



# Health & Safety Policy

Reviewed by: Finance, Buildings, Health & Safety

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Signed by:  
(Chair of Governors)

Next Review: June 2018

# **HEALTH AND SAFETY POLICY**

## **PART ONE**

### **GENERAL**

#### **1.0 INTRODUCTION**

This statement does not replace the authorities Council General statement of Health and Safety, nor the Local Education Authority's Health and Safety Policy Statement, but is in addition and complimentary to them for the benefit of all users of the school premises. Copies of the above documents will be readily available on each School Site Manual.

This statement deals with those aspects over which the Governing Body has control and covers the health and safety issues associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Education Authority (LEA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

#### **2.1 GENERAL STATEMENT & COMMITMENT**

The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school undertaking,

And in particular:

- a) to establish and maintain a safe and healthy environment throughout the school and for all school activities;
- b) to establish and maintain safe working procedures among staff and pupils;
- c) to make arrangements for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
- e) to maintain a safe and healthy place of work with safe access and egress;
- f) To provide and maintain adequate welfare facilities

## **22 HEALTH AND SAFETY MANAGEMENT**

The School will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

## **23 PLANNING**

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

## **24 HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibility of Governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the school will provide onsite competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. To this end the school must nominate a Health and Safety Co-ordinator and must be trained to a minimum of I.O.S.H (Institution of Occupation, safety and Health) 5 day course "Managing Safely"

The Council's LEA Health and Safety Advisor will also be available to provide competent assistance.

## **25 CO-OPERATION AND CONSULTATION**

No Health and Safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The School will actively encourage and support consultation with Trade Unions and other appointed Safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

## **26 CO-ORDINATION**

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff maintenance personnel.

## **27 INFORMATION TO STAFF**

This school health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc., must be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

## **28 REVIEW OF POLICY**

This School Health and Safety Policy will be annually reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

## **CONCLUSION**

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Executive or Environmental Health Inspector), the Head teacher should immediately advise the LEA. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the LEA or Head teacher in pursuance of the Health and Safety Policy shall immediately report the circumstances to the Head teacher. The Head teacher should then initiate appropriate remedial action. If it is possible for the Head teacher to resolve the matter he/she should then report the facts to the LEA.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head teacher.

# ***SCHOOL HEALTH AND SAFETY POLICY***

## ***PART TWO***

### **ORGANISATION AND RESPONSIBILITIES**

#### **1.0 INTRODUCTION**

Local Management of School requires the school staff, Governing Body and the LEA to work together to ensure the health; safety and welfare objectives are achieved.

#### **2.1 THE GOVERNING BODY**

The Education Reform Act 1988 gives governing bodies' important powers and duties in controlling school premises managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the governors are responsible for ensuring a Health and Safety Management System is in place within the School. Such a system will ensure:

- a) A clear written policy statement is created.
- b) That responsibility for health, safety and welfare are allocated to specific people who shall receive specific, relevant information and training in order to ensure competence.
- c) That information is displayed throughout the school confirming who has responsibility for health, safety and welfare.
- d) The involvement of everyone in making the policy work.
- e) Those personnel have sufficient experience, knowledge and training to perform the tasks required of them.
- f) The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- g) That everyone has sufficient information about the risks they run and the preventable measures they should take to minimise the risks.

- h) The visible demonstration of commitment to achieving a high standard of health and safety performance within the school and the development of a positive attitude to health and safety amongst staff and pupils.
- i) Health and Safety performance is measured by the use of inspections, checks and the recording of accidents.
- j) That a review of the school's health and safety policy and performance takes place annually and action on the reviews findings, including amending the school policy, if necessary takes place.

### **3.1 THE HEADTEACHER**

The day to day responsibility for all school health and safety and welfare organisation and activity rests with the Head teacher who will:

- a) Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice.
- b) Co-ordinate the implementation of the governor's health, safety and welfare procedures of the school.
- c) Make clear any duties in respect of health, safety which are delegated to members of staff.
- d) Stop any practices or the use of any plant, tools, equipment machinery, etc he / she considers being unsafe, until satisfied as to their safety.
- e) Put in place procedures to monitor the health and safety performance of the school.
- f) Make or arrange for risk assessments of the premises and working practises to be undertaken, recorded and reviewed on a regular basis and ensure that he / she is kept informed of accidents and hazardous situations.
- g) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- h) Review annually
  - The emergency procedures
  - The provision of first aid in the school
  - The risk assessments
- i) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.

- j) Arrange for staff to be trained in accordance with the specific area(s) involved. These are provided by the L.E.A. for appropriate personnel.
- k) Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and use of Work Equipment", guidance and procedures contained in the departmental Health and Safety manual.
- l) Maintain effective communication with the appointed Health and Safety representative.
- m) Ensure that the evacuation procedures are understood, correctly implemented and reviewed as appropriate, by senior management.
- n) Report to the Governing Body annually on the health and safety performance of the school.
- o) Co-operate with and provide the necessary facilities for Trade Union appointed Safety Representatives.
- p) Chair Health and Safety Committee.

#### **4.1 SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Business Manager will be the Health and Safety Co-ordinator, and has / will be trained in Health and Safety (Institution of Occupation, Safety and Health) 5 day "Managing Safely". The School Business Manager has the following responsibilities:

- a) To co-ordinate and manage the annual risk audit process for the school.
- b) To ensure the termly general workplace monitoring inspections are carried out, together with the Governor who has responsibility for health and safety.
- c) To monitor the provision for the inspection and maintenance of work equipment throughout the school.
- d) To ensure adequate records of the above processes are kept on the school premises.
- e) To advise the Head teacher on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?
- f) To maintain continuing observations throughout the establishment and report to the Head teacher or lead teachers, if any unsatisfactory situation is observed or reported to him.
- g) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school in general.

- h) Be involved in accident investigations wherever possible.
- i) Carry out any other functions devolved to him by the Head teacher or Governing Body.
- j) To act as a point of contact between the school and the LEA Health and Safety Advisor.
- k) To provide an annual Health and Safety report to the Head teacher for submission to the Governing Body.
- l) To ensure that Section 3 of the Health and Safety policy is clearly detailed and is periodically brought to the attention of the School Safety Committee.

## **5.1 TEACHING / NON TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

These staff includes Deputy Head teacher, Lead Teachers, Clerical Managers, Site Manager and other Supervisory staff.

They will:

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the Head teacher or School Health and Safety Co-ordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Head teacher or the School Health and Safety Co-ordinator.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.

- g) Ensure, as 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.
- h) Where appropriate, ensure relevant advice and guidance on health and a safety matter is sought.
- i) Investigate any accidents, which occur within their sphere of responsibility.
- j) Prepare an annual report for the Head teacher on the health and safety performance of his/her department or area of responsibility.

## **6.1 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head teacher or Lead Teachers before allowing work to take place.

Class teachers shall:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Not leave a class unsupervised under any circumstances. If a teacher needs to leave the class, a pupil shall be sent to reception in order for cover to be arranged,
- c) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, if issued, and to ensure that they are applied.
- d) Teachers and Technical Support Staff are responsible for the monitoring, implementation and practice of the Health and Safety measures including the condition of subject specific equipment for their own teaching areas as laid down in the relevant code of practice. In addition to this spot checks will be carried out by the Schools Health and Safety Co-ordinator together with the Governor with responsibility for Health and Safety on a termly basis.
- e) Give clear oral and written instructions and warnings to pupils as often as necessary.
- f) Follow safe-working procedures personally.
- g) Ensure the use of personal protective equipment and guards where necessary.

- h) Make recommendations to their Head teacher or Lead Teachers on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- i) Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
- j) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- k) Report all Accidents, defects and dangerous occurrences to their Head teacher or Head of Faculty.

## **7.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Head teacher recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example, about accidents, and to paid time off train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Head teacher or Governing Body.

### **8.1 OBLIGATION OF ALL EMPLOYEES**

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Take heed of any instruction and/or training received on the use of equipment, machinery, and dangerous substance or safety devices.
- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e) Report all accidents in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.

- h) Inform their Line Manager of any shortcomings they consider to be in the School's Health and safety arrangements.
- i) Exercise good standards of Housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed health and Safety representatives

All employees who authorise work to be undertaken or authorise the purchase of equipment will insure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned,

## **9.0 VISITORS AND OTHER USERS OF THE PREMISES**

Visitors and other users of the premises should be required to observe the health safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

**Trespass** - The Head teacher must be informed immediately if there is a problem with the presence of an individual / group / vehicles on the school premises. If it is felt necessary, police assistance will be sought.

**Animals** - The school will co-operate with the appropriate local authority officer(s) to eliminate the unauthorised use of the school grounds by animal owners.

**Joint Use Facilities** - The Governors and the Local Authority will jointly ensure that the shared sports facilities are adequately supervised and maintained, to provide a safe provision for school and community use.

***Directors of Learning & Leadership***

**Kate Rogers  
Mary Jones  
Mark Seale  
Rob Chesters**

**Deputy Head Teacher  
Deputy Head Teacher  
Director of Learning  
Director of Learning**

## PART THREE

### ARRANGEMENTS

The following section covers the arrangements that we must ensure are in place to ensure the school complies with any statutory duties and / or LA advice, guidance and other relevant standards.

#### SECTION ONE - HEALTH AND SAFETY MANAGEMENT

##### 1.1 School Health and Safety Policy

The school acknowledges the requirements of the Local Authority Health and Safety Policy and associated Corporate and LA standards and guidance. School health and safety resources for managing health and safety can be found on Flintshire County Council's infonet, or on the LA schools information database <http://moodle.gov.uk/la>.

The school password for accessing the Health and Safety resources on moodle is Scool01

##### Learning Areas Health and Safety Policies

Curriculum specific health and safety policies have been developed for the Faculties of Design and Technology, Science and PE. Copies are kept within the faculty in the health and safety resource file / [individual copy is provided to each member of staff within the faculty, and also on the shared drive. These supplementary health and safety policies have been endorsed by governing body / head teacher and will be reviewed annually.

##### 1.2 Health and Safety Monitoring

###### Auditing

The head teacher and governors will undertake an annual full audit of the school's Health and Safety Management System in accordance with the LA's Health and Safety Audit procedures. Copies of completed Audit checklists and findings are kept with the School Business Manager for reference.

A written action plan with risk rated timescales will be prepared by head teacher to progress any identified remedial actions resulting from the Audit. The action plan will be monitored at annual staff meetings and at meetings of the Governing Body.

A record of progress will be formally maintained on the action plan until actions are completed / closed off.

In addition to the annual school audit, specific Faculty health and safety audits will be completed on an annual basis by heads of faculty in conjunction with subject specialists utilising the CLEAPSS audit resources for Science and for Design & Technology. Records of audits and findings will be provided to the Business Manager by September 1st each year along with an action plan to address any shortfalls identified.

Copies of all audits records will be held by the School Business Manager. The Governing Body will be provided with reports on school audits through the Finance Health & Safety Committee and the Full Governing Body meetings.

The LA undertakes Audit sampling on an on-going basis. When an external audit is undertaken, all staff will fully co-operate.

### Statutory Safety Inspections

The school keeps an inventory of all statutory inspections undertaken by external contractors. This inventory provides up-to-date information on what inspections are undertaken, by whom and at what frequencies. A copy of the inventory is kept by the School Business Manager along with records of all inspection findings / reports.

A list of Statutory Inspections undertaken is as follows:

- CCTV & video surveillance equipment
- DDA works (under £100)
- Entertainment license and inspections
- Fan convector and heater servicing
- Heat treatment equipment servicing (with ventilation)
- Portable appliance testing

Where Statutory Safety Inspections have been undertaken that are specific to an individual Faculty (eg fume cupboards, LEV tests, Fixed Machinery and Equipment, PE equipment etc), copies must also be retained in the Faculty Health and Safety File for ease of reference.

### Area Safety Inspections

A general inspection of the site will be conducted termly and be carried out by / co-ordinated by the Link Governor for Health & Safety with the Site Manager.

In addition, termly Inspections of individual departments will be provided by the Lead Teachers with support from subject experts. These are listed below:

D&T	Steve Hooson
Music	S. Lewis

Drama	Mark Seale
English	Steph Stamatiou
Mathematics	Ian Lloyd
Science	Cerasela Raducanescu
Humanities	Mark Seale
P.E.	Miles Gillespie
Welsh	Lucy Sumner
Business	Martyn Earnshaw
Art	Gail Sisson
Design & Technology	Steve Hooson
History	Siobhan Henry
R.E.	Mark Seale
Home Economics & Textiles	Jen Morris
ADL	Mary Jones

In all cases those person(s) carrying out the inspection will complete a written report and submit this to the head teacher by the above named by every half term. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

Copies of Safety Inspection checklists for use are provided on the LA's school health and safety resource database [www.cleapss.co.uk](http://www.cleapss.co.uk) as appropriate to areas to be inspected.

All staff are required to remain vigilant and report any defects identified on a day to day basis to the Business Manager to ensure safeguards are put in place as necessary.

### **1.3 Communication, Reviewing and Consultation with Employees and others**

The school arrangements for the above to provide information on school / health and safety committee meetings to the Finance Health and Safety Committee and then the Full Governors Meeting. Staff meetings are when Health and Safety information will be cascaded down.

### **1.4 Risk Assessment**

#### General School Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager following the guidance contained on the LA <http://moodle.flintshire.gov.uk/la> school resource database under health and safety. The risk assessments are approved by the Business Manager and Director of Learning with experts, for example D & T, Home Economics and Science.

A list of Risk assessments (risk inventory) and copies of risk assessments are available for all staff to view and are held centrally in the shared drive. A copy of the current school risk assessment inventory is appended to this policy.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work by electronic communication (E-mail). These to be monitored and co - ordinated by the business manager

### Personal Risk Assessments

Specific risk assessments relating to individual members of staff or pupils are held on the individual's personal file. Where a personal risk assessment is required it will be undertaken by relevant line manager taking account of any medical information provided. Such risk assessments will specify the required frequency of reviews.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact on their work.

Forms for carrying out a personal risk assessment for a pupil, or for assessing and documenting a Personal Evacuation Plan (PEP) can be found on the LA's health and safety resource database <http://moodle.flintshire.gov.uk/la>.

### Curriculum Risk Assessments

Risk assessments for curriculum activities will be carried out by relevant heads of faculty taking account of codes of practice and model risk assessments as they apply.

Whenever a new course is adopted or developed all activities are checked against these and any significant findings incorporated into texts in daily use, scheme of work / lesson plan / syllabus etc.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science and Design and Technology.

In addition, the following publications are used within the school as sources of model risk assessments:

- BS4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice
- Safe Practice in Physical Education and School Sport, Association of PE AfPE  
<http://www.afpe.org.uk>
- [input other professional sources eg Topics in Safety, DATA that the school may also refer to as well as moodle]

All model risk assessments, as they apply, must be reviewed and amended to suit local circumstances, and incorporated into lesson plans, schemes of work as recommended in supplementary guidance provided, and must be kept readily available within departments for ease of reference and inspection.

## SECTION TWO: BUILDINGS AND SITE SAFETY

### 2.1 Control of Asbestos

N/A

### 2.2 Building and Maintenance Works and Control of Contractors

The head teacher will be responsible for ensuring that all works on site are planned and executed in accordance with the LA document "Management and Control of Construction and Contractor Works on School and other Educational Premises", and where the works meet the criteria set out for applying for Landlord Approval from the LA, this will be undertaken in good time. A copy of this document is located with the Business Manager.

Where possible the school will use contractors from FCC Approved list of Contractors.

The school has access to advice and support on repairs and maintenance, general improvements/structural matters via FCC building surveyor, Mark Todd.

Funding responsibility for repairs and maintenance and replacement is outlined in the document "FCC Scheme for Financing Schools - Annex 5. A copy is kept with the Business Manager.

There are two distinct types of contractors who will have access to the school site. These will be service contractors who regularly work on the site and building contractors who work on site on an "as and when" basis.

**Service Contractors:** Service contractors have regular access to the site as specified by a contract. Such contractors' visits will vary from an annual visit e.g. to service boilers, check fire extinguishers etc, to those on site daily e.g. cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the school. Service contractors will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, students and visitors on site. When service contractor visits occur the Site Manager must be contacted when they arrive on site to ensure the nature of the work and potential risks are checked and any local management arrangements necessary can be agreed prior to work commencing.

**Building Contractors:** These are contractors who attend site to undertake building works which can vary from simply replacing a broken window to remodeling a room or building a new block. All such works will be subject to pre-planning, risk assessment and subsequent safety management arrangements, however planning run-in times may differ depend on the scale and scope of proposed works/projects:

Small scale building works - this will include day to day maintenance work and all work undertaken on site where a pre site meeting (due to the small scale of the works) has not taken place. Before works can be authorised:

- All contractors must report to the reception upon arrival and under no circumstances are they to commence work until approval has been given to do so by the Site Manager.

- Before any work commencement approval is given the Head Teacher] / Site Manager is to be made aware of what work is to be undertaken, where the work is to be carried out, an indication of the likely timescale for the work, what equipment is to be used, what services are required.
- Before any work commencement approval is given, all necessary safeguards must be established and implemented to safeguard others on site who may be affected.
- Contractors will wear identification badges at all times whilst on site.
- In the event of a problem, contractors must be referred back to Alan Palmer to agree a safe solution.

Larger scale building works – this encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually comes under the requirements of the Construction, Design and Management Regulations and the school must exercise the duties of the Client’.

For all large scale works, unless they are being managed directly by the LA, a Landlord Approval application will be submitted to the LA in accordance with the LA’s requirements. Works will not proceed until approval has been given in writing by the Chief Officer.

Site Manager will be responsible for monitoring areas where the contractor’s work may directly affect staff and pupils, and checking whether the expected controls are in place and working effectively.

### Planned maintenance and inspection

Regular inspection and testing of school plant, machinery and equipment is carried out in accordance with legislative requirements by suitably competent contractors. The school inventory of all planned maintenance, contractors, and frequency of inspection is kept with the Business Manager.

Heads of faculty are responsible for ensuring inspection and maintenance requirements for machinery and equipment within their areas are identified and implemented. This includes regular inspection of hand tools.

### 2.3 Electrical Safety

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Regulations. Following this check a certificate is issued to confirm the electrical installation is safe. Any queries regarding the status of the electrical installation should be referred to Corporate Property Technical Services Mark Todd

Fixed and Portable Electrical Equipment.

All portable items of electrical equipment is subject to a formal inspection and testing (portable appliance testing PAT) on an annual basis. These inspections are carried out by Site Manager.

The Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing (this will include all caretaking and cleaning electrical equipment).

All staff are required to carry out visual inspections of electrical equipment prior to each use to look for any obvious defects and signs of overheating (eg to cables, plugs, sockets, casings etc) and to take out of use immediately any equipment found to be defective.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation from the site manager, and must be subject to the same tests as school equipment.

Further guidance on electrical safety is available on the LA school resource website <http://moodle.flintshire.gov.uk/la>

#### 2.4 Gas safety

Inspection of gas equipment / appliances in kitchens, laboratories, food technology, D&T areas are to be on an annual maintenance contract. Records kept by the Business Manager.

Science, D&T and Food Technology all benefit from the 'Gas Guard System' which isolates gas, electricity and water. All staff in appropriate areas have been trained on the safe use of this system.

Guidance for a gas leak can be found in the document in Managing Critical incidents on School sites - LA guide a copy is available on Moodle.

Only appropriately Gas Safe Registered contractors will be authorised to inspect, service or otherwise work on any gas installation or gas equipment.

#### 2.5 Glazing

The glazing survey will be located in the school health & safety folder in the Business Managers office once complete, this is updated by the site manager as and when is required and in accordance with LA requirements and guidance. The site manager deals with the safe disposal of any broken glass on the site.

#### 2.6 Grounds Maintenance

Crown contracting deal with all grounds maintenance on the school site, records are kept by the Business Manager of site visits and work undertaken.

#### 2.7 Control of Legionella

An assessment has been completed on the hot and cold water systems in the school by Hertel and measures have been introduced to manage the risk of Legionnaires disease. Alan Palmer is responsible person in school for ensuring that the identified operational controls are being conducted and recorded in the schools water log book.

The site manager is responsible for weekly flushing of seldom used outlets and all showers in accordance with the identified site operational controls and for logging this in the water log book. This also includes the flushing of all outlets following school holiday periods.

All mains drinking water is suitably labelled

### 2.8 Safety in Caretaking and Cleaning

The site manager is responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work.

Advice on caretaking and cleaning services and activities can be provided by FCC Facilities Services.

### 2.8 Premises Security Issues

The site manager is responsible for premises security issues. Access is restricted to front door, and the site manager ensures all gates are secured.

### 2.10 Traffic Management

The school has undertaken a risk assessment in relation to the management of vehicles on the school site. A copy of this risk assessment and safe management of arrangements is available from the Business Manager.

Pedestrian routes around the site should be adhered to in order to control any potential for pedestrian / vehicle collision on site. Care should be taken and staff should be alert to any movement of vehicles within the car parks.

### 2.11 Tree Management

All grounds maintenance requirements including tree management is out sourced to Crown Contracting as and when necessary who have the relevant skills and expertise to deal with our requirements safely.

### 2.12 Working at heights

In most cases working at height will only be carried out by a suitably qualified and competent contractor. However, there may be occasion when school staff need to access height (for example gutter clearing, putting up displays etc) which may require use of ladders or stepladders.

Wherever possible working at height by school personnel is to be avoided by eg not storing items at height that need to be accessed regularly, using long handled tools for cleaning shelves and ledges etc. Where it cannot be avoided (eg changing light bulbs, putting up displays, clearing gutters, etc) a written task specific risk assessment must be completed by a suitably competent person, to establish whether an acceptably safe method of work can be established.

The competent people for assessing and approving any working at height are the site manager and assistant caretaker.

On no account should any member of staff attempt to stand on furniture (such as tables, chairs, cupboards etc), the use of a stepladder or elephant stool is advised.

The site manager keeps a register of all ladders and stepladders on the school site which specifies where they are to be kept and how they must be stored. They are formally inspected by the site manager annually. All ladders are labelled.

In addition, anyone authorised to use a ladder or stepladder will only be approved to do so if they have received safe use of ladder training which must be evidenced.

Refer to LA guidance „Working at Height“ practical guidance for schools“

### **SECTION THREE: CURRICULUM SAFETY**

<b>Curriculum Area</b>	<b>Our arrangements</b>
All Curriculum Subjects	Risk assessments completed & updated by Director of Learning (for guidance refer to Moodle)
D&T	Refer to CLEAPSS guidance & Moodle
Science	Refer to CLEAPSS guidance & Moodle
Physical Education	Refer to CLEAPSS guidance & Moodle
Educational Visits & Journey Policy	Guidance on „Evolve“ and refer to school EVC plan along with approval arrangements information (See Business Manager)

## **SECTION FOUR: WELFARE AND EMERGENCY ARRANGEMENTS**

### 4.1 Fire safety

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and reviewed annually, and for implementing any actions required that are advised to be within the remit of the management of the school. A copy of the school fire risk assessment is kept Business Manager / shared drive.

Fire safety precautions and emergency evacuation procedures are detailed in staff handbook] and a summary posted in each classroom. These procedures are reviewed at least annually and are made available to staff as part of the school induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the site manager.

Fire drills will be undertaken termly and a de-brief undertaken by the site manager / Head Teacher to consider whether remedial actions are required as a result. Records of results and subsequent actions will be recorded in the Fire Log Book by the site manager which is located with the Business Manager

#### Fire Fighting

Only staff trained in the use of fire extinguishers should attempt to use them, and if it is safe to do so in the circumstances. The alarm should always be raised BEFORE attempting to tackle a small fire. The safe evacuation of persons is an absolute priority.

Site manager will carry out a weekly visual check of any fire extinguishers located within their areas of work to ensure they remain available for use and have not been tampered with / pins are intact.

An annual maintenance and service of all fire extinguishers will be undertaken. Defective equipment or extinguishers that need recharging should be taken out of service and reported to the head teacher and the contractor for remedial action. The site manager performs a check of fire call points on a weekly basis and record any findings.

Details of 'Gas Guard' isolation points:

#### Science

Prep room - Right hand wall

SC2.1 - Left hand wall by window

SC2.2 - Right hand wall by window

SC2.3 - Left hand wall by window

SC2.4 - Right hand wall by window

## D&T

Rear wall brazing hearth room

Rear wall by the welding bar

## Home Economics

Left hand side of room by TV

Details of chemicals and flammable substances on site.

An inventory of these is kept by the caretaker / site manager with the Fire Log Book, with additional copies kept by relevant heads of department as appropriate.

Fire alarm call points are tested weekly in rotation by the site manager. This test will occur on Mondays at 07.30. Any defects in the system will be reported immediately by site manager to the alarm contractor, and the head teacher informed.

Emergency lighting checks for operation are carried out termly by site manager. Annually a full discharge test and certification of the system will be undertaken by KDE phone 01928 711444/.

Daily checks of means of escape for any obstructions on exit routes, and for ensuring final exits remain operational and available for use are carried out by the site manager.

## 4.2 First Aid

Please note;

A Separate First Aid Policy for Ysgol Treffynnon is currently being drawn up, and will replace this section when approved by Governors.

The school reviews the need for First Aid provision on an annual basis and ensures that refresher training is provided in accordance with the LA's First Aid at Work Standard.

A list of the school First Aiders is posted in each classroom. A list of First Aid Box locations and designated persons is kept in reception.

First Aid Boxes are allocated to designated members of staff to check the contents against the statutory content list on a weekly basis.

A list of First Aid Box locations and designated persons is kept in reception.

Transport to Hospital:

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated by the head teacher / or deputy head teacher in situations where the parents / carers cannot be contacted in time.

All medication approved for administration within the school will be adequately labelled and stored securely. A register of medications administered will be maintained.

### 4.3 Accidents - Reporting and Investigation

All accidents and incidents will be reported to the Corporate Health and Safety department in accordance with FCC reporting procedures using the official FCC form. A copy of those procedures are located with the Business Manager.

All accidents and incidents must be reported directly to the [head teacher] [head of faculty] [line manager] as soon as the casualty has been attended to. This is to ensure that a suitable and timely investigation is undertaken by management to determine causation and with a view to preventing further similar accidents. Accident locations should be secured and undisturbed pending investigation.

Details should be recorded on the accident form as far as they are known following initial investigations, and forwarded to Corporate Health and Safety, normally within 3 working days.

In the event of a serious accident, this must be reported as soon as is practically possible following the event by telephone.

Accident forms are available from school office.

The Business Manager will analyse reported school accident reports for trends on a termly basis and provide a report to the head teacher / governing body.

### 4.4 Dealing with Emergencies / School site arrangements

In addition to fire incidents and accidents, the school has identified a range of other major incidents that could occur on or off the school site. In this respect the school has developed a separate policy and guidance for managing critical incidents, based on the guidance document issued by the LA.

A copy of this separate policy is located in main school office and all staff are required to familiarise themselves with the contents. A list of the current school critical incident management team is included in the policy.

## **SECTION FIVE: GENERAL SAFETY ISSUES**

### 5.1 Housekeeping

All staff and visitors are expected to take care of their own health and safety. All accidents must be reported to reception. If the fire alarm sounds, leave the building at the nearest available exit and assemble on the rear playground.

### 5.2 Manual Handling and Lifting

Refer to the LA guidance which is published on the Moodle website. Staff who are identified as being „at risk“ from injury as a result of manual handling will be provided with the appropriate training and risk assessments will be carried out and reviewed annually.

### 5.3 Bullying and Harassment

Refer to LA guidance which is published on the Moodle website and also the school bullying and harassment policy.

### 5.4 Civil Claims

Refer to LA guidance which is published on the Moodle website. In the event of a claim being made against the school we refer to Lorraine Chong, insurance specialist based at Flintshire County Council.

### 5.5 Control of Substances Hazardous to Health (COSHH)

Refer to LA guidance which is published on the Moodle website, selection and use of approved substances, hazard data sheets, risk assessments, staff training in use, selection and use of personal protective equipment, storage arrangements. In science and D&T refer to CLEAPSS, Cleaning and Caretaking COSHH inventories take advice from FCC Facilities Services when necessary.

### 5.6 Display Screen Equipment (computers, laptops etc)

Refer to LA guidance which is published on the Moodle website, requirement for specific DSE workstation assessments, arrangements for eye testing, how to report health and concerns, who to, reviews of assessments annually or following moves or new equipment.

### 5.7 Kitchen Safety/ Hygiene

The LA Facilities Services is responsible for the kitchen. They also provide catering risk assessments and the catering health and safety on-site manual, any restrictions of access for non-catering staff, after dinner cleaning arrangements/canteen and restrictions to avoid wet floors etc. Advice is taken from Facilities Services on these matters.

### 5.8 Library safety

Relevant risk assessments required for library staff in relation to accessing shelves and moving library stock around also pupils must adhere to the school behavior code of conduct when using the library.

### 5.9 Lifts and Lifting Equipment

Reference to LA and manufacturer's guidance and instructions. The school has 4 stair lifts and 2 vertical lift that are used for DDA purposes, there are also a number of Evac Chairs at the top of stairwells and these are serviced and maintained on an annual basis. Relevant staff are trained on the safe use of both stair lifts and Evac Chairs.

#### 5.10 Lone and Peripatetic Workers

Risk assessment carried out and reviewed annually. Lone and peripatetic workers are expected to sign in and out at reception and inform someone where they are working and how long they are expected to be in the building for.

#### 5.11 Organising Major Events on School Premises

The organising body/person is responsible for provided appropriate risk assessments which are to be sent to the Business Manager with the official booking form for approval prior to the event taking place.

#### 5.12 Hire of premises

Refer to LA guidance and school policy on Lettings / shared use of premises / during and outside of school hours.

#### 5.13 Personal Protective equipment

The site manager is responsible for the provision and maintenance of any personal protective equipment and clothing and is required to establish if or when there is a need for such clothing to be worn on site.

#### 5.14 Pressure Vessels

N/A

#### 5.16 Procurement / General Safety issues

Responsibility for ensuring items procured are safe and fit for purpose is with the head of faculty/budget holder who authorises the purchase order. Items purchased must comply with British Safety Standards.

#### 5.17 Transport and Traffic Management on site

Refer to LA guidance which is published on the Moodle website - School risk assessment and arrangements for managing car parks, vehicle restrictions, safe pedestrian routes, managing deliveries, bus park arrangements to be referred to.

#### 5.18 Minibuses

Refer to LA guidance which is published on the Moodle website.

#### Violence at Work

- Handling confrontation with pupils/parents etc - Refer to school 'Use of Reasonable Force Policy'
- Cash handling arrangements - Refer to 'Financial Management in Schools' document.
- Use of Volunteers - DBS checked and kept up to date.
- Work experience (In-house, External and Extended) - Refer to school 'Work Experience Policy'.

## **SECTION SIX: HEALTH**

### 6.1 Administration of Medicines

The school will try to accommodate pupil with medical needs wherever practical and in line with the school policy on Managing Medical Needs. The school policy is in accordance with the DfE document "Supporting Pupils at School with Medical Conditions". A copy of that document which the LA endorses as the policy for schools can be obtained from the moodle resource website.

No member of staff will administer any medication unless the relevant process has been followed to ensure appropriate training in methods of administration has been received by designated persons, and all necessary forms have been completed by the school and the parent / carer as required in each case.

Alcohol

Drugs

Health Issues for Employees (Occupational Health)

Health Issues for pupils

Controls to Prevent the Spread of Infection

Smoking

Stress Management

### **APENDICES: FORMS - GENERAL**

Accidents forms

Secondary Risk Assessment pack

Audit Pack

Standard Risk Assessment Format

Safety Inspection Form (school area / environment inspections)

**PART 4****YSGOL TREFFYNNON****RECORD OF HEALTH AND SAFETY POLICIES**

<b>POLICY</b>	<b>DATE OF ORIGIN</b>	<b>REVIEW DATE</b>	<b>Committee Responsible</b>
<b>Respecting Others Policy (Anti Bullying)</b>	<b>27.02.12</b>	<b>08.12.16</b>	<b>S,S&amp;C</b>
<b>Safeguarding &amp; Child Protection Policy</b>	<b>01.02.12</b>	<b>08.12.16</b>	<b>S,S&amp;C</b>
<b>Critical Incidents</b>	<b>01.11.05</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>
<b>Lettings</b>	<b>24.02.08</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>
<b>Fire Safety &amp; Evacuation</b>	<b>01.06.15</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>
<b>D&amp;T</b>	<b>01.12.11</b>	<b>17.11.16</b>	<b>HoF</b>
<b>Science</b>	<b>01.09.12</b>	<b>23.10.16</b>	<b>HoF</b>
<b>PE</b>	<b>01.09.15</b>	<b>31.10.16</b>	<b>HoF</b>
<b>Charging &amp; Remissions Policy</b>	<b>07.02.05</b>	<b>26.01.17</b>	<b>Finance H &amp; S</b>
<b>Health &amp; Safety Policy</b>	<b>30.09.13</b>	<b>17.11.16</b>	<b>Finance H &amp; S</b>
<b>Internal Expenditure Delegation Policy</b>	<b>01.06.06</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>
<b>Publication Scheme</b>	<b>12.02.07</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>
<b>Disability Access Plan</b>	<b>11.02.10</b>	<b>Review Due</b>	<b>Finance H &amp; S</b>