



St Albans RC High School

Health & Safety Policy

ORIGIN:	TCBC: August 2011
COMMITTEE RESPONSIBLE:	Recruitment & Resources
LEAD MEMBER:	Business Manager
DATE APPROVED:	08/02/2023
CHAIR OF GOVERNORS NAME:	Chris Evans
CHAIR OF GOVERNORS SIGNATURE:	
REVIEW DATE:	08/02/2024

St Alban's RC High School is a voluntary aided school and the governing body is the employer of the staff who work there. The contract of employment is between the school's governing body and the employee. The governing body has all the employment responsibilities that this entails including the appointment and dismissal of staff.

Introduction

1. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.
2. The model policy is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other policies and corporate arrangements which 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. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.
5. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
6. The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 - Health and Safety Policy Statement for St Alban's RC High School

The Governing Body of St Alban's RC High School will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for managing risk. Details of specific control measures are addressed in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff via U:\STA Staff Share\General Area\POLICIES

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Recruitment and Resources Committee.

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

Anti-Arson
CCTV Policy & Code of Practice
Asbestos Management Policy
Critical Incident
Data Protection
Educational Visits Policy
Emergency Management Plan
E-Safety
Fire Safety Policy
Financial Procedure Handbook
Guidance on the administration of prescribed medicines or medical treatment in schools
ICT Security Policy
Minibus Policy
Social Media Policy

Part 2 - Organisation and Responsibility

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

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

Key Health & Safety Roles & Responsibilities.

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

School Governing Body

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

The school's health and safety governor is Roxanne Harry. 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 regular reports from the Business Manager at the Recruitment and Resource Meetings in order to enable them to provide and prioritise resources for health and safety issues. Health and Safety will be a standard agenda item on at these meetings.

Where required the Governing body will seek specialist advice on health and safety from the Local Authority Education Health and Safety Advisor. The Business Manager is the first point of contact in this instance.

Headteacher

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

The Headteacher is responsible for:

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

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

Site Safety

The task of overseeing health and safety on the site has been delegated by the head to Louise Penny, Business Manager.

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:

- Louise Penny, Business Manager
- Elaine Yates, Deputy Headteacher
- Matthew Ford, Senior Caretaker

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)
 - Simon McFadden, Head of CDT, D12
 - Representative of employee safety (non trade union rep) Matthew Ford, Senior Caretaker

Radiation Protection:

The following persons have been trained and appointed to the specialist roles listed below to ensure compliance with Ionising Radiation Regulations 1999. Torfaen County Borough Council pays C.L.E.A.P.S.S to provide a Radiation Protection Advisor. Currently, the Radiation Protection Officer is Andy Bartlett based at Cwmbran High School.

- Supervisor – Chris Powell, Teacher of Science, D3

Machinery/Plant Inspection and Maintenance Reports

This is inspected by the LA under the annual Duty of Care Program. Any defects are reported to the Business Manager who arranges for any work to be carried out.

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

1. Urgent Health and safety matters are reported to Louise Penny, Business Manager or Matt Ford, Senior Caretaker by phone.
2. Non-urgent issues are emailed to sta.maintenance@stalbans.schoolsedu.org.uk and are responded to in order of risk and priority.
3. Health and Safety matters are raised at Departmental meetings every fortnight on a Monday. They are a standing agenda item. The minutes are recorded and uploaded to **U:\STA Staff Share\General Area\MEETING MINUTES\Departmental**
4. Staff briefing takes place every Monday morning at 8.30am. Issues can be raised as and when required.
5. Emails to staff as and when required
6. Inset days as and when required

Part 3 - Arrangements and Procedures

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

1. Performance Monitoring

The Headteacher will provide an annual report to the Governing Body outlining H & S performance. Assistance in drawing up this report will be provided by the H & S Governor/Business Manager.

2. Induction

All new employees will receive health and safety induction by Louise Penny (Business Manager) or Matthew Ford (Senior Caretaker) prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this policy and awareness to asbestos as per the register located in reception.

The 'New Staff Induction Checklist' can be found via the Health and Safety Google Class. <https://classroom.google.com/c/MjUyODY4MjcyMjEy?cjc=6s3lkmz>

3. Accident Reporting and Investigation

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

Staff are required to complete the e-version of the 'Accident/Incident' and 'Near Miss' forms which are easily accessible by clicking the desk top icon on each user's home page. The completed form once submitted is emailed to the Diane White, First Aider. The arrangements stipulate separate processes for work related and non-work-related incidents in school. The Accident form requires the person reporting the accident to tick **work related** OR **non-work related**.

The Business Manager is responsible informing the corporate H&S department if the accident is reportable. The Business Manager, Deputy Head and Senior Caretaker have undertaken the Accident and Investigation for Managers course.

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 dutyholder in the school is Louise Penny, Business Manager
- The deputy dutyholder in the school is Matthew Ford, Senior Caretaker
- Other persons nominated to assist the duty holder are Jason Ford
- Person responsible for termly inspection of asbestos containing materials on site: Matthew Ford, Senior Caretaker
- The Asbestos Management Plan is located at the main reception
- The Asbestos Register is located at the main 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 Louise Penny, Business Manager

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 an annual rolling contract agreement with Pyramid Hygiene in respect of the removal of sanitary products. For any other contaminated waste the school will seek advice from the LA regarding disposal.

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 and the Archdiocese 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 Louise Penny, Business Manager.

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

6. 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

The Head of Department, Rebecca Lewis is responsible for the implementation of the Science Policy. The Technician is responsible for revising and updating the policy on an annual basis and liaising with the Business Manager regarding this.

All staff working in the Science department (including learning support staff and trainees) are fully aware of the health and safety aspects of the department.

It is the duty of all members of the Science department to:

- take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions during work;
- cooperate with and support other members of staff in promoting health and safety;
- understand and adhere to this health & safety policy;
- be aware for any revisions to the policy.

Staff are expected to sign the register, a copy of which will be kept in the ‘Science Department Health and Safety Policy’ file by Jasmine Sweetman (Science Technician), to show that they have received a copy and understand their responsibilities. A reference copy, together with various Appendices, will be kept in the D block prep room available for consultation by staff and for inspection by visiting H&S representatives. A copy of this document is also retained centrally:

U:\STA Secure Share\HealthAndSafety\Risk Assessments\Science

Science department will cooperate with any union or school committee health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

ii. D & T

The Head of Department, Simon McFadden is responsible for the implementation of the Design & Technology Policy. The Technician is responsible for revising and updating the policy on an annual basis and liaising with the Business Manager regarding this.

All staff working in the DT department (including learning support staff and trainees) are fully aware of the health and safety aspects of the department.

It is the duty of all members of the DT department to:

- take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions during work;
- cooperate with and support other members of staff in promoting health and safety;
- understand and adhere to this health & safety policy;
- be aware for any revisions to the policy.

Staff are expected to sign the register, a copy of which will be kept in the 'DT Department Health and Safety Policy' file by Mandy Harry (DT Technician), to show that they have received a copy and understand their responsibilities. A reference copy, together with various Appendices, will be kept in the D12 available for consultation by staff and for inspection by visiting H&S representatives. A copy of this document is also retained centrally:

U:\STA Secure Share\HealthAndSafety\Risk Assessments\CDT

The DT department will cooperate with any union or school committee health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

iii. PE

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

All staff working in the PE department (including learning support staff and trainees) are fully aware of the health and safety aspects of the department.

It is the duty of all members of the PE department to:

- take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions during work;
- cooperate with and support other members of staff in promoting health and safety;
- understand and adhere to this health & safety policy;
- be aware for any revisions to the policy.

Staff are expected to sign the register, a copy of which will be kept in the 'PE Department Health and Safety Policy' file by Rhys Barber (HOD), to show that they have received a copy and understand their responsibilities. A reference copy, together with various Appendices, will be kept in the PE Office available for consultation by staff and for inspection by visiting H&S representatives. A copy of this document is also retained centrally:

U:\STA Secure Share\HealthAndSafety\Risk Assessments\PE Department

The PE department will cooperate with any union or school committee health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

Guidance on the Administration of Prescribed Medicines.

The school has adopted the LA Guidance on the Administration of Prescribed Medicines. In line with this Governors have written procedures in place which are followed on a daily basis by staff.

7. 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. Testing is completed annually (usually during the summer holidays) by an independent contractor. The Business Manager ensures that all staff are aware that the testing will take place and are asked to leave all electrical equipment clearly accessible in their rooms.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used. The Business Manager emails staff termly to remind them that all equipment must have the PAT test sticker attached. Items brought in by staff from home are only permitted to be used once they have been PAT tested.

Any defects with electrical items of equipment are reported to Matthew Ford, Senior Caretaker. The items are taken out of use until the item has been repaired or replaced.

8. Fire Safety

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented as documented in the following guidance contained in the corporate [Fire Safety Policy & Procedures](#).

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

The school uses R.A.M.I.S to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan out the outstanding defects.

The persons responsible for updating the RAMIS system are Louise Penny, Business Manager and Matthew Ford, Senior Caretaker.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis. The school has adopted the LA Fire Safety Policy and a fire drill evacuation each half term. All areas have the FIRE EVACUATION PROCEDURE notice clearly displayed.

Weekly tests on the fire alarm sounder points and monthly emergency lighting flick test are carried by Jason Ford, Caretaker.

The school has an SLA with the local authority for fire and intruder alarm service and maintenance. 6 monthly tests are carried out by a competent engineer from AMBASSADOR FIRE & SECURITY.

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 on the Health & Safety Google class <https://classroom.google.com/c/MjUyODY4MicyMjEy?cjc=6s3lkmz>

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

Emergency contact and key holder details are:

Name/Job title	Telephone
Mr Stephen Lord Headteacher / Emergency On- Site Coordinator Stephen.lord@stalbans.schoolsdu.org.uk	Home Telephone 02920 317827 Work Telephone 01495 765805 Personal Mobile 07967 648190
Mr Kevin Jones Assistant Head kevinjones@stalbans.schoolsdu.org.uk	Home Telephone 01495 759133 Work Telephone 01495 765800 Mobile 07582 318696
Mrs Elaine Yates Deputy Headteacher Elaine.yates@stalbans.schoolsdu.org.uk	Home Telephone 01633 549582 Work Telephone 01495 765834 Personal Mobile 07974315345
Mrs Louise Penny Business Manager louispenny@stalbans.schoolsdu.org.uk	Home Telephone 01495 294614 Work Telephone 01495 765832 Mobile 07977 664829
Mr Matthew Ford Senior Caretaker matthew.ford@stalbans.schoolsdu.org.uk	Home telephone 01495 755697 Work Telephone 01495 765892 Personal Mobile 07488 232064
Mr Jason Ford Caretaker jason.ford@stalbans.schoolsdu.org.uk	Home telephone 01495 755697 Work Telephone 01495 765892 Personal Mobile 07515 946971

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.

Details of service isolation points: Gas – corner of D Block yard behind car park
Water – outside main gates, on cobbled path
Electric – A Block basement

An inventory of flammable substances on site will be kept by Jasmine Sweetman, Science Technician.

An arson risk assessment is carried out by Matthew Ford, Senior Caretaker in accordance with corporate arson risk assessment template.

9. First Aiders

Diane White will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. An up to date list of all trained staff is located a key points throughout the school site – see below.

The first aid boxes are located here :-

FIRST AID KIT LOCATIONS	
FIRST AID/MAIN OFFICE	SANCTUARY OFFICE
A30 (ATTIC)	C4
A6	D9
LIBRARY	D12
PE OFFICE	PREP ROOM SCIENCE

A first aid risk assessment has been undertaken by Diane White to determine first aid provision and is stored via the Health & Safety Google Class. It is reviewed on an annual basis.

<https://classroom.google.com/c/MjUyODY4MjcyMjEy?cjc=6s3lkmz>

FIRST AID TRAINED STAFF (updated 12/7/2022)

NAME	DEPARTMENT	LOCATION	TELEPHONE
DIANE WHITE	ADMIN	FIRST AID	5873
KEVIN JONES	SLT	A6	5806
CLARE PETERSON	ADMIN	MAIN OFFICE	5801
REBECCA HARRIS	RE	A10 & HOY ROOM	5823/5840
NATHAN DANIEL	WELLBEING	SANCTUARY	1330
JACK NIELD	WELLBEING	RE- ENGAGEMENT	5827
MANDY HARRY	FOOD TECH/CDT	C4/D12	5896/5808
RHYS BARBER	PE	PE OFFICE/GYM	5816
HOLLY GRIFFIN	PE	PE OFFICE/GYM	5816
ISABELLE THOMISSEN	PE	PE OFFICE/GYM	5816
JASMINE SWEETMAN	SCIENCE	PREP ROOM D BLOCK	5868
SARAH DAVIES	SCIENCE	C8	5810

School minibuses are fitted with an appropriate first aid box, these are checked every time the minibus is used and weekly by Matthew Ford (Senior Caretaker) to ensure that the kits contain the following:

- First Aid In An Emergency Booklet - Single 1
- Wash proof Low Allergy Plasters Assorted (Pk 10) 2
- No. 16 Eye Pad 1
- Disposable Non-Sterile Triangular Bandage 1
- HSE Medium Dressing 2
- HSE Large Dressing 1
- Sterile cleansing wipe-single 4
- Nitrile Powder Free Gloves (Pair) 1
- Eye Wash Phials 20ml - Pack 25 2
- Face Shield - Single 1
- Microporous Tape 1.25cm x 10m 1
- Burn Blott - Single 4
- Green Plastic Tweezers

Transport to hospital:

In the situation of an emergency an ambulance would be called. Alternatively, a pupil's parent/carer would be contacted if medical attention or hospital treatment was required (non-emergency).

Taking children to hospital in a member of staff's car is not advisable but, in the case of an emergency, it is recommended that another adult should be present. If an emergency situation does occur that warrants a member of staff taking a child to hospital, the Head Teacher will need to ensure that the member of staff has "business use" specified on his/her car insurance or he/she may not be covered in the case of an accident occurring while travelling. Headteachers should also refer to the Authority's Driver Policy for other checks that should be carried out if a member of staff uses their vehicle for work purposes.

10. 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. The Business Manager will contact property services to request approved contractor to attend the site

11. Grounds

The school engages Peter Villars Sports Grounds Maintenance to carry out maintenance to the school grounds.

Before P.E, games activities commence risk assessment are adhered to. On sports day pupils are taken to the rugby ground at Pontypool Park. Before any activities are carried out, a visual check of the grounds are carried out by Rhys Barber, Head of PE to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc. In line with the 'sports day' risk assessment outside contractors are used to ensure suitable facilities, markings etc. are in place.

12. 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.

The school technicians, site staff and relevant teachers 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.

Risk assessments and CLEAPSS are used for D & T and science.

13. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Matthew Ford (Senior Caretaker) as per the manual handling risk assessments.

14. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are not currently in place. Staff awaiting relevant training.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. We currently do not have any equipment of this nature on site. This is reviewed monthly via a PEEPS risk assessment form.

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. Jewellery

Pupils are not allowed to wear any jewellery apart from one stud in each ear, one flat ring and a watch.

17. Lettings

See Charging and Remissions Policy

18. Lifts

No Lifts

19. Lone working

All members of the caretaking staff have mobile phones and the school site is locked by 6:30pm. Any issues the caretaker can phone member of the SLT or this Police.

20. Managing Pressure

Line Managers have regular meetings with staff and note and change in behaviour or concerns raised by staff members and appropriate action is taken. From 1st April 2019 any employee seeking support through Counselling Service please contact Occupational Health on extension 6402 or 01495 766402. This service remains confidential.

21. New and Expectant Mothers

Individual risk assessments are carried out on members of staff that declare that they are pregnant, by the line manager at the request of the Business Manager. A risk assessment template is available on SWOOP

22. 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. The reports are issued to the Business Manager who updates the relevant Head of Department.

23. Outdoor Play Equipment

This is inspected weekly by the Caretaker and recorded in a log book situated in reception. The Caretaker has undertaken the relevant training with the LA. Under the Duty of Care programme with the LA all equipment is inspected annually. Remedial works are reported to the Business Manager for action.

24. Smoking

Smoking, including electrical cigarettes and vaping, is prohibited on the school site including its perimeter. Staff are reminded via emails on a regular basis to ensure that they adhere to this rule.

25. 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, Kevin Jones (Assistant Head) who has undertaken the relevant training. The Deputy EVO is Claire Williams (Admin Assistant) who had also undertaken the relevant training.

26. School Transport

At present the school leases two 17 Seater CITROEN RELAY 35 HEAVY L4 DIESEL 2.0 BlueHDi H3 Van 130ps Minibuses from the School Minibus Company/ Hanborough Enterprises Ltd t/a Bridle Group.

Registration number: **SF69 HNL** was leased on 28/01/2020 and will expire on 27/01/2025

Registration number: **SF70 MGJ** was leased on 07/10/2020 and will expire on 06/10/2025

Both minibuses are fully maintained independently with a third party company under the leasing agreement. The Business Manager is responsible for ensuring that they are taxed and MOT. The Caretaker is responsible for re-fuelling the buses at the TCBC New Inn Depot with the pre-approved fuel card.

The school has a Minibus Policy in Place to manage work related road safety. All drivers are MIDAS trained and undergo a full induction prior to driving a bus for the first time. Drivers are asked to complete a DRIVERS DAILY VEHICLE INSPECTION / DEFECT REPORT prior to taking a bus off the school site.

The school only uses Torfaen approved contractors for the hire of buses as and when required.

27. Use of Display Screen Equipment

All staff who use DSE equipment are required to undertake the online training provided by the LA.

28. Vehicles on site

The Business Manager has carried out a 'TRAFFIC MOVEMENTS ON SCHOOL SITE RISK ASSESSMENT'. This is reviewed termly or as and when required.

Speed restriction 5 mph set and signs in place

Speed bumps

Good external lighting

Cycling on school site is prohibited

Staff are required to arrive on school premises before the pupils arrive

Staff are required not to leave between 3.10 and 3.20pm daily

The schools gates are closed between 8.30am-3.10pm to restrict cars from entering the site.

Coaches are requested to drop off/collect at the leisure centre

Violence to Staff

Staff are not expected to put themselves at risk, they have a duty not to endanger themselves or their colleagues.

Torfaen has an employee warning database where information can be obtained on families or addresses where there are potential risks.

Should an incident occur staff would be given the opportunity to speak with the counselling service confidentially. The employee warning database would also be updated.

The Business Manager and Caretaker annually undertake training in Management of Aggression and Basic Breakaway Skills provided through the LA. Relevant teaching staff undertake Team Teach training on an annual basis.

29. Hand Arm Vibration

No staff on site use vibrating tools. The school will use contractors for any work requiring such tools.

30. 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. Under the LA Duty of Care Programme, monthly temperature testing is carried out by the approved contractor. The flushing of little use outlets is carried by Jason Ford, Caretaker who has undertaken the necessary training. The checks are recorded electronically in the H&S Area.

31. Toilets

The School employs a daily cleaning service through Newport Norse that provides one person to be employed as a housekeeper: - Monday to Friday 10.30 to 14.30 – 20 hours per week/38 weeks per year

The duties will include: -

- General Spot Cleaning to entrances and approaches, Toilets, Lobbies, Corridors and Stairs
- Checking toilets immediately after break times
- First aid room hygienically cleaned at 11.00 a.m. and 2.00 p.m.
- Empty Waste Bins
- Any other activity to provide a clean environment throughout the day
- Replenish as and when needed toilet rolls, soap, hand towels, etc.
- Cleaning up and disinfecting any vomit, bodily fluids etc. as required.

Please also see Toilet & Hygiene Policy.

32. H & S related Training

The school use the LA Health and Safety training matrix to identify training needs at the start of the financial year. Training is undertaken as and when required and is booked through the Health and Safety department by Louise Penny, Business Manager.

33. Work Experience

The Assistant Head is responsible for Careers ensures that all companies who accept our pupils for a work experience placement have the necessary risk assessments in place as part of their H&S procedures.

Pupils are required to complete an 'Induction Checklist for Work Experience Form' on the first day of their placement. This form is emailed to the employer in advance of the placement.

All pupils who undertake their work experience at the school, complete a risk assessment with the relevant department. They also receive an induction to ensure they are fully aware of the school's H&S Procedures.

34. Working at Height

The school adheres to the working at height regulations (WAHR), all Caretakers have undertaken the relevant training courses.

35. Woodworking equipment

- Inspection of machinery including guarding is carried out on an annual basis under the LA Duty of care programme
- Dust extraction systems and their controls is carried out on an annual basis under the LA Duty of care programme
- Dust collection systems and their control is carried out on an annual basis under the LA Duty of care programme
- Housekeeping (minimising dust collecting on floors/surfaces) Cleaning staff