TORFAEN COUNTY BOROUGH COUNCIL

SCHOOLS HEALTH AND SAFETY POLICY
GREENMEADOW PRIMAY SCHOOL

Reviewed : July 2026

Introduction

1. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.

2. This document provides a customisable template to assist schools in producing a written health and safety policy.

3. The model policy template is based upon Torfaen County Borough Council's Corporate Health, Safety and Wellbeing policy and other corporate procedures and arrangements which are relevant to schools where Torfaen is the employer. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).

4. For voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt the LA's Health, Safety and Wellbeing Policy and other associated procedures and arrangements. If not, voluntary-aided schools, need to make sure they have alternative arrangements in place that fit their individual circumstances.

5. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.

6. It is recommended that the School's Health and Safety Policy Template should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

7. The organisation and arrangements which support the Health and Safety Policy Template (day to day management of health & safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 – Statement of Intent for Greenmeadow Primary School

The Governing Body of *Greenmeadow 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. Staff will be directed to read this policy.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by: Mrs C Moses, Headteacher and Mr P Townsend, Site Manager.

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

Positive Handling
Administering Medicine
E Safety Policy
Emergency Management Plan and Procedures
Fire Safety and Policy Procedures
Healthy Schools Policy
Intimate Care Policy
Risk Assessment Policy and Procedures
School Toilet Policy
First Aid Policy
Legionella Policy
Driver Policy
Asbestos Policy
CCTV Policy

Name of Headteacher	Signature	Date
Mrs C Moses		
Name of Chair of Governors	**Signature**	**Date**
Mr M Riley		

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of school	Who is the employer	Governance
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Torfaen County Borough Council as the local authority	Governors of schools in this category have an obligation to ensure that the Torfaen Corporate HS & Wellbeing Policy and all other corporate procedures and arrangements are implemented in their entirety. These schools are expected to develop their local arrangements in accordance with these.
Voluntary Aided (VA) Schools	The governing body	These schools are advised to formally adopt the Corporate H S & Wellbeing Policy and other corporate policies and arrangements. If they do not adopt them they must develop their own which must be agreed by the local authority. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.

Key Health & Safety Roles & Responsibilities.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

School Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards. A Link Governor with Responsibility for Health and Safety has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Mr M Riley. The Health and safety governor will:

- Liaise between the headteacher and the governing body in respect of health and safety matters
- Carry out an annual check of health and safety management arrangements in the school using the corporate template.(Governor Health and Safety Checklist)

The Governing Body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues

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

Headteacher

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

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it
  Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Principal Officer for Forward Planning is notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes In Procurement) member schemes.
- Cooperating with the requirements, guidance or directions issued by the Authority relating to matters concerning health and safety,
- Ensuring that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Acting as the Premises Responsible Person, in liaison with Property Services and the Corporate Health and Safety team
- Nominating a person to assist in discharging their premises manager duties as set out in Corporate Health and Safety Policy and ensuring that they are trained to the corporate standard,
- Ensuring that health and safety is a core element at management meetings
- Ensuring that employees have access to the "Health and Safety Law – What you should know" poster or the associated leaflet.
- Ensuring jointly with the Service Area Health and Safety Advisor that managers identify the training needs of their staff and ensure training needs are met on a risk prioritised basis.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Site Safety

The task of overseeing health and safety on the site has been delegated by the Head to Mr P Townsend - Site Manger.

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:

- Mr P Townsend – Site Manager, Greenmeadow Primary School
- Mrs C Moses – Headteacher, Greenmeadow Primary School
- Mr G Thomas-Blaker, Deputy Headteacher, Greenmeadow Primary School
- Mrs L Tucker, ALNCo, Greenmeadow Primary School

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) Miss E Bird, Teacher
- Representative of employee safety (non trade union rep) Mr P Townsend, Site Manager

Machinery/Plant Inspection and Maintenance Reports

Not applicable.

Responsibilities of employees

The Health and Safety at work Act etc. 1974 requires all employees to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects on the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Staff Consultation and Communication

The School has the following arrangements for communicating and consulting with employees on all health and safety matters.

Health and Safety is permanently on the Friday Forum Agenda and is an item on the Agenda for Governors Meetings.

Staff Training Day if necessary.

Part 3 - Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's arrangements for managing health, safety and wellbeing and associated documentation.

1. Performance Monitoring

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

2. Induction

All new employees will receive health and safety induction by Mrs C Moses/Mrs L Partridge/Mrs R K Thomas prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this template.

Reference to Corporate Induction Booklet

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on Accident Reporting and Investigation.

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

The School has incident slips that are completed for every pupil who has a minor injury/accident in school these are sent home with the pupil. Parents may also be informed by telephone in the case of a head bump. A copy is kept in the Incident Register located in the first aid room. If the accident is of a more serious nature an Accident Report Form is completed and a copy sent to John Langley, Corporate Health and Safety Adviser. Details of any accidents that require hospital treatment are also sent to Chair of Governors. The Insurance Section may also be contacted by telephone or email for advice depending on the extent of the injury/accident.

4. Asbestos

The School (if built prior to 2000) has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the Corporate Arrangements for Managing Asbestos

- The Asbestos dutyholder in the school is Mrs C Moses, Headteacher
- The deputy dutyholder in the school is Mr P Townsend, Site Manager
- Person responsible for termly inspection of asbestos containing materials on site: Mr P Townsend, Site Manager
- The Asbestos Management Plan is located in the school office – Site Manager/School Support Officer

- The Asbestos Register is located in the school office – Site Manager/School Support Officer

Staff are reminded not to drill or affix anything to the walls without checking with the dutyholder that it is safe in terms of asbestos to do so. This will also include the insertion of drawing pins into the wall.

Any concerns in relation to the management of asbestos at the school must be reported to Mrs C Moses.

All staff will be made aware of the emergency procedure in respect of the inadvertent disturbance of asbestos, which can be found in the asbestos management plan and register.

5. Contaminated Waste

The School has a contract with Initial for the disposal of hygiene and nappy units.

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

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
Science Policy is in place and was developed by the Science Co-ordinator. All teachers are responsible for implementing the Policy and carrying out risk assessments if necessary.

ii. D & T
D&T Policy is in place and was developed by the D & T Co-ordinator. All teachers are responsible for implementing the policy and carry out risk assessments where necessary.

iii. PE

The guidance on "Safe Practice in Physical Education and Sport" is used to inform the risk assessments in P.E. All teachers are responsible for implementing safe practice and carrying out risk assessments if necessary.

8. Guidance on the Administration of Prescribed Medicines.
Please see separate policy on the above

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. All staff are responsible for safe practice.

Any defects with electrical items of equipment are reported to School Office/Site Manager/Headteacher. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented as documented in the Arrangements for Fire Safety in Torfaen County Borough Council FireSafetywithinCouncilPremises.pdf (torfaen.gov.uk)

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

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

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis – whole school fire evacuation takes place.

Weekly tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by Mr P Townsend, Site Manager.

6 Monthly tests on the fire alarm system and annual checks on the emergency lighting system are carried out by a competent engineer engaged by the Property Services team.

The fire fighting equipment is tested annually by a competent engineer engaged by the Property Services team.

Details of the above are all recorded electronically on R.A.M.I.S

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

Emergency contact and key holder details are*:* Mrs C Moses, Headteacher/Mr P Townsend, Site Manager.

The safe evacuation of persons is an absolute priority.

Personal Emergency Evacuation Plans (PEEP's) are carried out on pupils, members of staff or visitors that have an on-going disability – ie physical, visual or hearing impairment – and also in situations where there may be a temporary medical condition in which a person would have difficulty exiting a building quickly – eg people with a broken leg - and measures are put in place to ensure they can evacuate the premises safely.

Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been trained to do so (– ie they have attended Fire Warden training within the last 3 years). Persons trained in practical fire fighting are: Mr P Townsend, Mrs L Partridge, Mrs R A Thomas & Mrs J John.

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

Water – stock cupboard in canteen
Gas – boiler house
Electricity – located behind door in boiler house

An inventory of flammable substances on site will be kept in locked cleaner's cupboard.

An arson risk assessment is carried out by Mrs C Moses, Headteacher 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:

- Mrs R Thomas – Lead First Aider
- All Teaching Assistants and Midday Supervisors (See training register. First Aid certificates are displayed in the first aid room)

Mrs R A Thomas **will** ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

The first aid boxes are located in the first aid room. Each class has their own first aid bag and these bags are stored in each classroom. The bags are taken out onto the playground at break and lunch times.

First aid bags are taken on all off site trips, including individual medication, ie, asthma inhalers.

Transport to hospital: Parents are contacted in the first instance; alternatively, 2 members of staff would escort a child to hospital. In the event of an emergency, an ambulance would be called.

Grange Hospital:	01633 493100
Gwent Hospital:	01633 234234
School Nursing Team:	01495 768777

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. Property Services are contacted and arrangements made to replace breakages.

13. Grounds

The school engages Morris' of Usk to carry out maintenance to the school grounds. Before P.E , games activities, sports day activities are carried out, a visual check of the grounds are carried out by Mr P Townsend, Site Manager 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.

Site Manager/Cleaners 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.

Teaching staff would complete a risk assessment prior to any activities in D & T or Science that may involve hazardous substances.

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Mr P Townsend, Site Manager. A trolley is used to move heavy goods. The Site Manager is also trained in how to handle and lift the loads.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by Mrs C Moses, Headteacher,

The school lift is serviced by Cardiff Lift Company

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

Children are only allowed to wear watches and small plain stud earings. These have to be removed during PE lessons.

19. Lettings

Where the school has a letting arrangement in place it is the responsibility of the club/organisation to have relevant insurance cover and have taken the relevant health and safety checks. The Headteacher is responsible for ensuring this has been done.

20. Lifts

Children who need to use the lift are always supervised by an adult. The lift has a safety alarrn and has a wireless connection to the lift company if there is an issue. In the event of a power failure the lift returns to ground level and the door can be opened manually as there is a back up battery.

21. Lone working

All staff carry mobile phones and there is a secure entry system to school to reduce the risk of intruders.

22. Managing Pressure

All staff are aware of the support line should they need advice or counselling. However, the Governors and the Senior Leadership Team carefully plan to ensure a good life work balance.

23. New and Expectant Mothers

Risk Assessments are carried out on members of staff that declare they are pregnant.

24. Noise

The Corporate Health and Safety Team carry out noise assessments in accordance with the Noise At Work Regulations 2005 when requested in relation to noisy activities. They will provide a report on whether controls are adequate and make recommendations.

Outdoor Play Equipment and football posts

The school has an annual inspection carried out by an external contractor on all outdoor play equipment. The Site Manager has undergone play equipment training and inspects the equipment fortnightly for any defects,

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 LA.
The school has appointed an Education Visits Co-ordinator – Mrs C Robinson, Deputy Headteacher

School Transport

Not Applicable

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

The school has a list of approved transport hirer contractors approved by the Local Authority. Only transport companies approved by the Local Authority are used.

28. Use of Display Screen Equipment

Admin staff are invited to do an online work station assessment on SWOOP with regard to the use of display screens.

29. Vehicles on site

Only staff cars are allowed on site. Exceptions are made for children that attend the school that are in receipt of a blue badge, deliveries and services. Parking permits are issued to pupils in receipt of a blue disabled badge. The Site Manager monitors vehicles on the site at the beginning and end of the school day and has the right to refuse entry.

30. Violence to Staff

The school avoids situations where staff are meeting with parents and others on their own. Staff would use de-escaluation techniques if a child or parent presents with aggression.

31. Hand Arm Vibration

Not applicable.

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.

33. Toilets
The school has a Toilet Policy in place relating to all aspects of toilet hygiene.

34. H & S related Training

The school has a checklist of mandatory training that is reviewed termly to ensure staff are trained and competent.

35. Work Experience

All students are aware of health and safety policies and are supervised by members of staff during their placement. Induction carried out by Mrs C Moses, Headteacher & Office Staff.

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

Not Applicable.

37. Working at Height

Ladder Training requested for Site Manger – date to be confirmed.

38. Woodworking equipment

Not applicable.