



**MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS**



**Elfed High  
School**

# HEALTH AND SAFETY POLICY

## PART 1

### STATEMENT OF INTENT

#### 1.0 Introduction

The Governing Body of Elfed 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.

The Statement below sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all staff via the staff library, and / or a copy will be issued to all members of staff for their reference. A further reference copy is kept in the school office and on the staff notice board.

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

#### 1.1 General Statement and Commitment

The Governing Body recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. It will take all reasonably practicable steps to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school undertaking.

In particular the Governing Body are committed to:

- a) Preventing accidents and work related ill health.
- b) Complying with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Ensuring that the handling, storage or transportation of articles and substances will be safe and without risk to health.
- e) Ensuring safe working methods are implemented and to providing safe working equipment.
- f) Providing a safe and healthy working and learning environment and ensuring that the site is maintained in a safe condition and without risks to health.
- g) Ensuring access to and egress from the site to all places of work on site are maintained in a condition that is safe and without risks to health.
- h) Providing effective information, instruction, training and supervision as necessary to ensure the health and safety of employees and those who are affected by the work of the school.
- i) Consulting with employees and their representatives on health and safety matters.
- j) Monitoring and reviewing our systems and prevention measures to ensure they are and remain effective.

- k) Ensuring adequate welfare facilities exist throughout the school.
- l) Ensuring adequate resources are made available for health and safety so far as is reasonably practicable.

## 1.2 Health and Safety Management

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

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

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

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

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

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

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

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

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher

## **PART TWO**

### **ORGANISATION AND RESPONSIBILITIES**

#### **2.0 Introduction**

As the employer the LA has overall responsibility for Health and Safety in community and voluntary controlled schools.

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

At Elfed High School duties and responsibilities have been assigned to staff and governors as detailed below.

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

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

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

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

The Governing Body will also ensure that:

- a) A clear written policy statement is created.
- b) That responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of those responsibilities.
- c) Persons allocated responsibilities have sufficient experience, knowledge and training to perform the tasks required of them competently.
- d) Clear procedures are created to assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively (audits, inspections, accident and incident analysis).

- g) The school's health and safety policy and performance is reviewed at least annually.
- h) Lead by example in demonstrating the Governing Body's commitment to achieving a high standard of health and safety performance, and encouraging the on-going development of a positive attitude to health and safety amongst staff and pupils.

## 2.2 The Headteacher

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

- a) They are the focal point for reference on all school health and safety and welfare matters and give advice or indicate sources of advice.
- b) They co-ordinate the implementation of the governor's health and safety and welfare policy and procedures of the school.
- c) Clear direction is provided on health and safety tasks delegated to members of staff.
- d) Appropriate information on significant risks and required safety precautions / safe systems of work is given to staff, pupils, visitors and contractors.
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representative (where appointed).
- f) All staff are competent to carry out their health and safety roles and are provided with adequate information, instruction and training and/or supervision.
- g) Effective arrangements are in place to monitor health and safety performance at suitable frequencies.
- h) A system is implemented to ensure risk assessments are undertaken, recorded and reviewed on a regular basis.
- i) Safe systems of work are developed and implemented as identified necessary from the risk assessments undertaken.
- j) All accidents are reported, investigated and any remedial actions necessary are taken to prevent recurrence.
- k) Appropriate health and safety notices and signage is displayed as identified necessary.
- l) Emergency and welfare procedures are in place and regularly practiced.
- m) Premises, plant and equipment are maintained in a safe and serviceable condition.
- n) Any unsafe situations or practises observed, or reported, are stopped immediately until remedial measures have been taken.
- o) Suitable health and safety induction is provided to all staff (permanent and temporary, teaching and non-teaching) and volunteers.

- p) Report to the Governing Body on the health and safety performance and any safety concerns that may need to be addressed by the allocation of funds.
- q) Chairing the School Health and Safety Committee (if appropriate).
- r) Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

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

The Health and Safety Co-ordinator is the Business Manager at Elfed High School, who will carry out the following duties:

- a) To co-ordinate and manage the Annual Health and Safety Management System Audit process for the school.
- b) To ensure the termly general workplace safety inspections are carried out and reports collated for consideration by the Headteacher and Governing Body.
- c) To monitor the timely provision for the inspection and maintenance of work equipment throughout the school.
- d) To ensure adequate records of the above are kept on the school premises and findings are reported to the Headteacher and Governing Body.
- e) To advise the Headteacher on any situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To maintain a record of any reported hazardous conditions or situations as above.
- g) To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- h) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- i) Carry out any other functions devolved to him/her by the Headteacher or Governing Body.
- j) To act as a point of contact between the school and the LA.
- k) To keep accident and incident statistics and provide an analysis to the Headteacher and Governing body / School Health and Safety Committee.
- l) To provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
- m) To ensure that Section 3 of the Health and Safety policy is suitably detailed to reflect the school arrangements under each relevant heading, and is periodically brought to the attention of the School Safety Committee.

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

These staff include Deputy Head, Assistant Headteachers, Heads of Learning, Heads of Curriculum Area, Head of Departments, Business Managers, ICT Systems Managers, Caretakers and other Supervisory staff.

They will:

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher / Senior Manager and/or School Health and Safety Co-ordinator (as appropriate) any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher / Senior Manager and/or the School Health and Safety Co-ordinator.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure that all staff under their control are familiar with the health and safety Code of Practise, if issued, for their area of work.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought in a timely manner, and bring to the attention of all staff under their control, any specific codes of best practice to be followed within their areas of work.
- i) Promptly investigate any accidents that occur within their sphere of responsibility.
- j) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **2.5 Special Obligations of Class Teachers**

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

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

Class teachers are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Not leave a class unsupervised under any circumstances. If a teacher needs to leave the class, cover must be arranged.
- c) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, where issued, and ensure that they are applied.
- d) Give clear oral and written instructions and warnings to pupils as often as necessary.
- e) Follow safe-working procedures personally.
- f) Ensure the use of protective clothing and equipment, guards etc where necessary.
- g) Monitor implementation of health and safety measures in accordance with risk assessments, controls, codes of practice, including the condition of subject specific equipment, substances and materials within their own teaching areas.
- h) Make recommendations to the Headteacher or Head of Department / Head of Curriculum Area on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- i) Integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.
- j) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- k) Report all Accidents, defects and dangerous occurrences to their Headteacher or Head of Department / Head of Curriculum Area promptly.

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

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

## **2.7 Obligations of all Employees**

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

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Take heed of any instruction and/or training received on the use of equipment, machinery, and dangerous substance or safety devices.
- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e) Report all accidents in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular, those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they consider to be in the school's health and safety arrangements.
- i) Exercise good standards of Housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed health and Safety representatives

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

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

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

## **2.9 Visitors and other users of the Premises**

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

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

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

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

## **PART THREE**

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## **PART THREE**

### **ARRANGEMENTS**

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

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

### **SECTION ONE – HEALTH AND SAFETY MANAGEMENT**

#### **1.1 School Health and Safety Policy**

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

The school password for accessing the Health and Safety resources on moodle is '**Safety**'.

#### **Departmental Health and Safety Policies**

Curriculum specific health and safety policies have been developed for the Faculties of Design and Technology, Science and PE. Copies are kept within the Curriculum Area in the Health and Safety resource file. These supplementary health and safety policies have been endorsed by the Headteacher and will be reviewed annually.

#### **1.2 Health and Safety Monitoring**

##### **Auditing**

The Premises Committee will undertake an annual full audit of the school's Health and Safety Management System in accordance with the LA's Health and Safety Audit procedures. Copies of completed Audit checklists and findings are kept in the general Health and Safety file for reference.

A written action plan with risk rated timescales will be prepared by the Headteacher to progress any identified remedial actions resulting from the Audit. The action plan will be monitored at staff meetings and at meetings of the Governing Body. A record of progress will be formally maintained on the action plan until actions are completed / closed off.

In addition to the annual school audit, specific Curriculum Area health and safety audits will be completed on an annual basis by Heads of Curriculum Area in conjunction with subject specialists utilising the CLEAPSS audit resources for Science and for Design and Technology. Records of audits and findings will be provided to the Headteacher by the end of December each year along with an action plan to address any shortfalls identified.

Copies of all audits records will be held by the Business Manager. The Premises Committee of the Governing Body will be provided with reports on school audits.

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

### Statutory Safety Inspections

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

A list of Statutory Inspections undertaken by the school is as follows:

- Fire Alarm
- Emergency Lighting
- Fire Fighting Equipment
- Portable Appliance Testing
- Intruder alarm

Statutory maintenance, inspection and testing relating to the management and operation of the buildings/site will rest with the school under the new Service Level Agreement for Flintshire schools. The following list is subject to review as new legislation is introduced and some [not all] of these elements are applicable to your school:-

<b>Title</b>	<b>Legislation / Code of Practice</b>	<b>Frequency of Visit</b>
Air Conditioning Contract	F Gas Regs / Pressure Systems regs 1989	Annually
Automatic Door Contract	Disability Discriminations Act 1995	2 Visits per Year
Air Handling Unit Contract	Electricity at Works Regulations 1989	Annually
Boiler Service Contract	Gas Regulations 1994	Annually
Dust Extraction Contract	COSHH Regulations. 1998	Annually
Emergency Generator Contract	Electricity at Works Regulations 1989	Annually
Emergency Lighting Service Contract	Electricity at Works Regulations 1989	2 Visits per Year
Fire Alarm Service Contract	The Regulatory Reform Order 2005	4 Visits per year
Fan Convactor Contract	Electricity at Works Regulations 1989	Annually
Fire Fighting Equipment Contract	The Regulatory Reform Order 2005	Annually
Fire Suppression service Contract	The Regulatory Reform Order 2005	Annually
Gas Detection Contract	COSHH Regulations. 1998	Annually
High Voltage Distribution Contract	Electricity at Works Regulations 1989	Annually
Intruder Alarms Contract	Electricity at Works Regulations 1989	Annually
Lightning Conductor Contract	Electricity at Works Regulations 1989	Annually
Passenger Lift Contract	LOLER 1998	Periodically
Pressurisation Unit Contract	Pressure Safety Regulations 2000	Annually
Portable appliance testing contract	Electricity at Works Regulations 1989	Annually
Roller Shutter Contract	PUWER 1998	2 Visits per Year
Street Lighting Contract	Electricity at Works Regulations 1989	Periodically
Sewage Pump Contract	PUWER 1998	Annually

County [through Property & Design Consultancy] retain responsibility for:-

- Asbestos monitoring

- Legionella monitoring
- Fixed electrical installation testing [every 5 years]
- Gas installation [pipework] testing
- Property Condition [Building, Mechanical & Electrical Surveys [every 5 years]

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

### Area Safety Inspections

A general inspection of the site will be conducted termly and be carried out by / co-ordinated by the Headteacher and Business Manager. In addition, termly Inspections of individual departments will be carried out by Heads of Curriculum Area.

- |                    |  |
|--------------------|--|
| • Science          | Head of Science Curriculum Area                  |
| • D&T              | Head of Arts Curriculum Area                     |
| • PE               | Head of Arts Curriculum Area                     |
| • Music            | Head of Arts Curriculum Area                     |
| • Art              | Head of Arts Curriculum Area                     |
| • English          | Head of English Curriculum Area                  |
| • Mathematics      | Head of Mathematics Curriculum Area              |
| • ICT              | Head of ICT and ICT Systems Manager              |
| • Business Studies | Head of Humanities Curriculum Area               |
| • History          | Head of Humanities Curriculum Area               |
| • Geography        | Head of Humanities Curriculum Area               |
| • RE               | Head of Humanities Curriculum Area               |
| • French           | Head of Modern Foreign Languages Curriculum Area |
| • Welsh            | Head of Modern Foreign Languages Curriculum Area |
| • Additional Needs | Headteacher                                      |

In all cases those person(s) carrying out the inspection will complete a written report and submit this to the Headteacher in October every year. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

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

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

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

Elfed High School will review Health and Safety issues as and when they occur and report on them via :-

- Governing Body Premises Committee
- Health and Safety Working Group

established, who chairs the committee, how frequently the committees are held, what the terms of reference are, what standard agenda items will be covered at the meetings, what reports are to be provided (eg findings from safety inspections, risk assessments, training, updates on health and

safety legislation / potential impacts on school etc. Whether the school has a Health and Safety Governor, who else is represented on the committee (caretakers, cleaners, subject leaders and so forth).

Plus, other school communication forums where health and safety information is cascaded throughout the school, or as appropriate to specific departments. Similarly you may want to include information on health and safety noticeboards in staffrooms and/or any other arrangements you have in place for disseminating information including eg CLEAPSS Bulletins and other resources that may be relevant to more than one Curriculum Area]

## **1.4 Risk Assessment**

### General School Risk Assessments

In recognition of our duties under the Management of Health and Safety at Work Regulations the school conducts and documents risk assessments for all activities presenting a significant risk to staff, children, parents and visitors to the school site. These are co-ordinated by the Business Manager following the guidance contained on the LA <http://moodle.flintshire.gov.uk/la> school resource database under health and safety. The risk assessments are approved by the Headteacher and relevant competent persons.

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

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work by written communication.

### Personal Risk Assessments

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

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

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

### Curriculum Risk Assessments

Risk assessments for curriculum activities will be carried out by Heads of Curriculum area, Heads of Department and by Subject Teachers taking account of codes of practice and model risk assessments as they apply.

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

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

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

- BS4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice
- Safe Practice in Physical Education and School Sport, Association of PE AfPE <http://www.afpe.org.uk>

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

## **SECTION TWO: BUILDINGS AND SITE SAFETY**

### 2.1 Control of Asbestos

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

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

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

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

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

**If the register does not establish whether asbestos is present or not, or it is found that asbestos is present in the vicinity of the intended works, then no work will take place until advice has been sought from FCC Asbestos Advisor.** In some instances a more intrusive type survey may need to be undertaken, and removal of asbestos containing materials before work can commence.

Asbestos awareness training and refresher training (30 minutes duration) will be undertaken by the Headteacher, Business Manager and Caretakers, annually. Access to the awareness training is as follows:

<http://web.lucion.co.uk/#register>

Staff accessing this training must register and enter their requested details in order for the LA to monitor who has completed the course.

Any damage to materials known or suspected to contain ACMs should be reported immediately to the Business Manager who will contact FCC's Asbestos Advisor.

Welsh Local Government guidance document 'Asbestos Management in Schools' issued February 2014 can be accessed on the LA schools resource database <http://moodle.flintshire.gov.uk/la> under Health and Safety.

## 2.2 Building and Maintenance Works and Control of Contractors

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

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

The school has access to advice and support on repairs and maintenance, general improvements/structural matters via FCC building surveyor – Francesca Upton Tel 01352 703138 / 07765 478907.

Funding responsibility for repairs and maintenance and replacement is outlined in the Property and Capital Delivery Services SLA. A copy is kept by the Business Manager.

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

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

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

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

- All contractors must report to the Main Reception upon arrival and under no circumstances are they to commence work until approval has been given to do so by the Caretaker / Business Manager

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

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

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

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

### Planned maintenance and inspection

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

Heads of Curriculum Area / Subject Teachers are responsible for ensuring inspection and maintenance requirements for machinery and equipment within their areas are identified and implemented. This includes regular (and evidenced) inspection of any hand tools.

### 2.3 Electrical Safety

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

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Regulations. Following this check a certificate is issued to confirm the electrical installation is safe. Any queries regarding the status of the electrical installation should be referred to Corporate Property Technical Services – Richard McGlory 01352 703125 / 07711 438239

#### Fixed and Portable Electrical Equipment.

All portable items of electrical equipment is subject to a formal inspection and testing (portable appliance testing PAT) on an annual basis. These inspections are carried out by FCC's approved contractor (KDE Services)

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

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

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

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

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

## 2.4 Gas safety

### List of Gas Appliances

- Cookers in HE 1 & HE2
- Gas taps in Science labs and prep rooms
- Main boilers
- Heating Gas pipes
- D & T Hot works pipes X 2

In case of query call Fords Heating - 1c, 14 Badger Way, Birkenhead, Prenton CH43 3HQ

Phone:0151 608 8080

- Emergency shut of valve is in the room next to the office.

## **If you suspect a gas leak the following action should be taken:-**

- 1 Turn off all gas appliances.
- 2 Check where the smell is most noticeable
- 3 Turn off the gas meter emergency valve off (Located in room next to main office). NB if the meter is located in a cellar or basement do not enter.
- 4 Can gas still be smelt internally? – Is it noticeable outside?
- 5 If the smell of gas is in the cellar or basement **EVACUATE THE BUILDING**
- 6 If believed necessary for any other reason, **EVACUATE THE BUILDING**
- 7 Phone the National Gas 24 hr Emergency Gas Service on 0800 111 999 (Wales and West Utilities)
- 8 Inform Property Technical Services

### **REMEMBER**

**DO NOT use any electrical switches or operate any electrical appliances.**

**DO NOT look for a gas leak with a naked flame**

**DO NOT use your mobile telephone**

**ALWAYS open doors and windows for ventilation**

Wales and West Utilities is committed to gas safety and provides this Service. They are responsible for stopping leaks that occur both inside and outside any premises. They deal with gas escapes and other emergencies 24 hours / 365 days a year. They do not charge for:

- a. Checking for suspected leaks.
- b. Stopping a gas leak
- c. Repairing a faulty meter
- d. Minor repairs that can be completed within a 30 minute period.

When you dial 0800 111 999 your call will be routed to the call centre. This is a 24hr, 365 days a year service. A call handling agent will log all the appropriate details onto a computer and the kind of information asked for includes:

- The address or location of the suspected gas escape or gas emergency. The postcode is helpful.
- Where the smell is most noticeable.
- When the smell was first noticed.
- Is there a smell of gas outside?
- Are any neighbours affected?
- Is the gas turned off at the meter?
- Your name and phone number.
- Any special circumstances or access information.

Once the information has been gathered it will be sent directly, electronically to an engineer for action. Wales and West Utilities aims to attend all uncontrolled escapes within one hour, and all controlled escapes within two hours.

Wales and West Engineers will always take the necessary action to make your gas equipment safe, but they will not carry out appliance repairs or repairs to pipework that cannot be completed within the 30 minute period.

Repairs to appliances or pipework outside the timescale must be undertaken by a Gas Safe registered engineer. Property Technical Services will be able to arrange for an engineer from the Council's approved contractor list to attend.

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

## **2.5 Glazing**

School Glazing Survey is in the Health and Safety file.

In the event of a broken window the procedure to repair & replace is as follows :-

- Caretaker secures the broken window (internal windows have had film added to ensure the broken glass is contained).
- Glazing contractor called out to replace the window with appropriate H& S Glass – this should be done out of school hours.
- Glazing contractor to dispose of broken glass.

## **Broken Glass on playing fields**

- Caretaker to pick up broken glass whilst wearing protective gloves and using a litter picker tool.
- Broken glass to be placed on a strong container and disposed of in an external bin which is locked in the bin compound.

## 2.6 Grounds Maintenance

Flintshire County Councils Grounds Maintenance Contractor is responsible for the grounds on site.

The current contractor is Greenfingers 0845 397777 and a schedule of works is kept in the Business Managers Office.

Any additional requirements to the schedule are requested via Flintshire County Council

Alan Roberts -  
Gareth Davies - 01352 702479  
June Morris - 01352 702478

## 2.7 Tree Management

This is not part of the grounds maintenance contract but if there are trees on the premises, particularly in places where they may hang over recreation areas, pathways etc, then you should have a tree survey conducted and be inspecting and maintaining them). Any work to trim, remove branches etc should only be undertaken by a suitably qualified tree surgeon as advised by Alan Roberts / Gareth Davies, Leisure Services Tree Management

Annual Tree Surveys are arranged via Flintshire County Council and a copy is kept in the Business Managers office.

## 2.8 Control of Legionella

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

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

All mains drinking water is suitably labelled

## 2.9 Safety in Caretaking and Cleaning

The Business Manager is responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work. A model risk assessment register is provided on <http://moodle.flintshire.gov.uk/la> highlighting typical caretaker and cleaner tasks to be risk assessed.

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

## 2.10 Premises Security Issues

### School Security System

The School Security Alarm System is contracted to Chubb Fire and Security Limited.  
Tel 0344 879 1666.

The alarm is inspected annually and a copy of the report kept in the Business Managers Office.

The Caretakers are responsible for opening up and locking up the school buildings.

The Caretakers are responsible for checking the perimeter fences and locking the school gates.

As a shared site, Buckley Leisure Centre is responsible for locking the external gates when they close the Leisure Centre at 10.30pm.

### Out of Hours Key Holding

Out of hours key holders are updated on a termly basis and if amended a copy is sent to Flintshire County Council and Chubb Fire and Security Limited.

## 2.11 Traffic Management

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

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

Note: parking on school sites is a convenience for drivers only to be used when it can be done safely. Where there is some degree of risk involved, such parking should be undertaken outside the school premises.

## 2.12 Working at heights

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

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

The competent person for assessing and approving any working at height is the Headteacher / Business Manager.

Staff using ladders should attend a ladder safety course.

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

The Business Manager keeps a register of all ladders and stepladders on the school site which specifies where they are to be kept and how they must be stored. They are formally inspected by the Caretaker every six months. All ladders are labelled.

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

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

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

*(insert your arrangements here under all relevant curriculum subject topics, including out of school learning activities, eg requirements for risk assessments to be completed for all school work activities, including those off site, specification of staff qualification requirements to teach certain activities and refer to any specific guidance eg CLEAPSS, DATA, Association for PE and Sport, etc. Put in contacts of professional bodies, contacts of key personnel in the school etc)*

#### **Art and Textiles**

*[insert specific rules of the art areas, CLEAPSS resources, risk assessments and controls, specific housekeeping requirements, inspection and maintenance of any equipment, etc]*

#### **Food Technology**

*[insert as above]*

#### **Design & Technology**

*[Refer to CLEAPSS resources, risk assessments, supplementary policy for D&T and highlight any specifics such as arrangements for supervision, inspection of machinery and equipment, authorised competent persons only to use, pupils must only use equipment under supervision of a person competent in the safe use of it., machine guards must be used at all times, security arrangements for workshops to prevent unsupervised access, and anything else you want to highlight]*

*[refer to guidance on <http://moodle.flintshire.gov.uk/la> in relation to further professional guidance on the management of class sizes and supervision ratios]*

#### **Drama Safety**

*[insert arrangements similar to other subject suggestions provided above, plus any other specifics in relation to code of conduct, any arrangements for equipment testing and maintenance (eg any retractable seating, tallescopes, electrical sound equipment and so forth)] Anything to input about productions for public (licences, pre performance fire checks and alarm tests, etc). Arrangements of chairs to ensure suitable access and egress for the audience?*

## Educational Visits and Journeys Policy and Guidance

The Business Manager is the Schools Educational Visit Coordinator (EVC) and is responsible for the completion of the EVOLVE Educational visit documentation.

Basic visit must be completed by the visit leader for all off site activities. The Business Manager will advise if an Evolve submission is required. All adventurous and over night off site activities must be uploaded onto EVOLVE.

### ICT Safety

The ICT Systems Manager is responsible for technical advice and support, control of access to inappropriate content, attention to housekeeping such as avoidance of trailing wires and cables under desks and in walk areas, reference to the section on DSE for staff workstation assessments, instruction to pupils on posture in use and anything else relevant]

### Music Safety

[input arrangements for ensuring noise action levels are avoided, management of posture when playing instruments, electrical safety, Music Advisor contact and so forth]

### Physical Education

Refer to school supplementary PE policy and Safe Practice in PE and School Sport (Association for PE AfPE) previously referred to as BAALPE. Schools have access to the online LA health and safety resources and the Linx model RA package for PE. The school utilises these and they are adapted to suit local school circumstances by [insert name]. input further information about what equipment is inspected annually by eg Continental Sports] input instructions on pre-inspection of sports areas and pitches for sharps, stones, glass, etc, requirements for visual pre-use inspection of any sports equipment. Instructions on safe storage of equipment, maintaining safe run-off spaces? Include any instructions for the same in relation to any outdoor play equipment]

### Science Safety

[Refer to supplementary policy for Science and highlight any specifics eg arrangements for supervision, inspection of tools, machinery and equipment, authorised competent persons only to teach / supervise practical / demonstrations, pupils must be supervised at all times when in labs, use of PPE, security arrangements for labs to prevent unsupervised access, and anything else you want to highlight]

### Swimming Safety

[refer to the relevant section in the school supplementary PE policy?, also Association for PE document 'Safe Practice in PE and school sport document and relevant pages, requirements for pre-visit risk assessments, planning and approval re off site visit, supervision ratios eg during activity, changing rooms, transport to and from venue, and anything else you wish to highlight]

### Work Experience

Dream Safety have been appointed to ensure arrangements for pre-placement vetting, who is the school work experience co-ordinator, and any other specific arrangements for managing the health and safety and welfare of the pupils.

Refer to LA health and safety resources on <http://moodle.flintshire.gov.uk/la> for further guidance on work experience, and work experience placement vetting forms.

## SECTION FOUR: WELFARE AND EMERGENCY ARRANGEMENTS

## 4.1 Fire Safety

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and reviewed annually, and for implementing any actions required that are advised to be within the remit of the management of the school. A copy of the school fire risk assessment is kept in the Business Managers Office (Fire Risk File (updated 25/10/2016))

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

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

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

Emergency contact and key holder details are maintained by the School Business Manager.

Fire drills will be undertaken termly and a de-brief undertaken by the Headteacher and School Business Manager to consider whether remedial actions are required as a result. Records of results and subsequent actions will be recorded in the Fire Log Book by the Business Manager which is located in the Business Managers Office.

### Fire Fighting

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

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

**FCC approved contractor - Churches Fire** undertakes an annual maintenance and service of all fire extinguishers. Defective equipment or extinguishers that need recharging should be taken out of service and reported to the Headteacher and the contractor for remedial action.

Details of service isolation points (ie gas, water, electricity)

- Gas – Main entrance right hand room at the entrance to the office.
- Electricity – Cupboard under the yellow stairs.
- Water – Under main reception (access via door and stairs) left hand at the entrance to the office.

Details of chemicals and flammable substances on site.

### Cleaning Products

An inventory of these is kept by the Caretaker with the Fire Log Book, with additional copies kept by the Business Manager as appropriate.

### Scientific Chemicals

An inventory of these is kept by the Science Technician with the Fire Log Book, with additional copies kept by relevant heads of department as appropriate

Fire alarm call points are tested weekly in rotation by the Caretaker and ICT Systems Manager. This test will occur on Fridays at 7.45am. Any defects in the system will be reported immediately by the School Business Manager to the alarm contractor, and the Headteacher informed.

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

### **Jackson Fire**

St. David's House, 6 Queens Lane, Bromfield Industrial Estate. Mold, Flintshire. CH7 1JR

01352 755 866

[www.jacksonfire.co.uk/north-wales-cheshire](http://www.jacksonfire.co.uk/north-wales-cheshire)

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

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

### 4.2 First Aid

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

The main school office is designated for First aid. A list of the school First Aiders is given to all staff. First Aid Boxes are allocated to designated members of staff to check the contents against the statutory content list on a weekly basis.

Science Office  
Caretakers Office  
Home Economics  
Design and Technology  
PE

#### Transport to Hospital:

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

The Headteacher will call the ambulance unless unavailable. This is delegated to the Deputy Head / Assistant Headteachers.

The parents will be informed an ambulance has been called by the office staff.

A member of the support staff will wait by the front gates and direct the ambulance to the appropriate location.

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

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

#### 4.3 Accidents – Reporting and Investigation

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

All accidents and incidents must be reported directly to the Headteacher / Head of Curriculum Area / Line Manager as soon as the casualty has been attended to. This is to ensure that a suitable and timely investigation is undertaken by management to determine causation and with a view to preventing further similar accidents. Accident locations should be secured and undisturbed pending investigation.

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

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

Accident / Incident and Near Miss forms are available from the main school office.

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

#### 4.4 Dealing with Emergencies / School site arrangements

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

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

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

### 5.1 Housekeeping

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

- Sharps / Needles & Syringes – Bin located in the medical room
- Clinical Waste - Bin located next to the main office.
- Cleaners / Caretakers store cupboards keep locked at all times.
- All staff advised to keep any whiteboard cleaning products not to be left in areas of the school where children could access them.
- As part of Technology lessons eg Art, Woodwork. Food preparation, students clean up after the activity.
- Recycle bins for paper provided for each classroom / office
- Cardboard is recycled by the caretaker
- Yellow bags provided for confidential waste – Shredded by PHS Dash
- Refuse collections arranged via Flintshire County Council

## 5.2 Manual Handling and Lifting

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

## 5.3 Bullying and Harassment

Elfed High School Anti Bullying Policy and Dignity at Work Policies attached

## 5.4 Civil Claims

Elfed High School Complaints Procedure attached

Elfed High School Whistleblowing Policy

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

Caretaker & Business Manager are responsible for the completion of the COSHH Inventory and Risk Assessments. Advice from Flintshire County Council Facilities Management is part of the SLA.

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

Flintshire County Council Display Screen Equipment Guidance Attached.

### 5.7 Kitchen Safety/ Hygiene

Elfed High School Dining Room operated by Flintshire County Council Facilities Planning.

Canteen Manager – Mrs Lesley Webb

FCC Facilities Operational Manager – Mr Steve Jones 01352 704039

### 5.8 Library safety

Elfed High School Library Policy Attached

### 5.9 Lifts and Lifting Equipment

- Elfed High School Lift Operating Instructions Attached
- Lift Breakdown Procedure Attached

### 5.10 Lone and Peripatetic Workers

Lone Working Risk Assessment :-

- Caretaker
- Cleaner
- ICT Systems Manager

### 5.11 Organising Major Events on Educational Premises

Office Drive – Events Planning Documentation

### 5.12 Hire of premises

Terms and Conditions to Hiring out Theatr Elfed  
FCC Form of Application for Hiring out school Premises  
Charges

### 5.13 Personal Protective equipment

Appropriate PPE is provided as and when

- Caretakers
- Cleaners
- Science Technicians

- D&T Technicians
- Teachers
- Students

#### 5.14 Pressure Vessel

Query

#### 5.15 Procurement / General Safety issues

Policy to use FCC approved contractors

#### 5.16 Minibuses

Elfed High School does not own or have access to a mini bus.

When required Elfed High school will hire a mini buss plus driver from FCC approved list of contract Mini Bus Companies who comply with RoSPA 2015 edition of “Minibus Safety: A Code of Practice”:

#### 5.17 Violence at Work,

Elfed High School Positive Handling and Physical Intervention Policy relates to confrontation with pupils/parents etc

Cash handling – Procedures for School fund

#### 5.18 Use of Volunteers- Safety Considerations

- Work Experience Students / Volunteers have a risk assessment prior to working on site.
- Volunteers are required to have a DBS certificate.

## **SECTION SIX: HEALTH**

### 6.1 Administration of Medicines

The Elfed High School Policy for Administering Medicines is attached.

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

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

#### 6.2 Alcohol

Under no circumstances should alcohol be brought onto the school site. Elfed high School does not allow Alcohol at any organised event.

#### 6.3 Drugs

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

#### 6.4 Health Issues for Employees

The Headteacher is the nominated person in school for obtaining advice from FCC Occupational Health department, any incubation periods for staff to stay off following eg infectious diseases.

#### 6.5 Health Issues for pupils

Elfed High School will refer to the School Nurse and reference to the public health documents on moodle regarding control of infection, how pupils are taught infection control, hand washing techniques etc.

#### 6.6 Smoking

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

#### 6.7 Stress Management

See attached EHS Avoidance of Stress Policy.

Guidance and model risk assessment is available on <http://moodle.flintshire.gov.uk/la> school health and safety resources].