



**TORFAEN COUNTY BOROUGH COUNCIL**

**SCHOOLS HEALTH AND SAFETY POLICY**  
**Ysgol Bryn Onnen**

Reviewed September, 2022

## 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 Ysgol Bryn Onnen

The Governing Body of *Ysgol Bryn Onnen* 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 *through induction procedures and staff refresher in September each year.*

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, Policy for Supporting Healthcare Needs, Behaviour Policy , Physical Intervention Policy Science and Technology policy, PE policy, Health and Wellbeing Policy.

<b>(insert) Name of Headteacher</b>	<b>(insert) Signature</b>	<b>(insert) Date</b>
Rhys ap Gwyn		3.10.2022
<b>(insert) Name of Chair of Governors</b>	<b>(insert) Signature</b>	<b>(insert) Date</b>
Kerys Sheppard		3.10.2022

## 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 Health Safety & 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 Health Safety & 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 Christine Marchant. 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.
  - Work with the headteacher to review and revise the Health and Safety Policy.

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 by virtue of the Headteacher's report at each GB meeting.

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.
- Co-operating with the requirements, guidance or directions issued by the Local 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 Safety and Wellbeing 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 Julie Hancock – 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 are:

- Rhys ap Gwyn, Headteacher.
- Emma Pawson-Williams, Acting Deputy Headteacher
- Stephanie Bassett, Class teacher
- Rebeca Jones, Class teacher
- Paul Lucas, Class teacher
- Hannah Munkley, Class teacher
- Kirsty Rome, Class teacher
- Sara Meredith-Wood, Class teacher
- Christine Marchant. H & S Governor

### 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) *Paul Lucas, Class teacher, Ysgol Bryn Onnen*
- Representative of employee safety (non trade union rep) Julie Hancock (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

### Machinery/Plant Inspection and Maintenance Reports

The headteacher is responsible for the action of duty of care reports received from Property maintenance in respect of plant and equipment.

### 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 will be informed of any health and safety issues at staff meetings.

Staff will be able to raise any health and safety concerns at staff meetings.

Health and Safety will be agenda item 2 at all staff meetings.

A copy of the Health and Safety Policy will be held in the staffroom.

### 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 Wellbeing and associated documentation.

#### 1. Performance Monitoring

The Headteacher will report to the Governing Body on H & S performance.

#### 2. Induction

All new employees will receive health and safety induction by *Rhys ap Gwyn* 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.

Accident reporting forms are kept in the main office. Staff are trained in how to complete accident reporting forms as part of induction and given an annual refresher.

#### 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 dutyholder in the school is Rhys ap Gwyn - Headteacher
- The deputy dutyholder in the school is Julie Hancock - Caretaker
- Other persons nominated to assist the duty holder are: None
- Person responsible for termly inspection of asbestos containing materials on site: Julie Hancock - caretaker
- The Asbestos Management Plan is located: main admin office - Rhys ap Gwyn responsible
- The Asbestos Register is located: main admin office - Rhys ap Gwyn responsible

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 Rhys ap Gwyn or Julie Hancock.

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

Any contaminated waste is disposed of in the yellow bin (by the door exiting to playground). Julie Hancock is responsible for disposing of the bin's contents. First Aiders are responsible for ensuring enough gloves, bags etc are ordered.

## 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 persons authorised to issue the "Daily Authorisation to Work" form are Rhys ap Gwyn and Wendy Nutt.

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 Headteacher 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 and DT policies come under the school's Science and Technology AOLE. A risk assessment is in place for all activities that use equipment that cause risk and for disposing

of any waste materials safely. The Science and Technology team are responsible for monitoring and reviewing the policy. Safe use of any material or equipment will be a key part of any lesson.

ii. D & T

The science and DT policies come under the school's Science and Technology AOLE. A risk assessment is in place for all activities that use equipment that cause risk and for disposing of any waste materials safely. The Science and Technology team are responsible for monitoring and reviewing the policy. Safe use of any material or equipment will be a key part of any lesson.

iii. PE

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

Teachers are responsible for ensuring all pupils wear appropriate clothing for each lesson (this may vary according to activity)

Teachers will train pupils how to safely take out and put away apparatus.

**Swimming**

Pupil ability in swimming will be assessed by a trained adult – we will not accept a pupil/parent's assessment of ability.

The school will follow Pontypool Active Living Centre's policy for all lessons held at their premises.

8. Guidance on the Administration of Prescribed Medicines.

*The school will follow the Ysgol Bryn Onnen Supporting Healthcare Needs Policy in the administration of prescribed medicines.*

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. Any faulty or broken equipment is reported immediately to the headteacher.

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

10. Fire Safety

The Headteacher 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 of the outstanding defects. The person responsible for updating the RAMIS system is Rhys ap Gwyn.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis. Drills are arranged by the headteacher and caretaker. Drills happen at different times of day to ensure staff are able to react appropriately to different scenarios that could occur.

Weekly tests on the fire alarm sounder points and monthly emergency lighting flick test are carried out on a rotation basis by Julie Hancock.

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 main office (black leaver-arch file).

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

Emergency contact and key holder details are:

*Rhys ap Gwyn 07791001639*

*Julie Hancock 07875651216*

*Emma Pawson-Williams 07980726299*

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:

Rhys ap Gwyn  
Paul Lucas

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

Gas – canteen toilets

Water – canteen and Nursery toilets

Electricity - canteen

An inventory of flammable substances on site will be kept by Julie Hancock.

An arson risk assessment is carried out by Rhys ap Gwyn 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:

- Ann Stanley, Admin
- Olivia Archer, LSA, Foundation Phase

Rhys ap Gwyn 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:- *staff room, bottom of stairs near exit to playground, main office, kitchen/canteen.*

First Aid boxes are on the trip checklist to ensure they are taken on all school visits.

Transport to hospital:

Where possible pupils will be transported to hospital by their parents. In an emergency admin staff will call for an ambulance. In very rare emergencies pupils can be transported to hospital by a member of staff if they have the appropriate business insurance cover.

### 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. This will be arranged through Pontypool Glazing.

### 13. Grounds

The school engages Morris of Usk 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 *Julie Hancock, Caretaker* to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc. Teachers will complete a visual check before using the school field for PE lessons.

### 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.

*Julie Hancock* 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.

#### 15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is *Rhys ap Gwyn*. *He will be consulted before the handling of any inanimate loads to ensure a risk assessment is in place.*

#### 16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by Rhys ap Gwyn. All handling plans will be agreed with parents and advice will be sought from external agencies e.g. Occupational Therapy

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

#### 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

*Pupils are allowed to wear stud-earrings and watches only. No bracelets or necklaces are allowed. This is communicate to parents through the school prospectus.*

#### 19. Lettings

Lettings will be in line with the school Lettings Policy. Currently the site is only let to Menter Iaith BGTM for running Clwb Carco (an after school club). Staff at the club are school based and thus aware of the school's H&S policy.

#### 20. Lifts

Pupils are always accompanied by an adult in the lift.

#### 21. Lone working

It is rare for lone working to occur at the school. If the caretaker is working alone at the school she will inform the headteacher and use her mobile phone to get in touch in the case of an emergency.

#### 22. Managing Pressure

Rhys ap Gwyn is the contact point for any member of staff to discuss pressure and / or stress at work. The Torfaen Employee Care Line is also offered to staff.

#### 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 every October by Sportsafe Uk.

### 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, visits abroad and visits involving adventurous activities.

The school has appointed an Education Visits Co-ordinator – Rhys ap Gwyn

On the morning of any educational visits staff must complete the trips checklist.

### 28. School Transport

No vehicles are owned by the school.

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

Any transport hired by the school uses companies approved by the LA and available on the Evolve system.

### 30. Use of Display Screen Equipment

DSE are tested annually.

### 31. Vehicles on site

The school shares an access with the School House. School House have 24 hour access but an informal agreement is in place to reduce the use of the access during the school day.

At the start of the school day a member of staff is on duty at the school gate to prevent vehicles entering the school site. Also a member of staff is on duty in the school playground to ensure safety of pedestrians in the school car park.

At lunch time the school gate is shut. A lunch time supervisor will remain at the gate to allow access to emergency vehicles and to the School House.

During the day the front door and gate to the playground will be kept shut to keep pupils away from traffic.

### 32. Violence to Staff

Where pupils have behaved violently towards staff a risk assessment and positive handling plan will be put in place. It is also likely the pupils will have an Individual Behaviour Plan.

The headteacher is responsible for ensuring all members of staff have the relevant training e.g. Teamteach.

All staff have access to the LA's confidential counselling line.

### 33. Hand Arm Vibration

The Corporate Health and Safety team carry out assessments for hand/arm vibration in accordance with the Control of Vibration at Work Regulations 2005.

They will provide a report outlining if any hand tools, machinery and equipment on the site produces hand/arm vibration, suggest suitable control measures to prevent staff using the equipment from experiencing health issues associated with vibrating machinery and equipment, and make recommendations that staff using the vibration machinery and equipment receive training.

### 34. 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.

Julie Hancock is responsible for ensuring all flushing and checks.

### 35. Toilets

*The caretaker and cleaning staff are responsible for ensuring hot water, soap and a means of hand drying and toilet paper is available.*

### 36. H & S related Training

The Headteacher and H&S Governor meet termly. During these meetings training needs are discussed.

### 37. Work Experience

All visitors on work experience will receive induction which includes Health and Safety. The headteacher will be responsible for compiling risk assessments for students on work experience.

### 38. Working at Height

The caretaker has received appropriate training for working at height.

### 39. Woodworking equipment

The school has no woodworking equipment.