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| **THE SCHOOL AT THE HEART OF WALES** |  |



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| **Date adopted** | **September 2018** |
| **Signature of Headteacher** |  |
| **Signature of chair of governors** |  |
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**YSGOL CALON CYMRU**

**HEALTH & SAFETY POLICY**

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# HEALTH AND SAFETY WITHIN THE SCHOOL

Ysgol Calon Cymru **Senior Leadership and Resources Committee** will meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. An Annual Report will be submitted to the Governing Body outlining achievements against the school Health and Safety Policy and Statements of Compliance. As a minimum, the report will contain a summary of accident and ill health statistics for the current year, and will suggest health and safety targets and priorities for the forthcoming year.

Ysgol Calon Cymru Wellbeing and Safety Committee have compiled a **Health and Safety Policy** (and supporting arrangements), which have been endorsed by the Governing Body that detail specific procedures and arrangements that have been put in place within the school. Being an effective policy, it covers the following headings:

1. LEGISLATION
2. ROLES AND RESPONSIBILITIES
3. YSGOL CALON CYMRU HEALTH AND SAFETY POLICY
4. THE GOVERNING BODY STATEMENT OF INTENT
5. THE MEANS OF ORGANISING WITHIN THE SCHOOL
6. MONITORING AND EVALUATION
7. AUDIT AND REVIEW
8. MANAGING ARRANGEMENTS

Ysgol Calon Cymru complies with the local education authority (LEA) requirements to ensure that the school has robust systems in place to deal with health and safety. The Policy document also ensures that anyone designated with lead position of responsibility in the school will ensure that the specified arrangements are reviewed on an annual basis in order that they are maintained to the required standards. Key performance indicators are also collated to ensure that the school’s health and safety performance is monitored.

It is a legal requirement that the school Health and Safety Policy is brought to the attention of each member of staff within the school. During a period of unprecedented change in safety legislation it is crucial that all staff have access to the most current information. To facilitate this, a dedicated **Health and Safety Manual** containing the schools Health and Safety Policy and copies of all other relevant health and safety policies is made available at all times on the Staff Folder / Health & Safety:

The Health and Safety Manual will be permanently retained at the agreed location. The responsibility for keeping the Manual fully updated at all times is assigned by the Head Teacher to a named member(s) of staff, and this information is circulated to all staff and Safety Representatives.

**A Health & Safety Notice Board** has been erected in a central location within the school displaying up to date information regarding the Health & Safety Committee members, Safety Representatives, list of school health and safety policies, current first aiders (names and locations), location of sick room and accident book, and other helpful information. The responsibility for keeping the Notice Board fully updated at all times will be assigned by the Head Teacher to a named member(s) of staff.

# 1. LEGISLATION

Health and safety responsibilities derive from the Health and Safety at Work Act 1974, and the associated Management of Health and Safety at Work Regulations 1999. Pupils are protected by the duties imposed because they are affected by an employer’s undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

The following list of Health and Safety Legislation applies:

* The Health and Safety at Work Act 1974
* The Health and Safety (First Aid) Regulations 1981
* The Environmental Protection Act 1990 Section 89
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
* The Disability Discrimination Act (DDA) 1995 (as amended)
* The Road Vehicles (Construction and Use) (Amendment) (No 2) Regulations 1996 • The Public Services Vehicles (Carrying Capacity) (Amendment) Regulations 1996
* The Education Act 1996.
* The Management of Health and Safety at Work Regulations 1999 The Special Educational Needs and Disability Act 2001
* The Education (Nutritional Standards for School Lunches) (Wales) Regulations 2001
* The Education Act 2002
* The Crime Reduction Act 2006
* The Education and Inspections Act 2006
* The Learner Travel (Wales) Measure 2008
* The School Milk (Wales) Regulations 2008

# 2. OVERALL RESPONSIBILITY

Responsibility for the health and safety of pupils lies with the Governing Body of the school, either as the employer of school staff or because it controls school premises (or both). Where the Governing Body does not employ school staff, the Local Education Authority (LEA) has responsibilities as the employer.

# 3. HEALTH AND SAFETY POLICY

Ysgol Calon Cymru is required to develop a specific health and safety policy that builds on the LEA’s Health and Safety Manual for Schools.

As well as providing the basis of the health and safety management system, the formulation of such a Policy will also satisfy the legal requirements contained in section 2(3) of the Health and Safety at Work etc. Act 1974, which states: “*except in such cases as may be prescribed, it shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy..*.”

The Statement of Intent covers the organisation and arrangements for meeting health and safety requirements in Ysgol Calon Cymru (The School). The statement does not replace Powys County Council's General Statement of Policy, but is supplementary to it for the benefit of all users of the premises. The above document along with other information on health, safety and welfare matters will be found in the designated central location.

# 4. THE GOVERNING BODY - STATEMENT OF INTENT

Ysgol Calon Cymru will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The school will also ensure, so far as is reasonably practicable, that nonemployees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the school.

The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work Act 1974 (HASWA) and associated Regulations. The School will, so far as is reasonably practicable:

1. Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the school’s

activities;

1. Ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
2. Ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from it’s work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
3. Provide and maintain plant and systems of work that are safe and without risks to health;
4. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
5. Maintain any place of work under its control in a condition that is safe and without risks to health;
6. Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
7. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and Governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on the premises;
8. Provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
9. Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
10. Make arrangements for the provision of a suitable occupational health service for staff;
11. Monitor health and safety performance to verify that the School’s Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
12. Develop and maintain a positive and proactive health and safety culture.
13. The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
14. The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
15. The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.
16. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and {Sub-Committee} of the Governing Body.
17. This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.
18. All Contractors and Consultants working for The School are required to comply with this Policy.
19. The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
20. The School will review this Policy Statement at least annually.
21. The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

# 5. ROLES AND RESPONSIBILITIES WITHIN THE SCHOOL

## The Governing Body

The following is a list of arrangements that the Governors of Ysgol Calon Cymru will implement in order to ensure the effective organisation of health, safety and welfare matters relating to all staff, pupils, contractors and visitors as far as reasonably practicable.

1. In consultation with the Head Teacher, the Governing Body will draw up and formally adopt the school Health, Safety Policy and Safety Manual, monitor health and safety standards in the school, and will liaise with LEA and others regarding matters of policy.
2. The Governing Body will establish a Senior Leadership and Resources Committee and will nominate a Chairperson (ideally a Governor) to ensure that suitable resources and strategic direction are available to discharge the School’s health and safety responsibilities.
3. To be effective, the Governing Body and the Wellbeing and Safety Committee require the support and commitment of the senior management staff of the School and the proper identification and management of agenda items and decisions.
4. In consultation with the Head Teacher, the Governing Body will ensure that the Health and Safety Policy will be kept up to date to take account of changes in school activities, and will be reviewed every year by the School's Senior Leadership and Resources Committee and Head Teacher.
5. In addition to the information given to Governors and staff, all contractors and visitors will be made aware of the Health and Safety Policy at the earliest opportunity and will be informed of any specific requirements before commencing activities.

Further information regarding monitoring of the health and safety policy is available on Welsh Government’s School Governor’s Guide to the Law, Section 25 Health, Safety and Welfare.

## The Senior Leadership and Resources Committee

The Governing Body will establish a Senior Leadership and Resources Committee and will nominate a Chairperson (ideally a Governor) to ensure that suitable resources and strategic direction are available to discharge the School’s health and safety responsibilities.

The function of the Senior Leadership and Resources Committee is to assist the Head Teacher in ensuring that the health and safety aspects of the School's work are being properly considered and dealt with via the following methods:-

1. Monitor, via reports, the overall performance of the school’s health and safety management systems on a set regular basis
2. Ensure that any decision made is in line with LEA and/or School's own policies and procedures as they relate to health and safety
3. Monitor school accident reports and sickness absences
4. Carry out health and safety inspections (this should be done jointly with the Trade Union Safety Representatives)
5. Check maintenance reports (e.g. fume cupboards), electrical equipment inspections, etc.
6. Investigate complaints from staff / pupils / visitors / parents and keep records
7. Review Minutes of the Health and Safety Committee meetings
8. Review reports from enforcing authorities (e.g. HSE, Environmental Health Officers, Fire Authority Officers, and reports from the LEA, Health and Safety Officers).

## The Head Teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher as follows but the operational management of Health & Safety tasks may be delegated to the Business Manager,

1. The Head Teacher will need to be assured that health and safety issues are brought to his/her attention and that health and safety information is effectively disseminated throughout the School on a regular basis.
2. The Head Teacher will ensure that a collective set of health and safety documentation is centrally located and fully maintained as required by the school Health & Safety Policy.
3. Ensuring the effective implementation of LEA’s performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within the school.
4. Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own School.
5. Demonstrating personal commitment to health and safety by providing visible and active leadership and leading by example.
6. Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
7. Ensuring all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
8. Ensuring all School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
9. Ensuring the objectives and content of the Health and Safety Policy are fully understood by all School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
10. Ensuring that this Policy is brought to the attention of all employees.
11. Ensuring that School health and safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
12. Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
13. Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
14. Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
15. Ensuring that within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, ‘health and safety’ should be included as a standing item at team/management meetings.
16. Ensuring his/her own attendance at IOSH Managing Safely training.
17. The Head Teacher and/or member of Senior Management Team will bring to the attention of the Health and Safety Committee any significant health and safety issues, will involve the Governors in any policy matters, and bring to their attention any health and safety guidance they receive from the LEA, HSE etc.

## Deputy Heads and Senior Management Team

The Deputy Heads and Senior Management Team will ensure:

1. That staff in their areas are aware of the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
2. That all levels of management understand, actively support and implement the schools health and safety policy and associated documentation;
3. That risk assessments programmes are developed and implemented to meet legal, moral and best practice;
4. That they evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, pupils and others;
5. That all staff are consulted on health and safety matters, by ensuring that safety is included as an agenda item at each of the school staff meetings;
6. That all accidents and incidents are reported and investigated to identify the causes and prevent a reoccurrence.
7. All RIDDOR accidents are reported to the relevant authority
8. They periodically review the effectiveness of the safety system and ensure that any necessary changes are made.

## Staff / Employees

All employees are directly responsible for:

1. Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
2. Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
3. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
4. Reporting promptly, in the first instance to their manager (or responsible person) any accidents, injury, significant near misses, incident of violence and aggression, cases of work-related illness, etc.
5. Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
6. Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
7. Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
8. Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
9. Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
10. Attending health and safety induction training at the start of their employment.
11. Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

## Special Obligations of Any Class Teacher (including Supply Teachers)

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

1. That they are conversant with the Ysgol Calon Cymru’s Health and Safety policy and any arrangements specific to their own department, and that they know the emergency procedures;
2. Raise any health and safety concerns outside their control related to their class area with their immediate line manager;
3. Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
4. Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
5. Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
6. Set a good example by following safe working procedures personally;
7. Ensure the use of protective clothing and guards where necessary;
8. Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
9. Build in safety education in curriculum planning.

## Office/Admin

1. The Business Manager is responsible and accountable to the Head teacher for all matters relating to health, safety and welfare within these areas of work. They are to be familiar with the school policy and ensure that all staff are also made aware. They are to ensure that departmental procedures are to be clearly defined with adequate instruction and training provided, if required.
2. Staff are to report all defects and hazards to the Business Manager.

## Staff Designated with Special Responsibilities

Designated staff such as Business Manager, Heads of Department, First Aiders, etc. will have special responsibility for:-

1. The local arrangements to ensure the effective control of risks within the specific areas under their control;
2. The local arrangements for the purchase, inspection and maintenance of equipment and its specification
3. The coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
4. Establishing and maintaining safe working practices including arrangements for ensuring, as 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, hot water, sharp tools, etc.;
5. Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head Teacher or line manager any problems they are unable to resolve within the resources available to them;
6. Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
7. Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
8. Obtaining relevant advice and guidance on health and safety matters.

## Safety Representatives

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed, they will be given adequate time and facilities to fulfil their functions.

Safety Representatives (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They will be expected to promote a positive safety culture throughout the school and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

## Fire Safety Manager

The designated Fire Safety Manager/Co-ordinator is responsible for co-ordinating Fire Wardens, the Lead Evacuation Officer, and the local management and completion of day-today fire safety related duties and upkeep of the Fire Safety Manual. The Fire Safety Manager/Co-ordinator is the competent person for fire safety on the school premises and is the immediate point of contact for all fire safety related enquiries.

## Pupils

Pupils will be reminded that they are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others;
2. Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
3. Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## Contractors

1. All contractors under local control will be appropriately selected and competent in terms of health and safety
2. Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
3. The Head Teacher will be responsible for the co-ordination of contractor’s activities on site.
4. The Head Teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head Teacher, or by the contractor, in consultation with the Head Teacher.
5. The Head Teacher will consult the LEA / Powys County Council’s Corporate Health and Safety Team for any additional guidance on these matters.
6. All contractors must report to the Head Teacher before any work takes place and prior to each working session. The Head Teacher should then inform the contractor of any conditions that may affect his safety and that of others.

## Visitors and Other Users of The Premises

1. Where school facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating all Health and Safety, and Security Policy and Procedures with other occupiers e.g. Youth Service, Adult and Community Learning, Catering and Cleaning, Contractors, outside staff based in school.
2. Persons ‘hosting’ visitors including meeting convenors must ensure:
   1. Visitors are alerted to the establishment’s fire procedures,
   2. Visitors adhere to the School’s ‘No Smoking’ Policy,
   3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
   4. Visitors record their presence on the premises in the appropriate log book,
   5. Where applicable, visitors are provided with and wear an identification badge,
   6. Visitors are accompanied or authorised to enter the premises,
   7. Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
   8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
   9. Visitors report all accidents, incidents and near misses to the host.
   10. Visitors wear protective clothing that is supplied, when necessary.

## Lettings / Hirer of the Premises

1. The Head Teacher will ensure that the “hirer of the premises” for any event, is aware of his/her obligations under health and safety legislation, and The School, and Powys County Council’s health and safety policies where appropriate.
2. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard/s associated with the above, she/he should take action to make hirers aware of it.
3. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
4. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment.
5. Notices regarding emergency procedures should be prominently displayed.
6. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
7. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

# 6. MONITORING

1. In the Annual Report, the Governors will require confirmation by the Head Teacher that inspections have been carried out and that the monitoring to confirm the actions has been undertaken by suitably qualified or experienced person(s).
2. The Governors, together with the Head Teacher, will identify from the report the strengths and weaknesses in the conduct of area inspections in order to remedy situations and to plan, in conjunction with the school’s Health and Safety Committee, future objectives regarding health and safety policy and activities.

# 7. AUDIT AND REVEW

The Governors will require in an Annual Report, an audit on health and safety matters providing an objective assessment concerning records and monitoring procedures, as well as commenting on compliance with the LEA requirements, health and safety guidelines, and the effectiveness of the schools policies and their implementation throughout the school.

# 8. MANAGING ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Ysgol Calon Cymru and are to be used alongside other current school policies and associated procedures.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

# 1. ACCIDENT / INCIDENT REPORTING & INVESTIGATION

The on-site management, reporting and investigation of accidents, incidents and near misses will be carried out in accordance with RIDDOR Regulations and LEA requirements.

Any accident, incident or injury involving staff, visitors or contractors must be reported and recorded.

Premises hirers and community / extended service / third party users must report all incidents related to unsafe premises or equipment to the SLT Teacher with health and safety responsibilities, who will appropriately report and investigate each incident. However, incidents related to the user’s own organised activities are to be reported by them in line with their own reporting procedures. (**See separate Policy).**

**2. ADMINISTRATION OF MEDICINES**

Arrangements regarding medicines are set out in the **Administration of Medicines Policy**.

# 3. ASBESTOS MANAGEMENT

The school has a legal duty to manage the risk from this material. The school will identify, assess and record the details of any asbestos containing materials (ACMs) or, presumed ACMs on the school premises.

If asbestos containing materials are located on the school premises, a dedicated Asbestos Register recording the location and condition of the ACMs or presumed ACMs will be maintained. This Register will provide information to anyone who is liable to work on or disturb ACMs e.g. contractors, caretakers etc.

Any damage to any structure that possibly contains asbestos containing materials, which is known or identified during inspection, should be immediately reported to the Head Teacher and/or the SLT Lead Teacher with health and safety responsibilities, who will immediately act to cordon off the affected area and will then contact the LEA for guidance.

1. **ASTHMA – See separate Asthma Policy.**

1. **CHILD PROTECTION**

Arrangements regarding child protection are set out in the **separate Child Protection Polic**y.

# 6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH -COSHH

The Control of Substances Hazardous to Health Regulations 1999 (COSHH) encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.

COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents. **See separate COSHH Policy.**

Special considerations in Science and Technology Areas Special Regulations and requirements apply in laboratory and workshop areas: the appropriate Head of Department should be consulted about these. There are further Regulations regarding specialist activities such as use of machine tools and welding: staff working in these areas must work within these Regulations.

# 7. CURRICULUM ACTIVITIES

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject Teachers using the appropriate Codes of Practice and Safe Working Procedural Guidance for Design and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Powys County Council.

Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

# 8. CONTRACTORS

When routine maintenance, emergency repairs or construction work are carried out by contractors, the responsibility for ensuring that a competent contractor is employed and for overseeing the planning and safe execution of the work rests with the person placing the order. Therefore, if the school is arranging works themselves, then the responsibility to manage the contractor rests with the school. **(See separate Contractor Policy).**

# 9. DISPLAY SCREEN EQUIPMENT

Most staff and pupils will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations. Even though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.

All users must carry out regular periodic workstation assessments using the Workstation Assessment Form and records of assessments must be retained. Workstation assessments will be actioned as necessary by respective line managers and routinely reviewed by the Health & Safety Committee at intervals not exceeding three years. **(See separate Policy).**

**10. EDUCATIONAL VISITS - See separate Educational Visits Policy.**

# 11. EQUIPMENT (GENERAL)

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

All general equipment requiring statutory inspection and/or testing on site *(eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus)* will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged. **(See separate Provision and Use of Work Equipment Policy).**

# 12. EQUIPMENT (ELECTRICAL)

The SLT Lead with health and safety responsibilities will ensure that:

* Only authorised and competent persons are permitted to install or repair equipment
* Where 13 amp sockets are in use, only one plug per socket is permitted
* Equipment is not to be used if found to be defective in any way
* Defective equipment is to be reported and immediately taken out of use until repaired
* All portable electrical equipment will be inspected / tested annually
* Equipment testing / inspection can only be carried out by a competent person
* The competent person to be used is an approved provider
* Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
* New equipment must be advised to the responsible teacher in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the SLT Lead and attended to as soon as possible.

# 13. EMERGENCY PLANNING

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school Emergency Evacuation Plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the Emergency Evacuation Plan at induction, and they will be periodically provided with updated information as the Emergency Evacuation Plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident**. See separate Emergency Policy.**

# 14. FIRE SAFETY & GAS EMERGENCIES

The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. The Head Teacher will ensure -through the Fire Safety Co-ordinator that:

* Fire safety procedures are readily available for all staff to read
* Fire safety information is provided to all staff at induction and periodically thereafter
* Fire safety notices are posted in the key areas of the building close to the fire points
* Evacuation routes and assembly points are clearly identified
* Staff will be aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
* All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
* Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with LEA guidance and the school policy and associated procedures
* The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified.

Arrangements regarding fire safety are set out in the Fire Safety Manual. **See separate Fire Policy.**

# 15. FIRST AID

Arrangements regarding first aid provision are set out in the **separate First Aid Policy.**

The names and locations of the first aid trained staff on site are listed in the First Aid Policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

# 16. GOOD HOUSEKEEPING

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

* All corridors and passageways are kept free from obstruction
* Shelves in storerooms and cupboards are stacked neatly and not overloaded
* Floors are kept clean and dry, and free from slip and trip hazards
* Emergency exits and fire doors are not obstructed in any way
* Supplies are stored safely in their correct locations
* Rubbish and litter are cleaned and removed at the end of each working day
* Poor housekeeping or hygiene conditions are immediately reported

# 17. HEALTH AND SAFETY INFORMATION

The Head Teacher will ensure that information systems are established so that staff will periodically be provided with information regarding safety arrangements on the premises.

These systems are:

* Information on the dedicated Health & Safety Notice Board
* Departmental and staff meetings
* Meeting minutes
* Email distribution
* Signature based receipt of information

A current Health and Safety Law poster(s) must always be on display on the school premises.

# 18. INSPECTIONS AND MONITORING

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues that should be immediately recorded and reported at the relevant departmental meetings and/or to the SLT Lead with health and safety responsibilities. If the matter cannot be rectified swiftly then it must be reported to the Senior Leadership and Resources Committee for their attention.

Routine documented inspections of the premises will be carried in accordance with the school Annual Management Cycle as required by the LEA.

Periodic detailed inspections of the premises will be carried out every year by the Governing Body*.* These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted **Annual Health & Safety Inspection Checklist** that will be completed, signed, dated and filed for the record**.**

# 19. LEGIONELLA

Legionella management on site is controlled by the Legionella competent person, who will manage and undertake all procedures regarding Legionella in accordance with LEA guidance.

Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. **See separate Legionella Policy.**

# 20. LIGHTING, HEATING AND VENTILATION IN THE WORKPLACE

The SLT Lead will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999.

All aspects of gas, electricity and ventilation are inspected, maintained and repaired by recognised and approved contractors only.

No current member of the school staff is qualified to work on mains gas or electrical installations: the SLT Lead will arrange for any necessary work to be carried out by qualified contractors. **See separate Workplace Health & Safety Policy**.

# 21. LONE WORKING

Staff working in school outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety.

All lone working is to be pre-approved by the head teacher. **See separate Lone Working Policy**.

# 22. MANUAL HANDLING / MOVING AND HANDLING

All staff must complete the *moving and handling course* without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. **See separate Manual Handling Policy.**

# 23. NOISE AT WORK

Under the Health and Safety at Work etc. Act 1974, exposure to noise in all workplaces is specifically legislated for by the Noise at Work Regulations 2005.

# 24. OCCUPATIONAL HEALTH

Occupational health describes any illness an employee may suffer because of the hazards they have been exposed to at work. There is a wide range of health risks capable of causing a variety of illnesses.

**25. OFF SITE VISITS – SEE EDUCATIONAL VISITS**

# 26. OUTDOOR PLAY EQUIPMENT

Outdoor play equipment must be designed, constructed, installed and maintained in accordance with European Standards. These standards replaced the British Standards with effect from 1st January 1999.

# 27. PERFORMANCE MONITORING

To establish standards and procedures for monitoring the performance of the Health and Safety Management System of the school

# 28. PHYSICAL INTERVENTION

Arrangements regarding physical intervention are set out in the Keeping Safe, Reasonable Force Policy.

# 29. PERSONAL PROTECTIVE EQUIPMENT (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed **(see PPE Policy).**

# 30. RISK ASSESSMENT

General risk assessment management will be co-ordinated by the Business Manager / SLT Lead and/or nominated person in accordance with guidance contained in the LEA’s Health & Safety Manual for Schools.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

Trained risk assessor(s) on site will oversee the correct completion of risk assessments as appropriate.

Risk assessments will only be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Head Teacher and/or SLT Lead Teacher with health and safety responsibilities, prior to implementation.

Completed risk assessments will be held in the Risk Assessment Register and will be reviewed periodically in accordance with each risk assessment’s review date. **(See separate Managing Risk Policy).**

**31. SAFEGUARDING -See separate Safeguarding Policy.**

# 32. SAFETY REPRESENTATIVES

Safety Representatives have an important role to play in any educational establishment, they should be prepared to take their role seriously. Similarly, the school management should understand that a Safety Representative should play an important and active part in the school administration and organisation.

Safety Representatives may encounter slips and trips more frequently than any other hazard. It is recommended that school Safety Reps use the Health and Safety Executive's (HSE) mapping tool, which helps identify the potential for slips, trips and falls. **(see SLIPS, TRIPS AND FALLS below).**

The functional responsibility of a Safety Representative is to his/her members. Head Teachers and other Managers must therefore realise that they cannot delegate managerial responsibility to a Safety Representative, nor can they rely on them for monitoring. The initiative for fulfilling this responsibility still lies with local management. **(See separate Policy).**

# 33. SECURITY

The school security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

* The location of the school
* The physical layout of the school (e.g. Multiple sites)
* The movements needed around the site (e.g. parking, using public spaces) • Arrangements for receiving visitors

**(See separate School Security Policy).**

# 34. SLIPS AND TRIPS / FALLS

Slips or trips account for more than half of all accidents in the education sector, usually resulting in fractures to arms, ankles and wrists. Nevertheless, there is a lot employers should do to minimise the risks.

Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 1992 stipulates that every floor, surface or traffic route in a workplace should be suitable for the purpose for which it is used and should be properly constructed and maintained for safe usage. Additionally, the area should (as far as is reasonably practicable) be kept free from obstructions, articles or substances that may cause a person to slip, trip or fall.

Safety Representatives may encounter slips and trips more frequently than any other hazard. It is recommended that school Safety Reps use the Health and Safety Executive's (HSE) mapping tool, which helps identify the potential for slips, trips and falls. It involves drawing a sketch map and marking with a cross those areas where slips and trips have been reported in the past 12 months, adding areas where 'near misses' (incidents that have not resulted in injury) have occurred and gathering from colleagues the reasons why people have slipped or tripped.

In identifying these slip and trip 'hot spots', take into consideration:

* The cleaning and maintenance of premises e.g. highly polished floors may have been the source of a number of incidents
* The measures taken to control leaks or spillages
* The build up of clutter in certain areas, which could impede access and/or present a slip/trip hazard
* Stairs and steps, where many accidents occur
* That there is enough natural and/or artificial light for people to work, use facilities and move safely
* Evidence of leaking roofs, walkways exposed to the elements and potential for water to gather
* Times of the year when snow or mud are more likely to be brought into the building
* Areas where trailing cables from equipment and tools may be more prevalent.

The surface of the floor may be considered unsuitable if it is frequently slippery because of a substance which lies upon it, even if only temporarily. Appointed Safety Reps should therefore ensure that risk assessments consider whether a transient substance lies upon the floor's surface on a regular basis. Once this process has been completed, Safety Reps should then discuss these hotspots with the Head Teacher and decide on how to remedy the situation. Following this, effective and continued monitoring of the measures put in place will be required.

If a member of staff is injured by slipping or tripping, remember that there may be a legal obligation to report it to the HSE (see the section on accident reporting for more information).

**35. SMOKING**

Smoking is not permitted on the school premises.

# 36. STRESS MANAGEMENT

Stress is recognised as a health and safety issue. Any member of staff requiring advice in this respect should contact their Head of Department and/or SLT Lead Teacher who they feel most appropriate under their particular circumstances

# 37. TRAINING

Health and Safety Induction will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist.

The Head Teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

A Training Needs Analysis (TNA) will be carried out from which a comprehensive health and safety Training Plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

* Induction training regarding all the requirements of this health and safety policy
* Appropriate local training regarding risk assessments and safe working practices
* Updated training and information following any significant health and safety change
* Specific training commensurate to their own role and activities
* Periodic refresher training that will not exceed three yearly intervals
* Appropriate annual courses to meet LEA mandatory corporate training requirements

Responsibility for keeping training records remains with the Head Teacher, who will coordinate all health and safety related training requirements, maintain the health and safety Training Needs Analysis and Training Plan, and manage the planning of refresher training for all staff.

# 38. VIOLENCE TO STAFF

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the school. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in accordance with LEA Guidance. **See separate Accident / Incident Reporting Policy**.

# 39. VISITORS ON SCHOOL PREMISES

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with a school visitor badge, and will sign in and sign out in the guest book. **(See separate School Security Policy)**

# 40. MINIBUS / VEHICLE SAFETY

Staff must ensure that they are aware of all the Regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads, and the towing of trailers**.**

**41. UNACCEPTABLE PUPIL BEHAVIOUR – See separate Positive Behaviour Management Policy**

# 42. VULNERABLE PERSONS

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site. **(See Risk Assessment Policy)**

# 43. WATER SAFETY (LEGIONNAIRES DISEASE)

The School ensures that the water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

* The school has a wholesome supply of water for domestic purposes including a supply of drinking water.
* WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.
* The temperature of hot water supplies to showers shall not exceed 43°C.

The school has a duty to ensure water safety within the school premises. The schools specific dayto-day responsibilities for water safety include identifying and assessing sources of risk and preparing a course of action for preventing or controlling the risk. This includes Legionnaires‟ disease, which is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. (**See Legionella Management** above**)**

# 44. WORKING AT HEIGHT

Work at height is always to be undertaken in accordance with the LEA Guidance. General work at height will be undertaken in accordance with the on-site generic risk assessment for work at height that identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. **(see separate The Use of Ladders and Access Equipment Policy)**

# 45. WORKPLACE / CLASSROOM INSPECTIONS

The school will carry out safety inspections of premises, classrooms, equipment, engineering plant, and electrical installations on a regular basis. In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it.

Risk Assessments will be completed and filed for the record. Any risks identified will be reported as per policy guidelines. (**See Risk Assessment Policy).**

All portable electrical appliances in the school will be inspected on a regular basis by competent persons. **(See Equipment Policy)**

**Signed:**

**Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

# Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Date for Review:**