



HEALTH, SAFETY & WELLBEING POLICY

2025

Responsibility:	All Saints C/W Primary School Governing Body
Review:	October 2025

Purpose of the Policy

This policy has been developed in line with the Vale of Glamorgan Council (the council) commitment, laid out in the “Policy Statement” to provide a positive safety culture by reflecting BEST Practice in all policies, arrangements and safe systems of work adopted within the organisation.

The School is also committed to a robust programme of compliance and to that end will review, monitor, and manage all legislative compliance processes.

Responsibilities

Health & Safety Management Function

Health, safety, and well-being will be treated as an integral part of the management function within All Saints C/W Primary School and will be managed like any other process. To facilitate this there will be adequate organisation, arrangements, and resources to implement this policy and to plan, monitor and review the health, safety, and well-being activities of the School.

All Saints C/W primary School is responsible for ensuring the health, safety and well-being standards are set and maintained and will continually seek to reduce accidents, incidents and near misses in the workplace. The school will ensure that sufficient resources are available to achieve and maintain these high standards of proficiency, including the provision of health, safety and well-being training and information for employees, safety equipment or clothing and welfare facilities. There will also be a system in place to monitor and review health & safety standards of the school by both internal and external audit.

The Health and Safety Team of the school is the Headteacher (Aled Williams), Business Manager (Amy Germon) and Caretaker (Stephen Perrett)

The Head Teacher will

- maintain overall responsibility for all matters regarding health, safety and well-being;
- provide leadership and will take responsibility for health, safety, and well-being performance and direction;
- will facilitate and promote a positive health safety and well-being culture within the Council.

The Head teacher and Senior Leadership Team (SLT) will

- be responsible for health, safety, and well-being performance within their school
- provide strategic direction and oversight of health, safety and well-being policies, strategies and plans;
- ensure that robust health safety and well-being management systems, arrangements and organisation exists within each directorate and inter-directorate liaison takes place;
- monitor the overall performance of the school's health, safety and well-being systems including all compliance based or linked elements, seeking regular and timely reports;
- setting and providing direction on performance targets for health, safety and well-being;
- seek reassurance of the compliance of the council's health, safety, and well-being systems;
- respond to HSE investigation request and Enforcement Notices;

Head of Human Resources and Organisational Development will

- lead in the continuous improvement in health, safety, and well-being standards;
- lead in the development application and review of corporate health, safety and well-being, occupational health, and counselling
- lead in the organisational development for health, safety and well-being ensuring that staff have the learning opportunities to be competent to conduct their health, safety, and well-being responsibilities.
- ensure the development of a corporate health, safety, and well-being training programme to ensure that all staff have access to relevant and appropriate training so that the Council is compliant.

The School's Health and Safety Team (including the Head Teacher) will

- be responsible for all matters regarding health, safety, and well-being within their school
- allocate duties and responsibilities for health, safety and well-being within their school and will ensure that staff are competent to undertake these duties making appropriate use of the corporate health, safety, and well-being training provision;
- ensure that compliance targets for health, safety and well-being are met and that there is regular reporting, monitoring, and management of compliance. This will include any statutory compliance for example, gas servicing but will also include any specific health, safety and well-being compliance targets set within your service area.

- arrange for audits and inspections within their school/service area and those identified actions are completed;
- consult with and be advised by the Health & Safety/ Fire Officer allocated to their service area;
- ensure that suitable and sufficient records are kept on all health, safety, and well-being matters;
- respond to HSE and or any other enforcement authority investigation request and Enforcement Notices;
- agree and implement remedial action required by enforcement Notices, on behalf of the Council and ensure that adequate up to date information is passed to the Corporate Health, Safety and Well-being team.

Managers and Supervisors will

- be responsible for the implementation of the school's health, safety and well-being policies and the general health and safety performance within their areas of control.
- identify hazards and ensure that risk assessments are completed and there are adequate control measures in place for the health, safety and well-being of the council, staff, and any other persons that they may affect;
- stop work where an emergency or other condition arises which presents an immediate risk of serious harm;
- ensure all employees are aware of emergency procedures;
- enforce safe working methods and procedures including the wearing and use of personal protective equipment, where required;
- ensure the protection of the public;
- ensure that all equipment is safe and well-maintained and that accurate records are kept of all inspections and tests;
- implement occupational health's recommendations for reasonable adjustments as far as reasonably practicable;
- ensure that suitable and sufficient records are kept on all health, safety, and well-being matters
- maintain a working relationship with the health, safety, and well-being team;
- investigate accidents, incidents and near miss situations, liaise with the school's health safety and well-being team and feedback outcomes to staff teams;
- ensure that all staff receive timely health, safety, and well-being training

Caretakers

Designated caretakers shall have the additional duty of overseeing safety issues relating to premises some examples of duties include:

- on site first aid provision (except for corporate buildings which is co-ordinated centrally)
- access/egress control
- security

- emergency procedures and drills
- safety checking of plant and equipment
- ensuring that all compliance testing is complete and action plans implemented
- the first point of contact for any buildings especially if there are any works undertaken.
- accurate records are kept

Occupational Health Service will

- Process pre-employment health questionnaires;
- Provide advice and support for sickness absence in relation to staff referred to them, including provision of reports;
- Conduct work place assessments;
- Provide advice and guidance to managers and staff;
- Arrange counselling and other necessary support;
- Provide health surveillance and health screening;
- Provide health promotion and education;
- Provide immunisation and vaccination;
- Provide statistical information as and when required
- Support the development of the overarching Well-being strategy.

Trade Union Safety Representatives will

- be nominated and trained by the trade unions to inspect the workplace, investigate accident, and represent employees at safety meeting and committees;

Employees, agency staff, volunteers, work experience staff, contractors etc.

All individuals working for or on behalf of the Council are required to be continuously aware of their own safety and the safety of others who may be affected by what they do or fail to do. Employees will

- follow the correct working procedures as instructed, including the wearing of personal protective equipment/clothing and their identification badge;
- co-operate with management to ensure their own, their colleagues and public's safety. They will not misuse or interfere with equipment or items supplied for safety reasons;
- conduct and document user checks and inspections of plant and equipment, report defects and ensure proper use;

- report accidents, incidents and near misses immediately to their line manager and highlight any flaws in health and safety arrangements
- attend health and safety training and make their manager aware if their compliance training is out of date or they do not consider themselves trained to conduct any task or activity
- stop work and report to a line manager if they feel that the condition/situation is unsafe.

Although All Saints C/W Primary School has a responsibility for health, safety and well-being, all employees have an important part to play and personal responsibility in ensuring the health, safety, and well-being within their roles. How everyone behaves impacts upon how the school complies as a whole. Health and Safety is an important issue that this school takes very seriously. Please note, there is a personal accountability which is expected both from the school and the Health and Safety Executive. Where failings arise, the school may consider depending upon the circumstances, the application of its disciplinary procedures and further individual's actions can be scrutinised by the Health and Safety Executive, who have the power to prosecute individuals if there is sufficient failing. As such it is important that everyone follows the school's policies and procedures, and we all look after each other.

The Council as a landlord will

- ensure that there are mechanisms in place for all council owned or leased premises to be maintained to a safe condition by ensuring that tenants are clear about their repairing obligations.
- ensure there are policies and procedures for the management of asbestos, electrical safety, fire safety, gas safety, mechanical safety, radon, and water safety to keep the Council safe as a landlord.

Health & Safety Committee

The school has a governor's health and safety to ensure that there is suitable and sufficient consultation on health, safety, and well-being matters.

Minutes of Health & Safety committee meetings will be made available to anyone who requires them.

General Arrangements

The general arrangements give practical effect to the Policy and the Policy statement. They are not exhaustive, and Directorates may issue arrangements covering operations peculiar to their function. Constant observance of the Policy, and maintenance of good practice and procedure, will minimise personal accidents, incidents and near misses, unsafe situations will be recognised early, and suitable precautions can be put in place. The consequential cost savings can be significant as well as maintaining a positive safety culture.

A-Z of arrangements

The Council as an employer will plan via policies procedures and guidelines for the following:

- **Accident, incident, and near miss reporting:** that ensures that all accidents, incidents, and near misses are recorded and reported appropriately, both internally and externally. This will also include the reporting of any occupational diseases.
- **Consultation and communication structures:** the school will provide mechanisms for engagement with staff in addition to the health and safety committees including effective means to raise concerns.
- **Display Screen Equipment (DSE):** recognising that the incorrect use of DSE may result in ill health and regular assessment and advice will mitigate the risk whether the employee is home working or working in the school building.
- **Drug and Alcohol use:** recognising the potential impacts of their use in the workplace.
- **First Aid:** ensuring adequate first aid provision in the workplace.
- **COSHH (Control of Substances Hazardous to Health):** ensuring that all substances in the workplace are managed under the regulatory controls outlined in the COSHH Regulations (Control of Substances hazardous to Health Regulations 2002)
- **Infection control:** minimising the risk to colleagues from exposure to infectious disease in the workplace.
- **Lone working:** acknowledging that certain work-related tasks require lone working, recognising the risks and seeking to minimise these.

- **Manual handling:** preventing musculoskeletal disease and injuries resulting from manual handling and the incorrect handling of loads
- **Menopause:** ensuring that there is provision in the workplace for staff suffering from the symptoms of menopause and acknowledging the affect that this can have on their well-being.
- **Mental health and Wellbeing:** committing to the provision of processes to manage and support mental health in the workplace for the well-being of all staff.
- **Monitoring and audit:** all directorates will have suitable processes in place for monitoring, audits and reviews of health, safety, and well-being
- **Occupational Health:** providing advice and guidance from occupational health specialists to support good health and well-being at work.
- **Personal Protective Equipment and Respiratory Protective Equipment (RPE):** ensuring that all employees have the correct PPE and RPE for the tasks that they carry out and that they wear it.
- **Risk assessment:** committing the school to a system that effectively assesses and manages hazards and risks to health, safety, and well-being.
- **Sharing of information:** recognising that information is shared to reduce the risks of challenging behaviour to colleagues the school will work towards suitable systems for achieving this.
- **Stress:** recognising workplace stress as a health and well-being matter and committing to reduce the factors which may induce that stress
- **Tools, equipment, and plant:** recognising the risks to health, safety and well-being associated with these and committing to their management, maintenance, and use.
- **Training:** ensuring that staff receive training appropriate for the tasks they perform as well as general health, safety and well-being induction and awareness.
- **Violent Behaviour:** supporting colleagues who have experienced verbal or physical aggression, learning from incidents to minimise future risks. Domestic violence ensuring that staff understand this and have suitable arrangements in place for staff who work with those that have experienced this and if staff themselves have experienced this.
- **Welfare and well-being:** recognising the school's responsibility an environment that is conducive to the welfare of staff and the contribution that well-being makes to health and safety.

- **Working at height:** recognising the risks of falling, avoiding or minimising opportunities for falls to occur.

The council as a landlord and employer will put in place policies, procedures, and guidelines for

- **Asbestos:** recognising the Council's responsibilities to protect staff, contractors, pupils, and the public from the harmful effect of asbestos and to have robust procedures in place to identify and manage asbestos.
- **Electrical safety:** committing the Council to a regular programme of testing electrical services across all Council owned property.
- **Fire Safety:** recognising that the Council's responsibilities for the assessment of risk and for maintaining suitable fire arrangements in all building under its control.
- **Gas Safety:** recognising the Council's responsibility to ensure that all gas appliances are tested regularly, are safe and that risks to health, safety and well-being including risk of carbon monoxide poisoning, is managed effectively.
- **Mechanical safety:** ensuring that all equipment and plant in public areas is safe for both staff and members of the public to use.
- **Radon:** acknowledging the Council's responsibilities to identify areas with high radon levels and to manage risks to health through exposure.
- **Water safety:** protecting all from the risks associated with water borne disease including legionella.

Contractor arrangements – the Council will

- **Manage all contractors:** delivering its responsibilities to ensure that contractors working for the Council always work safely. The Council will make health and safety a key element of the procurement process for contractors and will ensure that Council staff monitor and manage contractors appropriately.
- **Construction Design and Management Regulations 2015 (CDM):** – any contractor carrying out work for the Council will have appropriate safety arrangements in place to meet the requirements of CDM. No work will commence without a suitably developed and agreed Health and Safety Plan, all works will be monitored, and records will be retained via a Health & Safety file.

Appendix to HSW Policy – Index of arrangements

Employees

Arrangement	Lead officer/s	Sign off Lead
Accident, incident, and near miss reporting	HSW Manager	Director of Corporate Resources
Consultation and communication structures	HSW Manager	Head of Human Resources and Organisational Development
Display Screen Equipment (DSE)	HSW Manager	Head of Human Resources and Organisational Development
Hybrid working which is Appendix 4 of the Hybrid Working Strategy	HSW Manager	Head of Human Resources and Organisational Development
Drug and Alcohol use	HSW Manager	Director of Social Services
First Aid	HSW Manager	Head of Human Resources and Organisational Development
Hand Arm Vibration Syndrome (HAVS)	HSW Manager	Director of Environmental & Housing Services
Hazardous Substances	HSW Manager	Director of Environmental & Housing Services
Infection control	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Lone working	HSW Manager	Director of Social Services
Manual handling	HSW Manager & Manual handling co-ordinator	Director of Social Services
Menopause	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Mental health and Wellbeing	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Mobile phones whilst driving	HSW Manager	Director of Learning and Skills

Monitoring and audit	HSW Manager	Director of Corporate Resources
Noise	HSW Manager	Director of Environmental & Housing Services
Occupational Health	Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Personal Protective Equipment and Respiratory protective Equipment (RPE)	HSW Manager	Director of Environmental & Housing Services
Risk assessment	HSW Manager	Director of Learning and Skills
Smoking and smoking cessation	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Sharing of information	TBC	Head of Legal and Democratic Services
Stress	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Tools, equipment, and plant	HSW Manager	Director of Environmental & Housing Services
Training	HSW Manager & Organisational Development & Learning Manager	Head of Human Resources and Organisational Development
Vehicle, fleet management and driving	HSW Manager & Fleet Manager	Director of Environmental & Housing Services
Violent Behaviour	HSW Manager	Director of Social Services
Welfare and well-being	HSW Manager & Occupational Health Nurse Manager	Head of Human Resources and Organisational Development
Working at height	HSW Manager	Director of Environmental & Housing Services
Young persons at work	HSW Manger	Director of Learning and Skills

The Council as a landlord and employer

Arrangement	Lead officer/s	Sign off lead
Asbestos	HSW Manager & Compliance Manager	Director of Environmental & Housing Services
Electrical safety	HSW Manager & Compliance Manager	Director of Environmental & Housing Services

Fire Safety	HSW Manager & Fire Safety Officer	Director of Environmental & Housing Services
Gas Safety	HSW Manager & Compliance Manager	Director of Environmental & Housing Services
Mechanical safety	HSW Manager & Compliance Manager	Director of Environmental & Housing Services
Radon	HSW Manager & Compliance Manager	Director of Place
Water safety	HSW Manager & Compliance Manager	Director of Environmental & Housing Services

Contractor arrangements

Arrangement	Lead Officer/s	Sign off lead
Management of contractors	HSW Manager & Commercial & consultancy Manager	Director of Environmental & Housing Services
Construction Design and Management Regulations 2015 (CDM)	HSW Manager & Commercial & consultancy Manager	Director of Environmental & Housing Services

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg