



## HEALTH AND SAFETY POLICY YSGOL GYMRAEG MORNANT

## INTRODUCTION

In community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).

In foundation schools, foundation special schools and voluntary-aided schools, the employer is the Governing Body.

Legislation requires that every employer who employs five or more employees must have a written health and safety policy, and ensure it is brought to the attention of all their employees. All schools are required to produce a local school health and safety policy that takes account of and is consistent with the Corporate Flintshire County Council's policies.

This document provides a customisable template to assist schools in producing a written health and safety policy that will be specific to their individual school as it will contain information on who will do things and how.

The Head teacher should ensure that the policy is ratified by the Governing Body and implemented within the school. Once completed, the policy should be communicated to all staff in the school.

## WRITING A HEALTH AND SAFETY POLICY

Under the Health and Safety at Work etc Act 1974, it is the duty of an employer to have an up to date written health and safety policy. This general policy must be complemented by a specific school policy and adapting this model policy is the best way of complying with the Corporate and Local Authority (LA) Health and Safety Policies and demonstrating compliance with statutory duties.

The main points required in a Health and Safety Policy are:

### **Part 1 Statement of Intent**

Outlining your commitment to providing a healthy and safe environment for all users of the establishment – staff, pupils, volunteers, visitors and contractors. An example of a statement is provided to assist schools.

### **Part 2 Organisation (roles and responsibilities)**

The organisation section should describe the roles and responsibilities of key personnel, for example, Governors, Head teacher, those with responsibility for specific areas or activities which may have been delegated to them (heads of department, deputy heads, site managers, caretakers, cleaners etc), and other employees (both teaching and non-teaching) and any volunteers.

To this end typical roles and responsibilities have been drafted for the school to adopt. It is also helpful to provide a diagrammatic representation of reporting lines within the school.

### **Part 3 Arrangements**

The arrangements section should detail the school's local procedures for controlling significant risks and should make clear any specific roles and responsibilities in managing these. To this end you should consider under each of the relevant headings, the what, how, when and who by. It is also important to cross reference to supplementary policies where they exist, and where essential records are kept for ease of reference.

This model policy lists key areas of risk appropriate to typical school settings where local arrangements are required. The school leadership will need to look at the model policy provided and alter it to suit its individual circumstances. If a particular heading is not relevant to the school then it can be omitted but it may be wise to seek advice first. The list is not exhaustive, and any other areas of risk identified should be added as appropriate to individual schools.

The procedures for joint management / employee consultation should also be detailed. It is recommended that Health and Safety is included as a standing agenda item at relevant staff / team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety which in turn aids ownership of systems, procedures and safe methods of work.

A safety committee should be established as necessary and details should include its constitution and functions.

The monitoring arrangements (audits, inspections, statutory and non-statutory) should be clearly outlined in accordance with the guidance provided.

The policy will not be compliant and effective without the inclusion of all 3 parts suitably adapted by individual schools.

**POLICY REVIEW**

Full Policy reviews should be undertaken **annually** and be discussed with other staff / governors to ensure it reflects actual practice. Should any more immediate changes be required pending formal reviews, this should be communicated in writing to all employees / those who may be affected, with a copy of the amendment notice appended to the original master copy.

Health and Safety should be a regular item on the agenda of either, a full health and safety meeting of the governing / senior management body, or an appropriate sub-committee of governors (eg building premises committee etc).

Once complete the school policy should be formally accepted and approved and signed by the Head Teacher and Chair of Governors or the Chair of the Governors committee with responsibility for Health and Safety. A master copy of the policy should then be kept in a central location, ideally the school master policy file.

The policy should be communicated to all staff. It is important that the school has a system in place for providing evidence that each member of staff has read and understood the content as it applies to them, and is suitably aware of the range of systems and procedures within.

#### FURTHER INFORMATION

For further information and guidance contact Corporate Health and Safety on 01352 702782.

DfE health and safety advice for schools – Annex A contains key elements of a Health and Safety Policy.

Flintshire County Council's Health and Safety Management System, standards and guidance (infont).

[Http://moodle.flintshire.gov.uk/la](http://moodle.flintshire.gov.uk/la) - Health and safety resources for schools.

Health and Safety Executive (HSE) - [www.hse.gov.uk](http://www.hse.gov.uk)



# HEALTH AND SAFETY POLICY

## Ysgol Gymraeg Mornant

### PART 1

## STATEMENT OF INTENT

### 1.0 Introduction

The Governing Body of Ysgol Gymraeg Mornant 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.

The Statement below sets out how these duties will be conducted and includes a description of the school's organisation and 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 all staff and/or a copy will be issued to all members of staff for their reference. A further reference copy is kept in the school office.

A review of this policy statement and accompanying organisation and arrangements will be conducted on an annual basis by the Governing Body. Any changes necessary before the annual review will be notified to staff in writing.

### 1.1 General Statement and Commitment

The Governing Body recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. It will take all reasonably practicable steps 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.

In particular the Governing Body are committed to:

- a) Preventing accidents and work related ill health.
- b) Complying with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Ensuring that the handling, storage or transportation of articles and substances will be safe and without risk to health.

- e) Ensuring safe working methods are implemented and to providing safe working equipment.
- f) Providing a safe and healthy working and learning environment and ensuring that the site is maintained in a safe condition and without risks to health.
- g) Ensuring access to and egress from the site to all places of work on site are maintained in a condition that is safe and without risks to health.
- h) Providing effective information, instruction, training and supervision as necessary to ensure the health and safety of employees and those who are affected by the work of the school.
- i) Consulting with employees and their representatives on health and safety matters.
- j) Monitoring and reviewing our systems and prevention measures to ensure they are and remain effective.
- k) Ensuring adequate welfare facilities exist throughout the school.
- l) Ensuring adequate resources are made available for health and safety so far as is reasonably practicable.

## **1.2 Health and Safety Management**

The School will develop and implement an effective Health and Safety Management System to ensure the above commitments can be met and in accordance with the Authorities Corporate and Local Authority policies and procedures.

The Governing Body recognises that central to an effective management system is the identification, assessment and adequate control of risks. The school will implement a suitable system to identify and assess the risks from hazards associated with all its work activities with the aim of controlling the risks, so far as is reasonably practicable.

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.

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.

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 the premises, such as contractors, cleaning staff, maintenance personnel.

In accordance with the Health and Safety at Work etc Act 1974, and Management of Health and Safety at Work Regulations, any member of staff noticing a failure to comply with this policy, or any other advice or guidance issued by the Local Authority (LA) or head teacher in pursuance of the policy, has a duty to immediately report the circumstances to the head teacher. The head teacher is responsible for initiating appropriate remedial action. If it is not possible for the Head teacher to resolve the matter, he/she will report the facts to the Governing Body and the LA as appropriate.

Suggestions from any member of staff for improving standards of safety are welcomed by the head teacher.

The persons with specific responsibilities for Health and Safety are identified in Part 2 of this policy, and the arrangements implemented to meet the above requirements are detailed in Part 3.

Signed: David Hytch    Date: 22/05/19

Chair of Governors

Signed: B E Jones    Date: 22/5/19

Head teacher

## **PART TWO**

### **ORGANISATION AND RESPONSIBILITIES**

#### **2.0 Introduction**

As the employer the LA has overall responsibility for Health and Safety in community and voluntary controlled schools [in academy, foundation and voluntary aided schools, the Governing Body is the employer].

Nevertheless, regardless of whether Governing Body is the Employer or not, they have particular health and safety responsibilities as Occupier and Body in Control of Premises.

At Ysgol Gymraeg Mornant duties and responsibilities have been assigned to staff and governors as detailed below.

#### **2.1 The Governing Body**

In particular the Governors are responsible for ensuring that a health and safety management system is in place within the school and is effective. As a minimum these systems should adhere to the LA's health and safety policy, standards and procedures.

The Health and Safety Governor Cllr Glyn Banks has been appointed to receive relevant information, to monitor the implementation of health and safety policies and procedures within the school, and to give feedback on health and safety findings to the Governing Body.

The Governing Body will receive regular reports from the Head teacher or other nominated senior member of staff in order to enable them to provide and prioritise resources for health and safety.

The Governing Body will also ensure that:

- a) A clear written policy statement is created.
- b) That responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of those responsibilities.
- c) Persons allocated responsibilities have sufficient experience, knowledge and training to perform the tasks required of them competently.
- d) Clear procedures are created to assess the risk from hazards and produce safe systems of work.



- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively (audits, inspections, accident and incident analysis).
- g) The school's health and safety policy and performance is reviewed at least annually.
- h) Lead by example in demonstrating the Governing Body's commitment to achieving a high standard of health and safety performance, and encouraging the on-going development of a positive attitude to health and safety amongst staff and pupils.

## **2.2 The Head Teacher**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher who will support the Governing Body by ensuring:

- a) They are the focal point for reference on all school health and safety and welfare matters and give advice or indicate sources of advice.
- b) They co-ordinate the implementation of the governor's health and safety and welfare policy and procedures of the school.
- c) Clear direction is provided on health and safety tasks delegated to members of staff.
- d) Appropriate information on significant risks and required safety precautions / safe systems of work is given to staff, pupils, visitors and contractors.
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representative (where appointed).
- f) All staff are competent to carry out their health and safety roles and are provided with adequate information, instruction and training and/or supervision.
- g) Effective arrangements are in place to monitor health and safety performance at suitable frequencies.
- h) A system is implemented to ensure risk assessments are undertaken, recorded and reviewed on a regular basis.
- i) Safe systems of work are developed and implemented as identified necessary from the risk assessments undertaken.

- j) All accidents are reported, investigated and any remedial actions necessary are taken to prevent recurrence.
- k) Appropriate health and safety notices and signage is displayed as identified necessary.
- l) Emergency and welfare procedures are in place and regularly practiced.
- m) Premises, plant and equipment are maintained in a safe and serviceable condition.
- n) Any unsafe situations or practises observed, or reported, are stopped immediately until remedial measures have been taken.
- o) Suitable health and safety induction is provided to all staff (permanent and temporary, teaching and non-teaching) and volunteers.
- p) Report to the Governing Body on the health and safety performance and any safety concerns that may need to be addressed by the allocation of funds.
- q) Chairing the School Health and Safety Committee (if appropriate).
- r) Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

### **2.3 School Health and Safety Co-Ordinator**

The Health and Safety Co-ordinator is Mrs Bethan Jones, Headteacher who will carry out the following duties:

- a) To co-ordinate and manage the Annual Health and Safety Management System Audit process for the school.
- b) To ensure the termly general workplace safety inspections are carried out and reports collated for consideration by the Head Teacher and Governing Body.
- c) To monitor the timely provision for the inspection and maintenance of work equipment throughout the school.
- d) To ensure adequate records of the above are kept on the school premises and findings are reported to the Head Teacher and Governing Body.
- e) To advise the Head teacher on any situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To maintain a record of any reported hazardous conditions or situations as above.

- g) To maintain continuing observations throughout the establishment and make relevant comment to the Head teacher, the head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- h) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- i) Carry out any other functions devolved to him/her by the Head teacher or Governing Body.
- j) To act as a point of contact between the school and the LA.
- k) To keep accident and incident statistics and provide an analysis to the Head teacher and Governing body / School Health and Safety Committee.
- l) To provide an annual Health and Safety report to the Head teacher for submission to the Governing Body.
- m) To ensure that Section 3 of the Health and Safety policy is suitably detailed to reflect the school arrangements under each relevant heading, and is periodically brought to the attention of the School Safety Committee.

#### **2.4 Teaching / Non-teaching staff holding posts/ positions of special responsibility**

These staff include Deputy Head teachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers / Supervisors, Caretakers 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 / Senior Manager and/or School Health and Safety Co-ordinator (as appropriate) 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 / Senior Manager and/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, 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.
- h) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought in a timely manner, and bring to the attention of all staff under their control, any specific codes of best practice to be followed within their areas of work.
- i) Promptly investigate any accidents that 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.

## **2.5 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 Head of Department/Faculty before allowing work to take place.

Class teachers are expected to:

- 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) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, where issued, and ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- d) Follow safe-working procedures personally.
- e) Ensure the use of protective clothing and equipment, guards etc where necessary.
- f) Monitor implementation of health and safety measures in accordance with risk assessments, controls, codes of practice, including the condition of subject specific equipment, substances and materials within their own teaching areas.
- g) Make recommendations to the Head teacher or Head of Department / Head of Faculty on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- h) Integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.
- i) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- j) Report all Accidents, defects and dangerous occurrences to their Head teacher or Head of Department / Head of Faculty promptly.

## **2.6 School Health and Safety Representatives**

The Governing Body and Head teacher recognise 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 / member 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 member accidents, and to paid time off to 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.

## **2.7 Obligations 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 LA, 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 is suitably 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 / Faculty on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned,

## **2.8 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 / unauthorised vehicle on the school premises. If it is felt necessary, police assistance will be sought.

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

**Joint use of Facilities** – The Governors and the LA will jointly ensure that the use of any shared sports facilities are adequately managed, supervised and maintained to provide a safe provision for school and community use.

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## PART THREE

### ARRANGEMENTS

The Governing Body Ysgol Gymraeg Mornant recognise their legal obligations in respect of protecting the health and safety and welfare of employees, pupils and others who may use or visit the school. The following arrangements must be observed by all staff in the school.

In addition and in accordance with LA expectations, all staff must refer to and utilise as appropriate the schools' health and safety resource database <http://moodle.flintshire.gov.uk/la> and any other school acknowledged professional resources brought to their attention.

### 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>.

#### Departmental 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 in the office. These supplementary health and safety policies have been endorsed by **the Governing Body and Head Teacher** and will be reviewed annually.

#### 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 in the office along with records of all inspection findings / reports.

A list of Statutory Inspections undertaken is as follows:

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.

#### 1.2 Risk Assessment

#### General School Risk Assessments

In recognition of our duties under the Management of Health and Safety at Work Regulations the school conducts and documents risk assessments for all activities presenting a significant risk to staff, children, parents and visitors to the school site. These are co-ordinated by Mrs Bethan Jones 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 head teacher and relevant competent persons.

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 office. 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 in writing.

### 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 Mrs Bethan Jones 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 Emergency Evacuation Plan (PEEP) 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 the head teacher 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.

Model Risk Assessments for Science and Design and Technology are endorsed by the LA and the school and must be adapted to suit the needs of our school and local circumstances accordingly.

In addition, the following publications are endorsed by both the LA and the school and are to be used and adhered to as appropriate:

- 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>

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 by CLEAPSS, 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

A copy of the asbestos file containing the current asbestos management survey report, survey plans, data, and the school asbestos management plan is located in the office.

The head teacher (duty holder) will ensure that all staff are advised on the current status of any asbestos containing materials on the school site, and what preventative measures are in place to prevent exposure to occupants.

The head teacher (duty holder) will ensure that the asbestos register is made available to all contractors working on the school site where their work is likely to involve any disturbance to the fabric of the building and/or machinery (eg repairs, maintenance, improvements, demolition works, drilling into ceilings, floors, walls etc).

All staff must check the register and request approval from the head teacher (duty holder) before pinning, drilling, or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Prior to any works commencing on site, confirmation must be given by the contractor that they have read and understand the asbestos file content and that no asbestos is likely to be disturbed by the works they are to undertake. They must also sign the asbestos register to that effect before being authorised to proceed with their work on site.

### 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 in the office.

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 surveyors 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 in the office.

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 eg to service boilers, check fire extinguishers etc, to those on site daily eg 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 Mrs Bethan Jones 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 remodelling 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 office upon arrival and under no circumstances are they to commence work until approval has been given to do so by Mrs Bethan Jones.
- Before any work commencement approval is given the head teacher 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 [insert name] 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.

The headteacher 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 in the office.

### 2.3 Electrical Safety

The Electricity at Work Regulations and associated HSE guidance notes outline the requirements for electrical safety. The requirements of BS4163, Health and Safety for design and technology in schools and similar establishments will also be adopted.

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.

#### 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 Ian Barnett Electrician.

School Secretary is responsible for keeping an up-to-date inventory (register) of all 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 head teacher, and must be subject to the same tests as school equipment.

Where technical knowledge is needed for repair of electrical equipment, help and advice must be sought from a professional source.

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

#### 2.4 Grounds Maintenance

Ground Maintenance carried out by Sherratt Landscapes Ltd.

#### 2.5 Control of Legionella

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

Caretaker 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

#### 2.6 Safety in Caretaking and Cleaning

Mrs Deborah Faulkner 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. A model risk assessment register is provided on <http://moodle.flintshire.gov.uk/la> highlighting typical caretaker and cleaner tasks to be risk assessed.

#### 2.7 Premises Security Issues

School is alarmed with three main key holders.

## 2.8 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 in the office.

Pedestrian routes around the site should be adhered to by all 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.

## 2.9 Tree Management

Tree management is undertaken by Dewi Ellis, FCC.

## 2.10 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 person for assessing and approving any working at height is Mrs Bethan Jones.

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

Mrs Bethan Jones 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. 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 and HSE guidance on the safe use of ladders and working at height in schools documents on the schools health and safety resources section of <http://moodle.flintshire.gov.uk/la>.

## **SECTION THREE: 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 in the office.

Fire safety precautions and emergency evacuation procedures are detailed in separate folder 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 school secretary.

Fire drills will be undertaken termly and a de-brief undertaken by Mrs Bethan Jones 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 Mrs Bethan Jones which is located in the office.

### 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.

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

Chubb Fire Maintenance undertakes an annual maintenance and service of all fire extinguishers. 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.

Details of service isolation points (ie gas, water, electricity) held in the office.

Details of chemicals and flammable substances on site. An inventory of these is kept by the caretaker 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 caretaker. This test will occur on a Tuesday at 7.30 am. Any defects in the system will be reported immediately by Mrs Bethan Jones to the alarm contractor, and the head teacher informed.



Emergency Lighting checks for operation are carried out monthly by the caretaker. Annually a full discharge test and certification of the system will be undertaken by FCC.

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 Mrs Bethan Jones.

Fire Doors will be checked daily for functionality by the caretaker as part of the opening up process. Any adjustments to eg door closers will be made where identified necessary to prevent door slams. Any defects must be referred to the Head Teacher in the first instance. Fire doors are an essential part of the school fire precautions in order to maintain the protection of escape routes. All fire doors should be kept closed at all times, but not locked such that they cannot be opened without the aid of a key. .

#### 4.2 First Aid

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 and in the hall and porth. A list of First Aid Box locations and designated persons is kept by Mrs Bethan Jones.

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 by Mrs Bethan Jones.

#### **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.

#### 4.3 Accidents – Reporting and Investigation

All significant 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 in a file in the filing cabinet.

All significant accidents and incidents must be reported directly to the head teacher 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 and a copy kept in accident book.

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 reception and in pigeon holes in staff room.

Mrs Bethan Jones 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 the 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 FOUR: GENERAL SAFETY ISSUES**

### 5.1 Housekeeping

All staff to keep areas tidy, no obstructions in walkways and working spaces, no trailing wires in walkways or under desks where feet can get caught, daily emptying of waste bins, adequate facilities for personal hygiene, cleanliness etc.

### 5.2 Manual Handling and Lifting

No manual handling will be undertaken where it can be avoided by other means. Any activity that requires some element of lifting, carrying, pushing, pulling, transporting, or supporting by hand or bodily force must be risk assessed by a competent person authorised by the head teacher to establish the degree of risk involved.

### 5.3 Bullying and Harassment

Behaviour management policy located in the office.

## **SECTION FIVE: 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'.

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.

### 6.2 Alcohol

Under no circumstances should alcohol be brought onto the school site, except where the appropriate licences have been sought prior to an organised event.

### 6.3 Drugs

Under no circumstances should drugs be brought onto the school site.

### 6.4 Smoking

Smoking is not permitted by anyone anywhere within the school boundary.