

Health & Safety Policy

Twynnyroddyn Community School



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INTRODUCTION

This 'model' policy has three sections:

- Section A.** A statement of the school's general policy, based on the fundamental legal duties contained in the Health and Safety at Work etc. Act 1974.
- Section B.** The organisational responsibilities within the school, i.e. the allocation of key health and safety functions to certain individuals or groups.
- Section C.** Details on the specific arrangements for managing health and safety.

This policy fits within the Council's overarching Corporate Health & Safety Policy, which sets out the general duties of the Council as employer, as well as the duties of all Council employed staff.

This model policy will need to be 'tailored' by each school, so as to reflect the local structures and working arrangements present at each school site.

Sections of the document which are irrelevant or surplus to requirements, for example, nursery advice in a secondary school, should be deleted as necessary.

Words appearing in italics indicate that existing local arrangements need to be included or referenced.

SECTION A. POLICY STATEMENT

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school.
- To maintain a safe and healthy place of work for employees with safe access and egress.
- To ensure, so far as is reasonably practicable, that the school's activities do not expose staff, pupils, contractors and visitors to any risk to their safety or health whilst on site.
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and work equipment.
- To ensure the safe use, handling and storage of substances i.e. hazardous chemicals.
- To provide employees with the information, instruction, training and supervision they need to be able to work safely.
- To ensure all employees are 'competent' to carry out their work activities.
- To provide adequate welfare facilities for employees and pupils.
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- To review this policy annually and to revise it as necessary.

SIGNED.....DATE.....

(Headteacher)

SIGNED.....DATE.....

(Chair of Governors)

REVIEWED.....SIGNED.....

REVIEWED.....SIGNED.....

SECTION B. ORGANISATION & RESPONSIBILITIES

Overall accountability for health and safety lies with the employer of the members of staff in the school. However day-to-day running of the school including, responsibility for the health and safety of staff and pupils, is normally delegated to the head teacher and school management team. They have a key role in making sure risks are managed effectively on site.

Sensible and effective management of health and safety relies on every member of the management team making sure risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

Where you have employee health and safety representatives or a safety committee they can play a valuable role in contributing to the development of a positive health and safety culture. Advice on health and safety roles for key school staff are set out below,

It is the employer that is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable**.

The employer's health and safety functions are often delegated to members of staff in the school to fulfil on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

B1. The Local Authority will:

- Put in place sensible approaches to managing health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities.
- Ensure employees are informed about the real and significant risks in the school and the precautions they need to take to manage them.
- Ensure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective (even where funding is delegated in the case of local authority controlled schools).

B2. The Governing Body

In local authority controlled schools in England and Wales (community and voluntary controlled schools) the Board of Governors role is to ensure clarity of vision, ethos and strategic direction. The Board of Governors may have control of the premises both during and outside the school day, and may oversee a delegated budget for some maintenance activities. They are not the employer.

In Wales governing bodies of voluntary aided and foundation schools are likely to include trustees of the charity that run the school.

The Governing Body will:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

The Governing Body Committee for Health, Safety and Welfare is:

- 1)
- 2)
- 3)

B.3. DUTIES OF THE HEADTEACHER

The Headteacher is responsible for:

- Taking the lead and setting an example in the promotion of an effective health and safety culture within the school.
- The overall maintenance and development of safe working practices and conditions for all persons on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and local authority guidelines are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees and safety representative on health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually, or sooner where required, for example, following an accident.
- Identify and review the training needs of employees and ensure that they are competent to carry out their activities.
- Ensuring that arrangements are in place for the reporting of defects in the premises, its plant, equipment or facilities.
- Ensuring that accidents, incidents and cases of work related ill health are reported and investigated as necessary.
- Monitoring the general standard of safety and health levels throughout the school.
- Ensuring that emergency procedures are put in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

B.4. DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Headteacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually.
- Ensure a safe place of work for employees and pupils, including safe means of access and egress.
- Ensure that adequate health and safety resources are available to meet health and safety requirements.

B.5. DUTIES OF THE CARETAKER / FACILITIES MANAGER

The Caretaker's duties include:

- Keeping the school buildings and site in good repair and free of waste and litter.
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of mains services i.e. water, gas and electricity.
- Monitoring the inspections and maintenance of plant and equipment, including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements.
- Maintaining safe storage of chemicals, hazardous substances and equipment.
- Ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times.
- Dealing with reported damage and defects.
- Assisting the Headteacher and Governors with the annual health and safety inspection.

B.6. DUTIES OF THE EDUCATIONAL VISIT CO-ORDINATOR (EVC)

- The Educational Visits Co-ordinator, (Name inserted here), plans and arranges educational visits in accordance with the Evolve software system, as monitored by CSCJES.

B.7. DUTIES OF ALL EMPLOYEES

All employees have a legal duty to:

- Take reasonable care of their own health and safety and that of others who might be affected by their actions or lack of action at work.
- Co-operate with the Headteacher on health and safety matters.
- Not interfere with anything provided in the interests of health and safety.
- Undertake health and safety training where required.
- Report all health and safety concerns, e.g. hazards or defects etc., to the Headteacher.
- Use work equipment correctly and safely.

B.8. DUTIES OF UNION APPOINTED REPRESENTATIVES

By law, union appointed health and safety representatives can:

- Represent employees in matters that will affect their safety, health and welfare at work.
- Represent employees when Health and Safety Inspectors from the Health and Safety Executive or the local authority's Health and Safety Advisors consult with them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to the school's senior management team.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that a health and safety committee be set up.
- Attend Health and Safety Committee meetings as a representative of school employees.

The union appointed representative(s) for the school is/are: (Insert name(s) here)

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SECTION C. ARRANGEMENTS

Details of the general working arrangements for managing health and safety are listed in this section.

In many cases, the local working arrangements in schools will be based on or heavily influenced by the overarching suite of local authority health and safety policies. A full list of these is included at Appendix 1, together with a link to the health and safety page of the Council's Intranet site.

Accident Reporting & Investigation

- The school undertakes accident investigation and reporting in accordance with the Local Authority's Accident Reporting policy.
- All accidents are to be investigated by a trained and competent member of staff (i.e. Headteacher, teacher or designated member of staff).
- Accident report forms are held in the school office.
- Reported accidents are monitored at least termly to identify any trends, e.g. same pupil or accidents in the same location.
- The Headteacher is responsible for ensuring certain serious accidents and incidents are reported to the Council's Health & Safety Advisors for further processing.

Administration of Medicines

Include the school's specific policy regarding medicines.

e.g. any medicines allowed, life threatening only, prevent non-attendance, prescription only.

- For further information please refer to the school's medicine policy.

Asbestos Management

- The Asbestos Survey report is held by the Headteacher / Caretaker, and is made available to any contractors carrying out work within the school.
- Please see the Council's Asbestos Management Policy and guidance documents for further detailed arrangements (listed at Appendix 1).

Communication

- Effective communication between the Headteacher and employees is achieved either face to face or through regular staff meetings, supplemented by information on staff notice boards.

Consultation with Employees

- Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.
- Employees are encouraged to report any health, safety or welfare concerns to the Headteacher or to a nominated person.

Contractors and Visitors

- Any visitor or contractor legitimately on the premises are in our care with regard to how the schools activities may affect them. They are, however, responsible for their own health and safety when it comes to their own working practices.
- Some contractors and service staff will be aware of the risks that children can generate through sheer exuberance around tools and equipment, such as scaffolding, wheelbarrows, cement mixers, generators, power tools and hand tools etc. However, every contractor must be reminded, before starting any contract, of their responsibilities.
- Contractors must always ensure that children are separated from equipment, and the area to be worked in, by adequate provision of any necessary barriers.

Contractors should always:

- report to reception to announce their arrival, this applies even if they are only visiting to collect tools or equipment;
- sign the visitors' book;
- prior to undertaking any work, complete the necessary forms regarding asbestos or hot working, if required;
- wait to be accompanied to the person they wish to see (if necessary);
- be escorted from the premises at the end of their visit (if necessary - See **Security**)

Display Screen Equipment

- The Display Screen Equipment (DSE) regulations are applicable to regular 'users' of display screen equipment. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the form provided in the local authority's Display Screen Equipment Policy (see list at Appendix 1).
- It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid any possible repetitive strain injuries or postural problems.
- The use of laptops is regarded as use of display screen equipment.

Electrical Safety

- All portable electrical appliances in school are checked by a 'competent' person at recommended intervals, organised by the Council's Estates & Property Services team. Records of PAT testing are held on site.
- All employees are instructed to carry out a visual inspection of electrical equipment prior to use, to look for any signs of damage and to report defects to the caretaker so that action can be taken to prevent accidents and injury.
- The electrical installation is inspected at 5 yearly intervals by a competent person i.e. an electrical engineer.

Emergency Procedures

- See local authority guidance for schools on dealing with emergencies and school closures.

Fire

All staff and pupils on site should be aware of fire drill procedures.

On hearing the alarm / siren

Teachers:

- Instruct children to leave quietly and calmly through the nearest clear exit.
- Take copies of electronic registers
- Line up class at collection point
- Call register

Designated staff:

Cook:

- Check kitchen is clear
- Switch off appliances where possible
- Vacate premises

Secretary:

- Check office and Medical Room where applicable
- Take visitors' signing in book / iPad
- Vacate building
- Check presence of visitors at collection point

IT Support Staff:

- Check office and upstairs disabled toilet
- Take staff file
- Vacate building
- Check presence of staff at collection point

Pre-School Staff

- Check classroom and designated play area
- Take register
- Vacate building

LRB Staff

- Check classroom and designated play area
- Vacate building

Foundation Phase Additional Practitioners in the Nursery Unit

- Check Nursery toilets
- Check all areas, including kitchen
- Vacate the building

Foundation Phase Additional Practitioners Rec/Year 1

- Check infant toilets, including disabled toilet
- Check computer bay
- Check staff toilet
- Vacate the building

Additional Practitioners

- Check music area
- Check cloakroom and toilets
- Check library
- Check staff toilets
- Vacate the building

Headteacher:

- Check halls
- Check staffroom
- Vacate the building

Testing of alarms, fire equipment, fire doors etc. will be carried out by the designated member of staff at the intervals described in Appendix 4 of this document.

Training in how to respond to the fire drill will be held at least once per term.

Training in the use of fire-fighting equipment is not mandatory but can be arranged if desired. Fire training providers are listed in Appendix 3.

First Aid

Although the requirements of the First Aid at Work Regulations apply to employees only, the HSE strongly recommends providing cover for non-staff who are likely to be on the premises. This includes pupils at school. It is sensible therefore to combine the first-aid arrangements provided for employees with those of pupils to avoid duplication of provision.

Non-teaching staff may be the most appropriate group of staff to select as first-aiders, as they are generally present for large periods of the day and do not need to leave classes to respond to medical emergencies.

The following numbers of trained first aid staff should be present on site during the school day:

- Secondary / special schools: at least two first aiders.
- All other schools: at least one first aider & one appointed person.
- The Health & Safety Executive (HSE) define a 'first-aider' as someone who has undertaken training 'appropriate to the circumstances' and who holds a valid certificate of competence in either:
 - first aid at work (3 day course);
 - emergency first aid at work (1 day course);
 - any other level of training or qualification that is appropriate to the circumstances.
- An 'appointed person' is someone who is not necessarily trained in first aid but who will nevertheless take charge in a first aid situation, for example by calling an ambulance. It is recommended, however, that appointed persons complete at least some kind of first aid training; ideally, the emergency first aid at work course.

First aid training should be repeated every three years.

- In our school, the following people make up our trained first aid staff:

First Aider	Appointed Person
Kris Hill	
Chloe Bailyes	
Emma Daniels	
Jamie Williams	

- First aid kits are kept at the following locations:

Location of First Aid Kit	Person responsible for refilling
Office	Kris Hill
Classrooms	Teachers

- At least one first-aid container will be provided for every school building and supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances.
- First-aid containers should be easily accessible, and placed, if possible, near to hand-washing facilities. They should protect first-aid items from dust and damp.
- There is no standard list of items to put in a first aid box, it depends on what the needs are following an assessment. As a guide, where no special risk arises in the workplace, a minimum stock of first-aid items would normally be:
 - 20 individually wrapped sterile adhesive dressings (assorted sizes);
 - 2 sterile eye pads;
 - 4 individually wrapped triangular bandages (preferably sterile);
 - 6 safety pins;
 - 6 medium sized (approx. 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
 - 2 large (approx. 18cm x 18cm) individually wrapped sterile unmedicated wound dressings;
 - 1 pair of disposable gloves.
- This is a suggested contents list only – equivalent but different items will be acceptable.
- There should be no tablets or medicines in the first-aid container.
- Contents should be examined frequently by first aid personnel and restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site.
- Care should be taken to discard items safely after the expiry date has passed.
- All first-aid containers must be identified by a white cross on a green background.

Please note:

There is no health and safety regulation which bans the provision of plasters, in fact HSE's own guidance recommends that a first aid box should stock plasters. If the concern is about the small risk of allergic reaction to some types of plaster, then this can easily be managed by stocking the hypoallergenic variety or simply asking the person being treated if they are allergic to plasters before they are applied.

- See the Council's First Aid at Work Policy for further details.

<http://intranet.mtcbc.local/intranet/corporate/policies-and-procedures/health-and-safety-policies/>

Gas Equipment & Appliances

- All gas boilers / appliances are inspected annually by a 'competent' person, i.e. Gas Safe Register gas engineer.
- Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

- Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.
- A 'COSHH' assessment (Control of Substances Hazardous to Health) is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).
- Information including safety data sheets and COSHH assessments relating to hazardous substances in school are kept in the school office.
- All chemicals are kept securely under lock and key to prevent unauthorised access.

Health & Safety Advice

- Competent health and safety advice is provided by the Education Health & Safety Advisor and the local authority's Health & Safety Officers.

Housekeeping

(see also Waste/ Litter)

- All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.
- All employees are informed of their responsibilities during their induction.

Information

- All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.
- Specialist advice is provided by:
 - Design and Technology Association (DATA)
 - Association for Physical Education (AfPE)
 - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- The HSE poster 'Health and Safety Law: What You Need to Know' is displayed in the school staffroom.
- Further health and safety information is available on the health and safety area of the Council's Intranet site.

<http://intranet.mtcbc.local/intranet/corporate/policies-and-procedures/health-and-safety-policies/>

Inspections

- Annual inspections of the school are carried out by either an LEA or Council Health & Safety Officer.
- Arrangements are in place for a joint inspection of the buildings and site, at least annually, by the Headteacher, Caretaker / Facilities Manager and Chair of Governors.
- Union appointed representatives are also encouraged to make health and safety inspections of the school facility.

Lone working

- Lone working situations include responding to alarm activations, working late / early or at weekends or during holiday periods.
- The school will adhere to the Local Authority Lone Worker policy and will utilise, where necessary, the Council's Lifeline Service – please refer to separate Lone Working Policy.

Manual Handling

- Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.
- Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.
- The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a competent provider.
- A risk assessment is carried out for those manual handling tasks which present a significant hazard. The Council's Manual Handling Policy contains the assessment form.

Monitoring & Review

- Risk assessments are reviewed at least annually; sooner where an event has taken place which would necessitate a review, e.g. following an accident or near miss.
- Accident and incident reports are reviewed at each staff meeting in order to identify any early trends or patterns.
- Likewise, work related sickness absence is monitored to provide early identification of trends and to offer Occupational Health assistance where necessary.
- This policy will be reviewed annually by the Headteacher and Chair of Governors.

New & Expectant Mothers

- Please refer to the Council's Pregnancy Risk Assessment, Procedure and Guidance document.

<http://intranet.mtcbc.local/intranet/corporate/policies-and-procedures/health-and-safety-policies/>

Offsite Educational Visits

- The Educational Visits Co-ordinator (EVC) plans and arranges educational visits in accordance with the Evolve software system, as monitored by CSCJES.

Personal Protective Equipment (PPE)

- PPE is seen as a last resort, to be used only when more effective control measures have failed to reduce the risk to an acceptable level.
- The requirement to wear PPE will always be determined via a health and safety risk assessment of the work being carried out.
- The school will issue PPE to the relevant staff as required, for example, to the Caretaker or cleaning staff.
- Subject specific PPE, such as chemical goggles for Science work, will be managed by the Head of the respective department.

Playground / External safety

Parking:

- No unauthorised vehicles are allowed on the school premises. Staff cars are parked in the staff car park. Any vehicle parked on the **yellow zig-zag** lines outside the school will be reported to the police.

Waste / recycling:

- Skips, bins and recycling containers will be located away from the school building to minimise the risk of arson.
- Such items will be stored in as unobtrusive a manner as possible, with access maintained through the school gates.

Assembly points:

- All staff will be made aware of the location of the assembly points and the need to keep them clear and ready for use in an emergency.

Yard maintenance:

- Paving slabs, concrete areas and tarmac areas will be kept in good repair.
- Steps should be unbroken and not worn unevenly.
- Grids should be clear, down pipes unbroken and secured to walls.
- Roof guttering should be secured as far as visible checks allow.

- Any problems are to be reported to the Local Authority.

Entrances & exits:

- Building entrance doors should open outwards and not jam in any position.
- All corridors and foyers to entrances and exits must always be well lit and kept clear of obstructions.
- All fire doors will be unlocked every morning and all fire exits kept clear of obstructions.

Drains:

- All drains will be cleaned regularly to allow water to flow freely.
- Any blockages will be reported to the Headteacher and Caretaker.

Playground equipment:

- Playground equipment will be inspected termly by the caretaker with records kept.
- An annual inspection will be carried out by an independent accredited playground inspector, see contact details at Appendix 2.
- School staff should also report any visual defects or problems as and when they occur.

Reporting of defects , hazards and near misses

- All staff have been instructed to report defects, hazards and near misses to the Headteacher or Caretaker / Facilities Manager, so that prompt remedial action may be taken to avoid accidents and injuries.

Risk Assessment

- Risk assessments are carried out for those activities that present a significant risk of injury or ill-health.
- Risk assessments are carried out by the Headteacher or nominated member of staff, in consultation with employees and unions, with the main findings presented to staff.
- Copies are kept on the Council's online risk assessment system 'Assess Net' and/ or in the Headteacher's office.
- For low risk classroom activities that don't necessarily require a full risk assessment, a classroom health and safety checklist is included at Appendix 5.

School Council

- The establishment of a school council helps to raise awareness and promote ownership of health and safety issues.

School Health & Safety Committee

- The School Health & Safety Committee consists of the:
 - Headteacher
 - Health & Safety Co-ordinator
 - Governor responsible for health and safety
 - Department Heads
 - Caretaker / Facilities Manager

Security Arrangements including lockdown procedures

- The Caretaker / Facilities Manager is responsible for maintaining the security of the school site, e.g. gates, fences, locks, self-closing doors.
- Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where this is applicable, e.g. the nursery.

Details of School Key holders
Martin Mullaney
Alec Mills
Natasha Shahriveri

Slips, trips and falls

- Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Caretaker or Headteacher who will ensure that appropriate action is taken to avoid accident / injury.
- Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.
- Entrances to the school will feature suitable mats or other measures to control rainwater entering on people's clothing and footwear.

Storage Arrangements

- All employees are responsible for ensuring items are stored safely and to report any hazards to the Headteacher, e.g. unsecured racking, defective lighting in store areas, inappropriate or lack of access equipment, for example, step ladders.
- All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.
- Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Sun Protection

- Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.
- Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.
- In extreme weather conditions, the length of time that pupils are exposed to the sun is controlled by the staff supervising them.

Supervision

- Pupils are supervised during all activities throughout the school day.
- For off-site visits, Evolve advice and guidance is followed with regard to supervision levels.

Training

- All employees are given adequate health and safety training suitable to their role, including basic skills training, specific on the job training and training in emergency procedures.
- New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation.

Vehicles

- The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.
- Only employees who are currently authorised by the Headteacher and are appropriately trained are permitted to drive the school minibus or hired minibus. For further information please refer to the Council Minibus Policy.
- Employees are instructed not to use hand held mobile phones whilst driving.

Violence

- Violence, threatening behaviour and abuse toward school employees or other members of the school community will not be tolerated.
- All incidents of violence are reported and investigated as required by the Headteacher / Deputy Headteacher.
- Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Waste & Litter Management

- The Caretaker/ Facilities Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.
- Adequate waste bins are available around the school and these are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.
- A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.
- Arrangements have been made for the safe storage and collection of clinical waste.

Welfare Facilities

- Toilets must be provided for staff that are readily accessible, adequately lit and ventilated, and kept in a clean condition. Separate facilities must be provided for men and women unless each toilet is in its own room with a door capable of being secured from inside.
- Toilet facilities and washrooms for staff must be separate from those provided for pupils, except in the case of facilities provided for disabled people.
- Washing facilities must be provided in the vicinity of every toilet, be supplied with hot and cold running water, must contain soap and towels or other means of drying hands, must be sufficiently ventilated and lit, and must be kept clean.
- The tables below show the minimum number of toilets and washbasins which should be provided for staff. As noted above, employers must provide separate toilets for use by men and women unless each toilet is in its own room with a door capable of being secured from inside.
- Where men and women are provided with separate toilets, then separate calculations should be made for the men's facilities and women's facilities using the following table:

Number of people at work	Number of WCs	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

- Where separate toilets are provided for men and women, the facilities provided for men will usually include urinals as well as WCs. The following table should be used to calculate the

number of WCs and urinals required for men when both are provided rather than WCs alone.

Number of men at work	Number of WCs	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

- Sufficient facilities must be provided to enable everyone at work to use them without undue delay. Consideration should be given to providing more toilets if, as is the case in schools, breaks are taken at set times and employees finish work together.
- The adequate provision of heating, lighting and ventilation will be monitored and maintained by the Caretaker / Facilities Manager.

Wellbeing of Staff

- The Headteacher is responsible for controlling work-related stress issues and for identifying potential work related stress issues in the general risk assessment. Cross reference can be made to the LA policy on work related stress.

<http://intranet.mtcbc.local/intranet/corporate/policies-and-procedures/health-and-safety-policies/>

Windows & Glazing

- All glazing will either be safety glazing or ordinary glazing with safety film applied.
- Broken windows are to be replaced with safety glazing.

Work Equipment

- All work equipment is to be suitable for its intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

- Where applicable, training is carried out in the safe use of certain work equipment. This will be identified in the risk assessment relating to that work, for example, staff training in the use of a circular saw.

Workplace Transport Safety

- A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart, so far as is reasonably practicable.
- Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and at lunch times.
- Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at Height

- Employees should wherever possible avoid working at height, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall, high level window cleaning, putting up stage lighting etc.
- Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders.
- Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.
- Arrangements are in place for access equipment to be inspected on a termly basis by the Caretaker / Facilities Manager.
- Employees are instructed to report damage / defects immediately to the Caretaker / Headteacher.

Appendix 1 – List of Council Health & Safety Policies

(Information correct at September 2021)

The Council's Occupational Health & Safety Team have prepared a suite of health and safety policies which are designed to be applicable across all Council service areas, including schools.

The policies can be found on the Council's Intranet site at the address given in the link below. For convenience, a full list of the policies is provided here.

1. Corporate Health & Safety Policy Statement
2. Risk Assessment Policy, Procedure & Guidelines
3. Accident Reporting Policy
4. Display Screen Equipment Policy
5. Drug & Alcohol Policy
6. No Smoking Policy
7. Manual Handling Policy
8. First Aid Policy
9. Provision & Use of Work Equipment Policy
10. Pregnancy Risk Assessment Procedure & Guidance
11. Minibus Policy
12. Control of Substances Hazardous to Health Policy
13. Lone Worker Policy
14. Working at Height Policy
15. Noise at Work Policy
16. Hand Arm Vibration Policy
17. Asbestos Policy & Procedures
18. Asbestos Management Plan
19. Hot Work Policy
20. Workplace Stress Policy

<http://intranet.mtcbc.local/intranet/corporate/policies-and-procedures/health-and-safety-policies/>

Appendix 2 – Key Contacts

(Information correct at September 2021)

- **Education Health & Safety Advisor**
Alun Teagle
alun.teagle@merthyr.gov.uk
01685 725178
- **Principal Health & Safety Advisor (Corporate)**
Alyn Dinham
alyn.dinham@merthyr.gov.uk
01685 724677
- **Health & Safety Advisor (Corporate)**
Kathryn Jones
kathryn.jones@merthyr.gov.uk
01685 725279
- **Building & Property Services Group Manager**
Chris Jones
chris.jones3@merthyr.gov.uk
01685 726222
- **Senior Building Maintenance Surveyor**
Stuart Bowen
stuart.bowen@merthyr.gov.uk
01685 726237
- **Statutory Compliance Officer (Building & Asbestos)**
Carrie Thomas
carrie.thomas@merthyr.gov.uk
01685 726210
- **Statutory Compliance Officer (Electrical)**
Les Lewis
leslie.lewis@merthyr.gov.uk
07711 388034
- **Statutory Compliance Officer (Mechanical)**
Wayne Williams
wayne.williams@merthyr.gov.uk
01685 724678
- **CLEAPSS Helpline**
01895 251496
www.cleapss.org.uk
- **Strategic Lead for Outdoor Education**
Dave Golding
www.cscjes.org.uk
07880 044407
- **Playground Inspections**

Council Parks Department
Rob Barnett
robert.barnett@merthyr.gov.uk

Gordon Playground Inspections Ltd.
01926 800800
lhill@pssltd.co.uk

Appendix 3 – Suggested Training Providers

First Aid

Alpha Safety Training Limited
Queensway
Fforestfach
Swansea
SA5 4DJ
www.alphasafety.co.uk / info@alphasafety.co.uk

Fire Safety

ADC Fire Systems Ltd
Unit 5 Melyn Blair Business Centre
Wentloog Avenue
Cardiff
CF3 2EX
www.adcfiresystems.co.uk / sales@adcfiresystems.co.uk

Blackwood Fire Limited
Units 14-15 Penmaen Industrial Estate
Pontllanfraith
Blackwood
Caerphilly
NP12 2DQ
www.blackwoodfire.co.uk / enquiries@blackwoodfire.co.uk

Design & Technology

<http://courses.cleapss.org.uk/>
dt@cleapss.org.uk
01895 251496

Practical Training Ltd.
<https://www.practicaltrainingltd.co.uk/>
rhys@practicaltrainingltd.co.uk
07925 212339

Appendix 4 – Property Services Suggested Jobs List for Schools

The following list is a suggested list of jobs which should be carried out by the school and which are not covered by the maintenance contracts. Property services can however arrange the works if requested:

1. Weekly Tasks

- Check fire alarm panel for faults/test fire alarm
- Check /test emergency lights and non-emergency
- Walk around site and carry out a visual inspection including plant rooms
- Visually check all gutters/downpipes and outlets drains
- Check any hoists/electric lifts are charging correctly
- Check all toilets/sinks for correct operation and leaks
- Check mechanical/boiler control panel for faults such as pumps/boilers not working

2. Monthly tasks

- Check fire doors are closing correctly
- Check lifts are operating correctly
- Check air conditioning/ventilation units/extractor fans are operating
- Check automatic door operation, clean runner channels
- Check gates & fences
- Check footpaths, yards, pavements and playing fields
- CCTV (if installed)
- External lighting
- Fire extinguishers are in place and showing charged

3. Prior to the start of each term

- Check heating operation (heating season)
- Complete all of the above checks
- Check asbestos register and permit to work book
- Check contractor/visitor book/system
- Check grit boxes are full and gritting procedures are fit for purpose
- Check emergency box is ready, torch, spare batteries etc.

4. At the start and end of each winter term

- Check and clean gutters and downpipes/joints/outlets (this may mean more frequent checking dependant on the location of nearby trees)
- Drains & gulley pots
- Visually inspect roof for damage

This list is not exhaustive and the variety of checks depends on the complexity of the buildings. If any assistance is required please contact Property Services for advice and assistance

Appendix 5 – Classroom Checklist

Health & Safety Classroom Checklist

Item/area to be assessed:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary? Is it in good condition?			
	Where appropriate, is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos? *			

Fire	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
	Are display materials positioned away from heat sources e.g. light bulbs			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space below, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		Yes	Further action needed	N/A

Further action necessary

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/Name of classroom:		

Notes on use:

Whilst it is appreciated that not every classroom based activity will require a risk assessment to be completed, the checklist can be used as a tool to identify existing or potential hazards in classrooms. The checklist can be completed by anyone who possesses a sound knowledge of the area they are inspecting, i.e. the classroom teacher, site manager, head of year, head teacher. There is no set criteria for when the classroom should be re-assessed, however, it is recommended that the checklist is reviewed after any significant changes to the room are made, or at least annually. Please note that specific activities such as Art, Design and Technology, Science, Food Science may introduce additional inherent risks (associated with the subject matter) and therefore require a separate assessment to be completed.

**Asbestos that is in good condition and unlikely to be damaged or disturbed is not a significant risk to health as long as it is properly managed. This means that teachers and pupils are unlikely to be at risk in the course of their normal activities. However, they should not undertake activities that damage Asbestos Containing Materials (ACMs), such as pinning or tacking work to insulation board or ceiling tiles.*

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