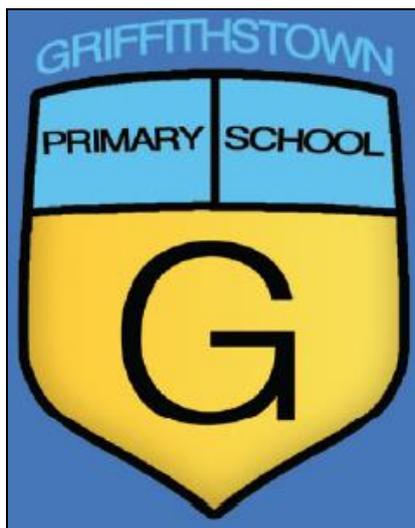


GRIFFITHSTOWN PRIMARY SCHOOL



Title	Health and Safety Policy
Date	Autumn 2016
Author	N Blackburn



INSPIRE CHALLENGE ACHIEVE

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 policy is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other policies and corporate arrangements which is 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. The School's Health and Safety Policy was developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
5. 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 Griffithstown Primary School

The Governing Body of Griffithstown Primary 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 in staff meetings

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Head Teacher and the Health and Safety Governor

Name of Headteacher	Signature	Date
N Blackburn	N Blackburn	
Name of Chair of Governors	Signature	Date
A Peploe	A Peploe	

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.

School	Who is the employer	Governance
Griffithstown Primary School	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.

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 (Mr Kevin Parker) 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 Mr K Parker. 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 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. (standing item in the head teacher report)

- All minutes of meetings with the Health and Safety governor will be emailed and discussed at full governors

Where required the Governing body will seek specialist advice on health and safety from the Local Authority Education Health and Safety Advisor.

Headteacher

Overall accountability for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher. Certain tasks will be delegated as set out in the arrangements section of this policy.

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it
Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Forward Planning section are notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes in Procurement) member schemes.
- 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 day-to-day monitoring of health and safety on the site has been delegated by the head to the Caretaker: Mr L Burroughs.*
 - *All issues of concern must be reported to Mr Blackburn (Head), Mrs Pugh (Deputy) or Office Staff (Mrs Parker or Mrs James)*

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:

- The head teacher will liaise with Greg Price (Torfaen LA)

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:

- KS2: Mrs Witherall
- FP: Mrs Linton

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

Arrangements for communicating and consulting with employees on health and safety matters

- Staff report issues of concern as they arise.
- Appropriate risk assessments are completed by the head.
- The contents of the risk assessment are shared and minuted at staff meetings.

Part 3 - Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's Corporate Policy on Health, Safety and Welfare and related policies.

1. Performance Monitoring

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

2. Induction

All new employees will receive health and safety induction by Mr Blackburn 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.

- Accident/Incident/Near Miss Reporting Forms are completed by injured parties (adult or significant pupil injury)
- The head teacher reads/signs the completed Accident/Incident/Near Miss Reporting Forms, and specifies any further action
- Forms are filed/shared with the LA as appropriate
- Accident (number referenced) slips are completed by staff when a pupil is involved in an accident – a copy is given to the child for home and the original is stored in a ring folder. Depending on the severity of the accident, a member of staff may call home – if no call is made, the teacher will make sure they speak to the parent/carer at home time.
- A member of staff will call home if a child has a head bump.

4. Asbestos

The School has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the [Corporate Asbestos Policy](#).

- The Asbestos duty-holder in the school is *Mr Blackburn (Head)*
- The deputy duty-holder in the school is *Mrs Pugh (Deputy)*
- Other persons nominated to assist the duty holder are: *Mr Burroughs (Caretaker)*
- Person responsible for termly inspection of asbestos containing materials on site: *Mr Burroughs (Caretaker)*
- The Asbestos Management Plan is located: *Front Office / Reception*
- The Asbestos Register is located: *Front Office / Reception*

Staff are reminded not to drill or affix anything to the walls without checking with the duty-holder 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 *Mr Blackburn*

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

Arrangements in school for dealing with contaminated waste:

- Waste is stored and removed appropriately by relevant service providers

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 (LA provide authorisation)

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: Miss Kembrey (Subject Leader)
See Policy on the school website: www.griffithstown-primary.co.uk

Health and Safety referenced in the policy

- ii. Design and Technology: Mrs Cox (Subject Leader)
See Policy on the school website: www.griffithstown-primary.co.uk
Health and Safety referenced in the policy
- iii. PE
The guidance on "Safe Practice in Physical Education and Sport" is used to inform the risk assessments in P.E
PE: Miss V Randall (Subject Leader)
See Policy on the school website: www.griffithstown-primary.co.uk
Health and Safety referenced in the policy

8. Guidance on the Administration of Prescribed Medicines

See LA Policy

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 Mr Blackburn. 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

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 Mr Blackburn

Fire evacuation procedures are in place. Fire Drills are carried out on a termly basis (*see school evacuation posters*)

Tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by Mr Burroughs

Six 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 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:

Caretaker: Mr Burroughs

Cleaner: Mrs Owen

Head: Mr Blackburn

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:

Head: Mr Blackburn

11. First Aiders

A first aid risk assessment has been undertaken to determine first aid provision. The first aiders for this school are:

1. Shelagh Mee
2. Ann McGhee
3. Philippa Linton
4. Rhiannon Lee
5. Donna Hall
6. Jo Crane
7. Helen Wright
8. Ian Pembrey
9. Angela Instone
10. Rebecca Coughlin
11. Elaine Shepherd
12. Emily Combstock
13. Jane Combstock
14. Catherine Lewis
15. Sam Tapper
16. Kelly Witherall
17. Tracy Murphy
18. Stacy Aubrey
19. Sian Smith
20. Sam Long
21. Andrea Cleere
22. Jo Probert
23. Claire Harris
24. Donna Sinagoca
25. Natalie Roche

Mr Blackburn will ensure that refresher training is organised to maintain competence.

The first aid boxes are located:- Staffroom, Nursery and KS2 corridor

School follows the guidance from EVOLVE for all school trips and visits, away sports matches etc

Transport to hospital: If a child is ill in school we will always call the parents and take advice. If we can not contact an appropriate family member, in an emergency, an insured driver will transport a child to the hospital with a colleague to support and cater to the needs of the child (seat belted) in the back seats.

General medical enquiries (schools nurse): **01495 768728**

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 Steve Carter to carry out maintenance to the school grounds. Regular visual check of the grounds are carried out by caretaker: Lyndon Burroughs 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.

Head: Mr Blackburn 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

Head: Mr Blackburn

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by appropriate paediatric health professionals to ensure that Griffithstown employees are informed and safe.

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

The school uses a variety of methods to inform parents that jewellery should be kept to a minimum, e.g. watches and stud earrings. Children are requested to remove and store other items. Children must remove all items of jewellery for PE activities.

19. Lettings

Groups that use school outside of normal working hours are shown and agree to the policies and rules of the school.

20. Lone working

All staff including the caretaker have walky talkies and have constant links to the head/other staff when lone working

21. Managing Pressure

Performance management meetings/discussions include workload. Staff can discuss personal issues with the head/deputy as necessary.

22. New and Expectant Mothers

Risk assessments are carried out on members of staff that declare that they are pregnant. A risk assessment template is available on SWOOP

23. 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.

24. Outdoor Play Equipment and football posts

Annual inspection is completed by 'The Play Inspection Company'

25. Smoking

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

26. School Visits/Off Site Activities

(The school adheres to the current LA's Educational Visits Policy and uses the EVOLVE system) – to approve visits and alert the LA of residential and visits abroad. Visits involving adventurous activities are approved by the Outdoor Education Adviser.

The school has appointed an Education Visits Co-ordinator – Head: N Blackburn

27. School Transport

School uses Torfaen approved companies

28. Vehicles on site

Parents vehicles are not permitted on site, unless for the 'drop off and collection' of identified pupils.

29. 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

30. Toilets

The caretaker and lead cleaner completed 'Toilet Flushing' training in summer 2016. The caretaker ensures we have appropriate arrangements for ensuring:

- washing facilities are appropriate
 - hot water
 - soap
 - a means of hand drying
 - toilet paper

31. H & S related Training

Health and safety issues are discussed annually and in response to need.

32. Work Experience

All adults working in school are given appropriate health and safety information, e.g. fire procedure etc.

33. Working at Height

Staff have no roof access and only the caretaker is permitted to use a ladder, as identified in the risk assessment. Staff may only stand at chair height if accompanied by another adult.

Governor approval date: Autumn 2016

Next review date: Autumn 2018

Staff Meeting: 14.9.16

Sub Committee: 19.9.16

Full Governors: 26.9.16