



TORFAEN COUNTY BOROUGH COUNCIL

YSGOL BRYN ONNEN
3.12.2024

**SCHOOLS HEALTH AND SAFETY POLICY
TEMPLATE**

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. 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 *at staff meetings and a copy will be on the school website*.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by *Ysgol Bryn Onnen's Governing Body*.

Other relevant policies that are in place in the school are *Behaviour Policy, Safeguarding Policy, Intimate Care/Toileetting Policy, Manual Handling Policy*.

(insert) Name of Headteacher	(insert) Signature	(insert) Date
Rhys ap Gwyn		11.11.2024
(insert) Name of Chair of Governors	(insert) Signature	(insert) Date
Kerys Sheppard		3.12.2024

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 Richard Gould 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)

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 will form part of the Headteacher's Report at Governing Body 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 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 ensuring 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

The Headteacher will work closely with Mr Chris Williams (School Caretaker) to ensure site safety.

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

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
- Representative of employee safety (non-trade union rep) Ann Stanley

Radiation Protection (only applies to St Albans RC High School and West Mon School):

The following persons have been trained and appointed to the specialist roles listed below to ensure compliance with Ionising Radiation Regulations 1999 and 2017

Machinery/Plant Inspection and Maintenance Reports

Currently the school has no plant/machinery.

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 on the 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

Health and safety is a standing item on the agenda for all 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 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 the Headteacher prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template.

Reference to Corporate Induction Booklet

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 Report forms are kept in the main office and at the first aid point near the playground door. All accident forms are kept in the school in accordance with the Records Management Policy.

If pupils suffer a bump to the head a “bump note” is sent home with brief details.

4. Asbestos

The School (if built prior to 2000) 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 Rhys ap Gwyn (Headteacher)
- The deputy dutyholder in the school is Chris Williams (Caretaker)
- Other persons nominated to assist the duty holder are: Dafydd Evans (Deputy Headteacher)
- Person responsible for termly inspection of asbestos containing materials on site: *Chris Williams (Headteacher)*
- The Asbestos Management Plan is located: The school office
- The Asbestos Register is located: *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 Rhys ap Gwyn (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

The school does not currently produce contaminated waste.

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 people authorised to issue the daily authorisation form are Rhys ap Gwyn, Craig Williams, Ann Stanley, Amy Whiting.

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 school has a Science Policy. This is reviewed by the Governing Body every three years.

ii. D & T

The school has a Science Policy. This is reviewed by the Governing Body every three years.

iii. PE

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

8. Guidance on the Administration of Prescribed Medicines.

The school requests that families complete a Healthcare Request Form (which is signed by parent/guardian and the Headteacher) prior to staff administering medication.

For residential visits families are asked to hand medication to staff prior to leaving with clear instructions for administration.

[Tracey Pead draft policy for schools - supporting healthcare needs v final formatted 12418.docx](#)

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. This is carried out termly by the caretaker.

Any defects with electrical items of equipment are reported to either the Headteacher or the Caretaker. 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 Arrangements for Fire Safety in Torfaen County Borough Council [FireSafetywithinCouncilPremises.pdf \(torfaen.gov.uk\)](#)

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 Chris Williams.

Fire evacuation procedures are in place. Fire Drills are carried out on a termly basis using a variety of testing points and also including alternate collection points.

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

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 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: Rhys ap Gwyn, Chris Williams, Millie Smith

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 and Paul Lucas*.

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

Electricity isolation points are in the Year 1 store cupboard.

The canteen has a separate isolation point above the door in the reception area.

An inventory of flammable substances on site will be kept by the caretaker.

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, school admin (3 day course)
- Olivia Archer, Year 2 TA (3 day course)
- Rhys ap Gwyn, Headteacher (1 day course)
- *Dafydd Evans* (1 day course)
- Shelby Long (1 day course)
- Lindsey Brown (1 day course)
- Millie Smith (1 day course)
- Paul Lucas (1 day course)
- Hannah Munkley (1 day course)
- Steph Bassett (1 day course)
- Aimee Sheppard (1 day course)
- Rebeca Jones (1 day course)

- Kirsty Rome (1 day course)
- Karen Williams (1 day course)
- Maddie Jones (1 day course)

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:-

Bottom of stairs on way to playground
Staff room
Canteen

Two sets of first aid kits are kept in black shoulder bags in the staff room. These are for trips and visits.

Transport to hospital:

If a child needs to be transported to hospital attempts will be made to contact the adults on the pupils contact forms. If none of the adults on the contact form are available the child will be transported to hospital by the headteacher, accompanied by a member of staff.

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.

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 Chris Williams/Caretaker 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.

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.

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Chris Williams.

A trolley is available to carry heavy loads. The lift should be used to transport packages to the first floor.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by the headteacher.

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 can only wear stud earrings and wristwatches. No other jewellery should be worn. Staff are encouraged to wear a minimal amount of jewellery and should remove jewellery if possible for PE or other activities where they could cause a hazard.

19. Lettings

The school currently has no lettings in place.

20. Lifts

The lifts are maintained and serviced by Cardiff Lift Company. They are to be contacted should the lift break. An adult should accompany children in the lift at all times.

21. Lone working

Staff engaged in lone working are asked to keep their mobile phones on their person so that they can call for help in an emergency.

22. Managing Pressure

23. New and Expectant Mothers

Risk assessments are provided for pregnant people. This could

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 assessed externally once every year as part of a Service Level Agreement with Torfaen LA. The equipment is visually inspected every half-term by the caretaker.

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 LA.

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

Staff write their own risk assessments and input all information into Evolve.

All staff are provided with login details and training for Evolve when starting employment at the school.

28. School Transport

The school does not own any minibuses or other vehicles used to transport pupils.

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

The school arranges transport using a list of reputable companies. For larger trips quotes are requested from companies in order for the school to judge the best company for that trip. The school won't necessarily opt for the cheapest company available.

30. Use of Display Screen Equipment

The school reduces risk from DSE work by suggesting staff take regular breaks from DSE. Staff are signposted to Occupational Health or their own opticians if DSE are causing them discomfort.

31. Vehicles on site

32. (b) Shared Access

The school shares an access road with the residents of the School House. The residents have permission to park 3 vehicles on the school car park. This is subject to a Risk Assessment. The residents have a right to access 24 hours per day. The car park is fenced off from children and the gate has a 4 digit combination lock. Staff are to check that the car park is free of traffic before taking pupils to lunch or to the buses.

33. Violence to Staff

Parents are reminded of how to behave appropriately to and around staff through the newsletter and posters around the site.

34. Hand Arm Vibration

The school does not have any vibrating hand tools.

35. 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.

The caretaker flushes all little used outlets (5 in total) every week.

36. Toilets

Toilets are cleaned daily. Toilets are checked daily by the caretaker and cleaning staff to ensure a consistent supply of toilet paper, hand towels and soap.

The toilets are checked during the school day to ensure they are clean.

37. H & S related Training

The school keeps a log of all training undertaken by staff. A copy of any certificates are kept in staff's personnel files.

38. Work Experience

People on work experience are treated like new staff. They are given an induction session before starting on their work experience. All people on work experience are provided with a mentor.

39. Working at Height

40. Woodworking equipment

Not applicable.