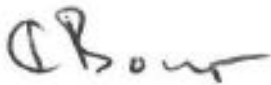
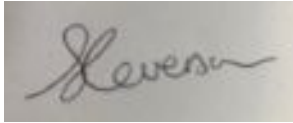


Aberbargoed Primary School Health and Safety Policy

Ysgol Gynradd Aberbargoed Primary School



"Everyone Matters" – "Mae Pawb Yn Bwysig"

Policy Title:	Health and Safety Policy		
Adoption Date:	February 2022	Review Date:	February 2024
Signed:		Signed:	
	Chair of Governors		Headteacher

MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy is reviewed periodically. The Authority recommends Policies are reviewed every two years.

PART 1: STATEMENT OF INTENT

Aberbargoed Primary School

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

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy ;
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the

Adopted February 2022
To be reviewed February 2024

Kelly Bowd, Chair of Governors

Date: 15.02.22

Sally Everson, Head Teacher

Date: 15.02.22

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking
- Account of the Authorities policies and procedures.

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Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

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Where tasks have been delegated to nominated individuals insert details below:

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable schools may also wish to insert details relating to specialist provisions.

- The Headteacher will assume day to day responsibility for educational visits coordinating all paperwork and managing the evolve data base until a Deputy Head Teacher is appointed
- The caretaker will carry out daily, weekly, monthly, termly and annual maintenance tasks and periodic inspections for water, fire and general safety
- The SLA health and safety officer will provide advice and guidance on new and reviewed policies and risk assessment and general fire and health and safety issues. The SLA health and safety officer will also complete specialist risk assessment in areas such as ill health, fire safety (peeps) and DSE

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;

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- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

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 procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate 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.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - 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.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

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All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate 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 supervisor..
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Sally Everson (Head) Bethan Persa-Meale (ALNCO)	Logged on school network drive and hard copies kept in office
Risk assessments are reviewed regularly/ following significant change.	Sally Everson (Head) Bethan Persa-Meale (ALNCO)	At 2 year intervals or when circumstances change and always after an accident or incident has occurred
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Anna Fitchett H&S officer SLA	The SLA officer will arrange with the Head teacher to attend meetings and prepare a personal assessment on the facts pertaining to the personal situation

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Head Teacher/ H&S officer	Pregnant worker risk assessments are produced and shared.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	EVC – Sally Everson (Head Teacher)	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	EVC – Sally Everson (Head Teacher)	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Head Teacher Caretaker Health and Safety officer SLA	General site inspection: termly Visual inspection of play equipment: Monthly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.		Notes of inspections will be recorded and actions identified will be completed. Notes will be posted on the school network drive and discussed and governors and school meetings
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Mr John Rowlands	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
A nominated Governor will be responsible for monitoring management systems.	Mr John Rowlands	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Head Teacher Health and safety officer SLA	Displayed in the Staff Room
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher	On first day new staff will be given a tour of the school and informed of the H&S arrangements detailed in this policy. Training will be tailored to the staff post
Programme of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Head Teacher	Via the job description and periodic appraisals.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Head Teacher	Copies of certificates are kept on file in the office A training matrix will be prepared for all staff
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher Health and safety officer	As detailed on the fire risk assessment
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher Caretaker	Completed termly records kept in the compliance file
Measures are in place to identify persons (pupils and staff) who may have difficulties	Head Teacher Health and Safety officer	Completed on a case by case basis

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.		
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	Procedure details staff to leave the building immediately.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points. All checks are carried out and stored in the caretakers file
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Caretaker	
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Head Teacher	Statutory maintenance contracts for boilers, fire extinguishers, legionella, emergency lighting School has own contract for fire alarm and security alarm maintenance
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Head Teacher	This is completed annually and uploaded to RAMIS
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the	Head Teacher	Weekly flushing of little used outlets and the monthly temperature checks. All stored in the caretakers file

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
statutory maintenance contract relating to the control of legionella bacteria.		
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Mrs F Baber Miss J Lewis Mrs J Phillips Mrs L Thomas Mrs L White	Currently the school has 3 First aid at work, 4 Paediatrics and 8 Emergency first aid at work
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head Teacher H&S SLA	Specialist first aid training is available under the Health and Safety SLA. Training available includes, Epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Head Teacher/ Staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany a pupil where parents/guardians can not attend immediately.	Head Teacher/Staff	A member of staff will accompany a child to hospital if a parent or guardian is not available. The member of staff will wait at the hospital until a parent or guardian arrives
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Head Teacher/Specific staff	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by the school whilst supported by a healthcare professional.	Head Teacher ALNCO Specialist nurse	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Head Teacher	
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate investigated	All staff Head Teacher	Accident Log Books kept in Secretary's Office.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All staff Head Teacher	Head teacher and H&S officer to carry out an investigation and maintain reports for monitoring
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Head Teacher Health and Safety Officer SLA	The school will forward details of accidents or cases of work related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Head Teacher Health and Safety Officer SLA	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. The Health and Safety Officer (SLA) will carry out an
Investigating accidents and incidents:		

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>investigation. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.</p>	<p>Head Teacher</p> <p>All staff</p>	<p>All staff will be encouraged to report all incidents of unacceptable and inappropriate behaviour to the Head Teacher.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Head Teacher</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p>	<p>Head Teacher</p>	<p>Where possible the school will work through the Authorities Building Consultancy for all major projects</p>
<p>Technical expertise: Where appropriate works are arranged through a technical departments</p>	<p>Head Teacher</p>	<p>Building Consultancy – Facilities</p>

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	Head Teacher	<p>All contractors must report to reception.</p> <p>For larger contract agreed at pre contract meeting. For smaller contract work verbally given on arrival</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>		<p>These are managed by the Head Teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Head Teacher Chair of governors	<p>Where possible school will use Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used Head Teacher/Governing Body will undertake appropriate competency checks prior to engaging a contractor</p>
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	Head Teacher	<p>Risk assessments and method statements are discussed prior to work commencing.</p>

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority	Head Teacher	The school has opted in to the Authority cleaning contract and the grounds maintenance contract
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Head Teacher	Lone worker risk assessments will be carried out for Head Teacher
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Head Teacher	Working at height Using machinery Using Hazardous material/liquids .
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Caretaker	Work at height assessments in place, caretaker has received work at height training
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	Head Teacher All staff	Stepping stools will be provided
Play equipment; All play equipment is maintained in safe condition.	Head Teacher	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, John Rowlands, caretaker

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
All equipment is periodically inspected		<p>will conduct a formal termly inspection of the equipment.</p> <p>PE Equipment annual inspection is completed by Sports Safe playground inspections</p> <p>It is recommended that play equipment is inspected annually. Playground equipment is inspected by Play Force.</p>
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Head Teacher	<p>COSHH assessments are completed for all cleaning products and the COSHH file is kept in the cleaners cupboard opposite the staffroom.</p> <p>Local assessment completed for any maintenance products used by the caretaker</p>
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Head Teacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Head Teacher Health and Safety SLA	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as		DSE assessments will be completed by the Health and safety officer SLA when required

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
the main part of the job will complete a workstation assessment.		
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.		Car parking to the front of the building in designated car parking areas only. Separate pedestrian entrances and walkways Deliveries between 9.30 and 15.00 only and where possible to the rear entrance
Minibuses: Only authorised nominated drivers are permitted to operate the hired minibus	Authorised nominated drivers: NA	No school minibus, drivers carry out driver checks on day of use. Licence checks on authorised drivers annually, insurance through local authority
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Head Teacher All staff	Staff to report any wellbeing issues to the Head Teacher in the first instance LA Schools have access to CAREFIRST
Shared use of premises/ hiring rooms to third parties.	Head Teacher	Not currently sharing facilities but will ensure to follow the LA guidance if things change in the future

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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.		
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years. Next review February 2024	Head Teacher Health and Safety Officer SLA	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Boilers	Gibson	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire Alarm systems (5 year test)	Ambassador	Every 5 years
Fire fighting equipment	Fire safety direct Ltd	Annually
Electrical testing – Fixed wiring	Maintenance by Facilities and LA contractors organised. Last tested by Brecon Gate Limited.	Every 4 years
Legionella testing	Aqua safe	Quarterly, six monthly and annually