



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

Islwyn High School

Health and Safety Policy

Reviewed by: Mrs Emma Paskell – Business Manager

Ratified by Governors: 06th July 2023

Date to be reviewed: 05th July 2024

Signed: **Mr J Hicks**
Headteacher

Mr G Bryce
Chair of Governors

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FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities, and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements for implementation, will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

PART 1: STATEMENT OF INTENT

Islwyn High School

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

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

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

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

This policy statement supplements:

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

PART 2: ORGANISATION

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

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended];

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

Responsibilities of the Head Teacher

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

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

Responsibilities of the Deputy Head Teachers

Deputise for the Head Teacher in absence.

Responsibilities of the Business Manager

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

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

Responsibilities of the Caretakers

Under the direction of the business manager caretakers are responsible for:

- Ensuring that the premises, plant, and equipment are maintained in good working order and all certification is passed to the Business Manager to be maintained on the RAMIS Facilities Management System;
- Report to the Business Manager any defects which require attention;
- Establish and maintain safe working procedures;
- Support the Business Manager in effective site management.

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

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

Responsibilities of Employees

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

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;

- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Class Teachers

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

- Raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 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);
- Set a good example by following safe working procedures personally;
- Ensure the use of protective clothing and guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Build in safety education in curriculum planning.

Responsibilities of Pupils

Pupils will be reminded that they are expected to (as far as is reasonably practicable dependant on the age of the pupil):

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through the School Prospectus and newsletters.

Responsibilities of Contractors, Visitors and others (including those who hire school facilities).

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

- 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;
- The Business Manager or Caretakers will be responsible for the coordination of contractors' activities on site;
- The Business Manager or Caretakers 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 Business Manager, or by the contractor, in consultation with the Business Manager;
- The Business Manager or Caretakers will consult with the Building Consultancy/Facilities or the Authority Health and Safety Division for any additional guidance on these matters;
- All contractors must report to the School Reception before any work takes place and prior to each working session. The Business Manager/Senior Caretaker should inform the contractor of any conditions (Asbestos etc.) which may affect their safety and that of others;
- Reception must ensure that all visitors record their visit;
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by reception;
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee;
- Should a fire/emergency occur, or the fire alarm activated whilst visitors are on school premises, the person who is accompanying the visitors will take him/her to the fire assembly point;
- Should an incident/accident occur involving a visitor this must be reported using the Authority's Accident Reporting Form, and an investigation undertaken as soon as possible by the Business Manager.

Responsibilities of Volunteers

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

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

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

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Absconding Pupil:</p>	<p>Headteacher All Staff</p>	<ul style="list-style-type: none"> • No pupil will be allowed to leave the site without support from staff unless this is part of an agreed plan; • If a pupil goes missing the Headteacher is to be informed; • All available staff will then start a methodical search for the pupil internally and then externally; • CCTV will be checked; • Should a pupil leave the building or not be found the parents and Police are to be called.
<p>Accidents/Serious Incident Reporting: Any serious accidents/ incidents are reported immediately to the Headteacher or a senior member of staff.</p> <p>The Business Manager will retain copies of all accident reports.</p> <p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Headteacher Business Manager All Staff</p>	<p>Minor injuries are recorded on accident forms available in the Medical Room.</p> <p>Any serious accident or the injury requires the person to attend hospital, an accident form is to be completed and passed to the Business Manager who will seek advice from the Health and Safety Division.</p> <p>Any near miss is reported to SLT, where appropriate a near miss will be investigated by SLT and SLA H&S Officer.</p>
<p>Accidents and Incidents Investigating: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Headteacher Business Manager All Staff SLA H&S Officer</p>	<p>Low Level Investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team.</p> <p>Medium Level Investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Accidents - RIDDOR Reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p> <p>Where appropriate the health and safety division will report under RIDDOR and investigate the accident.</p>	<p>Headteacher Business Manager All Staff SLA H&S Officer</p>	<p>The school will forward details of accidents or cases of work-related ill health to the Health and Safety Division.</p> <p>Where an employee has been off work for over seven days due to an injury the Business Manager will report this to the Health and Safety Division.</p>
<p>Animals/Insects in School: Specific issues that require consideration depend on what type of animal(s)/insects are to be brought into the school and the duration of their stay.</p>	<p>Headteacher Business Manager All Staff</p>	<p>The following should be considered:</p> <ul style="list-style-type: none"> • Suitability of animal(s) for the classroom/school environment; • Animal health and wellbeing, including feeding and the suitability and cleaning of their enclosure, cage or tank. This should take into account the school day, weekend and school holiday periods, as applicable; • The safe handling of animals, taking account of both animal welfare and pupil health and safety; • Where animals /insects in school are provided by a third party an agreement between the school and third party is put in place; • Insurance.
<p>Chewing Gum: Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum into school.</p>	<p>Headteacher All Staff</p>	<p>It can present a choking hazard and is an unnecessary nuisance if not disposed of properly.</p>
<p>Cleaning Contracts: The school have opted in to the contracts operated by the Authority</p>	<p>Headteacher Business Manager Caretakers CCBC Building Cleaning</p>	
<p>Contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical Expertise: Where appropriate works are arranged through a technical departments.</p>	<p>Headteacher Business Manager SLA H&S Officer Caretakers</p>	<p>Works are arranged via the Authority where practicable. Where work is authorised directly with a Contractor the Authority's guidance must be followed.</p> <p>Contracts are encouraged to contact the school to make appropriate arrangements prior to visiting the school.</p> <p>Suitable arrangements relating to segregation, hours of work etc. are agreed in advance.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Contractors and Visitors on Site: All contractors must sign the visitors' book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, welfare facilities, vehicle movements and local management arrangements etc.</p>		<p>All contractors must report to reception. The Caretaker or Business Manager are informed for their arrival.</p> <p>All visitors are given a visitors badge and information on the schools' safeguarding arrangements.</p>
<p>Contractor Selection and Vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p> <p>Contractor Risk Assessments and Method Statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	<p>Headteacher Business Manager SLA H&S Officer Caretakers</p>	<p>Where possible school will use Authority registered contractors.</p> <p>Where Contractors who are not registered are used the Headteacher and SLA H&S Officer will undertake appropriate competency checks prior to engaging a contractor.</p> <p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p> <p>Suitable arrangements relating to segregation, hours of work etc. are agreed in advance.</p>
<p>Dress Code: See additional information in the school staff handbook.</p>	<p>Headteacher All Staff</p>	<p>Staff are advised to wear comfortable clothing and footwear that is appropriate for their work.</p>
<p>First Aid Arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p> <p>The Business Manager maintains a register of qualified First Aiders.</p> <p>First aid boxes are located in the Medical Room and are maintained by the administrative team under the direction of Administration Manager</p> <p>Any medication or medical needs will also be highlighted on EVOLVE visits Risk Assessment authorised by the EVC.</p> <p>Measures are in place to identify any persons who may require specialist</p>	<p>Headteacher Business Manager First Aid Trained Staff EVC</p>	<p>The school adhere to the procedures contained in the Authority's Corporate First Aid Policy.</p> <p>A fully stocked First Aid kit is taken on school trips and staff must be made aware of any health problems of pupils in their care. Where pupils have complex needs, such as epilepsy a member of staff must be trained on how to administer medication.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
first aid treatment due to health conditions.		Specialist first aid arrangements are detailed in the individual pupil/staff health care plans or risk assessments.
<p>First Aid - Administration of Medication: Medication will only be administered in school in accordance with the WG guidance document: Supporting Children with Health Care Needs.</p> <p>Staff are advised not to bring any non- essential personal medication into school.</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs medication administered in school.</p>	<p>Headteacher Business Manager First Aid Training Staff All Staff</p>	<p>Pupil: Trained staff are responsible for administering medication in the school and must be informed of any medication brought into school, which must be accompanied by written instructions from the parents and will be placed in a labelled container and secured in a locked cupboard.</p> <p>Staff: All staff are strongly advised to inform their line manager and the Headteacher/Business Manager of any medical condition e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication to be kept on school premises, which must be securely locked away.</p> <p>A risk assessment may be required to support staff returning to work after a period of sickness if they require medication.</p>
<p>First Aid - Communicable Diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher Business Manager All Staff</p>	<p>A copy of the communicable diseases poster is available in school</p>
<p>First Aid - Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Headteacher All Staff</p>	<p>Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance).</p>
<p>First Aid - Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p> <p>Medical care plans are reviewed annually.</p>	<p>Headteacher Business Manager Inclusion Manager ALNCo First Aid Training Staff</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Any child requiring emergency treatment for seizures of any other medication has it recorded on the Health Care Plan/Epilepsy Care Plan.</p> <p>Pupil assessments are normally completed by specialist members of staff.</p>
<p>First Aid - Transport to Hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed.</p>	<p>Headteacher First Aid Trained Staff</p>	<p>No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p> <p>Fire exit signs are clearly displayed throughout the school.</p> <p>The Health & Safety Division Fire Officer carries out the school Fire Risk Assessment.</p> <p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p> <p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p> <p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>	<p>Headteacher Business Manager Fire Marshalls All staff</p>	<p>Procedures for evacuating the premises are practiced regularly by staff and pupils and logged on RAMIS. Fire information and evacuation reminders are displayed in rooms throughout the school.</p> <p>Staff receive annual fire safety awareness training (in house).</p> <p>Portable fire-fighting equipment is clearly labelled and available throughout the school.</p> <p>Where a pupil or staff assessment identifies that a person requires a personal emergency evacuation plan (PEEP) the Business Manager or SLA H&S Officer will complete the PEEP and share the information with key staff.</p> <p>Key staff are familiar with the location of service isolation points.</p>
<p>Fire Safety - Inspection/Maintenance of Emergency Equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Headteacher Business Manager Caretakers All Staff</p>	<p>The Caretakers check fire-fighting equipment, escape routes and fire exits as part of their Caretaker checks.</p> <p>All staff must ensure escape routes are kept free from obstruction.</p>
<p>Good Housekeeping: Cleanliness and maintenance of the site is everyone's responsibility.</p>	<p>Headteacher Business Manager Caretakers All Staff Pupils Visitors</p>	<ul style="list-style-type: none"> • Maintenance programmes and procedures in place to deal with repairs etc.; • Immediate clean-up of spills; • Litter bins provided and emptied; • External areas, grounds, play areas and equipment are safe for use; • Promoting and maintaining a safe and healthy working environment.
<p>Ground Maintenance Contracts: The school have opted out of the contracts operated by the Authority.</p>	<p>Headteacher Business Manager Caretakers SLA H&S Officer Grounds Contractor</p>	

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Headteacher Business Manager SLA H&S Officer Science Staff DT Staff Caretakers</p>	<p>Caretakers/Science/DT Staff will maintain a register of COSHH items, and the Business Manager/SLA H&S Officer will complete a basic COSHH assessment.</p> <p>Staff must adhere to the health and safety measures listed on the products Safety Data Sheet, including wearing of PPE as required.</p> <p>The cleaning supervisor is responsible for products used by school cleaning staff.</p>
<p>Health and Safety Information Instruction and Training: The health and safety law poster is displayed in school.</p>	<p>Headteacher Business Manager</p>	<p>The Health and Safety Law poster is prominently displayed.</p>
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p> <p>Where appropriate these inspections will be documented, and reports forwarded to the Head Teacher.</p> <p>A nominated Governor will monitor management systems.</p>	<p>Headteacher Business Manager Governor SLA H&S Officer Caretakers</p>	<p>General inspections are completed bi-annually by the SLA H&S Officer and the findings recorded on RAMIS Live.</p> <p>The Caretakers will visually inspect external areas, internal areas and walkways daily.</p> <p>All staff will visually inspect their classrooms and work areas daily.</p> <p>Any faults, defects or concerns identified during the inspections are reported to the Business Manager for resolution.</p>
<p>Health and Safety Training: Health and safety induction training will be provided and documented for all new employees.</p>	<p>Headteacher Business Manager SLA H&S Officer</p>	<p>Health and Safety training needs are assessed by the Business Manager and SLA H&S Officer.</p>
<p>Health and Safety Training Programme: All employees are provided with:</p> <ul style="list-style-type: none"> • induction training; • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.); • refresher training where required. 	<p>Headteacher Business Manager PL Lead</p>	<p>All staff receive regular health and safety information, instruction and training via staff meetings or the school CPD programme.</p>
<p>Health and Safety Training Records: relevant records are kept; a system for ensuring appropriate refresher</p>	<p>Headteacher Business Manager PL Lead</p>	<p>The Business Manager records and identifies Health and Safety training requirements.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
training is undertaken is implemented.		All staff are responsible for identifying and ensuring their own training (including the renewal of qualifications) is highlighted to the Business Manager.
<p>Health and Safety Risk Assessments: Risk assessments are completed, and relevant information provided to staff.</p> <p>Risk assessments are reviewed regularly/ following significant change.</p> <p>Specialist risk assessments are completed under the Health and Safety SLA/Division or by the Business Manager. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Risk assessments are completed by the Responsible Person for each activity.</p> <p>Risk assessments are reviewed following significant change or at suitable intervals not exceeding two years.</p> <p>Pupil risk assessments are completed by Progress Managers/SLT, and staff risk assessments are completed by the Business Manager. Where necessary the SLA H&S Officer with provide specialist support.</p>
<p>Health and Safety - Risk Assessments New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Pregnant worker risk assessment are completed and reviewed by the SLA H&S Officer/Business Manager.</p>
<p>Health and Safety - Risk Assessment Inanimate Manual Handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Health and Safety - Risk Assessment Work Involving Potentially Significant Risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>	<p>Headteacher Business Manager SLA H&S Officer All Staff</p>	<p>Where required the Business Manager or SLA H&S Officer will complete specific assessments for any work involving significant hazards.</p>
<p>Health and Safety - Risk Assessment Paediatric Manual Handling: Pupils with mobility needs should have a Care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Health and Safety - Risk Assessment Putting up Displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	
<p>Health and Safety - Risk Assessment Working at Height: All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Headteacher Business Manager SLA H&S Officer All staff.</p>	<p>Where working at height is unavoidable a risk assessment will be undertaken by the Business Manager or SLA H&S Officer</p>
<p>Home Visits: See also CCBC Lone Working Policy.</p> <p>Whilst the school emphasises the value of home visits, staff can be vulnerable when entering a pupils' home.</p>	<p>Headteacher Business Manager All staff.</p>	<p>It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and follow the following guidelines:</p> <ul style="list-style-type: none"> • Log all planned visits in the school diary; • Let colleagues or a family member know where you are going and what time you are expected back; • Ensure you are contactable via mobile phone and leave that number with someone who knows where you are going; • If you have any concerns or are unaware of the family ensure you discuss the proposed home visit with a member of SLT; • Avoid visiting alone in the hours of darkness and only enter premises if invited and you feel it is safe to do so; <p>Complete a home visit record sheet with details of the discussion which has taken place.</p>
<p>Information Computer Technology: Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.</p>	<p>Headteacher Business Manager Network Manager Head of IT All staff</p>	<p>Computers in classrooms should be made as accessible as possible to all pupils in terms of appropriate height workstations and chairs.</p>
<p>Information Computer Technology Working with Computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.</p>	<p>Headteacher Business Manager Network Manager SLA H&S Officer DSE Users</p>	<p>DSE Assessments are undertaken by the Business Manager, Network Manager and SLA H&S Officer.</p> <p>Members of staff identified as DSE users are entitled, on request to an eyesight test provided by the Authority. Details of the process are available from HR.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	Headteacher Business Manager Caretakers LA	The Caretakers complete weekly flushing. Aquasafe complete monthly legionella checks.
LEV Testing	Headteacher Business Manager LA	LEV Testing arranged annually through CCBC Contract, this includes all dust and fume extraction.
Lone/Late/Early Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Headteacher Business Manager All Staff	Where lone working in unavoidable a risk assessment will be undertaken by the Business Manager or SLA H&S Officer. Any staff working late in school must be mindful of their personal safety and the safety of others. Staff must ensure they do not let any visitors into the building after school hours unless they are authorised to be there.
Pandemic: In the event of a pandemic the school will follow advice from WG and CCBC.	Headteacher Business Manager SLA H&S Officer All staff LA	Specific risk assessments will be put in place to reflect current guidance and instruction. Risk assessments to be shared with whole school community and be reviewed when guidance/instruction changes.
Play Equipment: All play equipment is maintained in safe condition. All equipment is periodically inspected.	Headteacher Business Manager Caretakers	PE Equipment annual inspection is completed by Sportfix.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Headteacher Business Manager Caretakers LA	Staff are responsible for carrying out visual checks before using any electrical equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Personal electrical items brought into school must only be used with the consent of the Business Manager/Caretakers and will be subject to inspection and testing. Use of extension leads, and multi-plus adaptors is discouraged. Where they are used staff must: <ul style="list-style-type: none"> • Refrain from daisy chaining (joining extension leads); • Use with caution; • Prevent trailing leads, tape down where possible.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Personal Protective Equipment (PPE): PPE is the last resort when a risk cannot be removed.	Headteacher Business Manager	The school provides all staff with PPE that must be worn at all times when required. Eye protection will be provided where necessary for any curriculum activities that may pose a risk.
Security: Overall responsibility for school security on a day-to-day basis rests with the Headteacher.	Headteacher Business Manager All Staff Pupils Visitors	All staff are to ensure: <ul style="list-style-type: none"> • Access codes/fobs are not shared; • All external doors and coded doors remain closed at all times; • All visitors report to reception; • Staff to be vigilant at all times and report any suspicious people or activity to SLT. • In the event of unauthorised access staff to raise the alarm.
Security - Personal: Staff and pupils are responsible for their own possession.	Headteacher Business Manager All Staff Pupils Visitors	Staff that bring money or other items of value into school do so at their own risk. Staff should not leave personal possessions unattended unless they are locked away in a secure place. Visitors and students are encouraged to keep their personal possessions with them at all times. Lockers are available.
Security - Emergency Planning:		
<p>In the event of a situation which is likely to significantly disrupt the school day and could result in either an early or a delayed departure of the students, Emergency Planning at LA should be informed.</p> <p>Emergency Planning should be placed on stand-by at the start of an incident so that their service can respond quickly if required. In the event of an Emergency Planning Officer not being available through the LA switchboard (s)he can be contacted through the Fire and Rescue Service.</p> <p>Emergency Planning can provide help with home/school contacts, transport, food, bedding and counselling should the school require assistance. Those services brought in would remain under the control and direction of the school.</p> <p>In the event that an emergency is going to continue over more than a few hours, it may be helpful to base a senior member of staff at the Education Department as a direct link between the school and the Local Authority.</p>		
Security - Lockdown Procedures: Lockdown procedures are important and would be used in response to an internal or external incident which	Head Teacher Business Manager SLT	The school has a standalone lockdown procedure.

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>could be a threat to the safety of staff and children in the school.</p> <p>Lockdown procedures may be activated in response to any number of situations, these may be:</p> <ul style="list-style-type: none"> • An intruder on school site; • A dangerous dog roaming on site; • A disturbance in the local community that could be a threat to the safety of staff and children. 		
<p>Security - Sources of Bomb Threats: There are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways.</p>	<p>Head teacher All Staff</p>	<p>Telephone Calls: Bomb warning will often be made by telephone. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat procedure, including completing a checklist for telephone bomb warnings. Staff should carefully note any code-words or details given as accurately as possible by using Bomb Threat checklist.</p> <p>By Letter: Any member of staff receiving a written bomb warning should initiate the bomb threat procedure.</p> <p>In Person: If someone alleges that a device has been placed the member of staff given (or overhearing) the warning should initiate the bomb threat procedure.</p> <p>By Discovery of a Suspect Package: Any person discovering a device should initiate the bomb threat procedure, this will initially mean evacuation of the immediate area.</p>
<p>Security - Bomb Threat - Action Required to Deal with Bomb Threats: The action required of anyone learning of or detecting a suspicious object.</p>	<p>Head teacher All Staff</p>	<p>Safeguard pupils, staff and visitors threatened/potentially threatened.</p> <p>Inform senior staff of threat.</p> <p>The emergency actions required of a person discovering a threat are as follows:</p> <ul style="list-style-type: none"> • Inform the school office. The school office will inform the most senior member of staff on site, the Police by dialling 999 and the Emergency Planning Department at the LA;

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		<ul style="list-style-type: none"> If you contact the office by phone remain by the phone and do not allow anyone else to use it. If you contacted the office in person remain in the office. You will be informed as to what action is being taken; In some circumstances it may be necessary to initiate the Emergency Evacuation Plan. If the fire bell or klaxon sounds then you should immediately follow the evacuation plan.
<p>Security - Bomb Threat - Evacuating the Building: In the event of a bomb threat and the decision being made to evacuate the building, the signal will be given by the continuous ringing of the school fire alarm.</p>		<p>On hearing the continuous ringing of the school fire alarm:</p> <ul style="list-style-type: none"> Students, staff and visitors should pick up their possessions that are immediately to hand and proceed in the normal way to the assembly point for a register check; Windows should be closed; In the event of an emergency evacuation taking place an evacuation co-ordinator (usually the Head teacher/Deputy Head) will be appointed from the senior members of staff present and all operations will be directed through and by the co-ordinator.
<p>Shared Use of Premises/ Hiring Rooms to Third Parties: Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Headteacher Business Manager Finance Officer Caretakers</p>	<p>The school has an active community use programme which is administered by the Finance Officer.</p>
<p>Smoking Policy: There is a no smoking policy in all government buildings.</p>	<p>Head Teacher All Staff</p>	<p>Smoking is not permitted in any part of the school building or grounds.</p>
<p>Statutory Maintenance: The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>Headteacher Business Manager Caretakers LA</p>	<p>Please see guidance in Appendix 1 regarding statutory maintenance arrangements</p>
<p>Teaching - Art, Pottery and Kiln: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.</p>	<p>Headteacher Business Manager Head of Art Art Staff</p>	<p>The Head of Art is responsible for ensuring that no specialist equipment is used without authority and safe working practices are observed at all times.</p> <p>The school has access to CLEAPPS membership via the Authority.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		The kiln is inspected annually by a recognised contractor, but it is the responsibility of school staff to check before use and on a day-to-day basis.
<p>Teaching - Design Technology: Specific procedures will be implemented within the Design Technology department to reduce risks from equipment and processes to a minimum.</p>	<p>Headteacher Business Manager Head of DT DT Staff</p>	<p>The Head of Science is responsible for ensuring that no specialist equipment or chemicals are used without authority and safe working practices are observed at all times.</p> <p>The school has access to CLEAPPS membership via the Authority.</p> <p>DT Equipment is inspected annually by a recognised contractor, but it is the responsibility of school staff to check before use and on a day-to-day basis.</p>
<p>Teaching - Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.</p>	<p>Headteacher Business Manager Head of Music Music/Drama Staff</p>	<p>The Head of Music is responsible for ensuring that no specialist equipment is used without authority and safe working practices are observed at all times.</p>
<p>Teaching - Physical Education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum</p>	<p>Headteacher Business Manager Head of PE PE Staff</p>	<p>All staff engaged in PE must ensure they are familiar with the safety requirements applicable to their activities.</p> <p>PE equipment and outdoor play equipment will be inspected annually by a recognised contractor, but it is the responsibility of school staff to check before use and on a day-to-day basis.</p>
<p>Teaching - Science: Specific procedures will be implemented within the Science department to reduce risks from equipment and processes to a minimum.</p>	<p>Headteacher Business Manager Head of Science Science Staff</p>	<p>The Head of Science is responsible for ensuring that no specialist equipment or chemicals are used without authority and safe working practices are observed at all times.</p> <p>The school has access to CLEAPPS membership via the Authority.</p>
<p>Teaching - Stage Equipment: All stage equipment is maintained in good working order and periodically inspected.</p>	<p>Headteacher Business Manager Music/Drama Staff Caretakers</p>	
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site.</p>	<p>Headteacher Business Manager</p>	<p>See separate Traffic Management Risk Assessment.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
<p>Vehicles - Minibuses: The school maintain and operate three minibuses.</p> <p>Only authorised nominated drivers are permitted to operate the minibus.</p>	<p>Headteacher Business Manager CCBC Fleet Management Staff on Drivers Register</p>	<p>The school vehicles are serviced and maintained by the Authority's Fleet Management Section at Tir-y-berth.</p> <p>Insurance is provided through the Authority.</p> <p>The Business Manager maintains a registers of authorised drivers.</p>
<p>Violence at Work - Employee Protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's Violent Incident Report Form and forwarded to Health and Safety Division.</p> <p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions</p>	<p>Headteacher Business Manager All Staff</p>	<p>Where appropriate the school will seek advice from the SLA H&S Officer/Health and Safety Division regarding appropriate actions/sanctions.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions or call the Police.</p>
<p>Waste Disposal: The school follows waste disposal legislation.</p>	<p>Headteacher Business Manager Caretakers</p>	<p>General waste and recyclable waste is collected on contract with a recognised contractor.</p> <p>The school hires a skip for the disposal of bulk waste.</p> <p>Special arrangements are in place for the disposal of sanitary/nappy waste.</p>
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol.</p>	<p>Headteacher Business Manager</p>	<p>The school has an SLA in place with the Authority HR Department and Managing Attendance Team who support and advise on matters of staff wellbeing and absence.</p> <p>The school has access to the CAREFIRST service.</p>
<p>Review of Health and Safety Policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 3 years.</p>	<p>Headteacher Business Manager Governors SLA H&S Officer</p>	

PART 4: GENERAL

Further advice and assistance can be obtained by contacting the Authority Health & Safety Division,
Caerphilly CBC, Ty Penallta, Ystrad Mynach, CF82 7PG Tel: 01443 864858 Email:
HEALTHANDSAFETY@CAERPHILLY.GOV.UK

APPENDIX 1: STATUTORY MAINTENANCE

Statutory maintenance of:	Current contractor	Frequency
Boilers	Gibson	Annually
Emergency lighting systems	Ambassador	Annually
Fire Alarm systems	Ambassador	Annually
Firefighting equipment	Fire Safety Direct	Annually
Electrical testing – Fixed wiring	LA Appointed	Every 5 years
Legionella testing	Aquasafe	Quarterly, Six Monthly and Annually
Lift Testing	Cardiff Lift Company	Quarterly and Annually
LEV Testing	HME	Annually
D&T Machinery Testing	HME	Annually