School Support Officer**.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis.

Weekly tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by **Mr Philip Parker - Caretaker**.

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 **Mrs Glenys Stokes office - Senior School Support Officer**.

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

Emergency contact and key holder details are: **Mr Philip Parker - Caretaker (07969 966049)**

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:

- **Philip Parker**
- **Susan Withers**
- **Joanne Horgan**
- **Nichola Davies**
- **Sue Cox**
- **Claire Taylor**
- **Emma Taylor**

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

- **Gas - staff room, kitchen, infant and junior boiler houses,**
- **Electric - electric meter cupboard next to boiler house ,**
- **Water - bus shelter at the front of school**

An inventory of flammable substances on site will be kept by **Mr Philip Parker - Caretaker**.

An arson risk assessment is carried out by **Mr Philip Parker - Caretaker** 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:

- **Susan Cotterell - Year 1 (LSA)**

- Susan Cox - Year 4 (LSA)
- Elizabeth Williams - Nurture (LSA)
- Sarah Busby - Year 2 (LSA)
- Rachel Groves - Nursery (LSA)
- Claire Hall - 1 to 1 (Reception) (LSA)
- Julie Hern - Year 2 (LSA)
- Lucy Jones - Reception (LSA)
- Linda McDonough - Year 1(LSA)
- Nerrick Peddle - 1 to 1 (Year 4) (LSA)
- Claire Robinson - Nurture (LSA)
- Rob Ryan - Year 6 (LSA)
- Sue Withers - Year 6 (LSA)

Mrs Glenys Stokes - 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 in the **First Aid room, on each landing and in the main office**

A named first aider accompanies all school trips and visits, away sports matches etc.

Transport to hospital: **Where possible parents transport but if necessary 2 members of staff would accompany or an ambulance would be called**

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.

Property Services are contacted

12. Grounds

The school engages **Steve Carter - Ground Care Landscaping & 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 either **Philip Parker or the teachers in charge of the activities** 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.

Philip Parker (Caretaker) 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.

The individual subject policies are in place and the subject leaders are responsible for the development and implementation.

Individual teachers are responsible for carrying out risk assessments for curriculum safety.

14. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is **Philip Parker (Caretaker)**.

- Relevant training undertaken and refreshed as necessary
- Appropriate equipment provided
- Annual equipment checks in place

15. Paediatric Moving and Handling (N/A)

Manual handling assessments in relation to paediatric handling are carried out by *(please state arrangements for undertaking risk assessments and handling plans)*

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. *(please state arrangements in place for this to be carried out)*

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

The only jewellery permitted in school is small stud earrings and a sensible watch.

Earrings must be covered up during PE lessons.

This information is communicated through the prospectus and web site. Teachers remind pupils verbally if inappropriate jewellery is worn.

18. Lettings

There are currently no lettings on site.

19. Lifts

If there is a problem with the lift, **Mr Philip Parker - Caretaker** and **Mrs Glenys Stokes - Senior School Support Officer** have been trained in manually operating the lift. The key and panel key are kept in the main office. The lift is serviced annually by Invalifts.

20. Lone working

A lone working policy is in place.

21. Managing Pressure

- Annual performance management reviews
- Open Door policy
- Information on staff noticeboard

22. New and Expectant Mothers

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

[A risk assessment template is available on SWOOP](#)

23. Noise (N/A)

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. *(please state your arrangements for ensuring that this happens)*

24. Outdoor Play Equipment and football posts

The outdoor play equipment is inspected on a monthly basis by **Mr Philip Parker - Caretaker**. This is logged on his monthly checks sheets. Once a year the play equipment is inspected by an outside contractor. Any faults are reported to school and actioned by the caretaker.

25. Smoking

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

26. 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: **Mr Lee Jones**

27. School Transport

There are currently no vehicles managed by the school.

28. Use of Display Screen Equipment

The online DSE assessments are completed annually by DSE users.

29. Vehicles on site

The school gates are manned by **Mr Philip Parker - Caretaker** at the start of school and again at the end of school. Parents are not allowed to enter the school grounds at these busy times.

The gates are locked which lead to the school canteen and the school does not accept deliveries to the Canteen between 8.30 am and 9.15 am.

The school operates a one way system in the top car park, which allows for the successful drop off of Crownbridge pupils, who arrive in mini buses and taxis, at the main entrance.

30. Violence to Staff

School does not tolerate any verbal abuse or violence to staff. Parents who show this behaviour will be banned from school premises.

31. Hand Arm Vibration

Assessment of vibrating hand tools is not required.

32. 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.

Temperature checks are carried out on a monthly basis by an outside contractor.

33. Toilets

All washing facilities are checked daily to ensure hot water, soap, a means of hand drying and toilet paper is available.

34. H & S related Training

An annual audit is completed for identifying training needs and ensuring staff are trained and competent.

35. Work Experience

An identified member of staff (Mrs Sue Withers) oversees the arrangements for assessing and managing risk to any persons on work experience.

36. Working at Height

A working at height policy, complete with risk assessments is in place.

37. Woodworking equipment

Not applicable at this time

38. The written procedures within the school also include:

- Guidelines for pupils with Medical Needs
- Guidelines on use of Asthma drugs in school
- Guidelines on dealing with sick children
- Guidelines on first aid arrangements
- Guidelines on Fire Evacuation Procedures
- Guidelines on Organisation of School Visits
- Guidelines for Safety Maintenance and Checking Procedures
- Guidelines on close down procedures
- Guidelines for the supervision of children not collected at the end of the day
- Guidelines on transporting children to activities
- Guidelines for taking children swimming
- Guidelines for Crisis Management