



Belong... Believe... Achieve...

Islwyn High School

Health and Safety Policy

Reviewed by: Mrs Emma Paskell – Business Manager

Ratified by Governors: 4 November 2021

Date to be reviewed: 4 November 2023

Signed: **Mr J Hicks**
Headteacher

Mr G Bryce
Chair of Governors

PART 1: STATEMENT OF INTENT

Islwyn High School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff via the shared network.

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

This policy statement supplements

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

PART 2: ORGANISATION

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at

Work Regulations 1999 as amended]

- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher. As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Headteacher will co-operate with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.

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

Responsibilities of the Business Manager:

The Business Manager is the Senior Lead on Health and Safety matters and is responsible for the day to day management of all health and safety issues concerning the school. This duty is carried out in collaboration with the site staff and other members of the associate staff team.

The Business Manager has responsibility for:

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

Responsibility of the Caretakers:

- Ensuring that the premises, plant and equipment are maintained in good working order;
- Supporting the Business Manager in effective site management.

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

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

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of contractors and others (including those who hire school facilities).

When the premises are used for purposes not under the direction of the head teacher then the person or organisation in charge of those activities will have responsibility for safe practices whilst on the school premises. The Business Manager and Caretakers will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees.

Responsibilities of volunteers

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

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

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Risk assessment: Risk assessments are completed and relevant information provided to staff.</p> <p>Risk assessments are reviewed regularly/ following significant change.</p> <p>Specialist risk assessments are completed under the Health and Safety SLA/Division or by the Business Manager. This includes; pupil assessment, employee assessment and return to work assessment.</p> <p>New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Risk assessments are completed by the Responsible Person for each activity.</p> <p>Risk assessments are reviewed following significant change or at suitable intervals not exceeding two years.</p> <p>Pupil risk assessments are completed by Progress Managers/SLT and staff risk assessments are completed by the Business Manager. Where necessary the SLA H&S Officer will provide specialist support.</p> <p>Pregnant worker risk assessment are completed and reviewed by the SLA H&S Officer/Business Manager.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p> <p>The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.</p>	<p>Headteacher Business Manager Educational Visits Co-ordinator (EVC) Visit Leaders</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.</p> <p>Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required</p>
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	<p>Headteacher Business Manager SLA H&S Officer Caretakers</p>	<p>General inspections are completed bi-annually by the SLA H&S Officer.</p> <p>General school site inspections are completed annually.</p> <p>The Caretakers will visually inspect external areas, internal areas and walkways daily.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p> <p>A nominated Governor will monitor management systems</p>		<p>All staff will visually inspect their classrooms and work areas daily.</p> <p>Any faults, defects or concerns identified during the inspections are reported to the Business Manager for resolution.</p> <p>The LEA RAMIS System will be the used.</p>
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school</p>	<p>Headteacher Business Manager</p>	<p>The Health and Safety Law poster is prominently displayed.</p>
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	<p>Headteacher Business Manager SLA H&S Officer</p>	<p>Health and Safety training needs are assessed by the Business Manager and SLA H&S Officer.</p>
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	<p>Headteacher Business Manager PL Lead</p>	<p>All staff receive regular health and safety information, instruction and training via staff meetings or the school CPD programme.</p>
<p>Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.</p>	<p>Headteacher Business Manager PL Lead</p>	<p>The Business Manager records and identifies Health and Safety training requirements.</p> <p>All staff are responsible for identifying and ensuring their own training (including the renewal of qualifications) is highlighted to the Business Manager.</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p> <p>Procedures for evacuating the premises are practiced regularly by staff and pupils and logged on RAMIS. Fire information and evacuation reminders are displayed in rooms throughout the school.</p>	<p>Headteacher Business Manager Fire Marshalls All staff</p>	

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Fire exit signs are clearly displayed throughout the school.</p> <p>The Health & Safety Division Fire Officer carries out the school Fire Risk Assessment.</p> <p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p> <p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p> <p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>		<p>Where a pupil or staff assessment identifies that a person requires a personal emergency evacuation plan (PEEP) the Business Manager or SLA H&S Officer will complete the PEEP and share the information with key staff.</p> <p>Staff receive annual fire safety awareness training (in house).</p> <p>Portable fire-fighting equipment is clearly labelled and available throughout the school.</p> <p>Key staff are familiar with the location of service isolation points.</p>
<p>Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Headteacher Business Manager Caretakers All Staff</p>	<p>The Caretakers check fire-fighting equipment, escape routes and fire exits as part of their Caretaker checks.</p> <p>All staff must ensure escape routes are kept free from obstruction.</p>
<p>Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.</p> <p>Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.</p>	<p>Headteacher Business Manager Caretakers</p>	<p>Please see guidance in appendix 1 regarding statutory maintenance arrangements</p> <p>Staff are responsible for carrying out visual checks before using any electrical equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Personal electrical items brought into school must only be used with the consent of the Business Manager/Caretakers and will be subject to inspection and testing.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.</p>		<p>Use of extension leads and multi-plus adaptors is discouraged. Where they are used staff must:</p> <ul style="list-style-type: none"> - Refrain from daisy chaining (joining extension leads) - Use with caution - Prevent trailing leads, tape down where possible. <p>The Caretakers complete weekly and monthly legionella checks.</p>
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p> <p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Headteacher Business Manager First Aid Trained Staff EVC</p>	<p>The Business Manager maintains a register of qualified First Aiders.</p> <p>First aid boxes are located in the Medical Room and a member of staff is responsible for maintaining the contents.</p> <p>A fully stocked First Aid kit is taken on school trips and staff must be made aware of any health problems of pupils in their care. Where pupils have complex needs, such as epilepsy a member of staff must be trained on how to administer medication.</p> <p>Any medication or medical needs will also be highlighted on EVOLVE visits Risk Assessment authorised by the EVC.</p> <p>Specialist first aid arrangements are detailed in the individual pupil/staff risk assessments.</p>
<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Headteacher All Staff</p>	<p>Parents/Guardians are invited to site to assess their child's injury.</p> <p>In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>
<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed.</p>	<p>Headteacher First Aid Trained Staff</p>	<p>No casualty will be allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>	<p>Headteacher Business Manager First Aid Training Staff All Staff</p>	<p>Pupil: Trained staff are responsible for administering medication in the school and must be informed of any medication brought into school, which must be accompanied by written instructions from the parents and will be placed in a labelled container and secured in a locked cupboard.</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs medication administered in school.</p> <p>Staff: All staff are strongly advised to inform their line manager and the Headteacher/Business Manager of any medical condition e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication to be kept on school premises, which must be securely locked away.</p> <p>Staff are advised not to bring any non-essential personal medication into school.</p> <p>A risk assessment may be required to support some staff returning to work after a period of sickness which now require medication.</p>
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p> <p>Medical care plans are reviewed annually.</p>	<p>Headteacher Business Manager First Aid Training Staff Inclusion Manager</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Any child requiring emergency treatment for seizures of any other medication has it recorded on the Health Care Plan/Epilepsy Care Plan.</p> <p>Pupil assessment are normally completed by specialist members of staff.</p>
<p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher Business Manager All Staff</p>	<p>A copy of the communicable diseases poster is available in school</p>
<p>Accident/Serious Incident Reporting: Any accidents and incidents are reported immediately to the Headteacher or a senior member of staff.</p>	<p>Headteacher Business Manager All Staff</p>	<p>Minor injuries are recorded on accident forms available in the Medical Room.</p> <p>Any serious accident or the injury requires the person to attend hospital request an accident form to be completed and passed</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>The Business Manager will retain copies of all accident reports.</p> <p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>		<p>to the Business Manager who will seek advice from the Health and Safety Division.</p> <p>Any near miss is reported to SLT, where appropriate a near miss will be investigated by SLT and SLA H&S Officer.</p>
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.</p>	<p>Headteacher Business Manager All Staff SLA H&S Officer</p>	<p>The school will forward details of accidents or cases of work related ill health to the Health and Safety Division.</p> <p>Where an employee has been off work for over seven days due to an injury the Business Manager will report this to the Health and Safety Division.</p> <p>Where appropriate the health and safety division will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Headteacher Business Manager All Staff SLA H&S Officer</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to</p>	<p>Headteacher Business Manager All Staff</p>	

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Health and Safety Division.</p> <p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions</p>		<p>Where appropriate the school will seek advice from the SLA H&S Officer/Health and Safety Division regarding appropriate actions/sanctions.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical departments</p> <p>Contractors and visitors on site: All contractors must sign the visitors' book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	<p>Headteacher Business Manager SLA H&S Officer Caretakers</p>	<p>Works are arranged via the Authority where practicable. Where work is authorised directly with a Contractor the Authority's guidance must be followed.</p> <p>Contracts are encouraged to contact the school to make appropriate arrangements prior to visiting the school.</p> <p>Suitable arrangements relating to segregation, hours of work etc. are agreed in advance.</p> <p>All contractors must report to reception. The Caretaker or Business Manager are informed for their arrival.</p> <p>All visitors must sign in and are given a visitors badge and information on the schools' safeguarding arrangements.</p> <p>Contractors are provided with key health and safety information e.g. fire arrangements, welfare facilities etc.</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p> <p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce</p>	<p>Headteacher Business Manager SLA H&S Officer Caretakers</p>	<p>Where possible school will uses Authority registered contractors.</p> <p>Where Contractors who are not registered are used the Headteacher and SLA H&S Officer will undertake appropriate competency checks prior to engaging a contractor.</p> <p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p> <p>Suitable arrangements relating to segregation, hours of work etc. are agreed</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
the risk to pupils and school staff.		in advance.
Cleaning contracts: The school have opted in to the contracts operated by the Authority	Headteacher Business Manager Caretakers CCBC Building Cleaning	
Ground maintenance contracts: The school have opted out of the contracts operated by the Authority.	Headteacher Business Manager Caretakers SLA H&S Officer Grounds Contractor	
<p>Lone/Late/Early Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p> <p>Home Visits: See also CCBC Lone Working Policy</p> <p>Whilst the school emphasises the value of home visits, staff can be vulnerable when entering a pupils' home.</p>	Headteacher Business Manager All Staff	<p>Where lone working in unavoidable a risk assessment will be undertaken by the Business Manager or SLA H&S Officer.</p> <p>Any staff working late in school must be mindful of their personal safety and the safety of others.</p> <p>Staff must ensure they do not let any visitors into the building after school hours unless they are authorised to be there.</p> <p>It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and follow the following guidelines:</p> <ul style="list-style-type: none"> - Log all planned visits in the school diary. - Let colleagues or a family member know where you are going and what time you are expected back. - Ensure you are contactable via mobile phone and leave that number with someone who knows where you are going. - If you have any concerns or are unaware of the family ensure you discuss the proposed home visit with a member of SLT. - Avoid visiting alone in the hours of darkness and only enter premises if invited and you feel it is safe to do so. - Complete a home visit record sheet with details of the discussion which has taken place.
Work involving potentially significant risks: A specific risk	Headteacher Business Manager	Where required the Business Manager or SLA H&S Officer will complete specific

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p> <p>Working at height: All working at height should be risk assessed and appropriate controls introduced.</p> <p>Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p> <p>Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p> <p>Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.</p>	<p>SLA H&S Officer All Staff</p>	<p>assessments for any work involving significant hazards.</p> <p>Where working at height is unavoidable a risk assessment will be undertaken by the Business Manager or SLA H&S Officer</p> <p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p> <p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>
<p>Play equipment;</p> <p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>Headteacher Business Manager Caretakers</p>	<p>PE Equipment annual inspection is completed by Sportfix.</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Headteacher Business Manager SLA H&S Officer Science Staff DT Staff Caretakers</p>	<p>Caretakers/Science/DT Staff will maintain a register of COSHH items and the Business Manager/SLA H&S Officer will complete a basic COSHH assessment.</p> <p>Staff must adhere to the health and safety measures listed on the products Safety Data Sheet, including wearing of PPE as required.</p> <p>The cleaning supervisor is responsible for products used by school cleaning staff.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Headteacher Business Manager Network Manager SLA H&S Officer DSE Users	DSE Assessments are undertaken by the Business Manager, Network Manager and SLA H&S Officer. Members of staff identified as DSE users are entitled, on request to an eyesight test provided by the Authority. Details of the process are available from HR.
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site.	Headteacher Business Manager	See separate Traffic Management Risk Assessment.
Minibuses: The school maintain and operate three minibuses. Only authorised nominated drivers are permitted to operate the minibus	Headteacher Business Manager CCBC Fleet Management Staff on Drivers Register	The school vehicles are serviced and maintained by the Authority's Fleet Management Section at Tiryberth. Insurance is provided through the Authority. The Business Manager maintains a registers of authorised drivers.
Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol.	Headteacher Business Manager	The school has an SLA in place with the Authority HR Department and Managing Attendance Team who support and advise on matters of staff wellbeing and absence. The school has access to the CAREFIRST service.
Shared use of premises/ hiring rooms to third parties: Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Headteacher Business Manager Finance Officer	The school has an active community use programme which is administered by the Finance Officer.
Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum	Headteacher Business Manager Head of PE PE Staff	All staff engaged in PE must ensure they are familiar with the safety requirements applicable to their activities. PE equipment and outdoor play equipment will be inspected annually by a recognised contractor but it is the responsibility of school staff to check before use and on a day-to-day basis.
Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.	Headteacher Business Manager Head of Science Science Staff	The Head of Science is responsible for ensuring that no specialist equipment or chemicals are used without authority and safe working practices are observed at all times. The school has access to CLEAPPS membership via the Authority.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Headteacher Business Manager Head of DT DT Staff	The Head of Science is responsible for ensuring that no specialist equipment or chemicals are used without authority and safe working practices are observed at all times. The school has access to CLEAPPS membership via the Authority. DT Equipment is inspected annually by a recognised contractor but it is the responsibility of school staff to check before use and on a day-to-day basis.
Art, pottery and Kiln: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Headteacher Business Manager Head of Art Art Staff	The Head of Art is responsible for ensuring that no specialist equipment is used without authority and safe working practices are observed at all times. The school has access to CLEAPPS membership via the Authority. The kiln is inspected annually by a recognised contractor but it is the responsibility of school staff to check before use and on a day-to-day basis.
Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Headteacher Business Manager Head of Music Music/Drama Staff	The Head of Music is responsible for ensuring that no specialist equipment is used without authority and safe working practices are observed at all times.
Stage equipment: All stage equipment is maintained in good working order and periodically inspected.	Headteacher Business Manager Music/Drama Staff Caretakers	
Information Computer Technology: Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.	Headteacher Business Manager Network Manager Head of IT All staff	Computers in classrooms should be made as accessible as possible to all pupils in terms of appropriate height workstations and chairs.
Absconding Pupil:	Headteacher All Staff	<ul style="list-style-type: none"> • No pupil will be allowed to leave the site without support from staff, unless this is part of an agreed plan. • If a pupil goes missing the Headteacher is to be informed. • All available staff will then start a methodical search for the pupil internally and then externally. • CCTV will be checked.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		<ul style="list-style-type: none"> Should a pupil leave the building or not be found the parents and Police are to be called.
<p>Waste Disposal: The school follows waste disposal legislation.</p>	<p>Headteacher Business Manager Caretakers</p>	<p>General waste and recyclable waste is collected on contract with a recognised contractor.</p> <p>The school hires a skip for the disposal of bulk waste.</p> <p>Special arrangements are in place for the disposal of sanitary/nappy waste.</p>
<p>Personal Protective Equipment (PPE): PPE is the last resort when a risk cannot be removed.</p>	<p>Headteacher Business Manager</p>	<p>The school provides all staff with PPE that must be worn at all times when required.</p> <p>Eye protection will be provided where necessary for any curriculum activities that may pose a risk.</p>
<p>Good Housekeeping: Cleanliness and maintenance of the site is everyone's responsibility.</p>	<p>Headteacher Business Manager Caretakers All Staff Pupils Visitors</p>	<ul style="list-style-type: none"> Maintenance programmes and procedures in place to deal with repairs etc. Immediate clean-up of spills. Litter bins provided and emptied. External areas, grounds, play areas and equipment are safe for use. Promoting and maintaining a safe and healthy working environment.
<p>Personal Security: Staff and pupils are responsible for their own possession.</p> <p>Security: Overall responsibility for school security on a day-to-day basis rests with the Headteacher.</p>	<p>Headteacher Business Manager All Staff Pupils Visitors</p>	<p>Staff that bring money or other items of value into school do so at their own risk.</p> <p>Staff should not leave personal possessions unattended unless they are locked away in a secure place.</p> <p>Visitors and students are encouraged to keep their personal possessions with them at all times.</p> <p>Lockers are available.</p> <p>All staff are to ensure:</p> <ul style="list-style-type: none"> Access codes/fobs are not shared. All external doors and coded doors remain closed at all times. All visitors report to reception. Staff to be vigilant at all times and report any suspicious people or activity to SLT. In the event of unauthorised

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		access staff to raise the alarm.
<p>Emergency planning:</p> <p>In the event of a situation which is likely to significantly disrupt the school day and could result in either an early or a delayed departure of the students, Emergency Planning at LA should be informed.</p> <p>Emergency Planning should be placed on stand-by at the start of an incident so that their service can respond quickly if required. In the event of an Emergency Planning Officer not being available through the LA switchboard (s)he can be contacted through the Fire and Rescue Service.</p> <p>Emergency Planning can provide help with home/school contacts, transport, food, bedding and counselling should the school require assistance. Those services brought in would remain under the control and direction of the school.</p> <p>In the event that an emergency is going to continue over more than a few hours, it may be helpful to base a senior member of staff at the Education Department as a direct link between the school and the Local Authority.</p>		
<p>Sources of Bomb Threats: There are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways.</p>	<p>Head teacher All Staff</p>	<p>Telephone Calls: Bomb warning will often be made by telephone. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat procedure, including completing a checklist for telephone bomb warnings. Staff should note carefully any code-words or details given as accurately as possible by using Bomb Threat checklist.</p> <p>By Letter: Any member of staff receiving a written bomb warning should initiate the bomb threat procedure.</p> <p>In Person: If someone alleges that a device has been placed the member of staff given (or overhearing) the warning should initiate the bomb threat procedure.</p> <p>By Discovery of a Suspect Package: Any person discovering a device should initiate the bomb threat procedure, this will initially mean evacuation of the immediate area.</p>
<p>Action Required To Deal With Bomb Threats: The action required of anyone learning of or detecting a suspicious object.</p>	<p>Head teacher All Staff</p>	<p>Safeguard pupils, staff and visitors threatened/potentially threatened.</p> <p>Inform senior staff of threat.</p> <p>The emergency actions required of a person discovering a threat are as follows:</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		<ul style="list-style-type: none"> • Inform the school office. The school office will inform the most senior member of staff on site, the Police by dialling 999 and the Emergency Planning Department at the LA; • If you contact the office by phone remain by the phone and do not allow anyone else to use it. If you contacted the office in person remain in the office. You will be informed as to what action is being taken; • In some circumstances it may be necessary to initiate the Emergency Evacuation Plan. If the fire bell or klaxon sounds then you should immediately follow the evacuation plan.
<p>Evacuating the Building: In the event of a bomb threat and the decision being made to evacuate the building, the signal will be given by the continuous ringing of the school fire alarm.</p>		<p>On hearing the continuous ringing of the school fire alarm:</p> <ul style="list-style-type: none"> • Students, staff and visitors should pick up their possessions that are immediately to hand and proceed in the normal way to the assembly point for a register check; • Windows should be closed; • In the event of an emergency evacuation taking place an evacuation co-ordinator (usually the Head teacher/Deputy Head) will be appointed from the senior members of staff present and all operations will be directed through and by the co-ordinator.
<p>Dress Code: See additional information in the school staff handbook.</p>	<p>Headteacher All Staff</p>	<p>Staff are advised to wear comfortable clothing and footwear that is appropriate for their work.</p>
<p>Alcohol/Substance Abuse/Misuse: Only prescribed and authorised medication is allowed in school.</p> <p>Smoking Policy: There is a no smoking policy in all government buildings.</p>	<p>Headteacher Business Manager All Staff Pupils Visitors</p>	<p>On recognising or being made aware of the symptoms of alcohol or drugs, the Headteacher or a senior member of staff will assess the member of staff/pupil/visitor ability to be in the school and decide whether they are likely to put individual or others at risk and remove that individual from the site.</p> <p>Smoking is not permitted in any part of the school building or grounds.</p>
<p>Chewing Gum: Pupils and staff are</p>	<p>Headteacher</p>	<p>It can present a choking hazard and is an</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
strongly discouraged from bringing chewing gum or bubble gum into school.	All Staff	unnecessary nuisance if not disposed of properly.
Pandemic: In the event of a pandemic the school will follow advice from WG and CCBC.	Headteacher Business Manager SLA H&S Officer All staff	Specific risk assessments will be put in place to reflect current guidance and instruction. Risk assessments to be shared with whole school community and be reviewed when guidance/instruction changes.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher Business Manager Governors SLA H&S Officer	

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Boilers	Gibsons	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire Alarm system	Ambassador	Annually
Fire fighting equipment	Fire Safety Direct	Annually
Electrical testing – Fixed wiring	Appointed as required	Every 5 years
Legionella testing	Aquasafe	Quarterly, six monthly and annually