

# Health and Safety Policy



**Aspire. Believe. Challenge.  
Anelu. Credo. Herio.**

<b>Policy history:</b>	<b>Date:</b>
<b>Written</b>	<b>March 2019</b>
<b>Approved by Governing Body</b>	<b>May 2019</b>
<b>Reviewed</b>	<b>March 21</b>

## HEALTH AND SAFETY DIVISION

### Health and Safety Policy for Primary Schools



#### Introduction

1. Under the Health and Safety at Work etc. Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
6. The safety policy statement should be signed and dated by the head teacher and chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy periodically. The Authority recommends Policies are reviewed every two years.

## **PART 1: STATEMENT OF INTENT**

### **Bryn Primary School**

The Governing Body of Bryn Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is displayed in the staffroom and electronic copies are held in the school office on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy ;
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the

Signed:

Signed:

Mrs D Gronow, **Chair of Governors**

Mrs J Khan, **Head Teacher**

DD/MM/YYYY

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### PART 2: ORGANISATION

**Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.**

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below.

#### **Responsibilities of the Governing Body**

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

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#### **Responsibilities of the Head Teacher:**

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

*The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment*

**The Deputy Head Teacher has responsibility for:**

- Deputising on behalf of the Head teacher on health and safety issues detailed above where required.
- Acting as a focal point for reference on health, safety and welfare matters and to give advice where required
- Liaising with the Head teacher on all matters of health and safety
- Acting as the Educational Visit Co-ordinator (EVC) for the school and reviewing all relevant paperwork and risk assessment for offsite/educational visits prior to the Head teacher authorising. Uploading all relevant paperwork and risk assessments to Evolve.
- Ensuring that all statutory maintenance checks are in date, certification available and recommendations followed up
- Investigating accidents, dangerous occurrences and near misses, completing the relevant documentation and forwarding to the LA H&S Division
- Seeking approval to progress any health and safety issues with financial implications

**The Health and Safety Officer (SLA) has responsibility for:**

- Providing professional health and safety advice, support and assistance to facilitate effective health and safety management
- Carrying out health and safety tasks as directed by the Head teacher and/or Deputy Head teacher
- Updating RAMIS in line with completed actions and following up on outstanding recommendations as required
- Working with Head teacher/Deputy Head teacher to carry out/review risk assessments
- Bringing to the attention of the Head teacher any health and safety concerns
- Liaising with the Head teacher and/or Deputy Head teacher to progress identified health and safety issues

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#### **The Caretaker has responsibility for:**

- Carrying out various checks relating to equipment and statutory compliance e.g. legionella weekly flushing through of little used outlets and monthly temperature checks and keeping records of tests; testing of fire alarm systems and fire safety related checks etc.
- Raise any health and safety concerns, arising from the inspections /tests, with the Head teacher as soon as possible
- Ensuring that contractors sign the visitors book, read the asbestos survey and sign the asbestos log book and are provided with relevant health and safety information relating to emergency procedures, vehicles movements and local management arrangements (when the caretaker is in school)
- Progressing any health and safety issues brought to his attention, which are within his level of competence and expertise.

#### **Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.;

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- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

### Responsibilities of employees

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their actions or omissions.

#### 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 procedures 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 the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
  - Only use equipment or machinery that they are competent / have been trained and are authorised to use.
  - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### Responsibilities of volunteers

It is recommended that Employers/Schools treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

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Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

#### **All volunteers have responsibility to:**

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- 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 the condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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

**PART 3: ARRANGEMENTS**

<b>Specific health and safety arrangements</b>	<b>Responsibility (Designation)</b>	<b>Action/Arrangements</b>
<b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.	Health & Safety related - Head teacher and / or Health and Safety Officer (SLA) Activities & Learning Environments - All staff	Risk Assessments shared with all staff involved in the activities or working within the learning environment.
Risk assessments are reviewed regularly/ following significant change.	Head teacher	Risk Assessments reviewed every 2 years or following changes to resources or learning environment.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Health and Safety Officer (SLA)	Risk Assessments will be made available to those affected and reviewed as required.
<b>New and Expectant mothers:</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Health and Safety Officer (SLA)	Risk Assessments will be made available to those affected and reviewed as required.
<b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	<ul style="list-style-type: none"> <li>• Teachers – submitting relevant paperwork and risk assessments</li> <li>• EVC reviewing submissions and accepting or declining submissions</li> </ul>	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment (within the required timescales) to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
	<ul style="list-style-type: none"> <li>• Head teacher – Approval or rejection of submissions</li> </ul>	
<p>Dave Golding, the Authority’s Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• EVC</li> </ul>	<p>EVOLVE will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.</p> <p>The Head teacher and the EVC will review these prior to final submission. Please note, all applications must be made within the required timescales which are given in the EVOLVE guidelines and which are set according to the type of visit/trip involved.</p>
<p><b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• Governor with Health and Safety lead</li> <li>• Health and Safety Officer (SLA) – General Site Inspection</li> <li>• Caretaker – Play Equipment Inspections (weekly – not formal RPII inspections)</li> </ul>	<p>Building and Grounds Inspections and appropriate frequency: Daily ( Caretaker) General site inspection: termly (SLA H&amp;S Officer) Visual inspection of play equipment: termly (Caretaker) Chair inspections: annually (Caretaker) Buildings and grounds inspections: Daily (Caretaker) SLA H&amp;S Officer will carry out duties in line with SLA agreement and will monitor and update RAMIS where required and report any non-compliances or areas of concern to the Head teacher.</p>
<p>Where appropriate these inspections will be</p>	<p>As above</p>	<p>Head teacher to ensure that the Governing Body</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (Designation)</b>	<b>Action/Arrangements</b>
documented and reports forwarded to the Head Teacher.		receives regular updates in each copy of the Head teacher's report to Board of Governors. RAMIS is used to monitor and store documents and address issues raised through reports / inspections. Any remedial actions required as a consequence of inspections must be agreed and approved by the Head teacher following the provision of suitable H&S and technical advice prior to remedial actions being progressed.
A school governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	<ul style="list-style-type: none"> <li>• Governor with Health and Safety lead</li> <li>• Health and Safety Officer (SLA)</li> </ul>	Health & Safety Reports used to inform process. Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.
A nominated Governor will be responsible for monitoring management systems.	<ul style="list-style-type: none"> <li>• Governor with Health and Safety lead</li> </ul>	
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school (Staff room)	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	Poster to be displayed in the staffroom
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	Induction training takes place with mentors Induction booklets allocated to staff College coordinators to complete Health and Safety Audit of school – report signed off and kept Head teacher.
<b>Programme of health and safety training</b>	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	INSET identified through CPD / Performance

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>All employees are provided with:</p> <ul style="list-style-type: none"> <li>• induction training</li> <li>• update training in response to any significant change;</li> <li>• training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where required</li> </ul>		<p>Management process. Staff to attend training in response to local or LA priorities e.g. asbestos training</p>
<p><b>Training records:</b> relevant records are kept and a system for ensuring appropriate refresher training is undertaken is in place.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	<p>Training records are maintained and held within INSET file. Staff to keep records of INSET</p>
<p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	<p>Each Learning Environment / Room within the school to have A4 laminated Fire Notices and Instructional card</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• Caretaker</li> </ul>	<p>Fire Drills are timed and observed and a debriefing takes place with the relevant staff that were involved, following each drill in order to review performance and revise procedures if required. The Fire Log book is kept in the School Office and a record of drills is signed by the Head teacher A copy of the fire drill / evacuation record is uploaded to the RAMIS system.</p>
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> </ul>	<p>PEEP written with/ shared with pupil or member of staff. If additional personnel required to support persons identified in PEEP, PEEP shared with all staff. PEEP updated as required.</p>
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to</p>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>	<p>Shared with staff</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (Designation)</b>	<b>Action/Arrangements</b>
deal with small fire if it is safe to do so without putting themselves or others at risk.		
Staff must ensure the alarm is raised (by pressing the nearest manual call point – “Break glass” and pupils evacuated before attempting to tackle a small fire.	<ul style="list-style-type: none"> <li>All staff</li> </ul>	Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
<b>Other Evacuations:</b> Premise required to be evacuated due to bomb threat, gas leak etc.	Head teacher	Head teacher will make the decision to evacuate in conjunction with Police/Fire and Rescue Service /Emergency Planning and the Local Authority.
<b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	<ul style="list-style-type: none"> <li>Caretaker</li> </ul>	Caretaker to inspect daily and to make Head teacher aware of any issues
<b>Statutory maintenance:</b> The school has opted in to the Authority’s statutory maintenance contract service level agreement (SLA)	Head teacher	Please see guidance in appendix 1 regarding statutory maintenance arrangements.
<b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority’s internal PAT testing arrangements – Caerphilly Building Cleaning Services.	Head teacher	Any faulty equipment immediately taken out of use and disposed of or quarantined.
<b>Control of Legionella:</b> The school will adhere to the Authority’s policy and guidance. The school have opted in to the	<ul style="list-style-type: none"> <li>Head teacher – to ensure that recommendations</li> </ul>	The caretaker will carry out weekly flushing of little used outlets (identified in the legionella risk assessment)

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
statutory maintenance contract relating to the control of legionella bacteria.	<p>from legionella risk assessment, annual inspections, monthly checks are actioned.</p> <ul style="list-style-type: none"> <li>• Caretaker – weekly checks and flushing. The Health and Safety Officer (SLA) also carries out monthly checks.</li> </ul>	<p>The caretaker will carry out monthly temperature checks and keep a record of these. Records will be updated onto RAMIS termly by the Health and Safety Officer (SLA). In the event of temperatures not meeting the correct specification range, this will immediately be reported to the Head teacher / Deputy Head teacher for investigation/rectification.</p>
<p><b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	Head teacher – overall first aid provision	XXXXXXXXXX
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head teacher	<p>Medical List of pupils with Medical Needs held in Staffroom / copy in stockroom with medical bags and equipment– Medical Log Book First Aid training booked according to needs of pupils e.g. Kidney Transplant Nurse training for all staff etc.</p>
<p><b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• All staff</li> </ul>	<p>Parents/Guardians are invited to site to assess their child’s injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>



Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>are complex, fluctuating, long term or where there is a risk that an emergency intervention will be needed. However, not all learners with healthcare needs require an IHP and there should be a process in place to decide what interventions are the most appropriate (see flow chart on page 23 of <b>Supporting learners with healthcare needs</b>)</p> <p>IHPs are completed by the school and are informed by medical information and opinion from the appropriate specialists as requested by the school</p>		
<p><b>Infection control and Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales. Please refer to <b>All Wales Infection Prevention and Control – Guidance for Education Settings</b></p>	Head teacher	<p>A copy of the current guidance is available in the Main Office. Where there is an outbreak of a Notifiable Disease, e.g. Measles (See page 66 of the guidance cited alongside), the Health and Safety Department should be contacted with details and they will contact the necessary agencies (if this is required) and also advise about any communications that the school should or should not make.</p>
<p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.</p>	All staff	<p>Staff to complete an Accident form which is kept in the School Clerk's office. Staff to complete a slip, pass onto pupil and inform Teacher of injury sustained (inc how caused and treatment given). The member of staff who has administered first aid, or has been involved in the incident, will complete and</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
		sign the accident form before submitting to the Head teacher for review.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Head teacher and/or Deputy Head teacher	The level of investigation will be commensurate to the level of potential harm that the incident could have caused.
<b>RIDDOR reporting:</b> Any accident, incident or case of ill health which is reportable under the <i>Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013</i> will be reported within the specified timescales.	Head teacher and/or Deputy Head teacher	The school will forward details of accidents, incidents or cases of work related ill health to the Health and Safety Division ( <a href="mailto:RAMIS@caerphilly.gov.uk">RAMIS@caerphilly.gov.uk</a> )  Where appropriate the health and safety division will report under RIDDOR and investigate the incident.
<p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p> <p><b>Investigating accidents and incidents:</b></p>	Head teacher and/or Deputy Head teacher with relevant staff	<p><b>Low Level</b> investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p><b>Medium level</b> investigation: The Authority's <i>Accident Investigation form</i> will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher, Health and Safety Division.</p> <p><b>High Level/Reportable Incidents:</b> School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<b>Violence at work – Employee protection:</b> All incidents of unacceptable and inappropriate behaviour should be recorded	Head teacher	Any staff member that feels they have been subjected to unacceptable or inappropriate behaviour should report this to the Senior Management Team at earliest

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>on the Authority's <b>Violent Incident (VIR) report form</b> and forwarded to the Health and Safety Department.</p>		<p>opportunity. Where it is considered appropriate, the school can contact the Health and Safety Department for advice and assistance, e.g. investigations, drafting letters to perpetrators etc. Forms must be completed with accurate detail including the precise details of any language terminology and this should be emailed to Health and Safety Department. The Head teacher/Deputy will meet with the member of staff and decide on the appropriate action required.</p> <p>The member of staff will be provided with support as required and they are also able to access <b>Care First</b>, the Authority's confidential and free counselling service, which is available for all employees. Telephone 0800 174319 Web: <a href="http://www.care-first.co.uk">www.care-first.co.uk</a></p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Head teacher</p>	<p>Where appropriate the school will seek advice from the Authority who will advise if sanctions are required' e.g. time bounded exclusion from the school premises. In extreme cases, the case will be passed to the Authority to investigate and issue appropriate sanctions. The school displays the Authority's poster: <b>Violent, aggressive, abusive or threatening behaviour from members of the public</b>. This advises of the Authority's no tolerance policy for such behaviour.</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.</p> <p>The <b>asbestos survey and log book</b> are made available to <b>all</b> contractors.</p> <p><b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Head teacher School Clerk Caretaker</p>	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head teacher or checking the survey for the school.</p> <p>Asbestos survey and log book are held in the Main School Office filing cabinet.</p> <p>Please note: Bryn Primary has asbestos containing materials on site. Currently ALL CEILING VOIDS have RESTRICTED ACCESS. This means that these voids can only be accessed or disturbed under certain conditions and by suitably qualified and trained personnel. These conditions are specified in the Local Asbestos Management Plan (LAMP). Also, in certain circumstances, access may require obtaining permission from the Asbestos Management Team, following submission of a Request for Work on the Fabric of the Building form and subsequent return of the form, stipulating the conditions required for the work to proceed.</p>
<p><b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Head teacher School Clerk Caretaker</p>	<p>All contractors must view the survey and sign the logbook before undertaking work.</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p><b>Asbestos condition monitoring:</b> The school must ensure that a visual inspection of the condition of asbestos containing materials is completed periodically. The visual inspection should be completed at least annually and documented. There is a module in RAMIS for this purpose.</p>	<p>Head teacher Health and Safety Officer (SLA)</p>	<p>Visual inspections should be made on a daily basis for the main fabric of the building. This should be undertaken by the caretaker as they make their daily rounds. Observations should be made within the school building and the external fabric of the building. Staff should report any deterioration or damage to the ceiling tiles, or to the fabric of the building immediately to a member of the SMT or caretaker. Should there be a breach of asbestos the staff should follow the asbestos procedures immediately. These are held in the asbestos file within the main school office. <b>The procedures are also contained within the Health &amp; Safety Policy and displayed within the staffroom and PPA room.</b></p>
<p><b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.</p>	<p>Head teacher All staff</p>	<p>Any damage or deterioration should be immediately reported to the Head teacher or Caretaker who will immediately contact: The Health and Safety Division: Asbestos Team – 01443 864362 For any out of hours incidents, contact: Out of Hour Control Centre - 01443 863445</p>
<p><b>Unauthorised work:</b> Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and the incident should be fully documented.</p>	<p>Head teacher Caretaker School Clerk</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials must be immediately reported to the Head teacher, Caretaker or School Clerk. The Health and Safety Division, Asbestos Team should be contacted – 01443 864362. For any out of hours incidents, contact: Out of Hours Control Centre - 01443 863445</p>



Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
relating to emergency procedures, vehicle movements and local management arrangements,		office. The final step of the process requires the visitor to read and accept Safeguarding information, Health and Safety information, Emergency Procedures, Smoking prohibition and information informing them not to enter classrooms without prior permission. Details on the reverse of the Visitors' / Contractors' badges give relevant details of Health & Safety procedures and Safeguarding information. Safeguarding information and contacts are provided on posters throughout the school.
<b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.	Head teacher Board of Governors	These are managed by the Head teacher who will ensure that Landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission, building regulations have been sought and CDM 2015 regulations are followed.
<b>Contractor selection and vetting:</b> To ensure contractor competency the Authority carries out vetting of contractors to ensure they are competent and understand and adhere with health and safety legislation and regulations.	Head teacher	Where possible school will uses Authority registered contractors who have been screened and vetted and are suitably competent to carry out the work involved  Where contractors that are used are not registered by the Authority, the Head teacher is directly responsible for undertaking appropriate competency checks prior to engaging the contractor.
<b>Contractor risk assessments and method statements (RAMS):</b> Contractors are required to provide risk assessment and method statements relating to the specific works. This should include	Head teacher Building Consultancy Facilities	Risk assessments and method statements are discussed and agreed prior to work commencing. These must be suitable and sufficient and the level of detail should be commensurate to the foreseeable hazards involved in order to reduce risk of harm or loss

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>detail of measures taken to reduce the risk to pupils, school staff and others that may be affected by their acts or omissions.</p> <p>When a task is managed by Facilities or Building Consultancy, these technical departments will check that the RAMS are suitable and sufficient.</p>		<p>to an acceptable level.</p>
<p><b>Cleaning contracts:</b> The school has opted in to a cleaning contract operated by the Authority's Building Cleaning Services (BCS)</p>	<p>Building Cleaning Services (CCBC)</p>	<p>Cleaning by BCS is carried out to the British Institute of Cleaning Science (BICS) standards and is supervised and recorded accordingly.</p>
<p><b>Ground maintenance and cleaning contracts:</b> The school have opted out of the grounds maintenance contracts operated by the Authority.</p> <p>The school must ensure they select a competent contractor as detailed above.</p>	<p>Morris's of Usk Ltd (Tom Morris)</p> <p>Head teacher</p>	<p>Morris's of Usk Ltd The Nurseries Llanbadoc Usk Monmouthshire NP15 1TG 01292 672053 Tom Morris: 07974 967485</p> <p>Contractor to supply all relevant documentation to the Head teacher and to review this periodically.</p>
<p><b>Lone Working:</b></p> <p>Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control</p>	<p>Head teacher</p>	<p>Staff must make a request to the Head teacher if they wish to work alone on site.</p> <p>The reason for working alone and details of the task must be completed given to the Head teacher in advance of the proposed lone working. The Head teacher must take into account the tasks to be</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
measures.		<p>undertaken, the length of time requested, staff work/life balance, health of staff member, Health &amp; Safety risks, etc.</p> <p>If the Head teacher agrees to lone working, the following procedure should be followed: Staff must text or phone the Head teacher to let them know they are on site. They must obtain a response from the Head teacher before lone working. Depending on the proposed length of time the staff member will be working alone, there should be frequent pre-arranged contact times with the Head teacher. When the member of staff leaves site, the staff member should contact the Head teacher to inform them. The Head teacher must remind staff of the requirement to follow Health &amp; Safety guidelines re: carrying/moving objects, no working at height etc.</p>
<p><b>Work involving potentially significant risks:</b></p> <p>A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at height and other tasks involving significant risk should not be undertaken whilst working alone.</p>	<p>Head teacher All staff</p>	<p>No working at height unless trained. No person should lift or carry heavy or awkward objects unless they have completed manual handling training.</p>
<p><b>Working at height:</b></p> <p>All working at height should be risk assessed and appropriate control measures employed. Where possible, work at height</p>	<p>Head teacher Caretaker All Staff</p>	<p>The caretaker undergoes periodic training with the Authority's Health &amp; Safety training department, which covers all aspects of Caretakers' roles within schools and Authority premises.</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>should be avoided by utilisation of other methods, e.g. pole window cleaning systems.</p> <p>Work at height should only be undertaken by staff with the appropriate training.</p>		<p>The caretaker should check ladders and step ladders prior to use and in accordance with their training. If access platforms are used by the caretaker or staff, these should be erected by suitably qualified and experienced personnel. The users should be given instruction, training and information on how to use the platform. The platform should not be altered in any way by staff that are not qualified to do so.</p> <p>The head teacher should assess, or arrange for an assessment, any work at height prior to any work at height being undertaken.</p> <p>Work at height should only be undertaken by suitably trained and competent personnel. Persons undertaking work at height must also be medically fit to do so.</p>
<p><b>Putting up displays:</b></p> <p>Staff must use appropriate equipment for this task (which may constitute working at height, e.g. standing on a step stool, or using step ladders)</p> <p>Staff should not stand on or use tables/chairs to put up displays.</p>	All Staff	<p>Appropriate ladders and step ladders can be located in the storeroom/Plant room.</p> <p>Staff should be suitably trained and competent to work at height.</p> <p>Staff should not attempt to work at a height they feel uncomfortable with doing so, or are medically unfit for such tasks.</p> <p>Staff should check equipment for stability and suitability for the job before commencing to work at any height.</p>
<p><b>Play equipment;</b></p>	Head teacher	<p>The external play equipment should only be used</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>All Staff Caretaker</p>	<p>under supervision and should be checked daily before use for any apparent defects.</p> <p>The caretaker will conduct a formal inspection of the equipment each term.</p> <p>PE Equipment is inspected annually by Sport Safe.</p> <p>Fixed playground equipment is inspected annually by an RPII accredited inspector.</p>
<p><b>Hazardous substances:</b></p> <p>Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Head teacher Caretaker All Cleaning Personnel</p>	<p>Cleaning materials will be stored correctly in accordance with guidelines from Caerphilly Building Cleaning Services.</p> <p>All cleaning equipment will be stored in a locked cupboard. The Caretaker, Cleaner and school office will retain keys for cleaning cupboards. The Caretaker and Cleaner must ensure that all cleaning equipment is stored safely and that cupboards are locked.</p> <p>COSHH assessments will be completed if hazardous materials are to be held on site.</p>
<p><b>Inanimate manual handling:</b></p> <p>Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Head teacher (Caretaker)</p> <p>All staff</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p><b>Paediatric manual handling:</b></p> <p>Pupils with mobility needs should have a Care Handling Plan; staff should receive</p>	<p>Head teacher ALNCo</p>	<p>The school will notify the Health &amp; Safety Department if a Care Handling Plan is required.</p> <p>The Authority's Manual Handling Assessor / Trainer will</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p>appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will be reviewed periodically.</p>		<p>subsequently complete a Care Handling Plan alongside the Head teacher, Staff, Parents and Pupil. The Head teacher is responsible for ensuring that the Care Handling Plan is followed, reviewed and updated as required The Care Handling Plan will be agreed by all parties.</p>
<p><b>Working with computers:</b> The school will adhere to the Authority's policy and guidance regarding the use of display screen equipment (DSE). Staff that use computers daily as the main part of the job will complete a workstation (DSE) assessment.</p>	Head teacher	<p>The Head teacher will request to CCBC Health and Safety Division for DSE / Work station assessments to be carried out. Any equipment that may be required as a result of the assessments will be ordered by the school.</p>
<p><b>Vehicles:</b> The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	Head teacher	<p>The School operates a 'Green Cone Zone' on the public road (Forest Hill) outside the school. This is to try to deter vehicles from parking inconsiderately outside the school and causing traffic/crossing hazards. However, it should be noted that the school has no jurisdiction over traffic matters on this section of the public highway. Cones are placed before school starts and are removed after the end of the school day. A school crossing patrol officer assists with crossing the road near the school (start and end of day). Vehicle access to the school is restricted to authorised users; pupils with 'Blue badge' possession (their</p>

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		<p>requirements and not that of adult supporters. The automatic vehicle gates at the Forest Road entrance to the school are fitted with fob access controls and also timers to allow staff and visitors' vehicles to enter the school site between 07:00 and 08:30 (i.e. prior to school starting). The car park gate is closed and automated between the hours of 08:30 and 07:00. Any visitors/ deliveries/ staff that require access to the school car park between these hours will need to be authorised, possess a 'fob' or ring the intercom system and wait for assistance. Deliveries are usually arranged to coincide with minimal pedestrian traffic.</p>
<p><b>Minibuses:</b></p> <p>In most cases, minibuses should be hired, with suitably qualified drivers, from CCBC approved transport providers.</p> <p>In cases where minibuses are hired without drivers, suitable control measures will be applied to ensure driver and passenger safety.</p>	<p>School staff members that are requested to drive minibuses by the Head teacher must be suitably qualified and competent to do so.</p>	<p>Drivers hold a current full UK driving license which contains the relevant category for the vehicle being driven.</p> <p>Drivers must have undertaken a recent minibus driving assessment by CCBC Fleet Driving Assessor.</p> <p>The school (Head teacher) is responsible for ensuring that the vehicle is road worthy and fully insured for its intended use.</p> <p>The Head teacher is responsible for ensuring that the drivers (if school appointed) operate the vehicle safely and within the laws of the locale or jurisdiction in which it is used.</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p><b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Head teacher Governing body School staff</p>	<p>The Head teacher is to ensure that all staff are aware of the Authority's Managing Attendance Policy and Sickness absence notification procedures.</p> <p>School Clerk to ensure all Fit notes and Self-certification notes are securely emailed to the Managing Sickness Absence Team in CCBC Human Resources (HR), and that documentation handled and is stored confidentially and in compliance with the General Data Protection Regulations 2018 (GDPR 2018). Staff must ensure they follow the correct notification procedures for any periods of absence. The School Clerk will work closely with the Deputy Head teacher and Head teacher to support the documentation process.</p> <p>CCBC employees are all entitled to use a free confidential counselling service, called Care First. This covers a wide range of subjects including work related stress; bereavement counselling; mental health advice etc.</p> <p>Care First Leaflets are available to all employees and are kept in the staffroom and main office.</p> <p>Contact details are:</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
		<p>Telephone 0800 174319 <a href="http://www.care-first.co.uk/">http://www.care-first.co.uk/</a></p> <p>Head teacher to ensure all staff are aware of the Care First service and that Care First is free and available to all LA employees.</p> <p>If a staff member reports any stressors, this will be dealt with confidentially and, if necessary, the Occupational Health, Health and Safety or HR departments will be involved.</p> <p>The Managing Attendance Policy is available in the school office.</p> <p>The Head teacher will receive monthly attendance information from the LA, and will act in accordance with the Managing Attendance Policy.</p> <p>Staff can make a request a Leave of Absence to the Head teacher. The Head teacher will discuss such requests with the Chair of Governors and/ or the Staffing Committee of the Governing Body for a final decision on Leave of Absence. See Managing For further information, staff should refer to the school's Attendance and Leave Of Absence Policies and procedures, which are available in the school office.</p>

Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
<p><b>Shared use of premises/ hiring rooms to third parties.</b></p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance and complete the Authority's template -</p> <p><b><i>Hiring agreement for Private Hire of School Facilities</i></b></p>	<p>Head teacher Governing Body</p>	<p>Parties who wish to hire the school premises must make a written request to the Head teacher.</p> <p>The Hiring agreement form should be completed by both parties and all necessary documentation and due diligence should be undertaken prior to any use of the school's facilities being granted. Where necessary, advice can be sought from the Authority's insurance department (Risk Management); Health and Safety Department or; other relevant technical departments</p> <p>Any requests will be shared with the Governing Body, who must give approval for any hire agreements, prior to hire taking place</p> <p>Where school facilities are hired, the school must ensure that the hirer is provided with suitable and sufficient information to enable them to safely use the school facilities. This includes such matters as fire safety, electrical safety, first aid, site security etc. The school must also ensure that they cooperate effectively with the hirer to ensure that activities of both parties are fully understood and that the activities of both parties do not affect the health, safety and wellbeing of all occupants, including visitors and also</p>

**HEALTH AND SAFETY DIVISION**  
Health and Safety Policy for Primary Schools



Specific health and safety arrangements	Responsibility (Designation)	Action/Arrangements
		neighbours who might be affected by the activities or omissions of the school and hiree. This is the responsibility of the Head teacher.
<p><b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Head teacher Chair of Governing Body</p>	<p>The arrangements relating to responsible persons and contractors should be updated if the designations of those responsible, or contractor / contracts change.</p>

**Appendix 1: Statutory maintenance**

<b>Statutory maintenance of:</b>	<b>Current contractor</b>	<b>Frequency</b>
Gas Boilers and heaters	Gibson Specialist Technical Services	Annually
Emergency lighting systems	Ambassador Fire and Security Ltd	Annually
Fire alarm systems	Ambassador Fire and Security Ltd	Annually
Fire-fighting equipment	Fire Safety Direct Ltd	Annually
Electrical testing – Fixed wiring	Appointed by CCBC as required	Usually at 5 yearly intervals
Legionella / Water hygiene	Aquasafe Building Services Engineers	Annually – all water systems.
Powered gates	Procter bros Ltd	Six monthly
Portable appliance testing (PAT)	Building Cleaning Services – CCBC	Annually
Pressure vessels and boilers (Inspection)	HSB Haughton – CCBC Insurance Engineers/Surveyors	Annually
Fixed playground equipment (Inspection)	Gordon Playground Inspections Ltd	Annually
Sports/PE equipment	Sports Safe	Annually