



TORFAEN COUNTY BOROUGH COUNCIL

SCHOOLS HEALTH AND SAFETY POLICY

CROWNBRIDGE SPECIAL SCHOOL

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. The model policy is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other policies and corporate arrangements which are 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).
3. 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.
4. 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.
5. 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.
6. 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 Crownbridge School

The Governing Body of Crownbridge 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 via staff induction, website, P:Drive/U:Drive/staff room.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by senior staff and Governors.

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

- E-Safety Policy
- Safeguarding Policy
- Child Protection Policy
- Fire Safety Policy
- Intimate Care Policy
- Lettings Policy
- Administration of medication
- Positive Behaviour
- Positive Touch
- Staff Dress Code
- Use of reasonable force to control pupils
- Asbestos Management Policy
- Risk Assessment Policy
- Safe Recruitment
- Sickness Absence

Name of Headteacher	Signature	Date
Lesley Bush		
Name of Chair of Governors	Signature	Date
Alison Edwards		

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 Kirsty Davies. 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 termly 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.

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 Local Authority'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 Senior Leadership Team, School Support Officer and 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:

- *Lesley Bush, Head Teacher*
- *Shane Hayes, Deputy Head*
- *Bethan Moore, Deputy Head*
- *Karina Davis, Support Officer*
- *Sue Kempton, Support Officer*

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 Davies
- Representative of employee safety (non trade union rep) Kirsty Davies

Machinery/Plant Inspection and Maintenance Reports

School Support Officer receives reports from Neighbourhood services and actions accordingly.

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

- Governors
- Staff H & S Representatives
- Regular items in meetings (LMM, Teachers etc.)
- H & S board in staffrooms
- H & S building book

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.

1. 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.

2. Induction

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

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

The arrangements stipulate separate processes for work related and non work related incidents in School.

Accidents reporting books for pupils and staff are all actioned by the Headteacher.

4. Asbestos

The school is a new build from 2013 and is certificated as having no asbestos on site

5. Contaminated Waste

All contaminated waste is removed off site by an external company.

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 Karina Davis or Sue Kempton, School Support Officer.

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

Subject Policy written by Deputy and/or Subject lead and received annually.

ii. D & T

Subject Policy written by Deputy and/or Subject lead and received annually.

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

- Risk Assessments are carried out by Jamie Scales, PE Co-ordinator

8. Guidance on the Administration of Prescribed Medicines.

All prescribed medicines are administered by NHS medical staff.

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 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 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 Shane Hayes, Acting Deputy Headteacher.

Fire evacuation procedures are in place. Fire Drills are carried out on termly basis preannounced and unannounced at different times of the day.

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

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

Emergency contact and key holder details are:

Keith Williams – Caretaker,

Lesley Bush – Headteacher

Shane Hayes – Acting Deputy Head Teacher

Bethan Moore – Acting Deputy Head Teacher

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: Lelsey Bush, Shane Hayes, Bethan Moore, Karina Davis, Sue Kempton, Marian Farrelly, Kirsty Williams.

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

Gas: Plant Room (& canteen kitchen for gas in kitchen)

Water: Plant Room

Electricity: Room R27

An inventory of flammable substances on site will be kept by Support Officer in the Fire Evacuation pack, which is held in reception.

An arson risk assessment is carried out by, Deputy Headteacher and Paul Bowkett 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:

- Laura Evans TA2
- Matthew Williams HLTA
- Sarah Roberts HLTA
- Emma- Lee Cook TA2

Trained in Emergency First Aid (which includes defibrillator use):

- Karina Davis
- Sue Kempton
- Marian Farrelly
- Sophie Agate
- Anna Davies
- Matthew Williams
- Rebecca Rush

Deputy Headteacher 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:- Hydro Pool, Staff Room, Office, Outreach Team and Penygarn Provision. A First Aider checks and restocks first aid boxes half termly.

First aid arrangements for school trips and visits etc, are specified on each risk assessment.

Transport to hospital: On NHS nurse advice.

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 school in this instance would contact Torfaen Neighbourhood Services.

13. Grounds

The school engages Greenacre Landscaping and Groundcare 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 the 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, and 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.

Support Officer 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 staff to carry out manual handling assessments are Donna Hewitt, Marian Farrelly and Samara Cummings, Annette Sallis HLTA's. – See Moving and Handling Policy.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by Marian Farrelly, Samara Cummings, Donna Hewitt and Annette Sallis, HLTA's. – See Moving and Handling Policy.

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

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

See Dress Code Policy

19. Lettings

See Lettings Policy

20. Lifts

See Manual Handling Policy.

21. Lone working

See LEA Lone Working Policy.

22. Managing Pressure

See Stress Management Policy.

23. New and Expectant Mothers

See school Well-Being Policy. Risk Assessments are carried out by Senior Staff.

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. Senior staff and School Support Officer will make requests based upon Risk Assessment.

25. Outdoor Play Equipment and football posts

The inspection and maintenance of outdoor play equipment is undertaken daily by the Caretaker and there is a contract in place with Neighbourhood Services.

26. Smoking

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

27. School Visits/Off Site Activities

See current Health & Safety Policy notes.

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:

- Lesley Bush
- Shane Hayes
- Bethan Moore

28. School Transport

Licensed and registered drivers (MIDAS). Servicing, maintenance and training completed by Neighbourhood Services as requested. Drivers and Caretaker carry out routine checks.

29. Use of Display Screen Equipment

On-line workstation training via Swoop and see current Health and Safety Policy notes.

30. Vehicles on site

Caretaker manages movement of vehicles, boarding and alighting of pupils and appropriate parking.

- One way system
- CCTV monitoring

Violence to Staff

See current Health and Safety Policy notes.

31. Hand Arm Vibration

N/A.

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.

Weekly temperature testing and flushing of little use outlets is undertaken by the Caretaker and on a contract with Neighbourhood Services.

33. Toilets

Washing facilities are checked and hot water, soap, toilet and a means of hand drying are replenished regularly by Caretaker.

34. H & S related Training

Processes in place for identifying training needs and ensuring staff are trained and competent. Shane Hayes & Bethan Moore, Acting Deputy Headteacher's is the training co-ordinator. Audits are used and relevant training is implemented.

35. Work Experience

All work experience placements are co-ordinated by Samara Cummings, TA3. All are risk assessed and supervised at all times.

36. Working at Height

Caretaker is fully aware of all guidelines and requirements to working at Height, including safe use of ladders and harnessing to a safe rail when accessing the roof.

37. Woodworking equipment

N/A.