



**Abertillery**  
Learning Community



## HEALTH AND SAFETY POLICY

Policy:	Health & Safety
Age Range:	3-16
Type:	Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	9 <sup>th</sup> April 2025
Review Date:	April 2028
Staff Lead:	

## Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
2.0	Employee Health & Wellbeing; Driving the School Minibus; Updated contact information	26/03/2025	09/04/2025	April 2028
1.0			July 2022	July 2025

## Policy Statement

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Although Blaenau Gwent County Borough Council's Health and Safety Policy is the overarching document, this policy applies specifically to our school.

This policy covers staff, learners, visitors and other users of the premises. It aims to show how the Governors and Headteacher discharge their duties under the Health and Safety at Work etc. Act 1974. The Leadership Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and learners.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, learners and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

## Review

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Documentation will be kept under review and updated to reflect changes in policy, organisation, arrangements or standards of any new or existing legislation. Employees will be informed of any review of the policy as far as reasonably practicable.

Headteacher:



Chair of Governors:



Date: 9th April 2025

## Roles and Responsibilities

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The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & learners.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Headteacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed when no longer valid and on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Premises Lead Officer regularly to ensure any building/grounds issues are dealt with in a timely manner
- Ensure health and safety is a standing agenda item

**Senior Leaders** within the school will support the Headteacher in their role. They will:

- Take responsibility for dealing with the health and safety implications of all matters relating to students
- Ensure risk assessments are accurate, suitable and reviewed when no longer valid and at least annually
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

- Ensure any contractors on site are competent in health and safety matters

The **Premises Team** are responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Comply with Coshh Regulations

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise learners and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Learners** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

There is a service level agreement in place with the **Health and Safety Team at Blaenau Gwent County Borough Council**, however in summary, Health & Safety will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

## **Arrangements**

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### **Accidents and Incident Reporting**

- All accidents, dangerous occurrences, including violent incidences, and near misses will be recorded on the appropriate form and reported to Health and Safety/Governors as appropriate
- The accident reporting procedure and all the associated paperwork can be found on each campus with the Clerk
- The Principal will report serious accidents to the Governing Body as soon as practical, and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term
- A first aid box will be available on each campus at reception

### **Administration of Medicines**

**Staff do not administer medication unless there are exceptional circumstances.**

In exceptional circumstances:

- Medication is only administered to learners when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each learner and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office. Asthma medication and 'EpiPen's' (following discussion with parents) may be kept in appropriate locations, out of the reach of other learners, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

## **Asbestos**

- The asbestos register provides details of the location of any asbestos in any campus. Site management and facilities team will not do any intrusive works without checking the asbestos register and consulting BGCBC Technical Services Department.
- All contractors must sign to say they have seen the register before starting work on site

## **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

## **Dress Code**

- There are certain school-based roles that are governed by specific health and safety legislation and/or requirements in relation to dress code. This will be written in to risk assessments for areas covered by these requirements, such as, but not exclusively, Science, DT and P.E.

## **Display Screen Equipment**

- For members of staff with 'desk-based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

## **Educational Visits**

- All off site trips will be subject to risk assessment, the completion of the EVOLVE system and the advice of the Council's Educational Visits Adviser will be closely followed by the appointed leads within the learning community.

## **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

## **Employee Health and Wellbeing**

- The Council's Employee Assistance Programme is available to all staff to support mental health and wellbeing.

## **Fire Safety & Emergency Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term on each campus
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by the Council's approved contractor
- A separate fire safety policy and risk assessment has been produced
- The school will implement the findings of a fire risk assessment

## **First Aid Provision**

- Each campus has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on an educational visit

## **Food Technology (Primary)**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the learners concerned
- close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

## **Higher Hazard Workplaces**

- Risk assessments and working practices will be regularly reviewed in higher risk areas such as Science, DT and PE
- All relevant codes of practice will be complied with and appropriate training organised as required

## **Legionella**

- The Council provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

## **Lifts & Hoists**

- All passenger lifts and hoists for disabled learners are inspected by a competent engineer on a six-monthly basis
- Lifting equipment not used to lift people is inspected on an annual basis

## **Manual Handling and Physical Intervention**

- Learners and staff must only lift equipment and furniture within their own individual capability
- Training and appropriate processes are in place for the handling of learners where detailed in a risk assessment and/or plan

## **School Minibus**

- Staff who volunteer to drive the school minibus must have the D1 category on their driving licence and undertake a MIDAS training assessment through the Local Authority. It is the responsibility of individual members of staff to make a basic pre-drive safety check indicated in the log book. Any defects must be reported immediately and the vehicle must not be used. Staff who drive the minibus will be familiar with the Council's 'Driving at Work' policy.

## **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained. A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

## **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds and in classrooms as required

## **Pregnant Members of Staff**

- The Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

## **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds. They are all available on the school central server for staff to inspect and refer to as necessary
- The leadership team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

## **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

## **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Headteacher is informed immediately and this information contributes to any decision to close the school

## **Stress at Work**

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies.

## **Supervision of Learners**

- Sensible, safe behaviour will be promoted to learners by all members of staff
- Dangerous or risky behaviour displayed by learners will be addressed and dealt with in the school rules
- Learners will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

## **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review. Training needs may also be identified as part of a risk assessment process

## **Violence at work / Lone Working**

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

## **Visitors and Contractors**

- All visitors and contractors must report to school reception on entering the site. They will not be allowed into the school until staff are satisfied their visit presents no risks to staff, pupils or others on the site, or has been otherwise approved by school management.
- Contractors must comply with the procedures by completing the asbestos register as

required. Schools should ensure that such visitors are restricted to specified areas, are well supervised and are given appropriate information about emergency and evacuation procedures and safeguarding information

## **Welfare Facilities**

- Welfare facilities are provided for the benefit of staff and it is the responsibility of the users of the facilities to ensure high standards of hygiene are maintained and any health and safety risk is minimised
- The use of kettles, toasters and microwaves is prohibited unless in a designated area with appropriate fire risk arrangements in place

## **Working at Height**

- Working at heights risk assessments have been completed for the school.
- Appropriate record keeping and safe systems of work are kept.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

## Useful Contacts

General queries in relation to health and safety matters should be addressed to the Premises Lead Officer:

Premises Lead Officer – Simon Key [simon.key@abertillery3-16.co.uk](mailto:simon.key@abertillery3-16.co.uk)

Local Authority Health & Safety Contacts:

Jim Thomas - Corporate Health & Safety Advisor

Tel: 07966 512415

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Health and Safety Executive Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5SH.

<https://www.hse.gov.uk/contact/ask-us-about-health-and-safety.htm>

Telephone 0300 003 1747