



**CHEPSTOW
SCHOOL**
INSPIRING LEARNING

CHEPSTOW SCHOOL HEALTH AND SAFETY POLICY

Approved By:

Full Governing Body

Date of Approval:

12th March 2026

Next Review Date:

March 2027

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1. Context and Purpose

Introduction

Chepstow School and its Governing Body will always aim to promote a safe, inclusive environment, for all stakeholders. The Governing Body recognises that encouraging positive health, safety and wellbeing is essential to the efficient and effective operation of the school.

It is the duty of the Governing Body to take reasonable action to ensure the health, safety and wellbeing of all staff and students at Chepstow School, by minimising any exposure to risks that affect their health, safety and wellbeing.

Purpose

This policy applies to all stakeholders, and seeks to assist the school in promoting a safe and healthy environment for working and learning, for all staff, students and visitors.

2. Aims and Objectives

This policy aims to ensure that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or wellbeing, in pursuance of any of the relevant statutory provisions, particularly the Health and Safety at Work Act 1974.

All reasonable steps will be taken by all stakeholders, to identify and reduce hazards, to ensure a safe learning environment. This policy will remind all stakeholders to take reasonable action to ensure their own health, safety and wellbeing, in collaboration with the school.

3. Roles and Responsibilities

Governing Body

Chepstow School's committed Governing body will ensure:

- They are aware of their duties and responsibilities under health and safety legislation and ensure that the Headteacher is aware of, and has regard to Monmouthshire County Council's Health and Safety Policy.
- A school specific Health and Safety Policy is in place and oversee its implementation by the Headteacher.
- School specific health and safety arrangements are developed and effectively implemented.

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- That due consideration to health and safety is given when developing, amending and delivering school policies and when allocating associated responsibilities and resources.
- They cooperate with advice and directions issued by Monmouthshire County Council relating to matters concerning health and safety or establish and adopt other equally effective measures.
- Consultation with the Director of Children and Young People Services and Head of Landlord and Commercial Services at the planning stage of building work or projects, which they are considering to be undertaken on premises that the Council own or occupy.

Headteacher and Senior Leadership Team

In liaison with the governing body, the Headteacher and the School's Senior Leadership Team will ensure the health, safety and welfare of employees, students and others who may be affected by the school premises or activities. The Headteacher is responsible for the day-to-day management of the school, and will ensure:

- A school specific Health & Safety Policy is developed, in line with the authority's Model School Health and Safety Policy (or equivalent) and ensure it is effectively implemented, and its requirements are communicated to all relevant persons.
- Local management arrangements and emergency response arrangements (e.g. fire evacuation and lockdown procedures) are introduced which effectively control risks associated with the school premises or activities. These should be subject to periodic review to ensure that all risk control measures remain effective.
- Consultation with the Director of Children and Young People Services and Head of Landlord and Commercial Services at the planning stage of building work or projects, which they are considering on premises that Monmouthshire County Council own or occupy.
- The school premises are maintained in a safe state of repair and notify any defects to Property Services.
- Only competent contractors are engaged and that their work is suitably monitored and supervised to ensure that they discharge their health and safety responsibilities appropriately.
- The school cooperates with the requirements, guidance or directions issued by the authority relating to matters concerning health and safety
- A member of the school's management team is nominated with sufficient authority to take the lead responsibility for operational health and safety. The Finance and Facilities Manager will have

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the time, resources and competence to fulfil the role and implement appropriate health and safety arrangements.

- All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely.
- They are up to date with legislative changes, codes of practice, industry best practice and advisory services (e.g. Consortium of Local Education Authorities for the Provision of Science Services).
- Visible health and safety management and leadership is provided, to ensure a positive health and safety culture at Chepstow School.
- Health and safety is included on the agenda of staff meetings.
- Work related accidents, incidents (including violence), dangerous occurrences and near misses are reported using the Council's reporting arrangements and that they are appropriately investigated to identify the root cause, contributory factors and prevent a recurrence.
- All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place.
- Risk control measures identified by risk assessment are implemented and their effectiveness monitored.
- Employees have access to the "Health and Safety Law – What you should know" poster.
- All identified health and safety deficiencies brought to their attention are subject to a risk assessment (this can be a dynamic risk assessment) and acted upon in an appropriate manner and timescale.
- Advice is sought, where necessary from competent persons within the authority where significant and ongoing health and safety concerns are identified, ensuring the Governing Body and the Corporate Health and Safety Manager are informed.
- Trade Unions Safety Representatives / Employee Representatives are consulted.
- Employees are provided with this policy and ensure that they are suitably informed and instructed on relevant roles and responsibilities contained within.
- They cooperate fully with health and safety enforcing authorities (Health & Safety Executive, South Wales Fire and Rescue) and their inspectors in relation to any enquiries and investigations and notify the Corporate Health and Safety Manager of all Regulator interventions and communications.

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- Landlord Consent forms are completed and submitted to Property Services if any changes are planned to school buildings/sites, or any work is intended utilising external contractors.
- All plant, equipment and personal protective equipment are maintained, repaired and replaced as necessary.
- All statutory and other appropriate tests are carried out on equipment at appropriate intervals and retain suitable records of the tests.

Delegated Responsibility

The Finance & Facilities Manager is the School's Health and Safety Coordinator, and is supported by the Site Manager. Together, they ensure that the school complies with all Health and Safety procedures, as instructed by the Headteacher.

Staff

All staff will familiarise themselves with the Health and Safety at Work Act 1974 poster, which is available on the school's Staff Intranet, and any other health and safety legislation that is relevant to their line of work.

Staff are responsible for the day-to-day responsibility of following and implementing this Health and Safety Policy, including taking reasonable care to ensure their own health and safety, whilst ensuring that students and colleagues comply with the policy's requirements. This includes ensuring safe working practices exist within the department in which they work, for both students and staff.

Curriculum Leaders and Managerial Staff will ensure that any areas requiring risk assessments within their department, are reported to the Finance and Facilities Manager. In addition, any Health and Safety concerns must be reported to the Finance and Facilities Manager or Headteacher.

The staff member responsible for staff induction will ensure that new employees are given access to the school's Health and Safety policy, and understand the principles of working in a safe environment.

Any staff with access to plant, machinery and equipment within their department, is safe and secure, in good working order, and only supervised use is allowed by students.

Personal protective clothing and equipment, a first aid kit and fire extinguishers must be accessible in all areas that require them.

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Technicians and their Curriculum Leaders must ensure that any toxic, hazardous or flammable substances in their department are correctly used, stored and labelled.

Students

Students will conduct themselves in a safe manner at all times during the school day, including reporting any safety concerns to a member of staff. Students with a disregard for health and safety at school, will be disciplined under the school's Behaviour for Learning Policy.

Parents and Carers

Parents and carers will familiarise themselves with our policies, and support the school in ensuring their children comply with all associated aspects of the policy.

External Agencies and Contractors

Any use of the school not directed by the Headteacher, must have an appropriate person with responsibility for the activity and for the safe use of the school site. This includes any activities that operate outside of the hours of 08:00 and 16:00.

The Finance and Facilities Manager, supported by the Site Manager, will insist that any external agencies, contractors or hirers conduct themselves in a manner that complies with all health and safety requirements.

Without prior consent from the Headteacher, contractors or hirers must not use any unauthorised equipment, make any alterations to the school building, remove any signage from the school, or create any hazards for staff or students.

All contractors working on the school, must ensure safe working practices for their own employees under the provisions of the Health and Safety at Work etc Act 1974. If a contractor creates a hazardous environment, and does not rectify it, the Headteacher will intervene to minimise risk to their employees.

All contractors must familiarise themselves with and sign the Asbestos Register, which can be found at the School Reception.

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4. Policy Statements

First Aid

Chepstow School has a team of qualified first aiders, with experience ranging from 1-day to 3-day Level 2 & 3 training.

Name	Expiry Date Month	Expiry Date Year	Level Of First Aid	Days
ALN Team				
C. Evans	September	2026	Emergency first aid at work	1
C. Roullier	October	2028	Level 2 award in emergency first aid at work	1
A. Kite	October	2028	Level 2 award in emergency first aid at work	1
J. Barrett	October	2028	Level 2 award in emergency first aid at work	1
L. Mumford-Weaving	October	2028	Level 2 award in emergency first aid at work	1
N. Cook	October	2028	Level 2 award in emergency first aid at work	1
E. Cliff	October	2028	Level 2 award in emergency first aid at work	1
Science & Technology				
E. Powell	March	2027	First aid at work	3
T. Jones	March	2028	Level 2 award in emergency first aid at work	1
A. Davison	October	2028	Level 2 award in emergency first aid at work	1
P. Omar	October	2028	Level 2 award in emergency first aid at work	1
Support Staff				
L. Downham	April	2027	Emergency first aid at work	3
N. Shepherd	June	2027	Level 3 award in Paediatric first aid	3
V. Bradford	April	2027	Emergency first aid at work	3
H.Sprake	December	2026	Emergency first aid at work	3
L. Evans	October	2028	Level 2 award in emergency first aid at work	1
S. Harris	September	2026	Level 2 award in emergency first aid at work	1
P. Woods	October	2028	Level 2 award in emergency first aid at work	1

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SLT				
S. Giddy	March	2028	Level 2 award in emergency first aid at work	1
E. Wilks	March	2028	Level 2 award in emergency first aid at work	1
Health & Wellbeing				
J. Dunbar	March	2028	Level 2 award in emergency first aid at work	1
E. Jones	October	2028	Level 2 award in emergency first aid at work	1
Teaching Staff				
L. Goddard	September	2026		
A. Collins	October	2028	Level 2 in emergency first aid at work	1
P. Silva	October	2028	Level 2 in emergency first aid at work	1
O. Walsh	December	2026	Emergency first aid at work	1
E. Martinez	December	2026	Emergency first aid at work	1

Emergency Procedures

The Headteacher, supported by the Finance and Facilities Manager will ensure that practical evacuation procedures are in place, and circulated to all staff on an annual basis, including during new staff induction. This includes, hosting termly drills for both fire evacuation and emergency invacuation and lockdown. The Site Manager will oversee the weekly testing of the fire alarm system weekly during term time and ensure the system's integrity.

All staff will ensure Emergency Evacuation instructions are displayed in each room.

Severe Weather Procedure

Chepstow School follows Severe Weather Procedure Guidance, as published by Monmouthshire County Council, which is displayed on the Staff Intranet.

Accident Reporting and Near Misses

All accidents and near misses must be reported to the Site Manager and/or Finance & Facilities Manager. The Finance & Facilities Manager will then report to Monmouthshire County Council, if necessary.

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5. Monitoring and Review

Health and Safety updates are reported on a quarterly basis to the Finance and Resources Committee of the Governing Body. In addition, this policy is reviewed by the Full Governing Body on an annual basis.

The school completes health and safety audits, on a biannual basis.

This policy is available on the school's website and staff intranet.