

*Kind Hands and Clever Minds Make our School*

# Health and Safety Policy



Reviewed January 2019



## HEALTH AND SAFETY STATEMENT

### Ty'n-Y-Wern Primary School

#### Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

## **PART 1: STATEMENT OF INTENT**

### **Ty'n Y Wern Primary School**

The Governing Body of **Ty'n Y Wern 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.

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

This policy will be brought to the attention of, and/or issued to all members of staff [a reference copy is kept in the [school office] / on the shared drive and hard copy will be displayed in the staff room]

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

This policy statement supplements

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

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the shared drive

[signature]

[signature]

Zoe Grist- **Chair of Governors**

Sophie Goodliffe - **Head Teacher**

[date]

[date]

## **PART 2: ORGANISATION**

**Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.**

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

### **Responsibilities of the Governing Body**

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

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

### **Responsibilities of the Head Teacher:**

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

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

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

**Where tasks have been delegated to nominated individuals insert details below:**

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, and Premises Managers etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

- A senior member of staff has been given day to day responsibility for educational visits, coordinating all paperwork and managing the evolve data base , final authorisation for all educational visits remains with the Head teacher
- A member of the senior Management team has been delegated responsibility for all Senco issues
- The caretaker will carry out daily, weekly, monthly, termly and annual maintenance tasks and periodic inspections for water, fire and general safety
- The SLA health and safety officer will provide advice and guidance on new and reviewed policies and risk assessment and general fire and health and safety issues. The SLA health and safety officer will also complete specialist risk assessment in areas such as ill health, fire safety (peeps) and DSE. The SLA health and safety officer will also maintain the Ramis data base ensuring all compliance issues are up to date and completed

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

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for 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;

- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

### **Responsibilities of employees**

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

All employees have responsibility to:

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

## **Responsibilities of volunteers**

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

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

All volunteers have responsibility to:

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



### PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from Health and Safety Division

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer All staff</p>	<p>Risk assessments for all premises risks are completed by the SLA H&amp;S officer and the Head Teacher with input where necessary from the caretaker. Educational visits risk assessments are completed by staff organising the visit and collated by the educational visits coordinator Specialist risk assessment for issues such as ad hoc activities are completed by the SLA health and safety officer with assistance from the Head Teacher and the relevant members of staff.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer All staff</p>	<p>Premises risk assessments are reviewed bi-annually specialist risk assessments are reviewed when changes to the person, premises or location take place</p>
<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>Corporate health and safety SLA H&amp;S officer Relevant members of staff Parents / guardians</p>	<p>Whenever a specialist risk assessment is identified the Head Teacher will contact the SLA H&amp;S Officer to arrange a meeting to complete a risk assessment</p>
<p><b>DBS /vetting and barring protocols –</b> All staff, contractors and visitors who may be working with children must have an up to date enhanced DBS certificate in place</p>	<p>Head teacher Clerk All staff</p>	<p>The clerk will ensure that an up to date enhanced certificate is in place for all staff, relevant contractors (music, literacy, numbers specialists, supply teachers, school nurse etc.). Prior to working with children evidence must be provided of a current up to date certificate and the certificate number recorded by the clerk and kept on file in the office. The file will be</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		reviewed by the clerk annually and any outstanding issues raised with the relevant agencies. No person will be permitted to work alone with a pupil without an up to date DBS certificate.
<b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Staff members Head Teacher SLA Health and Safety Officer	Pregnant worker risk assessment are available under the Health and Safety SLA
<b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Mrs Sandy Keane EVC Sophie Goodliffe Head Teacher Senior Management team	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Mrs Sandy Keane EVC Sophie Goodliffe Head Teacher David Goulding Offsite Visits Advisor Senior Management team	Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
<b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S Officer Wyndam Thomas Caretaker Brian James/Claire Griffiths H&S link governor	General site inspection: Carried out termly by all members of the inspection team to identify any unsafe conditions / hazards Visual inspection of play equipment: carried out monthly as part of the caretakers routine tasks and an annual inspection is completed by an external specialist Weekly, monthly and termly routine inspections carried

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
	School Council	out in areas such as fire safety and legionella safety by the caretaker Visual inspection of chairs and furniture: Annually by the caretaker and staff generally at the end of the academic year
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Head Teacher	Reports provided and any actions identified will be addressed either in house or by a specialist contractor depending on funds
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Brian James/Claire Griffiths	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	Zoe Grist Chair of Governors SLA H&S Officer	Reports will be presented at each governor meeting detailing the H&S performance of the school and identifying any shortcomings
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school	Sophie Goodliffe Head Teacher SLA H&S officer	In the Corridor close to the rear yard exit In the staff room in the Junior block
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Sophie Goodliffe Head Teacher Senior Management team	Training will be carried out on the first day and will involve a tour of the school and relevant areas and information on fire and emergency procedures, introduction to key staff and information on location of welfare and staff room facilities
<b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Sophie Goodliffe Head Teacher Maria Fear Senior administrator	Records are kept on file by the Administration office In hard copy.
<b>Programme of health and safety training</b> All employees are provided with: <ul style="list-style-type: none"> <li>induction training</li> </ul>	Sophie Goodliffe Head Teacher Senior Management team	Training needs are identified through the appraisal system for each member of staff. Where any significant changes are made to the

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> <li>• update training in response to any significant change;</li> <li>• training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where required</li> <li>•</li> </ul>	SLA H&S officer	premises or processes training will be cascaded down via staff briefing or meetings to all relevant staff Specialist training will be arranged via the corporate health and safety team
<b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.	Sophie Goodliffe Head Teacher SLA H&S officer	Fire action notices are posted at all Manual call points and fire order signs are posted close to exit doors in all classrooms
Fire drill are undertaken termly and a record kept in the fire log book.	Sophie Goodliffe Senior Management team	Trial evacuations are carried out once a term and coordinated by the head teacher and the senior management team. Results of trial evacuations are recorded and uploaded to the RAMIS data base by the SLA H&S officer
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Sophie Goodliffe All Staff SLA H&S officer	Any pupil, member of staff, or visitor requiring PEEP will be identified and a personal plan put in place. The Plan will be completed during the risk assessment process and will be agreed by all relevant parties. The School has level access and egress from all buildings
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	All staff will prioritise egress from the premises and will only attempt to fight a fire if their way to safety is blocked by the fire.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	If a fire is discovered all staff are aware of the need to raise the alarm promptly and to prioritise evacuation of the premises. Administration staff will call the emergency services if needed Some key staff have been trained in use of fire

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		extinguishers and may attempt to fight a small fire (e.g bin fire) if it safe to do so
<p><b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer Wyndam Thomas Caretaker All staff</p>	<p>The caretaker will routinely check escape routes and corridors first thing in the morning to ensure routes are clear and free from obstructions. All staff are responsible during operation hours for maintaining access and egress routes Monthly inspections are carried out by the caretaker of all final exit doors to ensure they are operating correctly and final exit routes to maintain access and egress. Records are kept of all monthly inspections</p>
<p><b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>Sophie Goodliffe Head Teacher</p>	<p>Yes the school has opted in to the statutory maintenance contracts .</p>
<p><b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements.</p>	<p>Sophie Goodliffe Head Teacher</p>	<p>Yes the school has opted in to the internal Pat testing program</p>
<p><b>Control of Legionella:</b> The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.</p>	<p>Sophie Goodliffe Head Teacher</p>	<p>Little used outlets have been identified through the risk assessment process and are flushed weekly by the caretaker. Records of weekly flushing are kept Sentinel points have been identified during the risk assessment process and temperature are taking of all sentinel points monthly by the SLA H&amp;S officer and recorded Records are uploaded to the Ramis data base by the SLA H&amp;S officer</p>
<p><b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Nicola Kellett Linda Bignell Julie Cusack Rachael Montague Aimee Ball</p>	<p>FAW PFA EFAW EFAW EFAW</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Bianca Llewellyn Jane Hodder Lynda Hoskins Angela Coates Lois Jones Catherine Woodhouse Jo Cosmeston	EFAW EFAW EFAW EFAW EFAW EFAW EFAW
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
<b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Sophie Goodliffe Head Teacher Senior Management team All staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
<b>Transport to hospital:</b> Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians can not attend immediately.  <b>Administration of medication:</b> Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and	Sophie Goodliffe Head Teacher Senior Management team All staff	Wherever possible emergency services will be called and an ambulance requested for serious injuries For less serious injuries that require checking out by a medical professional as a precaution parents will be contacted and ask to attend school to take their child to a medical professional No child will travel alone in an ambulance or emergency vehicle. If parents or guardians are not available a member of staff will accompany the pupil and remain with them until a parent or guardian arrives  Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief Managing medicines in schools paperwork will be completed for any pupil who needs prescribed medication administered in school. Medication will be

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Young People with Medical Needs.		administered only by staff that has undergone the required training. Any chronic medication (asthma inhalers. Epi pens, insulin etc.) are brought in daily and given to the class teacher for safekeeping
<b>Medical Care Plans:</b> Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Sophie Goodliffe Senior management team All staff	Where required staff are trained in accordance with the Medical Care Plan.  Medical care plans are reviewed annually  Pupil assessment is completed under the Health and Safety SLA where appropriate.
<b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.	Sophie Goodliffe	Any report of a communicable disease or potential communicable disease the school will contact the Corporate health and safety team for advice and guidance
<b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and investigated where appropriate.	Sophie Goodliffe Senior Management team All staff	All minor accidents such as playground incidents are recorded on the injury record sheet and a note sent home to parents or guardians. Any serious or major accident are recorded on the corporate accident and incident form and fully investigated by the senior management team
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Sophie Goodliffe Head Teacher Senior Management team	Near misses will be addressed as per accidents
<b>RIDDOR reporting:</b> Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer All staff	The school will forward details of accidents or cases of work related ill health to the Health and Safety Division.  Where appropriate the health and safety division will report under RIDDOR and investigate the accident.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team All staff</p>	<p><b>Low Level</b> investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team <b>Medium</b> level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher oca <b>High Level/Reportable Incidents:</b> School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p><b>Violence at work – Employee protection:</b> All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team All staff</p>	<p>Any violent or potential violent incident will be reported to the Head Teacher or a member of the Senior Management Team. A violence incident form will be completed by the person reporting the incident and forwarded to the health and safety division. The head teacher and the senior management team will ensure the protection of staff from further violent incidents via local temporary exclusion orders after seeking advice from the corporate health and safety team</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.</p>	<p>Sophie Goodliffe Head Teacher</p>	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>The asbestos survey and log book are made available to all contractors.</p> <p><b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Senior Management team SLA H&amp;S officer</p>	<p>result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school. The survey and log book are kept in reception</p> <p>The school will only carry out work that has been approved by the asbestos team. The asbestos team will amend the survey in light of any approved changes</p>
<p><b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team Reception staff Caretaker</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p><b>Asbestos condition monitoring:</b> School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer Caretaker</p>	<p>The caretaker and the SLA H&amp;S officer will carry out an annual visual inspections of areas where asbestos has been identified and record the findings Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p><b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer All staff</p>	<p>Any damage or deterioration is reported to Sophie Goodliffe who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445</p>
<p><b>Unauthorised work:</b> Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing</p>	<p>Sophie Goodliffe Head Teacher Senior Management team SLA H&amp;S officer</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Sophie Goodliffe who will contact: The Health and Safety Division: Asbestos Team –</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
materials will be reported and documented.	Reception staff Caretaker	01443 864361 Out of Hour Control Centre - 01443 863445
<b>Managing contractors:</b> The school will adhere to the Authority's policy and guidance.  <b>Technical expertise:</b> Where appropriate works are arranged through a technical department	Sophie Goodliffe Senior Management team	The school will use building consultancy wherever possible for contract work
<b>Contractors and visitors on site:</b> All contractors must sign the visitors book and adhere to school site rules.  Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Reception staff Caretaker	All contractors must report to reception and sign the visitors book Contractors will be issued with a visitors badge and must display the badge at all times they are on site. Badges give information regarding child protection and safeguarding on the back. Badges must be returned to reception when signing out No parking permitted on site, Health and safety information is provided verbally to contractors when they arrive on site
<b>Contractor selection and vetting:</b> To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Sophie Goodliffe Head Teacher Senior Management team	Where possible school will uses Contractors who have been vetted by the Authority.
<b>Contractor risk assessments and method statements:</b> Contractors are asked to provide risk assessment and method	Sophie Goodliffe Head Teacher Senior Management team	Risk assessments and method statements are discussed prior to work commencing. Copies of RAMS are provided before work starts

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	SLA H&S officer	
<b>Lone Working:</b> Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Caretaker	The caretaker has undergone lone worker training all other staff are encouraged not to carry out lone working
<b>Work involving potentially significant risks:</b> A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Caretaker	Working at height Working with chemicals Operating dangerous machinery
<b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Caretaker	A caretakers risk assessment has been carried out which includes working at height activities. Only minor working at height activities are carried out in house
<b>Play equipment;</b> All play equipment is maintained in safe condition. All equipment is periodically inspected	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Caretaker	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects. Weekly checks to be completed by the caretaker and recorded. PE Equipment annual inspection is completed by Sportsafe uk External fixed play equipment is annually by Louisa Hill

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		of Gordon play equipment Ltd
<b>Hazardous substances:</b> Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer	Caerphilly catering and cleaning have completed cosh assessment for all cleaning materials and a file is kept on site. The SLA health and safety officer will complete a cosh risk assessment for any items not assessed
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Sophie Goodliffe Head Teacher Senior Management team	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
<b>Paediatric manual handling:</b> Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
<b>Working with computers:</b> The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Sophie Goodliffe Head Teacher Senior Management team SLA H&S officer Reception staff	DSE assessments are available under the Health and Safety SLA. The designated health and safety officer will complete any DSE assessments on site
<b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing	Sophie Goodliffe Head Teacher Senior Management team	LA Schools have access to CAREFIRST. All staff has been provided with information about the CAREFIRST scheme and are aware of how to access the provision.

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.		Staff are encouraged to discuss issues with the senior management team
<b>Shared use of premises/ hiring rooms to third parties.</b> Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Sophie Goodliffe Head Teacher Senior Management team	In line with Local Authority guidelines
<b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Zoe Grist Chair of Governors Sophie Goodliffe Head Teacher SLA H&S officer	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

#### Appendix: Statutory maintenance

<b>Statutory maintenance of:</b>	<b>Current contractor</b>	<b>Frequency</b>
Gas Boilers	Gibsons	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire alarm systems	Ambassador	Annual and every 5 years
Fire fighting equipment	Fire Safety Direct Ltd	Annually
Electrical testing – Fixed wiring	Appointed as required	Every 5 years
Legionella testing	Aqua Safe/Hydraclean	Quarterly (if showers present) Six monthly (if cold water storage tanks present) Annually – all water systems.



# Health and Safety Policy

Policy adopted by \_\_\_\_\_ Chair of Governors

Date adopted: \_\_\_\_\_

Policy Implemented by \_\_\_\_\_ Headteacher

Date implemented: \_\_\_\_\_

This Policy will be reviewed regularly and updated in the light of any changes in legislation.