

MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS

CREATING A SCHOOL HEALTH AND SAFETY POLICY

INTRODUCTION

Under the Health & Safety at Work Act (HASWA) 1974 and the Management of Health & Safety at Work Regulations 1999, all schools are required to produce a local Health and Safety Policy. This Policy will be specific to each school as it will contain information on who will do things and how. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).

For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.

WHAT SHOULD YOU DO WITH THIS MODEL HEALTH AND SAFETY POLICY?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use. It provides a customisable template to assist schools in producing a written health and safety policy that will be specific to their individual school as it will contain information on who will do things and how.

The policy has 3 parts: -

Part 1 – Health and Safety Policy Statement / Statement of Intent.

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed procedures and arrangements for implementing the policy.

Areas which will require customisation are highlighted in red, in order to help to meet the requirements of different schools, some alternative wording is suggested and such alternatives are separated by /within square brackets [].

Further customisation will be required for those schools where the Local Authority (LA) is not the employer. The Head-teacher should ensure that the policy is ratified by the Governing Body and implemented within the school. Once completed, the policy should be communicated to all staff in the school.

Part 1 – Health and Safety Policy Statement / Statement of Intent

The Statement of Intent should outline your commitment to providing a healthy and safe environment for all users of the establishment – staff, pupils, volunteers, visitors and contractors.

Flintshire County Council (FCC), as the ‘employer’, has overall responsibility for its’ community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units (PRUs), and a statutory duty to ensure, through guidance and monitoring, that they adhere to the requirements of HASWA and its various regulations. Therefore, FCC strongly urges community and controlled schools to operate to the Statement of Intent as laid down in Part 1 of the model policy, which has been designed to adhere to legal compliance as a minimum standard and to reflect the commitment, values and ethos of continual improvement promoted by the Authority.

In foundation schools, foundation special schools and voluntary-aided schools, the ‘employer’ is the Governing Body. Foundation and VA schools are recommended to adopt the model policy, but are free to create their own.

Actions Required:

Community and VC Schools;

The Governing Body adopts the Statement and the Chair of Governors signs at the bottom of the page.

Schools are recommended to include this Statement in their school prospectus.

Foundation, VA Schools;

Either adopt the model or create their own.

Part 2 - Organisation (roles and responsibilities)

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

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

FCC strongly urges all community and controlled schools (and PRUs) to operate to the organisation and responsibilities as laid down in Part 2 of the model, because by doing so statutory duties will be met. Foundation, VA schools are recommended to adopt, but are free to create their own.

Actions Required:

Community and VC Schools;

The school creates an organisational chart setting out its management hierarchy for safety.

Foundation, VA Schools and purchasing Academies;

Recommended to follow as above or create own organisational system.

Part 3 - Arrangements

This part of the document states **how** the school will meet the standards set in the Statement of Intent. The arrangements section should detail the school's local procedures for controlling significant risks involved in the range of activities in the school, as well as for any equipment and plant within the school and the fabric of the school building itself, and its grounds. To this end you should consider under each of the relevant headings, the what, how, when and who by. It is also important to cross reference to supplementary policies where they exist, and where essential records are kept for ease of reference.

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

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

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

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

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

Again, Community and VC schools are strongly advised to follow the suggested topics provided in this section closely as they will allow compliance with the law and good practice. Foundation and VA schools are also advised to consider these carefully, but are free to create their own.

Actions Required:

Specific arrangements should be produced for the subjects outlined in Part 3.

For example:

Risk assessment – it is essential that all schools draw up a procedure for completing these that details who will do it, when, and how will it be processed.

This applies to all subjects mentioned. It may be that not all will apply to your school e.g. Radioactive sources in Science will not apply to Primary and Special schools and can be removed. The number of procedures in a large school may require that an appendix to the main policy is set up.

It is very important that this happens as it makes it clear to members of staff what their roles and responsibilities are. In addition, it will be valuable in defending any prosecution or civil claims following incidents or inspections.

POLICY REVIEW AND COMMUNICATION

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

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

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

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

Finally, the Corporate Health and Safety Team encourages feedback and good practice contributions from schools to aid in the review process e.g. a school may identify a topic that they feel has not been covered. The school should feel free to contact the Health and Safety Team with such observations to help us make continual improvements.

FURTHER INFORMATION

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

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

Flintshire County Council's Health and Safety Management System, standards and guidance (<http://infonet.flintshire.gov.uk>). <https://hwb.gov.wales/> - Health and safety resources for schools.

Health and Safety Executive (HSE) - www.hse.gov.uk

N.B. the previous pages are guidance only – schools should remove those pages and proceed to adapt the suggested policy below to suit individual school circumstances.

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*'Every child, every chance, every day'
'Pob plentyn, pob cyfle, pob dydd'*

Health & Safety Policy

Policy Number	Date Reviewed	Date Adopted	Date of Next Review
YBGP19	January 2020	March 2020	January 2021

HEALTH AND SAFETY POLICY

PART 1

STATEMENT OF INTENT

1.0 INTRODUCTION

The Governing Body of Brynford Primary 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 through Staff Common and / or a copy will be issued to all members of staff for their reference. A further reference copy is kept in the school office.

A review of this policy statement and accompanying organisation and arrangements will be conducted on an annual basis led by the Headteacher and the policy sub-committee. 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 cooperate in the setting up of a Safety Committee or committees as required.

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

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

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

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

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

Signed: _____	Date: _____
Chair of Governors	
Signed: _____	Date: _____
Head teacher	

PART TWO

ORGANISATION AND RESPONSIBILITIES

2.0 INTRODUCTION

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

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

At Brynford Primary 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 Jayne Barnes has been appointed to receive relevant information, to monitor the implementation of health and safety policies and procedures within the school, and to give feedback on health and safety findings to the Governing Body.

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

The Governing Body will also ensure that:

- a) a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters.
- b) 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.
- i) The school co-operates fully with any health & safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.

2.2 THE HEAD TEACHER

At operational level the Head Teacher, or in their absence their nominated deputy, is accountable to the governors and is responsible, on a day-to-day basis, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school on their behalf. In particular this will include ensuring that:

- a) **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;
- b) **Health and Safety Policy** - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;
- c) **Responsibilities** - individual employees, and supply staff are aware of their responsibilities for health and safety;
- d) **Consultation** - promote through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- e) **Information** – copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the administrative office of the school and the staff room. Staff are made aware of how to access the electronic Health & Safety Library (containing policies, procedures and guidance) via the FCC Education and Youth Services' dedicated website (Hwb).
- f) **Health & Safety Law Poster** – A copy of the poster is displayed prominently within the school and all required information filled in.
- g) **Implementation** - the provisions set out in the Corporate Health & Safety Standards and other policies, procedures and Codes of Practice are implemented;

- h) **Communication** - other health and safety information is communicated effectively to relevant staff;
- i) **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- j) **Visitors** - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- k) **New or pregnant mothers** - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- l) **Security** - that the security of premises, staff and pupils are protected;
- m) **Planning** - risks to health and safety are taken into account and assessed/ re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- n) **Manual Handling** - manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations;
- o) **Display Screen Equipment** - VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level;
- p) **COSHH** - exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the school;
- q) **PPE** - personal protective equipment is provided free of charge where identified in the risk assessment process, and that staff or pupils using it are aware of how and why it is to be used;
- r) **Maintenance** - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
- s) **Educational visits** - that educational visits are adequately planned, organised and the risks assessed in accordance with the Local Authority’s Code of Practice, and that performance monitoring of educational visits and staff competency is carried out;

- t) **Incident reporting** - incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms outlined in the Corporate Health & Safety Standard and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- u) **Hazard removal** - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- v) **Training, instruction & supervision** - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- w) **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- x) **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- y) **Fire precautions and Emergency procedures** - fire precautions and procedures are implemented (including fire drills) and all staff, pupils and visitors are made aware of these. All staff receive in-house fire instruction annually and staff designated as Fire Wardens receive specific training from an external provider. Procedures for a variety of emergencies are developed and implemented and the schools Emergency Plan detailing these is completed and a copy circulated to all staff;
- z) **First aid** - staff, pupils and visitors are aware of first aid facilities;
- aa) **Repair & maintenance** - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings, selection of and proper management of contractors in accordance with Local Authority guidelines and statutory requirements, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
- bb) **Asbestos** – asbestos on site is properly managed, the location of the asbestos register is displayed in the general office and the staff room and made available to contractors before commencement of work. The visual inspection of all identified asbestos locations forms part of the schools health & safety inspection regime, so that damaged or disturbed asbestos materials can be identified promptly and necessary remedial action taken;
- cc) **Legionella** – all precautions following a water hygiene risk assessment are implemented, managed and monitored and a written scheme is produced and maintained for preventing and controlling the water hygiene risks on site.

- dd) **Record keeping** - all statutory registers and records are kept;
- ee) **Hirings & Lettings** - appropriate arrangements are made with regard to hirings and lettings, including risk assessment, first aid, child protection & safeguarding, provider credentials and insurance;
- ff) **Performance monitoring** - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
- gg) **Audit & review** - if during any internal or Local Authority audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- hh) **Safety Representatives** - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them; ii) **Advice** - specialist advice is sought on health and safety matters when necessary;
- jj) **Review** - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary;
- kk) **Compliance** - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;

For schools with radiation sources:

- ll) that a Radiation Protection Supervisor is appointed (in writing);

N.B. The above responsibilities can be delegated but this does not absolve the Headteacher of overall responsibility. It must be clear within the policy who these responsibilities have been delegated to by giving the individual's name.

2.3 SCHOOL HEALTH AND SAFETY CO-ORDINATOR

In all Secondary schools it is necessary to nominate a member of staff who would be responsible to the Head-teacher for co-ordinating, reporting and advising on aspects of health, safety and welfare within the school. Such persons would require to be of sufficient status to be able to visit all personnel within the school freely and be able to authoritatively discuss matters arising with others. In a Secondary school for example, this should be at least

the level of Deputy Head-teacher, Senior Teacher or Bursar]. It is imperative that adequate time and resources are allocated to the post holder to undertake these duties

School Health and Safety Co-ordinators will require to be trained in health and safety management in order to ensure a basic competence. The minimum level of competence must be the IOSH (Institution of Occupation, Safety and Health) 3-day “Managing Safely” course. Information on this and other health and safety training courses (e.g. First aid, manual handling, risk assessment, etc.) can be obtained by contacting the Learning and Development Team on 01352 702431 (Learning.&.Development@flintshire.gov.uk).

To ensure effective implementation of this policy the Headteacher has been appointed as The School’s Health and Safety Co-ordinator. The Health and Safety Co-ordinator has been delegated specific responsibilities by the Head-teacher to:

- a) co-ordinate and manage (i) the annual health and safety management system audit process and (ii) the annual (or earlier if required) risk assessment process for the school;
- b) ensure the termly general workplace safety inspections are carried out and reports collated for consideration by the Head-teacher and Governing Body;
- c) monitor the timely provision for the inspection and maintenance of work equipment throughout the school;
- d) ensure adequate records of the above are kept on the school premises and findings are reported to the Head-teacher and Governing Body;
- e) advise the Head-teacher on any situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- f) maintain a record of any reported hazardous conditions or situations as above;
- g) maintain continuing observations throughout the establishment and make relevant comment to the Head-teacher, the head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them;
- h) monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally;
- i) act as a point of contact between the school and the LA;
- j) keep accident and incident statistics and provide an analysis to the Head-teacher and Governing body/ School Health and Safety Committee;
- k) provide an annual Health and Safety report to the Head-teacher for submission to the Governing Body;

- l) 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.
- m) Carry out any other functions devolved to him/her by the Head-teacher or Governing Body.

2.4 TEACHING / NON-TEACHING STAFF HOLDING POSTS/ POSITIONS OF SPECIAL RESPONSIBILITY

These staff include Deputy Head-teachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers, Bursar/ Business Manager and other Supervisory staff.

They will:

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

- i) promptly investigate any accidents that occur within their sphere of responsibility;
- j) Prepare an annual report for the Head-teacher on the health and safety performance of his/her department or area of responsibility.

2.5 TEACHERS (INCLUDING SUPPLY TEACHERS AND STUDENTS ON TRAINING PLACEMENTS)

Class teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. They are expected to:

- a) exercise effective supervision of the pupils and 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 (notices, posters and handouts are not enough);
- e) follow safe-working procedures personally;
- f) ensure pupils' coats, bags, etc. are safely stowed away;
- g) manage the storage of equipment of equipment and materials to ensure good housekeeping and prevention of slip/ trip hazards;
- h) ensure the use of protective clothing and equipment, guards, etc. where necessary;
- i) 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;
- j) make recommendations to the Head-teacher or Head of Department/ Head of Faculty on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- k) integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.
- l) avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation

- m) Report all accidents, defects and dangerous occurrences to their Head-teacher or Head of Department/ Head of Faculty promptly.

2.6 HEADS OF DEPARTMENT/ CURRICULUM CO-ORDINATORS

With their special knowledge of the area of work for which they are responsible, heads of departments have a key role to play in the running of those activities safely. Heads of departments are responsible, so far as is reasonably practicable, for implementing the safety policy within their Department. In particular, heads of department will be responsible for ensuring that:

- a) Codes of practice appropriate to the Department are brought to the attention of all staff in the department;
- b) Codes of practice are complied with and appropriate safety signs and notices are displayed;
- c) relevant health and safety information is communicated to staff;
- d) all incidents occurring within the Department are reported, the causes investigated and an incident form completed;
- e) health and safety training needs within the Department are identified and met, or reported to the Head Teacher;
- f) staff are aware of first aid, fire and emergency procedures;
- g) new employees receive appropriate health and safety training, including Departmental Safety Procedures;
- h) assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- i) regular inspections of areas for which they are responsible are carried out;
- j) all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- k) as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- l) Effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

2.7 HEADS OF SCIENCE

Heads of Science will be particularly responsible for ensuring that:

- a) equipment is checked before use and tested as required:
 - I. Fume cupboards - every 14 months under the Control of Substances Hazardous to Health Regulations;
 - II. Autoclaves, pressure cookers, model steam trains etc. - periodic inspection required under the Pressure Systems and Safety Regulations.
- b) offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;
- c) equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept;
- d) chemicals are stored safely, including highly flammable liquids and that labels are readable and that a spill kit is to hand and properly replenished;
- e) hazardous activities involving chemicals are restricted to those who have received or are receiving proper training;
- f) access to laboratories, preparation rooms and store rooms containing hazards are kept locked at all times except when in use, and all services (including gas and electricity) is shut off;
- g) no class is allowed to work in a laboratory without adequate supervision;
- h) all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed;
- i) any field trips etc. are carefully planned and organised, with relevant guidance and information referred to;
- j) spills are dealt with safely and that all relevant staff are trained;
- k) normal procedures are followed for fire, and that science staff are trained to deal with minor bench fires, clothing fires and hair fires, with regular drills arranged;
- l) staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders;
- m) safety information, including codes of practice and CLEAPSS Handbook is communicated well to all staff in the Science Department and that staff are kept up to date with any changes or new advice;

n) adequate monitoring of health and safety is carried out in the Science Department;

2.8 HEADS OF DESIGN AND TECHNOLOGY

Heads of Design and Technology will be particularly responsible for ensuring that:

- a) emergency stop buttons, shut down facilities, control of electrical supplies, guarding of machinery, dust extraction, storage of highly flammables etc. are all kept constantly under review;
- b) all equipment and machinery is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice;
- c) all equipment and machinery is safe to use, and that care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety;
- d) equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine;
- e) modifications are only carried out by a competent person;
- f) hazards are identified e.g. defects to machinery, equipment and personal protective equipment (PPE), and appropriate action taken;
- g) any dangerous machinery or equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used;
- h) appropriate emergency stop controls are in place and that these are tested regularly and records kept of the tests;
- i) only competent trained staff are permitted to use equipment;
- j) records are kept of any training and that training needs are identified and met, including refresher training or reported to the Head Teacher;
- k) equipment not to be used by certain pupils is clearly identified and understood;
- l) practical classes are adequately and closely supervised;
- m) any equipment or machinery is examined and tested by a competent person, and that records are kept, including Local Exhaust Ventilation (every 14 months), lifting equipment, pressure vessels, power presses, and portable electrical equipment, gas cookers and equipment (annually by a competent person who is Gas Safe Registered);
- n) safe working procedures are developed for all equipment/machinery and that these are well communicated;

- o) that lighting is adequate in all work areas;
- p) all teachers are trained in action to be taken in the event of electric shock;
- q) written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures;
- r) any gas cylinders are safe to use and stored externally and that different gases and oxygen are either stored separately or at the required distance apart and that Hazchem warning signs are conspicuously displayed and emergency procedures developed;
- s) that the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use;
- t) that up to date safety information is communicated well to all staff in the design and technology department;
- u) that health surveillance is carried out by competent Occupational Health professionals where identified through COSHH;
- v) facilities for design and technology are only used for educational purposes, not for other activities such as repairs or maintenance;
- w) one socket is provided for the use by cleaners that is live when the main workshop power is isolated so that cleaners can work safely;

2.9 RADIATION PROTECTION SUPERVISOR (RPS SCHOOLS)

The Radiation Protection Supervisor (applies to secondary schools with radiation sources) must ensure that:

- a) they understand the basic principles of radiological protection and the relevant requirements of the Ionising Radiation Regulations;
- b) they are fully aware of the hazards, risks and control measures of sources in his/her care;
- c) they carry out risk assessments as necessary to ensure the safety of other employees and pupils in their care;
- d) they attend a Radiation Protection Supervisor course specifically designed for school-level work;
- e) they are involved in any work using ionising radiation;
- f) all work is carried out in accordance with CLEAPSS L93: “Managing Ionising Radiations and Radioactive Substances in Schools and Colleges” and other relevant information, codes of

practice and local school rules covering handling, use, storage and disposal, records and use log completed;

- g) advice is always sought from CLEAPSS via the Radiation Protection Officer (RPO) regarding safe disposal;
- h) the disposal of any source is to an authorised disposal route as detailed in L93 and that suitable records are kept;
- i) sources are only purchased from recognised educational suppliers for UK schools, and that records of all paperwork relating to the purchase and approval is kept;
- j) adequate supervision is provided;
- k) radioactive sources are checked for damage after use, especially if this involved use by a sixth form group;
- l) regular monitoring is carried out of all radioactive sources and their containers;
- m) leak tests are carried out annually in accordance with L93 and by a competent person;
- n) a correctly working GM counter is available;
- o) radioactive sources are returned to the store, and secured, at the end of the working session or day, and that the use log has been filled in;
- p) for security, the location of sources is regularly checked e.g. monthly/ 2 monthly;
- q) any potential loss is reported immediately to the RPO/ RPA/ CLEAPSS who will advise on searching for the source and contacting the authorities (Natural Resources Wales and the Health and Safety Executive). If it is suspected that it has been removed unlawfully the police will also need to be informed;
- r) all records required in L93 are accurate and up to date;
- s) any necessary monitoring of the work area has been completed after sources are used, and that any contaminated sources or surfaces are cleaned, following appropriate procedures outlined in L93;
- t) they are aware of what to do in an emergency;
- u) they are satisfied that all persons involved are informed and trained to a level to carry out procedures safely, particularly if they are temporary or non-science specialists;
- v) staff are familiar with the procedures to deal with spills and contamination, and that they are able to act quickly, as detailed in L93;

- w) all staff handling/ working with ionising radiation are familiar with, and have easy access to the local rules;
- x) students aged 16 years and above, who are allowed to carry out supervised investigations with sealed sources are given access to the appropriate section of the local rules;
- y) all users of radioactive sources fully implement the local rules;
- z) they maintain adequate materials required to deal with spillages/ contamination as outlined in L93;
- aa) the RPO of Flintshire County Council is supplied with a list of current sources and inform the RPO of any changes;
- bb) they use the Checklist for the Management of Radioactive Sources in the CLEAPSS guidance to ensure that appropriate procedures are in place before and during any work with radioactive sources;
- cc) Radioactive sources are appropriately stored in line with L93.

N.B. The Radiation Protection Advisor (RPA) for Flintshire is Simon Wright under the CLEAPSS RPA Service. He can be contacted via the Radiation Protection Officer (RPO).

The Radiation Protection Officer (RPO) for Flintshire Council is The Corporate Health & Safety Advisor, Anthony Smith Tel: 01352 702782. Contact with the RPO should normally be made with any queries to act as a link between the RPA and the school.

The school's Appointed Radiation Protection Supervisor is [N/A].

2.10 MID-DAY SUPERVISORS

Mid-day supervisors are responsible for ensuring that:

- a) Pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision, and by challenging inappropriate behaviour;
- b) Spillages are cleaned up immediately;
- c) Arrangements for fire and first aid are followed;
- d) Play structures e.g. trim trails, climbing frames, monkey bars etc. are directly supervised to ensure that children use them as designed, fairly and sensibly to reduce the possibility of accidents.

2.11 PREMISES MANAGER

The premises manager will have particular responsibility to ensure that:

- a) they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- b) access equipment (e.g. ladders, step ladders, footstools etc.) is formally inspected at least every 12 months and a record kept, in addition they should be checked prior to use to ensure safety;
- c) access equipment is used in accordance with HSE and Council guidelines;
- d) any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- e) asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- f) contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the “Contractor pre-start Declaration” form;
- g) a ‘Demolition’ or ‘Refurbishment’ survey is carried out if asbestos needs to be removed before work can commence;
- h) he/ she receives a copy of the health and safety policy of the contractor;
- i) regular inspections of the boiler(s) by a competent person (e.g. Gas Safe Registered) takes place;
- j) they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- k) regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items;
- l) COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers, cleaners and own staff);
- m) all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.;
- n) traffic is managed safely;

- o) hazards notified to them are passed onto the Head-teacher and/ or Administration Officer;
- p) defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- q) any items received from suppliers e.g. machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- r) testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (both in-house and under contract) with records kept;
- s) all fire alarm call points are numbered and at least one call point is tested every week (with a record kept identifying the number tested and date etc.) to ensure the fire alarm is functioning correctly.
- t) all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately; This is the responsibility of the Caretaker.

2.12 CARETAKER

The caretaker is responsible for ensuring that he/ she implements safe working practice in respect of their activities on and around and complies with LA policies, procedures and guidance as appropriate.

N.B. In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practises could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to are safe and without risk.

2.13 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

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

2.14 NEW AND EXPECTANT MOTHERS

New and expectant mothers must inform the Head Teacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

2.15 ALL EMPLOYEES

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities to:

- a) take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- b) co-operate with the Local Authority and the school, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- c) co-operate with school management in complying with relevant health and safety law;
- d) be aware of, and follow, this policy, codes of practice and guidelines;
- e) act in accordance with any specific health and safety training received;
- f) make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- g) use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- h) take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- i) use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- j) ensure good housekeeping and prevention of trip hazards;
- k) ensure that occasional one-off manual handling operations are assessed before attempting them;
- l) report all accidents, incidents, damage, hazard and defects to the Head Teacher/person responsible;

- m) inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- n) co-operate with the employer and other employees in promoting improved safety measures in the school;
- o) Co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority.

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

2.16 VISITORS AND OTHER USERS OF THE PREMISES

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager. Visitors should wear a suitable visitors badge when on the premises. Additional expectations apply to our EY/2 Year Old provision (see policies for setting).

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

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

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 Brynford Primary 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 <https://hwb.gov.wales/> 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 ([Corporate Occupational Health and Safety Policy](#)), or on the LA schools health and safety information database (<https://hwb.gov.wales/>).

The school password for accessing the Health and Safety resources on Hwb is available from the school office. Alternatively a guest password can be used which is 'safety'.

1.1.2 Departmental Health and Safety Policies

Curriculum specific health and safety policies have been developed for the Faculties of Design and Technology, Science and PE. These documents are not required by ourselves as we are a small primary school.

1.2 Risk Assessment

a) 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 Headteacher following the guidance contained in Flintshire County Council's [Corporate Health and Safety Standard - Risk Assessment](#) that can be accessed via the Infonet, and the various Model Risk Assessments that have been uploaded onto the LA schools' resource database (Hwb) 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 risk assessment folder in the school office and also on staff common. 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 regularly.

b) 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 Headteacher 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 <https://hwb.gov.wales/>.

c) Curriculum Risk Assessments

Risk assessments for curriculum activities will be carried out by the Headteacher 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 [scheme of work] / [lesson plan] / [syllabus] etc.

Model Risk Assessments for Science and Design & Technology are endorsed by the LA and the school and are 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.

1.3 Communication and Consultation with Employees and others

1.4 Training and Development

1.5 Health and Safety Monitoring

a) Auditing

The Head-teacher and Governors 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 school office for reference.

A written action plan with risk rated timescales will be prepared by the Head-teacher 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.

Copies of all audits records will be held in the health and safety folder in the school office.

The Governing Body will be provided with reports on school audits at a Governing Body Meeting Annually.

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

b) 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 school office along with records of all inspection findings / reports.

A list of Statutory Inspections undertaken is as follows:

Asbestos

PAT Testing

Accessibility

Fire Safety

Where Statutory Safety Inspections have been undertaken that are specific to an individual Faculty (e.g. fume cupboards, LEV tests, fixed machinery and equipment, PE equipment etc.),

copies must also be retained in the Faculty Health and Safety File for ease of reference. c)

Area Safety Inspections

A general inspection of the site will be conducted termly and be carried out by the Caretaker and the Headteacher.

Copies of Safety Inspection checklists for use are provided on the LA's school health and safety resource database and in the school office 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 Headteacher to ensure safeguards are put in place as necessary.

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 school office and on the office database.

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

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

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

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

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 Property and Design Consultancy. 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 will be undertaken by the Caretaker and Headteacher and copies of asbestos attendance Certificates will be held in the individual's personnel training file.

Any damage to materials known or suspected to contain ACMs should be reported immediately to Mrs Evans /Mrs Critchell who will contact FCC Property and Design Consultancy.

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

2.2 Building and Maintenance Works and Control of Contractors

The head teacher will be responsible for ensuring that **all** works on site are planned and executed in accordance with the LA document 'Management and Control of Construction and Contractor Works on School and other Educational Premises', and where the works meet the criteria set out for applying for Landlord Approval from the LA, this will be undertaken in good time. A copy of this document is located in the school office. Where possible the school will use contractors recommended via the FCC Landlord Approval process.

The school has access to advice and support on repairs and maintenance, general improvements/structural matters via FCC building surveyors

Funding responsibility for repairs and maintenance and replacement is outlined in the FCC document 'Property and Capital Delivery Services - Service Level Agreement (SLA) with Flintshire Schools'. A copy is kept in the school office.

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

a) Service Contractors:

Service contractors have regular access to the site as specified by a contract. Such contractors' visits will vary from an annual visit e.g. to service boilers, check fire extinguishers etc., to those on site daily e.g. 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 school office 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.

b) Building Contractors:

These are contractors who attend site to undertake building works which can vary from simply replacing a broken window to re-modelling 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:

- a) All contractors must report to the school office upon arrival and under no circumstances are they to commence work until approval has been given to do so by the Headteacher
- b) Before any work commencement approval is given the Head Teacher is to be made aware of what work is to be undertaken, where the work is to be carried out, an indication of the likely timescale for the work, what equipment is to be used, what services are required.
- c) Before any work commencement approval is given, all necessary safeguards must be established and implemented to safeguard others on site who may be affected.
- d) Contractors will wear identification badges at all times whilst on site.
- e) In the event of a problem, contractors must be referred back to the 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 Headteacher will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and checking whether the expected controls are in place and working effectively.

Planned maintenance and inspection

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

2.3 Electrical Safety

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

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Regulations. Following this check a certificate is issued to confirm the electrical installation is safe. Any queries regarding the status of the electrical installation should be referred to FCC Property and Design Consultancy.

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 Contractors appointed by Flintshire County Council under the SLA.

The caretaker/Headteacher are 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 (e.g. 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 <https://hwb.gov.wales/>.

2.4 Gas Safety

Contractors appointed by Flintshire County Council under the SLA service the school gas installation. Records are retained in the property maintenance folder.

Contractors for FCC under the SLA maintain gas equipment. Records are kept in the property maintenance folder. Kitchen Equipment is serviced and maintained by Newydd Catering who retain the documentation.

The gas shut off button is in the school kitchen, the mains water shut off is located at the rear to the right of the boiler room key number 25. The Electricity shut off is in the fuse cupboard, key 21 located in the hall. The Headteacher is responsible for ensuring key staff know how to operate them.

If a Gas leak is detected. Shut off gas top switch. Evacuate the building according to fire procedures. Call 999.

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

Any issues or concerns with the school Glazing, the school would contact Property Maintenance at FCC who would then instruct an appointed contractor to attend the school site.

2.6 Grounds Maintenance

School grounds are maintained by contractors appointed by Flintshire County Council under our Service Level Agreement.

2.7 Control of Legionella

An assessment has been completed on the hot and cold water systems in the school by HSL and measures have been introduced to manage the risk of Legionnaires disease. The Caretaker is the 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

2.8 Safety in Caretaking and Cleaning

Michelle Evans (Caretaker) 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 <https://hwb.gov.wales/> highlighting typical caretaker and cleaner tasks to be risk assessed.

Advice on caretaking and cleaning services and activities can be obtained by contacting Newydd Catering & Cleaning on 01352 704119.

2.9 Premises Security Issues

Designated staff are identified as key holders. Caretaker/ Ht lock up building on a regular basis. Access to the building is predominantly through the main door which is secure. All gates are locked by the caretaker every evening and opened in the morning. All gates are closed during school hours. Children are always supervised by staff members when on the yard. Site checks are carried out by the HT and Caretaker on a regular basis. Any side access gates are padlocked during the school day. The school has an intruder alarm system. The first response on out of hours call out is Anchor Security.

2.10 Reporting Defects

Any defects are to be reported to the Headteacher or school secretary in the first instance. They will determine the next course of action for rectification. If in the event no one is available, the property maintenance team at FCC are to be contacted.

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 school 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 Tree Surveying and Management

The law recognises that trees are dynamic living organisms that can be subject to unpredicted failure. Nevertheless, under the Occupier's Liability Act Brynford School still has a duty of care to survey and maintain them. The surveying and management of trees should be risk based taking into account a tree's size, its position in relation to targets and the tree's condition. Depending on these factors the frequency of inspections will usually range from one to five years. It is important that inspections are kept up to date and retained as a record in the event of an incident occurring.

Any tree works recommended should be prioritised in response to the level of risk, be carried out in accordance with BS3998:2010 Tree Work – Recommendations and undertaken by a tree contractor with a minimum of £5m public liability insurance.

The council no longer provides assistance with the surveying and inspection of trees or the carrying out of tree works. The Arboricultural Association, International Society of Arboriculture and the Institute of Chartered Foresters are professional bodies which have lists of approved consultants and contractors. The school's grounds maintenance contractor may also be able to offer guidance with finding arboriculturists to survey and carry out tree works.

More information about how the council approaches the management of trees, how it balances the benefits they provide against the risks that they may pose, can be found in the [Flintshire Urban Tree and Woodland Plan](#).

[Note: tree surveying and management is currently not part of the grounds maintenance contract, but where there are trees on the premises, particularly in places where they may hang over recreation areas, pathways etc., then we would 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 – if we were not sure whether this is something that we should be managing, we would speak in the first instance to our landscaping contractor.

2.13 Working at Height

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 e.g. 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 (e.g. 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.

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.

Ysgol Brynffordd 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 our caretaker every twelve 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 <https://hwb.gov.wales/>.

SECTION THREE: CURRICULUM SAFETY

Risk assessments are completed for classroom activities, Specific risk assessments are completed for all off site visits and outdoor learning. Sporting activities are risk assessed and staff are competent to supervise any on site activity. Where an activity requires a specialist knowledge, training or expert support is sought.

3.1 Art and Textiles

All art and craft materials and equipment are stored safely. Glue guns are inspected regularly. Children are given clear guidelines when using any paints, glues or other materials.

3.2 Food Technology

N/A at present

3.3 Design & Technology

pupils only use equipment under supervision of a person competent in the safe use of it., Staff teach children about the safe use of small hand saws and glue guns.[Refer to guidance on <https://hwb.gov.wales/> in relation to further professional guidance on the management of class sizes and supervision ratios].

3.4 Drama Safety

All lighting and electrical equipment used in drama productions is Pat tested on an annual basis. testing and maintenance. Chairs are organized for concerts in rows, ensuring fire exits remain unobstructed. Public licences are purchased with production booklets and CDs.

3.5 Educational Visits and Journeys Policy and Guidance

Please see EVC Policy. The EVC Coordinator is Mrs R Critchell. All off site visits are EVOLVE approved. Residential visits require 28 days notice for approval.

3.6 ICT Safety

Please refer to Ict policies. School has expert support from the Ict Technician located at HHS. Acceptable use, on line safety policy and digital learning policies and agreements are updated in line with guidance. Health and Safety walks identify and remove any trailing wires, or faulty equipment. Faulty equipment is also reported by staff and logged on top desk for IT support.

3.7 Music Safety

Specialised music lessons are delivered by approved peripatetic teachers employed by FCC. All key boards are regularly checked for safety. All percussion instruments pitched and non-pitched are inspected regularly and replaced when damaged.

3.8 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 LYNX model RA package for PE. The school utilises these and they are adapted to suit local school circumstances by Mrs L Roberts.

Sport and Play inspect all indoor and outdoor PE equipment on an annual basis. E.g. gym mats, benches. Caretaker regularly inspects sports field and community pitch area for sharps, stones, glass, etc., Equipment is stored safely in the first container (P.E container.) Outdoor play equipment is stored in a lockable shed.

3.9 Science Safety

Primary Science equipment is stored in the library area and is regularly checked for usability.

3.10 Swimming Safety

Swimming lessons are undertaken at Holywell Leisure Centre under the supervision of qualified life guards. A risk assessment is in place.

3.11 Work Experience

n/a

Refer to LA health and safety resources on <https://hwb.gov.wales/> for further guidance on work experience, and work experience placement vetting forms.

SECTION FOUR: WELFARE AND EMERGENCY ARRANGEMENTS

4.1 Fire Safety

The Head teacher is responsible for ensuring the school's fire risk assessment is undertaken and reviewed annually, and for implementing any actions required that are advised to be within the remit of the management of the school. A copy of the school fire risk assessment is kept in the school office

Fire safety precautions and emergency evacuation procedures are detailed in fire safety staff booklets and] 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 FCC and the Headteacher

Fire drills will be undertaken termly and a de-brief undertaken by the Headteacher 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 Rachel Critchell which is located in the school office.

Fire Fighting

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

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

The contractor appointed by FCC undertakes an annual maintenance and service of all fire extinguishers. Defective equipment or extinguishers that need recharging should be taken out of service and reported to the head teacher and the contractor for remedial action.

Details of service isolation points (i.e. gas, water, electricity) Gas isolation point is in the kitchen, water isolation is in the boiler room key 25, the fuse box is in the storage room on the left in the hall, the electricity meter is in the store cupboard at the back of the hall.

Details of chemicals and flammable substances on site. An inventory of these is kept by the Caretaker with the Fire Log Book, with additional copies kept by relevant heads of department as appropriate.

Fire alarm call points are tested weekly in rotation by the caretaker. This test will occur on Mondays. Any defects in the system will be reported immediately by the caretaker to the alarm contractor, and the head teacher informed.

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

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 e.g. door closers will be made where identified necessary to prevent door slams. Any defects must be referred to the Head Teacher in the first instance. Fire doors are an essential part of the school fire precautions in order to maintain the protection of escape routes. All fire doors should be kept closed at all times, but not locked such that they cannot be opened without the aid of a key.

4.2 First Aid

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

A list of the school First Aiders is posted in each classroom the staff room and by the first aid supplies in the area outside the staff toilet. The first aid location and designated persons is kept by the school office.

First Aid Boxes are allocated to designated members of staff to check the contents against the statutory content list on a weekly basis.

The First Aid Box location and designated persons is kept by the school office.

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. Emergency first aid will be given with another member of staff contacting 999. Where a specific care plan for a child is in place the individual care plan will be followed.

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

All medication approved for administration within the school will be adequately labelled and stored securely. 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 online reporting system accessed via Flintshire Workspace. Hard copies of the FCC corporate standard and guidance for accident reporting and are all available on Hwb.

All accidents and incidents must be reported directly to the Headteacher or school secretary 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 forms are available for downloading in paper form from the FCC infonet (via Quick Links ⇒ Accident Reporting Database ⇒ User Information).

The Headteacher will analyse reported school accident reports for trends on a termly basis and provide a report to the Head-teacher/ governing body.

4.4 Dealing with Emergencies / School site arrangements

In addition to gas leaks, 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 (including school lockdowns), based on the guidance document (see below) issued by the LA.

A copy of this separate policy is located [insert location] 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.

Further advice and guidance on this can be found in the document ‘School Guide to Managing On-Site and Off-Site Emergencies’, a copy of which is available on the LA school resource website <https://hwb.gov.wales/>.

SECTION FIVE: GENERAL SAFETY ISSUES

5.1 Housekeeping

All staff are 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. If found on site the procedure for dealing with ‘sharps’ needles / syringes found is: A member of staff wearing suitable gloves would remove and place point down in the sharps container located in the school office. Only approved cleaning products with a safety data sheet will be used they will not be left in areas of the school where children could access them and are kept locked away in the cleaners metal storage cupboard. Curriculum books etc are retained as per the IRMS storage guidelines.

5.2 Manual Handling and Lifting

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

School arrangements for identifying all activities involving lifting, handling that must be risk assessed to ensure approved and acceptable methods of work are established through the risk assessment process, training records would then be put in place and an individual risk assessment for the activity completed. Long handled mop, wheeled bucket, wheeled Hoover are used within school. We do not currently have any pupils requiring support, if we did a risk assessment and appropriate training would be undertaken, Referring to LA guidance on <https://hwb.gov.wales/>.

5.3 Bullying and Harassment

We have a behavior policy in place reviewed every 3 years, with pupil voice being updated annually within the policy. Staff training is updated in line with guidelines.

5.4 Civil Claims

If anyone expresses a wish to make a claim the Headteacher would contact Flintshire Health and Safety.

5.5 Control of Substances Hazardous to Health (COSHH)

The School refers to LA guidance, selection and use of approved substances, hazard data sheets, risk assessments, staff training in use, selection and use of personal protective equipment, storage arrangements. Caretaking COSHH inventories, and as above – further advice can be obtained from Newydd Catering & Cleaning on 01352 704119.

5.6 Display Screen Equipment (computers, laptops etc.)

The school refers to LA guidance, requirement for specific DSE workstation assessments, arrangements for eye testing, how to report health and concerns, reviews of assessments at least annually or following moves or new equipment. If any questions cannot be answered by current guidance the school would contact Flintshire Health and Safety for Guidance.

5.7 Kitchen Safety/ Hygiene

Newydd Catering are responsible for the school kitchen, there is restriction of access to non-catering staff during serving, after dinner cleaning is undertaken by the kitchen staff and the hall floor is dry mopped. Advice would be sought from Facilities Services etc. for any query regarding catering. Information on inspections by Environmental Health and where records are kept. Reference to the Kitchen Health and Safety Manual kept by catering staff on site containing risk assessments and safe working practices. If there is any need for a joint review of any particular site risk assessment Newydd Catering would be contacted.

5.8 Library safety

The school has a very small library area made up of two shelves. Junior pupils and staff access the area which is all accessible from standing.

5.9 Lifts and Lifting Equipment

The school currently has no lifts or specialized lifting equipment.

5.10 Lone and Peripatetic Workers

A lone working risk assessment and questionnaire has been completed by the school caretaker.

5.11 New & Expectant Mothers

When the school has any new or expectant mothers the relevant risk assessment and ongoing review documentation would be completed and retained in the staff members file within the school office.

5.12 Organising Major Events on Educational Premises

If any major event was undertaken on school premises, we would refer to up to date HSE guidance and gain any relevant consents from Flintshire County Council.

5.13 Hire of premises

The school currently does not hire or let the premises, if the school were to enter any arrangement the correct form from FCC would be used.

5.14 Personal Protective equipment

PPE purchased will comply with current HSE legislation. PPE currently used would be gloves and apron for the cleaner, apron, and gloves for first aiders. Supplies are periodically checked to ensure they are still fit for purpose any that are not would be destroyed and replaced.

5.15 Pressure Vessel

Fire Extinguishers are serviced by Flintshire County Council appointed contractors.

5.16 Procurement / General Safety issues

All school supplies are procured via FCC P2P suppliers for education or via amazon business. Where amazon business is used products are checked to ensure they meet current requirements and guidelines.

5.17 Minibuses

The school does not currently have a school minibus. Where the school need to book one we ensure the company is authorised as an FCC transport company.

5.18 Violence at Work,

Violence at work either verbally or physically by staff, pupils or parents will not be tolerated. This is set out in our home school agreement, anti-bullying policy and school prospectus

Cash handling. – The school uses Parentpay an online cashless system which negates the need for the majority of banking.

5.19 Use of Volunteers- Safety Considerations

If the school may consider it is appropriate for parent / volunteer labour to take place on the premises. The school will refer to the LA document 'Management and Control of Construction and Contractor Works on schools and other Education premises' section 5.6 'Use of Parent / Volunteer Labour and follow instruction provided as appropriate.

SECTION SIX: HEALTH

6.1 Administration of Medicines

The school will try to accommodate pupil with medical needs wherever practical and in line with the school policy on Managing Medical Needs. The school policy is in accordance with the DfE document 'Supporting Pupils at School with Medical Conditions'. A copy of that document which the LA endorses as the policy for schools can be obtained from the <https://hwb.gov.wales/> 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, except where the appropriate licences have been sought prior to an organised event.

6.3 Drugs

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

6.4 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 e.g. infectious diseases. The school would also refer to LA guidance on control of infection.

6.5 Health Issues for pupils

The school will refer to the school Nurse if unsure of any pupils health issues, reference to the public health documents on the Hwb website and Public Health Wales regarding control of infection would be sought, pupils are regularly reminded to wash their hands and shown how to wash their hands to control infection.

6.6 Smoking

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

6.7 Stress Management

Any staff member who has any health issue or the Headteacher identifies or is made aware of any stress would refer the staff member to FCC Occupational Health department. Guidance and model risk assessment is available on is available on the LA school resource website <https://hwb.gov.wales/>.