



# CONNAH'S QUAY HIGH SCHOOL

Creu Llwyddiant | Creating Success

# Health and Safety Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed biannually.

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SLT Lead	CHA

## PART 1

### STATEMENT OF INTENT

#### 1.0 Introduction

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

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

This policy will be brought to the attention of all staff by e-mail and briefing and / or a copy will be issued to all members of staff for their reference. A further reference copy is kept in the school office and on the school shared resource drive.

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

#### 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 as far as is reasonably practicable.

## **1.2 Health and Safety Management**

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

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

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

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

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

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

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

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

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

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

## PART TWO

### ORGANISATION AND RESPONSIBILITIES

#### 2.0 Introduction

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

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

At Connah's Quay High School, duties and responsibilities have been assigned to staff and governors as detailed below.

#### 2.1 The Governing Body

In particular the Governors are responsible for ensuring that a health and safety management system is in place within the school and is effective.

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

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

The Governing Body will also ensure that:

- a) A clear written policy statement is created.
- b) That responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of those responsibilities.

- c) Person's 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, and 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 Headteacher

At operational level the Headteacher, 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. Key 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.

### 2.3 School Health and Safety Co-Ordinator

To ensure effective implementation of this policy the Business Manager 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 Headteachers, Curriculum Co-ordinators, Directors of Learning, Support Managers / Supervisors, Caretakers and other Supervisory staff.

They will:

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher / Senior Manager and/or School Health and Safety Co-ordinator (as appropriate) any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher / Senior Manager and/or the School Health and Safety Co-ordinator.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure that all staff under their control are familiar with the health and safety Code of Practise, for their area of work, including appropriate safe dress standards and practices e.g. long acrylic nails, piercings etc.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought in a timely manner, and bring to the attention of all staff under their control, any specific codes of best practice to be followed within their areas of work.
- i) Promptly investigate any accidents that occur within their sphere of responsibility.
- j) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **2.5 Special Obligations of Class Teachers (Including Supply Teachers and Student on Training Placements)**

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

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

Class teachers are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Not leave a class unsupervised under any circumstances. If a teacher needs to leave the class, cover must be arranged.

- c) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, where issued, and ensure that they are applied.
- d) Give clear oral and written instructions and warnings to pupils as often as necessary.
- e) Follow safe-working procedures personally, including appropriate standards of dress and practices e.g. no long acrylic nails, no obvious piercings, with the exception of minimal ear piercings and any other standards of dress deemed inappropriate by the Headteacher.
- f) Ensure the use of protective clothing and equipment, guards etc where necessary.
- g) Monitor implementation of health and safety measures in accordance with risk assessments, controls, codes of practice, including the condition of subject specific equipment, substances and materials within their own teaching areas.
- h) Make recommendations to the Headteacher or Head of Department / Head of Faculty on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- i) Integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.
- j) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- k) Report all Accidents, defects and dangerous occurrences to their Headteacher or Head of Department / Head of 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 Headteacher;
- 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 Headteacher;
- 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 Liz Canty, Science Technician.**

## 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;

## 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 Headteacher and/ or Business Manager;
- p) defects to the premises are dealt with in consultation with the Headteacher, 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;

## 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.

## 2.13 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee / member complaints and carry out school inspections within directed time,

but wherever practicable outside teaching time. They are also entitled to certain information, for example, about member accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## 2.14 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 Obligations of all Employees

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

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

- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety representatives

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

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

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

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

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

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

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

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

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## PART THREE

### ARRANGEMENTS

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

In addition and in accordance with LA expectations, all staff must refer to and utilise as appropriate the schools' health and safety resources on the HWB and make use of the SLA with County's Health and Safety team.

### 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.

##### Departmental Health and Safety Policies

Curriculum specific health and safety policies have been developed for the Faculties of Design and Technology, Expressive Arts, Science and Health & Well-Being. Copies are kept within the faculty in the health and safety resource file. These supplementary health and safety policies have been endorsed by Governing body and the Headteacher and will be reviewed annually.

#### 1.2 Health and Safety Monitoring

##### Auditing

The Headteacher 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 and shared drive for reference.

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

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

Copies of all audits records will be held the school office and shared drive. The Governing Body will be provided with reports on school audits at the full Governors Meeting

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

### Statutory Safety Inspections

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

A list of Statutory Inspections undertaken is as follows:

- Asbestos monitoring – County Property and Design Consultancy
- Legionella monitoring– County Property and Design Consultancy
- Fixed electrical installation testing (every 5 years) – County Property and Design Consultancy
- Gas Installation (pipework) testing – County Property and Design Consultancy
- Property Condition – building, mechanical and electrical surveys (every 5 years) – County Property and Design Consultancy
- Air Conditioning Contract (F Gas regs/Pressure Systems regs 1989) Annually – School
- Boiler Service Contract (Gas regulations 1994) – Annually – – County Property and Design Consultancy
- Dust Extraction Contract (COSHH Regulations 1998) – Annually – School
- Emergency Lighting Service Contract (Electricity at Works Regs 1989) – 2x per annum – – County Property and Design Consultancy
- Fire Alarm Service Contract (The Regulatory Reform Order 2005) – 4x per annum – County Property and Design Consultancy
- Fire Fighting Equipment Contract (The Regulatory Reform Order 2005) Annually – County Property and Design Consultancy
- Fire Suppression Service Contract (The Regulatory Reform Order 2005) – Annually – County Property and Design Consultancy

- Intruder Alarms Contract (Electricity at Works Regulations 1989) – Annual – – County Property and Design Consultancy
- Lightning Conductor Contract (Electricity at Works Regulations 1989) Annually – – County Property and Design Consultancy
- Passenger Lift Contract (LOER 1998) – Periodically – County Property and Design Consultancy
- Portable Appliance Testing Contract (Electricity at Work Regulations 1989 – Annually – – County Property and Design Consultancy
- Street Lighting Contract (PUWER 1998) – Annually - School

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

### Area Safety Inspections

A general inspection of the site will be conducted termly and be carried out by / co-ordinated by the Business Manager and Site Supervisor.

In addition, termly Inspections of individual departments will be carried out by Heads of Department or nominated staff. The current Head of Department are listed below (as of September 2022):

Additional Needs	S Floy / L Weale
English	S Harrison
Expressive Arts	C Sims-Rusowicz
Health & Well-Being	D Morris
Humanities	C Moller
Mathematics	C Henry
MFL & Welsh	F Bushell
Science	C Davies
Technology	C Jennings

In all cases those person(s) carrying out the inspection will complete a written report and submit this to the Headteacher by 4<sup>th</sup> week each term. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

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

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

As part of the school's working practices/ procedure the following actions are regularly undertaken:

- Half-Termly checks of all Fire Extinguishers and Fire Blankets
- Annual check commissioned by the L.E.A and this is documented in the Fire Log Book.
- Periodic Inspection of the Electrical Installation
- Rolling programme for Portable Appliance Testing for electrical equipment throughout the school site
- Half-Termly Check of Emergency Lighting.
- Half-Termly Check of the Fire Doors
- Half-Termly check of Learning Environment to assess for Health and Safety, Security and General Repair and Maintenance concerns/requirements
- Daily removal of waste materials to safe storage, as an Arson prevention measure
- Monitor the use of Portable Heaters around school
- Standards of Housekeeping are monitored and action taken where/ when necessary

All staff are made aware of their responsibilities as employees to report any H & S concerns to the Business Manager.

### **Induction Training**

Health and Safety is incorporated into the induction programme for all new employees.

This initial induction covers the following areas:

- Why H & S is important
- Fire Evacuation and Fire Procedure
- Sign in/out requirements
- Sickness / Absence Reporting
- Identifying personnel with designated responsibility for H& S in school
- Individual responsibilities in relation to H & S and Duty of Care
- Reporting concerns
- Good Housekeeping
- First Aid
- Educational Visits

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

Communications in relation to Health & Safety are issued using all channels available depending on the severity of the message being relayed.

Communication options available are, e-mail (all staff have access) and the weekly bulletin (all staff receive this).

## **1.4 Risk Assessment**

### General School Risk Assessments

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

A list of risk assessments (risk inventory) and copies of risk assessments are available for all staff to view and are held centrally in P:\Risk Assessments and the school office.

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

Many of the general risks associated with off site visits are included on the school's risk management form which is incorporated into the Educational Visits Policy.

There is a pool of Generic Risk Assessments stored on the school's P:\ drive which are accessible for all staff to use and customise to their needs / situations.

### 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 relevant line manager and Business Manager taking account of any medical information provided. Such risk assessments will specify the required frequency of reviews.

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

Forms for carrying out a personal risk assessment for a pupil, or for assessing and documenting a Personal Emergency Evacuation Plan (PEEP) can be found on the LA's health and safety resource database HWB.

## Curriculum Risk Assessments

Risk assessments for curriculum activities will be carried out by the relevant heads of department 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 lesson plans etc.

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

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

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

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

## 1.5 Training and Development

Health and safety induction training will be provided and documented for all new employees, including work experience students, by the Business Manager

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

### **All employees will be provided with:**

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the school office who are responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

The Learning Development Team / Corporate Health and Safety Team can advise schools on the various training courses / sessions available.

## 1.6 Health and Safety Policy Review

The School acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The School will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

## 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. This has been supplemented by the Asbestos inspections carried out by Kier in preparation to the DT block demolition and internal alterations in 2017.

The Business Manager 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 Business Manager 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). Current version is dated June 2017

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

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

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

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

<https://flintshireacademi.learningpool.com/enrol/index.php?id=103>

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



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

Welsh Local Government guidance document 'Asbestos Management in Schools' issued February 2014 can be accessed on the LA schools resource database HWB under Health and Safety.

## 2.2 Building and Maintenance Works and Control of Contractors

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

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

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

Funding responsibility for repairs and maintenance and replacement is outlined in the document 'FCC Scheme for Financing Schools – Annex 5'. A copy is kept in the Business Manager's 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.

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

**Building Contractors:** These are contractors who attend site to undertake building works which can vary from simply replacing a broken window to remodelling a room or building a new block. All such works will be subject to pre-planning, risk assessment

and subsequent safety management arrangements, however planning run-in times may differ depend on the scale and scope of proposed works/projects:

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

- All contractors must report to the Reception upon arrival and under no circumstances are they to commence work until approval has been given to do so by the duty caretaker.
- Before any work commencement approval is given the Headteacher or Business Manager 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.
- Before any work commencement approval is given, all necessary safeguards must be established and implemented to safeguard others on site who may be affected.
- Contractors will wear identification badges at all times whilst on site.
- In the event of a problem, contractors must be referred back to the Business Manager to agree a safe solution.

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

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

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

The site management team are expected to ensure any contractors on site have filled in the necessary paperwork. This is dependent on the type of work being carried out.

Form 1: A general checklist which we expect all contractors to complete before undertaking any work on the school site. This should be signed by the contractor to state that school staff have explained the school's expectations in relation to each of the listed items.

Form 2: To be completed if the area/work being undertaken cannot either be totally enclosed off or has to be completely during the working school day.

Form 3: To be completed where the work is wholly handed over to and occupied solely by the contractor.

*These are used in conjunction with Flintshire County Council's 'Control of Contractors, Building and Maintenance Works on School Premises' Guidelines.*

### 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 the office.

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

## **2.3 Electrical Safety**

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

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

### Fixed and Portable Electrical Equipment

All portable items of electrical equipment is subject to a formal inspection and testing (portable appliance testing or PAT) on an annual basis. These inspections are carried out by the ICT Technician

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

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

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation from the Business Manager, 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.

## **2.4 Gas safety**

The School via the FCC Buildings Maintenance and Repairs SLA use County approved contractors for maintenance of gas equipment, appliances in kitchens, laboratories, food technology and D&T areas.

The list of emergency cut off valves is kept in the school office.

In case of a reported gas leak all shut off procedures are implemented and the school evacuation procedure followed.

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**

The glazing survey as part of the condition survey is located in the school office.

All broken glass is to be removed from site by the caretaker and disposed in the correct manner.

## **2.6 Grounds Maintenance**

The Grounds Maintenance contractor will provide reports on work completed. Details are kept in the school office.

## **2.7 Control of Legionella**

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

The site team 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**

The Business Manager is responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work. A model risk assessment register is provided on [the HWB](#) highlighting typical caretaker and cleaner tasks to be risk assessed.

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

## **2.9 Premises Security Issues**

The school has a time controlled mag lock system that ensures that the school is only accessible during school hours via the main reception entrance. The time locking system release the locks during lunch and break times and 5 minutes before the end of the school day. The IDs issued to staff provide access to locked doors. Lost ID cards must be reported to the IT & Network Manager as soon as possible. Cover teachers and authorised visitors will be provided with an ID for the same access as staff. All visitors to site must identify themselves and sign in before being escorted to meeting rooms.

Outside of school hours, external doors are locked or if open (for delivery, access etc.) they are not left unattended.

The school has CCTV internal and exterior coverage with appropriate signage.

The site management team are expected to carry out the following checks at the end of the school working day:

- Ensure all internal doors are closed
- Ensure all flammable materials are locked away

- Ensure all electrical equipment is switched off
- Ensure all waste/refuse is removed from the premises and placed in safe storage
- All external doors are secured, ensuring that this does not affect the means of escape for anyone using the premises outside of normal hours
- Ensure all fire doors are closed
- Ensure all windows are closed
- Ensure the rear gate and pedestrian access to the East of the school are secured

During the afternoon litter sweep, the boundary area of the school is inspected. The main school gate is not closed overnight as the site is in use until 10 pm.

## **2.10 Traffic Management**

Parents / carers of learners are not allowed to drive onto site to drop off or collect their children. This is controlled by the school gate being monitored during the start and close of the day by the site team.

Parents / carers may request a pass to come on site to drop-off or collect their learner from reception. The Pastoral staff will be responsible to approve these requests. Parents / carers are only permitted to park in the visitor parking area for drop-off or collection.

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. The speed limit on site is posted, and is 5 mph.

## **2.11 Tree Management**

Flintshire County Council manages a tree survey and risk assessment on an annual basis. The caretaking staff are responsible for regularly reviewing the school property for any risks related to trees and branches on the school or from neighbouring properties. Any damaged trees/branches are identified through this process and the ground maintenance and/or specific contractor contacted.

## **2.12 Working at Heights**

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

Wherever possible working at height by school personnel is to be avoided by 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 Site Manager or Business Manager

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

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

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

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

## **2.13 Swale**

There is a swale on the school property, located just outside of the Science classroom area. This area is fenced off with locked gates and not accessible to staff, learners or visitors without approval from the Business Manager. The site will be assessed at the beginning of each term by the Business Manager to ensure it is safe for curriculum usage. Science and Additional Needs use the area for specialised lessons.

There is a safety buoy attached to the wall inside of the fence in the event of an emergency involving deep water in the swale. This buoy will be inspected annually.

## **2.14 Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/ egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions, e.g. which specific routes are gritted. There is suitable storage for salt/grit and tools, (such as wheeled grit

spreader) on site and a sufficient supply of grit/salt is available, ordered and maintained by the Site Supervisor.

The cold weather checklist is the responsibility of the Business Manager.

## **SECTION THREE: CURRICULUM SAFETY**

### **3.1 Art and Textiles**

Specific risk assessments are centrally held on the P: drive

### **3.2 Food Technology**

Specific risk assessments are centrally held on the P: drive

### **3.3 Design & Technology**

Specific risk assessments are centrally held on the P: drive and held in paper format in the DT office and main office

### **3.4 Drama Safety**

Specific risk assessments are centrally held on the P: drive

### **3.5 ICT Safety**

There is a record management and ICT policy that deal specifically with online risks and managing personal data. Associated risk with electrical devices, trailing cables etc. are managed via the induction process and inspections.

### **3.6 Music Safety**

Specific risk assessments are centrally held on the P: drive

### **3.7 Science Safety**

Specific risk assessments are centrally held on the P: drive. Paper copies are held in the main office.

### **3.8 Radioactive Sources**

The school follows CLEAPSS guidance L93 in Managing Ionising radiation and radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser (RPA) service for Flintshire County Council
- The FCC Radiation Protection officer is Anthony Smith based in Corporate Health and Safety.



Member of staff in charge of radioactive sources (RPS) in the school is [insert name/job title] and is responsible for ensuring all records pertaining to radioactive sources are maintained

### 3.9 Physical Education

Refer to school supplementary PE policy and Safe Practice in PE and School Sport (Association for PE *AfPE*) previously referred to as BAALPE. Schools have access to the online LA health and safety resources and the Linx model RA package for PE. The school utilises these and they are adapted to suit local school circumstances by the Head of PE. All PE equipment is annually inspected via the FCC contractor Sports and Play. This includes the main equipment (fixed and movable) and all matting.

### 3.10 Swimming Safety

The school does not currently offer swimming curriculum (September 2022).

### 3.11 Educational Visits and Journeys Policy and Guidance

The latest school policy is loaded on the Evolve site. All visits are processed on Evolve to ensure there is a central record of trips and that details are accessible remotely. Bespoke risk assessments are written as appropriate and a copy stored on the P drive.

### 3.12 Work Experience

The school will host students on work experience placements and provides opportunities for students to complete work experience outside school. The Work Experience Coordinator is responsible for the placement, training and supervision of work experience students. The Work Experience Coordinator is responsible for managing and coordinating within school and external work experience placements, liaising with the person assigned to overseeing the student as required. Health and safety assessments are carried out prior to the students commencing placements and all work experience students must receive information about first aid, fire procedures and health and safety procedures when they start their placement.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities;
- All placements are subject to pre-placement checks; no work experience placement will go ahead if deemed unsuitable;
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is

- passed onto the parent or guardian;
- Arrangements will be in place to visit / monitor students during the placement;
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur;
- All incidents involving students on work placement activities will be reported to the Work Experience Coordinator at the earliest possible opportunity.

Further guidance on work experience, and work experience placement vetting forms are available on the health and safety page of the Flintshire Education Intranet (HWB website).

## **SECTION FOUR: WELFARE AND EMERGENCY ARRANGEMENTS**

### **4.1 Welfare Arrangements**

The Headteacher will ensure that adequate welfare arrangements are provided for employees and students in the school. These arrangements will comply with the standards set out in Regulations 20 to 25 of the Workplace (Health, Safety and Welfare) Regulations and will include as a minimum:

- Sanitary conveniences;
- Washing facilities;
- Drinking water;
- Accommodation for clothing;
- Facilities for changing clothing;
- Facilities for rest or for eating meals;
- Kitchen facilities for storing and preparing food / drinks for personal consumption.

### **4.2 Fire Safety**

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

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

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

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

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

Fire drills will be undertaken termly and a post-drill review undertaken by the Business Manager to consider whether remedial actions are required as a result. Records of results and subsequent actions will be recorded in the Fire Log Book by the Business Manager which is located in the main 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 Site Manager 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 FCC supplier / contractor for fire extinguishers is KDE. Their contact details are on file with the Business Manager. KDE undertakes an annual maintenance and service of all fire extinguishers. Defective equipment or extinguishers that need recharging should be taken out of service and reported to the Headteacher and the contractor for remedial action.

### Details of chemicals and flammable substances on site

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

### Fire Alarms

Fire alarm call points are tested weekly in rotation by the site team. Any defects in the system will be reported immediately by the site manager to the alarm company.

### Emergency Lighting

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

## Fire Exits

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 site team including the cleaning staff.

## Fire Doors

Fire Doors will be checked daily for functionality by the site team 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 Headteacher in the first instance. Fire doors are an essential part of the school fire precautions in order to maintain the protection of escape routes. All fire doors should be kept closed at all times, but not locked.

## Roles & Responsibilities

In the event of the fire alarm sounding, the following people have specific roles that are not listed in the evacuation procedures below.

**Business Manager** will lead the response inside the building, filling in for the below roles as required.

**Site Supervisor / Caretaker** will proceed to the location identified on the fire panel as the first responder, to determine the action to be taken and communicating that to the Business Manager.

**ICT Network Manager** will be stationed by the main fire panel to provide information to the first responder, or to silence the alarm once advised

The above staff should remember not to put themselves in harm's way, and to take all necessary precautions in the event of an emergency.

## Fire Marshalls

Fire Marshalls are responsible for ensuring that everyone has left their designated area. Once learners have left the area rooms should be checked one last time to ensure that they are empty.

Fire Marshalls must complete the Flintshire Academi online training annually.

If any person is found injured/in need of assistance this should be communicated to the Headteacher immediately. Once areas are clear Fire Marshalls should make their way to the Assembly Point.

Fire Marshal Assignments – please refer to the Fire Alarm Operational Guidance for the fire marshal assignments.

### **4.3 First Aid**

The school reviews the need for First Aid provision, including the First Aid Policy, 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 the office. A list of designated persons is kept by the Business Manager.

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 following the school process.

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

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

### **4.4 Accidents – Reporting and Investigation**

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

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

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

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

Accident / Incident forms are available on the P:drive > Polices > Forms.

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

## **4.5 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 on the school intranet page and all staff are required to familiarise themselves with the contents. A list of the current school critical incident management team is included in the policy.

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

### **5.1 Housekeeping**

All staff are reminded 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. The Business Manager carries out random inspections on rooms to ensure compliance.

All cleaning products are kept locked away during the school opening times.

All combustible waste is stored appropriately prior to disposal i.e. closed skip, locked room.

### **5.2 Manual Handling and Lifting**

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

Appropriate training will be provided for those staff whose role involves manual handling.

### **5.3 Bullying and Harassment**

Refer to the School's Respecting Others policy on the school intranet.

### **5.4 Civil Claims**

Any claims received are to be dated, accepted as received and passed to the Headteacher. County to be advised of the claim and its details and advice sought before any response, verbally or written is issued.

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

Every attempt will be made to avoid using hazardous substances or to choose the least harmful substances which fall under the Control of Substances Hazardous to Health Regulations (COSHH).

Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the school's nominated person(s) responsible for substances hazardous to health is the Site Supervisor.

**They shall ensure:**

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.

NB: Remember the safety data sheets are not your risk assessments for that chemical but information only

- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Suppliers, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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

FCC guidance is followed and DSE workstation assessments and concerns are reported to via Headteacher to Occupational Health and Safety Unit. A DSE workstation assessment is undertaken annually and whenever there is an office move

## **5.7 Kitchen Safety/ Hygiene**

The school food technician and allocated cleaning staff are responsible for the cleaning and care of the classroom kitchen areas. Information on inspections by Environmental Health are kept in the main office.

The school catering service is run by NEWydd Catering and Cleaning Ltd.

Only authorised staff members are allowed access to the school's kitchen area. Permission for access must be sought from the Catering Manager and/or the Head of Kitchen.



All catering staff members operate to the standards laid down in the Food Standards Act 1999 and follow the Food Standards Agency guidance.

The kitchen is inspected annually by the Environmental Health Inspectors who evaluate the standards, grade and report to the Responsible Manager. Any remedial action required is acted upon without delay.

All kitchen staff are trained to operate machinery and equipment in a safe way with due regard to health and safety.

## **5.8 Lone and Peripatetic Workers**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Due to the age of the school lifts, all staff who are lone working are advised not to use the lifts unless accompanied by another member of staff.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- AGS Security Systems are employed to attend site after hours when intruder alarms are activated
- Report any incidents or situations where they may have felt "uncomfortable".

Refer to the Lone Working Risk Assessment in the P:Drive.

## **5.9 New and Expectant Mothers**

The school will complete a risk assessment for all new and expectant members of staff once the information is made publicly available. If the member of staff would like the risk assessment completed confidentially, please contact the Headteacher.

## **5.10 Organising Major Events**

A bespoke risk assessment would be carried out for specific events and any queries regarding licensing and planning would be raised with the appropriate department in FCC

## **5.11 Personal Protective equipment**

Science, Expressive Arts, Food Technology and Design & Technology are expected to incorporate the appropriate safety guidelines into their schemes of work. This includes the wearing of personal protection equipment to carry out task safely. They are expected to ensure there is sufficient provision of such equipment available for use in their departments.

Site management staff are provided with work wear which includes steel tow-capped safety boots.

Cleaning staff are issued with and expected to wear tabards whilst carrying out their cleaning suited. They are so expected to wear gloves when working in direct contact with cleaning products.

## **5.12 Inspection and Testing of Plant and Equipment**

### Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors through Corporate Property Services.

### Pressure Systems

All pressure vessel systems in the school will be listed on the inventories of the departments concerned.

All pressure vessel systems in the school will be subject to annual inspection by a duly appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Business Manager and must be consulted prior to any inspection.

### Portable Electrical Appliances

See Section 2.3 above

### Gas Appliances

See Section 2.4 above.

### Lifts and Lifting Equipment

The school has 7 lifts – 6 passenger and 1 goods only lift. The lifts are inspected annually for both safety and 'wear and tear' by the appointed contractors, Concept Elevators and Zurich Insurance. This is under the County SLA.

Staff and learners who use lifts are shown how to use each lift. Access to lifts is controlled through a key for each lift.

In the event of a lift failure where a person is trapped inside a lift, staff should follow the instructions at the door to the lift, and notify the Business Manager who will call the appropriate emergency services. Under no circumstances should any member of staff attempt a lift rescue.

### Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

### Ladders and Access Equipment

The Site Supervisor will be responsible for inspection and maintenance of ladders and other access equipment. Guidance on the inspection of ladders and step

ladders is covered in the safe use of ladders and step ladder training attended by the Site Supervisor and also in HSE Guidance document LA455.

### **5.13 Procurement / General Safety issues**

All EU and British standards are incorporated into in visitation to tender (WEE directive for disposal etc.). Where is doubt the FCC Procurement unit is consulted for guidance. Framework agreements are utilised where possible to ensure all checks are carried out centrally.

### **5.14 Use of Volunteers - Safety Considerations**

The school will refer to the FCC 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 HWB 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, see Substance Abuse Policy.

### **6.4 Health Issues for Employees**

The Head's PA is responsible for checking with FCC should there be a contagious disease reported/discover in school i.e. information on incubation periods. Reference will be made to LA guidance on control of infection.

### **6.5 Health Issues for Learners**

Any health issues involving learners is referred to the Head of Year and /or reference to the public health documents regarding control of infection, how pupils are taught infection control, hand washing techniques etc.

### **6.6 Smoking**

Smoking is not permitted by anyone anywhere within the school boundary. This includes all smoking devices, i.e. vapes. Staff and students are also prohibited from bringing smoking or vaping paraphernalia on site for any purpose.

### **6.7 Stress Management**

Importance is placed on supporting staff indicating signs of stress. This is managed via the line management (to assist with work related stress) and staff absence management procedures.

As appropriate, instances are reported to Occupation Health for additional support member of staff to manage stress.