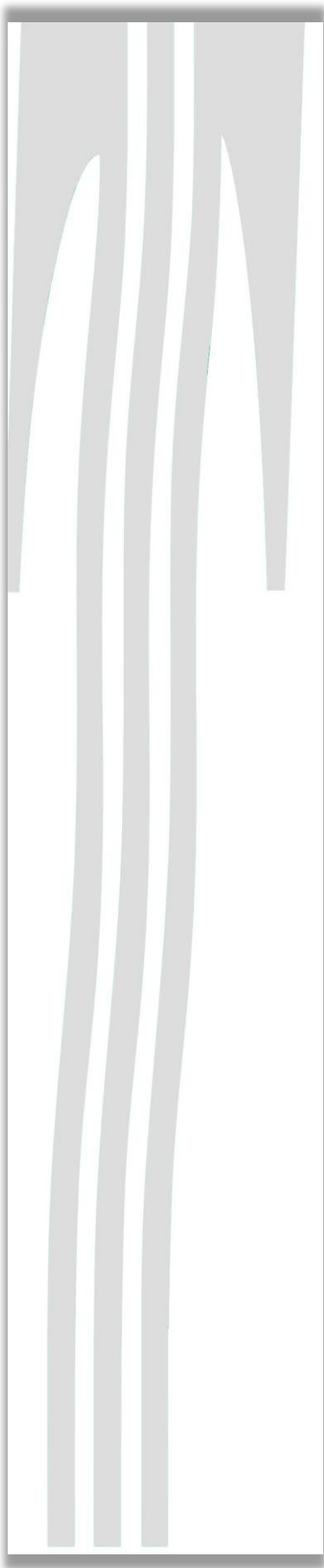




GRIFFITHSTOWN



TORFAEN COUNTY BOROUGH COUNCIL

**Griffithstown Primary School
HEALTH AND SAFETY POLICY
September 2026 – 2027**

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 Griffithstown Primary School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff via email and staff meeting that directs them to the document on Hwb and the school website

The policy and the accompanying organisation and arrangements will be reviewed on an annual basis by staff, SLT and Governors

Headteacher	Signature	Date
Nicholas Blackburn	N Blackburn	7.8.26
Chair of Governors	Signature	Date
Sarah Jordan	Sarah Jordan	7.8.26

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 A Peploe. 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 at scheduled governor meetings.

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

Person competent to undertake H & S risk assessments

The person/s that has/have been trained to the corporate standard to carry out risk assessments are the head and deputy.

Risk Assessment Training completed:

- **Headteacher - N Blackburn: 7th June 2023**
- **Deputy - C Pugh: 20th January 2025**

Premises Management Training Completion

Head – N Blackburn: 14.10.24

Deputy – C Pugh: 14.10.24

Teacher / Key Holder – J Blackmore: 14.10.24

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:

- **Teacher and Key Holder - J Blackmore**

Machinery/Plant Inspection and Maintenance Reports

Head teacher is contacted directly by the LA, regarding action of duty of care reports from Property Services in respect of plant and equipment. The head is responsible to ensure issues are rectified promptly.

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

Staff are informed of health and safety matters as they arise. Risk assessments are on Hwb and the school website. These are updated/reviewed every two years, unless immediate action is 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 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 N Blackburn prior to them commencing work. The induction will cover the organisation and arrangements of health and safety. **See Annual Induction Handbook: JOB DESCRIPTION – updated and signed annually.**

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

Accident/Incident/Near Miss – a child or adult is injured because of 'accident' or 'incident' on site
Accident Incident and Near Miss Form



IANM Form 2025.pdf



IANM Form
2025.docx

Staff incidents should be recorded via the QR link



- the school-based witness must complete an Accident / incident and Near Miss Form. This electronic document must be emailed to:
 - John Langley (LA H&S) - John.Langley@torfaen.gov.uk
 - Nick Blackburn (Head) - head.GriffithstownPrimary@torfaen.gov.uk
- If the accident is an outcome of **behaviour**, then the incident must be **only** recorded in the Black Bound Book, along with an entry (if Team Teach involved) in the Red Bound

Book. For example, a pupil is pushed over in a disagreement and hurts their leg or arm. Team Teach would be involved if one of the pupils continued to pose a significant threat to themselves or others.

- The Accident / incident and Near Miss Form must **not** be completed for any accident that has resulted from **behaviour**.
- However, parents **must** be informed of the behaviour related injury via email and/or conversation (keep a note of the date, time and reason for the conversation).
 - Ensure the Black Book entry is detailed and professional because the parents and other external agencies have the right to request a copy.
- Staff must complete an Accident / incident and Near Miss Form for injury that has resulted from interaction with another pupil. IANM forms must be emailed to:
 - Head: head.GriffithstownPrimary@torfaen.gov.uk
 - Deputy: Cerian.Pugh@torfaen.gov.uk
 - LA: John.Langley@torfaen.gov.uk
- Staff must liaise with the head/deputy/ALNCo prior to sending. Such documents are an essential aspect when determining the level of support a pupil may need and will be included as documentation used in a contingency bid to the LA.

Head Bumps

- All head bumps must be reported to parents immediately.
- The telephone conversation must include an offer for parents to attend school to observe the injury.
- A Bump Note written by the observing adult and given to parent via pupil post.
- The Bump Note book is numbered and bound, and must be kept on site.
- Midday supervisor must inform class teacher of incidents at lunch.
- Teacher on duty must inform class teacher of incidents at breaktime.
- A serious head bump must be accompanied with an Accident / incident and Near Miss Form, and an entry in the Black and or Red Bound Books as appropriate.

Significant Cuts and Bumps to Body

- All significant cuts and bumps must be reported to parents immediately.
- The telephone conversation must include an offer for parents to attend school to observe the injury.
- A Bump Note written by the observing adult and given to parent via pupil post.
- The Bump Note book is numbered and bound, and must be kept on site.
- Midday supervisor must inform class teacher of incidents at lunch.
- Teacher on duty must inform class teacher of incidents at breaktime.
- A serious cut or bump to body must be accompanied with an Accident / incident and Near Miss Form, and an entry in the Black and or Red Bound Books as appropriate.

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 **N Blackburn – Head**
- The deputy dutyholder in the school is **C Pugh - Deputy**
- Other persons nominated to assist the duty holder are: **S Carter - Caretaker**

Asbestos training completed:

Head – Nick Blackburn

Steve Carter – Caretaker

Teacher / Key Holder – Joe Blackmore

- Person responsible for termly inspection of asbestos containing materials on site:

Caretaker – S Carter

Torfaen LA – R Hoblyn

The Asbestos Management Plan is located: Front Office

The Asbestos Register is located: Front Office

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:

N Blackburn, A Mruk, S Carter or C Pugh.

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

All contaminated waste is controlled by:

S Carter and LA Waste Management

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 persons authorised to issue the daily authorisation form are:

A Mruk, C Pugh, S Carter, N Blackburn

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

Activities that pose a risk must be appropriately staffed and resourced. Appropriate considerations must be taken to ensure all adults / pupils are safe. 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.

8. Guidance on the Administration of Prescribed Medicines.

Forms are stored in the main office. Parents are required to return the completed form and provide the doctor's prescription. Medicines are stored in locked cupboard or in the staffroom fridge. The Medicine Register must be updated and shared. Training must be sort and completed by the ALNCo, Head and Deputy to ensure that all pupils needs can be met safely, and legally.

9. Electrical Equipment

The school has entered into the LA'S Duty of Care Contract for the 5 yearly testing of the electrical ring main.

Items of portable electrical equipment are tested on an annual basis by arrangement through the LA under the Duty of Care arrangements.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used.

Any defects with electrical items of equipment are reported to: **S Carter, A Mruk, C Pugh, N Blackburn.**

The items are taken out of use until the item has been repaired or replaced.

PAT completed: January 2026

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 \(torfaen.gov.uk\)](https://www.torfaen.gov.uk/fire-safety-within-council-premises.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 RAMIS 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

- **Abbie Mruk**

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

Weekly fire alarm sounder points test completed on a rotation basis by:

S Carter

Weekly emergency lighting flick test completed on a rotation basis by:

S Carter

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 RAMIS

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

Emergency contact and key holder details are:

- **N Blackburn**
- **C Pugh**
- **S Carter**
- **J Blackmore**

The safe evacuation of all persons is an absolute priority. Personal Emergency Evacuation Plans (PEEP's) are completed for pupils, members of staff or visitors that have an on-going disability – i.e. 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 – e.g., people with a broken leg - and measures are put in place to ensure they can evacuate the premises safely.

Staff must not use fire-fighting equipment. If fire is identified, staff must press the nearest call point.

Fire Warden Training completed by:

- **Clerk – A Mruk: 28.10.25**
- **Deputy – C Pugh: 28.10.24**
- **Teacher and Key Holder – J Blackmore: 28.10.24**
- **ELSA – L Badham: 28.10.24**
- **A Instone: 21.05.25**
- **D Sinagoca: 21.05.25**
- **H Mason: 21.05.25**
- **Caretaker – S Carter: 6.12.24**
- **Head – N Blackburn: 6.12.24**

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

Gas – Gas Cupboard

Water – Florence Place

Electricity – Front Reception Area

An inventory of flammable substances on site is kept by S Carter

An arson risk assessment is carried out by the fire brigade 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 lead first aiders (with salary enhancement) are:



First Aiders
2026-27.docx

Head must 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:-

- All Plazas
- Room off Hall (Midday Sups Room)
- Staffroom
- Head's Office

Boxes are monitored and restocked every month and recorded on RAMIS. First aid resources and a first aider must be allocated to all school trips, including residential. Transport to hospital: staff must only transport pupils if they have business insurance.

Epilepsy Training

Annual training

Epi Pen Training

Annual training

12. Glass and Glazing

The LA has carried out a survey of the glazed areas assessed to be in vulnerable/critical areas. Safety film has been applied to any areas deemed to be in a critical area. When the glazing in critical areas needs to be replaced, arrangements will be made to replace the glass with safety glass.

13. Grounds

The school engages S Carter 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 S Carter (Caretaker) and N Blackburn (Head) to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

Tree Survey Completed: 23rd August 2024

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.

COSHH Training completed:

Caretaker – Steve Carter: 24th February 2025

S Carter will ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the hazardous substance.
- suitable personal protective equipment (PPE) has been identified and available for use for both employees and pupils where required by the assessment.

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is S Carter

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric moving and handling are carried out by N Blackburn, staff and ALNCo as part of the pupil's assessment of their needs.

People Manual Handling Training completed by:

Rhiannon Lee: 23rd October 2024

Helen Mason: 23rd October 2024

17. Jewellery

Removed for PE. Uniform Policy and Prospectus explains jewellery guidance.

18. Lettings

No Lettings

19. Lone working

Caretaker - S Carter must carry his **mobile and walkie talkie**

After school clubs – **all staff must take a mobile and walkie talkie when leading a club** as a lone worker. Staff must inform pupils of what to do if a teacher collapses.

20.Managing Pressure

Staff report issues to line managers and or directly to the head. Staff directed to LA helpline if there is a need for counselling.

Counselling contact: 01633 254646

Staff must seek support from: Occupational Health, colleagues, Progression Step Leads, other Senior Leaders, office, Deputy, Head, family, friends, GP, trade union, or other external service.

21.New and Expectant Mothers

Staff must inform head and from that point a risk assessment is completed and staff are supported via altered work requirements, changes to working location.

See risk assessments: [RAs Link](#)

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.

23.Indoor / Outdoor Play Equipment

Daily visual checks and log book completed when issues are identified by S Carter or other members of staff.

Outdoor equipment is monitored annually by:

The Play Inspection Company: 8.10.25

SportSafe: 25.9.26

24.Smoking

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

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 LA. The school has appointed an Education Visits Co-ordinator (N Blackburn)

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

Teachers organise off site transport using LA's list of preferred providers. All transport companies must provide a vehicle risk assessment to accompany other EVOLVE documentation.

27.Vehicles on site

Staff park either on car parks linked to Florence or East View, or Panteg House car park or LA area outside school fence at end of Florence Place. No parent vehicle is allowed to enter the school premises unless using the disable space – parents must provide blue badge.

28.Violence to Staff

Violent incidents reported to head, deputy or office. LA contacted and appropriate legal or police involvement identified and actioned following discussion with LA.

29.Legionella control

Where water tanks are present, they are inspected on an annual basis by arrangements with the Duty of Care Contract arranged through the LA. Water temperature is tested monthly by Nemco. Seldom used water outlets are 'run' weekly re: Legionella control. Information recorded on RAMIS

Most recent legionella report completed on: 10.1.25

30.Toilets

Soap and toilets checked and issues actioned daily by S Carter.

31. H & S related Training

Health and Safety issues discussed and actioned following staff meeting.

Health and Safety Training completed by:

Head – N Blackburn: 29th May 2025

Deputy – C Pugh: 29th May 2025

32. Work Experience

Health and Safety Policy shared when work experience or 'helpers' are on site. DBS documentation is generated for any adult working with children.

33. Working at Height

S Carter is only member of staff able to use a ladder. Risk assessment completed. Small custom made step ladders (3 steps) are available for classroom staff to complete low level pupil work displays.

34. De-fib

Annual training: **All teachers completed de-fib training with St John's ambulance on 2.9.24**

De-Fib is monitored weekly by A Instone

De-Fib code: **C159X**

35. Team Teach

All TAs trained in Team Teach techniques.

Team Teach Certificates valid to 18.10.26

36. Food Hygiene

If pupils are working with food, the task must be led by a member of staff with a **food hygiene certificate**.