



TORFAEN COUNTY BOROUGH COUNCIL

Croesyceiliog School

SCHOOLS HEALTH AND SAFETY POLICY

June 2025

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 Croesyceiliog School

The Governing Body of Croesyceiliog 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. We will do this via verbal staff briefing, via written staff briefing and for new staff as part of the induction process.

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by the Business Manager. This will then be presented to the HT & Governing Body.

Name of Headteacher	Signature	Date
Natalie Richards		03/07/2025
Name of Chair of Governors	Signature	Date
Phil Davies		03/07/2025

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 Nick Jones. 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)
- Support the Business Manager when required

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. This will be presented in the first instance at the Resources meeting and then again at the FGB if required.

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 the Business Manager

Person competent to undertake H & S risk assessments

The person that has/have been trained to the corporate standard to carry out risk assessments is:

- Faye Harman, Business Manager

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) Bryn Jones
- Representative of employee safety (non trade union rep) Faye Harman, Business Manager

Radiation Protection (**only applies to St Albans RC High School and West Mon School**):

The following persons have been trained and appointed to the specialist roles listed below to ensure compliance with Ionising Radiation Regulations 1999 and 2017

- Officer (*Mr Chris Powell – St Albans RC High School or Mr Tony Jones – West Mon School*)
- Advisor C.L.E.A.P.S.S provide the Radiation Protection Advisory Service to secondary schools in the LA
- Supervisor (*Tony Jones or Chris Powell*)
- *Itemise other functions and areas of responsibility delegated to staff from the Head teacher that are appropriate in the circumstances of the school.*

Machinery/Plant Inspection and Maintenance Reports

All duty of care reports are uploaded onto the Ramis system as of Jan 2024

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

Health and safety policies and procedures shared with new employees as part of their induction process. Whole staff briefings and staff bulletins take place weekly, key information and reminders are shared in this way.

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 and Business Manager report to Resources Committee termly on H&S performance. Ad hoc reporting to the FGB takes place as required.

2. Induction

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

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 First Aiders and Business Manager responsible for completing Accident Forms & Near Miss forms. The Business Manager is responsible for reporting these to TCBC health and safety team and conducting investigations and risk assessment.

4. Asbestos

No asbestos on site

5. Contaminated Waste

We have a contract to collect and dispose of contaminated waste.

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 people authorised to issue the daily authorisation form are Faye Harman, Business Manager, Dylan Keilty, Site Manager, Steve Cox & Tony Moore, Assistant Site Managers.

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
- ii. D & T
- iii. PE

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

8. Guidance on the Administration of Prescribed Medicines.

Medicines are locked away in a secure cabinet in the school office that has restricted access. All medicines are signed in and out in accordance with our 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. This information is shared as part of the induction process and staff reminded of this through annual health and safety reminders. Site Team and IT technician also briefed to address any concerns of issues as they arise.

Any defects with electrical items of equipment are reported to Site Team or IT technician. 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 \(torfaen.gov.uk\)](http://torfaen.gov.uk/FireSafetywithinCouncilPremises.pdf)

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 Business Manager.

Fire evacuation procedures are in place. Fire Drills are carried out on a termly basis and logged on RAMIS.

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

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 firefighting 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.

The main emergency contact and key holder details are: Dylan Keilty. In his absence Faye Harman, Steve Cox and Tony Moore may be contacted and their details are included on the Key Holder information given to TCBC.

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 firefighting are:

Faye Harman
Alun Davies
Linda Lawrence
Gaynor Watkins
Julia Billington
Dylan Kielty
Tony Moore

Jess Phillips
Bryony Anderson
Leeanne Whitcombe
Steve Cox
Vicky Meddick

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

Gas – Far corner east, housed inside unit

Electric – Rear of school kitchen by bin compound

Water – Car park by electric vehicle gates (2 shut offs outside, sprinkler has an independent water supply)

An inventory of flammable substances on site will be kept by Site Team.

An arson risk assessment is carried out by Faye Harman & Dylan Kielty in accordance with [corporate arson risk assessment template](#).

11. First Aiders

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

- Gaynor Watkins, School Support Officer, Main School Office
- Julia Billington, School Support Officer, Main School Office
- Rachel Pryce, Director of Health & Wellbeing A23 or PE Department
- Nigel Pryce, Lead Practitioner of Health & Wellbeing
- Ian Rogers, Yr 9 Progress Leader
- Zoe Hodge, Teacher of PE
- Shauna Ryan, Teacher of PE
- Richard Jones, Teacher of PE
- James Morgan, Yr 11 Progress Leader
- Marcus Sainsbury, Yr 10 Progress Leader
- Seren McQueen-Oliver, Teacher of PE
- Loukas Paraskeva, WRU Officer

We 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:- School Office & PE Department

(There are first aid boxes that are taken on school trips and in the two school minibuses. PE staff always take a first aid kit with them to away fixtures and tournaments.

Transport to hospital: Where an ambulance is not appropriate or available, staff will transport injured or ill persons to hospital in their own cars. At least 2 members of staff present at all times.

Emergency Numbers:-

Emergency Services - 999

NHS Wales - 111

School Nursing Team – 01495 768724

Public Health Wales – 02920 227744

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. All glazing replacement requirements are raised through TCBC Property Services.

12. Grounds

The school engages Peter Villars Sportsground Maintenance 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 Site Team and PE department to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

13. 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.

Science and DT Technicians 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.*
- Labs and DT rooms are kept clean, tidy and organised*
- Specialist cleaning takes place routinely*

All relevant staff have access to CLEAPSS to model risk assessments for DT & Science activities. All staff are trained and experienced in this field.

Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Faye Harman, Business Manager).

Site team, IT technician and Catering staff trained in manual handling. Where manual handling is required, appropriate equipment is available to use to assist, e.g. sack trucks, lift. Staff know to split loads into manageable size, there are suitable number of staff to share the work / responsibilities. Loads are moved around site at a suitable time taking health and safety of all site users into account.

14. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by Business Manager and ALN Team.

We have 3 lifts on site. They are subject to inspection on a 6-monthly basis by a competent contractor.

15. 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.

16. Lettings

All private lettings customers are booked in using an online booking system, this allows us to easily monitor who is due onsite at any time. All customers have to provide details of their risk assessments and first aid qualifications. A member of the site team is on site during all lettings. They are aware of the location of all first aid equipment.

The facilities are checked before and after each letting by a member of the site team to ensure that they have been left in a safe and clean state for the next letting or next day.

17. Lifts

Lifts are inspected and serviced regularly. In the event of an emergency Cardiff Lift Company are called to attend. There is an emergency call button which goes directly through to the Cardiff Lift Company.

18. Lone working

Business Manager aware of site team rota and who is on site during holiday periods. Procedure in place to alert for the alarm to be raised in the event that any member of the site team doesn't report or arrive at home at the expected time.

19. Managing Pressure

All staff have regular meetings with their line manager. There is a wellbeing board in the staff room signposting to services and support. The written briefing issued to all staff each week includes a Wellbeing Bulletin. This gives details of Staff Wellbeing Toolkit, counselling support and link to iFor. SLT provide a range of support for staff when required, including checking in on staff, welfare calls when absent from work and learning support check ins.

20. New and Expectant Mothers

Risk assessments are carried out on members of staff that declare that they are pregnant and reviewed as required.

21. 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.

22. Outdoor Play Equipment and football posts

All equipment subject to visual inspection prior to use. Maintenance inspections performed as scheduled.

Smoking

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

23. 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.

24. School Transport

We have two TCBC minibuses on site. The leasing, servicing and maintenance of both are scheduled and arranged via the TCBC Fleet Department,

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

All school trip transport is arranged with reputable companies that we use regularly e.g. Jenson's Travel.

26. Use of Display Screen Equipment

Individual assessments can be carried out when the need arises. All staff encouraged to complete the Healthy Working programme on SWOOP.

Vehicles on site

A traffic management plan which details all arrangements is in place. At least two members of staff are on duty in the car park at the beginning and the end of each day. Barriers and cones are used to restrict movement of traffic and at the end of the day, the school gates are closed from 14:55 until 15:15 to stop entry to site until the majority of pedestrians have left site.

During the day, deliveries to the kitchen and refuse collections are completed by side access that is not used by anyone other than the members of the site team and catering team. There are electric gates between the first car park and the visitors car park which is located at the front of the building by main reception. Access to the visitors car park for visitors and deliveries / collections is controlled by the staff in the main office. There is a walkway for pedestrians that keeps them away from any moving vehicles in this area.

27. Violence to Staff

Parents and students are regularly reminded that aggression and or violence towards our staff will not be tolerated. There is signage in main reception reminding visitors of this. In the event of any violence or aggression taking place, the relevant reporting forms are completed and sent to H&S. The number of instances are reported on termly.

28. Legionella control

Where water tanks are present, they are inspected on an annual basis by arrangements with the Duty of Care Contract arranged through the LA

Weekly flushing takes place and is updated on R.A.M.I.S

29. Toilets

The site team are responsible for ensuring that washing facilities are appropriate. They check hot water is available, and toilet paper and soap replenished as required. There are hand driers in each toilet for the of drying hands.

30. H & S related Training

Business Manager is NEBOSH qualified. Regular contact with the H&S team takes place and all statutory training completed. This is monitored by staff responsible for HR to ensure timely renewal takes place.

31. Work Experience

Senior staff made aware of any work experience placements and appropriate supervision in place at all times during placement. Work Experience Placement Guidance and Support document available for staff managing placement and for person undertaking placement including H&S information and risk assessment.

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

Where pupils have work experience at a different site, our ACE carries out a pre-placement site visit.

33. Working at Height

Only staff permitted to work at height are Site Team and IT Technician. All of these staff have completed ladder safety training with TCBC. Ladders are inspected monthly and this is recorded on R.A.M.I.S.

34. Woodworking equipment

The relevant checks are conducted and any remedial work is completed in a timely fashion:-

- Inspection of machinery including guarding
- Housekeeping (minimising dust collecting on floors/surfaces)
- Dust extraction systems and their controls
- Dust collection systems and their control