



TORFAEN COUNTY BOROUGH COUNCIL

**WOODLANDS PRIMARY SCHOOLS
HEALTH AND SAFETY POLICY**

Reviewed November, 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 WCPS School

The Governing Body of WCPS 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 and regular health and safety updates during business meetings where health and safety is a standing item on the agenda.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by January 2023.

Other relevant policies that are in place in the school are Educational Visits

Medical Conditions and Managing Medicines

Behaviour

Physical intervention Policy

E-Safety

Anti-bullying

Safeguarding and Child protection policy

Food and Fitness

Attendance

(insert) Name of Headteacher	(insert) Signature	(insert) Date
Jaci Bates	<i>J.Bates</i>	19.01.2023
(insert) Name of Chair of Governors	(insert) Signature	(insert) Date
Clare Ager	C.Ager	19.01.2023

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 Steve Evans. 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 via Recruitment and Resources Committee 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

The task of overseeing health and safety on the site has been delegated by the head to Steve Evers

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:

Jaci Bates
Steve Evers

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) Anna Todd
- Representative of employee safety (non trade union rep) Nicola Bates

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 and 2017

- Officer *(insert name, title and location – to be appointed)*
- Advisor C.L.E.A.P.S.S provide the Radiation Protection Advisory Service to secondary schools in the LA
- Supervisor *(insert name, title and location)*
- *Itemise other functions and areas of responsibility delegated to staff from the head teacher that are appropriate in the circumstances of the school.*

Machinery/Plant Inspection and Maintenance Reports

The school is part of the LA organised property inspections. Reports received are actioned by the Head, caretaker and relevant staff.

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 are regularly consulted regarding health and safety issues. Health and safety is discussed weekly as part of our weekly business meeting. Staff are informed of any health and safety issues and are aware that they should bring any issues to the attention of the Head or caretaker as soon as possible.

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 *(insert name)* 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.

All accidents are recorded and parents informed where necessary. Riddor forms are completed for serious accidents. Investigations are carried out where necessary.

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 Jaci Bates, Head and Steve Evers, caretaker.

- The deputy dutyholder in the school is above.
- Other persons nominated to assist the duty holder are: *N/A*
- Person responsible for termly inspection of asbestos containing materials on site: Steve Eysers, caretaker
- The Asbestos Management Plan is located: on the shelf at the front of the office. Steve Eysers is in control of the document.

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 Steve Eysers.

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

Contaminated waste is collected by Biffa in the normal Biffa bins.

6. Contractor Management

Any school planning to:

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

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

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

The person authorised to issue the daily authorisation form is Steve Eysers, Nicola Bates and Rhiannon Fisher.

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.

We have separate risk assessments for curriculum subjects/ activities where necessary. See separate RAs.

i. Science

(The school is required to develop a Science Policy, please state whether this is in place and who is responsible for it's development and implementation) If there are arrangements currently in place they should be inserted here.

(Please state the arrangements in place for carrying out risk assessments for curriculum safety)

ii. D & T

The school is required to develop a D & T policy, please state whether this is in place and who is responsible for it's development and implementation. If there are arrangements currently in place they should be inserted here.

iii. PE

The guidance on "Safe Practice in Physical Education and Sport" is used to inform the risk assessments in P.E *(Please state the arrangements in place for carrying out risk assessments for curriculum safety in relation to P.E.)*

8. Guidance on the Administration of Prescribed Medicines.

There is a separate LA policy that is followed for administering 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 defects with electrical items of equipment are reported to Steve Eyers. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

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

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

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

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 Steve Eyers.

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 main 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: Jaci Bates and Steve Eyers.

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: Gemma Morgan and Jacquie Johnson

Details of service isolation points (i.e. gas, water, electricity) Gas is located in blue cupboard in turning bay outside main entrance, key for cupboard is in school office. Water is located in a locked cupboard in the ICC opposite main entrance, key is in school office and in ICC. Electricity is located in the boiler house. Key is in the school office.

An inventory of flammable substances on site will be kept by Steve Eyers.

An arson risk assessment is carried out by Steve Eyers 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:

- Danielle Ellis, Foundation Phase
- Jacquie Johnson, Foundation Phase
- Mandy Shipton, Foundation Phase
- Ceri Preece, Key Stage 2

Ceri Preece 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 Foundation Phase in Reception class and KS2 in the medical room. First aid boxes are taken on school trips and visits when necessary.

Transport to hospital: If a child needs to go to hospital an ambulance will be called or parents will be advised to take in non-emergency situations. Staff are not allowed to transport children to hospital.

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 Steve Evers 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.

Steve Evers 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 Steve Evers, caretaker.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by Jaci Bates with advice from Greg Price or Occupational Therapists.

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

A single pair of plain silver/gold studs may be worn. Studs must be removed for PE activities. If a child is able, they are welcome to do this themselves. If they are not, the studs should be removed before school.

19. Lettings

We do not currently let the premises. Any external agencies using the site must adhere to our risk assessments and carry out their own risk assessments for the particular activities that they are doing.

20. Lifts

N/A

21. Lone working

Coded security lock on front door.

Staff should not be in the building alone without the knowledge of the Head Teacher, Deputy Head Teacher or Caretaker.

Caretaker to ensure that close relative is informed of his whereabouts at all times if lone working. Mobile phone contact if necessary.

22. Managing Pressure

Staff are given PPA in line with guidance. Pastoral support is available. Counselling service is used where necessary. Reasonable adjustments are made where necessary.

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

Annual inspection by LA organised contractor. Daily inspection of grounds by Steve Eyers.

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 Jaci Bates

28. School Transport

The school uses transport from reputable companies to transport the pupils on school trips. All buses must have seat belts.

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

The school uses transport from reputable companies to transport the pupils on school trips. All buses must have seat belts.

30. Use of Display Screen Equipment

DSE assessments are undertaken for DSE users using the online system promoted by the LA.

31. Vehicles on site

There is a separate traffic risk assessment for traffic around the site. The car park gate are closed between 8.30am and 9am in the morning and 3.00 to 3.30pm in the afternoon to avoid cars and pedestrians meeting. There are separate pedestrian pathways. There is a barrier system to control access to vehicles.

32. Violence to Staff

School keeps child behaviour logs.

Staff trained in 'team teach'.

Staff to seek help if confronted with angry parent. Refer matter to Head and make sure they are accompanied by another member of staff.

Risk assessments are devised for pupils or parents who present a threat to safety.

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 .

Steve Eyers is responsible for weekly flushing where necessary and the LA monitor the temperature.

35. Toilets

Steve Eyers is responsible for ensuring that washing facilities are appropriate – hot water, soap and a means of hand drying toilet paper is available.

36. H & S related Training

Jaci Bates identifies which staff need training annually using the LA matrix and this training is kept up to date.

37. Work Experience

Work experience staff receive an induction from Jaci Bates or Claire Gratton on health and safety arrangements and procedures.

38. Work Experience for pupils/students (secondary schools only)

39. Working at Height

Steve Eyers is trained to use ladders safely. No other person is authorised to work at height.

40. Woodworking equipment

N/A

41. Wellbeing dog (see separate policy and risk assessments)