HEALTH AND SAFETY POLICY

Sealand Primary School

Ysgol Gynradd Sealand

Signed: _____ Date: _____

Chair of Governors

Signed: _____ Date: _____

Headteacher

Review date: September 2027

PART 1

STATEMENT OF INTENT

1.0 INTRODUCTION

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

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

This policy will be brought to the attention of all staff through briefings and a copy will be issued to all members of staff for their reference. A further reference copy is kept in the school office.

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

1.1 General Statement and Commitment

The Governing Body recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. It will take all reasonably practicable steps to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school undertaking.

In particular the Governing Body are committed to:

a) Preventing accidents and work-related ill health.

b) Complying with statutory requirements as a minimum.

c) Assessing and controlling risks from curriculum and non-curriculum work activities.

d) Ensuring that the handling, storage or transportation of articles and substances will be safe and without risk to health.

e) Ensuring safe working methods are implemented and to providing safe working equipment.

f) Providing a safe and healthy working and learning environment and ensuring that the site is maintained in a safe condition and without risks to health.

g) Ensuring access to and egress from the site to all places of work on site are maintained in a condition that is safe and without risks to health.

h) Providing effective information, instruction, training and supervision as necessary to ensure the health and safety of employees and those who are affected by the work of the school.

i) Consulting with employees and their representatives on health and safety matters.
j) Monitoring and reviewing our systems and prevention measures to ensure they are and remain effective.
k) Ensuring adequate welfare facilities exist throughout the school.
l) Ensuring adequate resources are made available for health and safety so far as is reasonably practicable.

1.2 Health and Safety Management

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

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

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

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

The School will actively encourage and support consultation with Trade Unions and other appointed Safety representatives to enable them to fulfil their statutory functions and will 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 [in academy, foundation and voluntary aided schools, the Governing Body is the employer].

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

At Sealand Primary 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. As a minimum these systems should adhere to the LA's health and safety policy, standards and procedures.

The Health and Safety Governor, Mr. David Wisinger, 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 which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters.

b) Responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of those responsibilities.

c) Persons allocated responsibilities have sufficient experience, knowledge and training to perform the tasks required of them competently.

d) Clear procedures are created to assess the risk from hazards and produce safe systems of work.

e) Sufficient funds and resources are set aside with which to operate safe systems of work.

f) Health and safety performance is measured both actively and reactively (audits, inspections, accident and incident analysis).

g) The school's health and safety policy and performance is reviewed at least annually.

h) Lead by example in demonstrating the Governing Body's commitment to achieving a high standard of health and safety performance, and encouraging the on-going development of a positive attitude to health and safety amongst staff and pupils.

i) The school co-operates fully with any health & safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.

2.2 THE 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;

For schools with radiation sources:

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

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

2.3 SCHOOL HEALTH AND SAFETY CO-ORDINATOR

To ensure effective implementation of this policy, the Headteacher has been appointed as The School's Health and Safety Co-ordinator. The Health and Safety Co-ordinator has been delegated specific responsibilities 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 Headteacher 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 Governing Body;

e) Advise 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, 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 Governing body;

k) Provide an annual Health and Safety report 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 Governing Body.

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

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

They will:

a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the 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 Practice, if issued, for their area of work;

g) Ensure so far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;

h) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought in a timely manner, and bring to the attention of all staff under their control, any specific codes of best practice to be followed within their areas of work;

i) Promptly investigate any accidents that occur within their sphere of responsibility;

j) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

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

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

a) Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

b) Not leave a class unsupervised under any circumstances. If a teacher needs to leave the class, cover must be arranged;

c) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, where issued, and ensure that they are applied;

d) Give clear oral and written instructions and warnings to pupils as often as necessary (notices, posters and handouts are not enough);

e) Follow safe-working procedures personally;

f) Ensure pupils' coats, bags, etc. are safely stowed away;

g) Manage the storage of equipment of equipment and materials to ensure good housekeeping and prevention of slip/ trip hazards;

h) Ensure the use of protective clothing and equipment, guards, etc. where necessary;

i) Monitor implementation of health and safety measures in accordance with risk assessments, controls, codes of practice, including the condition of subject specific equipment, substances and materials within their own teaching areas;

j) Make recommendations to the 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.

k) Integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.

l) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation

m) Report all accidents, defects and dangerous occurrences to their 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 is 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 CLEAPPS 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.

2.10 MID-DAY SUPERVISORS

Mid-day supervisors are responsible for ensuring that:

a) Pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision, and by challenging inappropriate behaviour;

b) Spillages are cleaned up immediately;

c) Arrangements for fire and first aid are followed;

d) Play structures e.g. trim trails, climbing frames, monkey bars etc. are directly supervised to ensure that children use them as designed, fairly and sensibly to reduce the possibility of accidents.

2.11 PREMISES (SITE) 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 Administration Officer;

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.

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

2.13 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and 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 Headteacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

2.15 ALL EMPLOYEES

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

a) Take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;

b) Co-operate with the Local Authority and the school, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;

c) Co-operate with school management in complying with relevant health and safety law;

d) Be aware of, and follow, this policy, codes of practice and guidelines;

e) Act in accordance with any specific health and safety training received;

f) Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;

g) Use work equipment provided correctly and carry out any activities in accordance with instructions and training;

h) Take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;

i) Use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;

j) Ensure good housekeeping and prevention of trip hazards;

k) Ensure that occasional one-off manual handling operations are assessed before attempting them;

l) Report all accidents, incidents, damage, hazard and defects to the Headteacher/person responsible;

m) Inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;

n) Co-operate with the employer and other employees in promoting improved safety measures in the school;

o) Co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority.

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

2.16 VISITORS AND OTHER USERS OF THE PREMISES

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager. Visitors should wear a suitable visitor's badge when on the premises.

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.

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

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

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PART THREE

ARRANGEMENTS

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

In addition and in accordance with LA expectations, all staff must refer to and utilise as appropriate the schools' health and safety resource database https://hwb.gov.wales/ and any other school acknowledged professional resources brought to their attention.

SECTION ONE – HEALTH AND SAFETY MANAGEMENT

1.1 SCHOOL HEALTH AND SAFETY POLICY

The school acknowledges the requirements of the Local Authority Health and Safety Policy and associated Corporate and LA standards and guidance. School health and safety resources for managing health and safety can be found on Flintshire County Council's Infonet (Corporate Occupational Health and Safety Policy), or on the LA schools health and safety information database (https://hwb.gov.wales/).

School staff that require access to the Health and Safety resources on Hwb will be allocated a unique password and username issued by Flintshire County Council's IT Department.

1.2 RISK ASSESSMENT

a) General School Risk Assessments

In recognition of our duties under the Management of Health and Safety at Work Regulations the school conducts and documents risk assessments for all activities presenting a significant risk to staff, children, parents and visitors to the school site. These are co-ordinated by the Headteacher following the guidance contained in Flintshire County Council's Corporate Health and Safety Standard - Risk Assessment that can be accessed via the Infonet, and the various Model Risk Assessments that have been uploaded onto the LA schools' resource database (Hwb) under 'health and safety'. The risk assessments are approved by the Headteacher and relevant competent persons.

A list of Risk assessments (risk inventory) and copies of risk assessments are available for all staff to view and are held centrally on staff common. A copy of the current school risk assessment inventory is appended to this policy.

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

b) Personal Risk Assessments

Specific risk assessments relating to individual members of staff or pupils are held on the individual's personal file. Where a personal risk assessment is required it will be undertaken by a relevant line manager, taking account of any medical information provided. Such risk assessments will be reviewed on a regular basis.

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

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

c) Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant teaching staff 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 such as lesson planning.

All LA schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment.

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

- BS4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice

- Safe Practice in Physical Education and School Sport, Association of PE AfPE http://www.afpe.org.uk

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

1.3 COMMUNICATION AND CONSULTATION WITH EMPLOYEES AND OTHERS

The Governing Body meet half termly and within its agenda there is the opportunity to discuss health and safety issues/concerns. Action points from meetings are brought forward for review by school management.

On a termly basis, a walk around the school premises with a focus on health and safety is conducted.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

The statutory health & safety poster has been completed and is on display in the staff room.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Headteacher and acted upon if deemed appropriate.

1.4 TRAINING AND DEVELOPMENT

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

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 can advise schools on the various training courses / sessions available.

1.5 HEALTH AND SAFETY MONITORING

a) 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 Health and Safety file for reference.

A written action plan with risk rated timescales will be prepared by Headteacher 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.

The Governing Body will be provided with reports on school audits on a termly basis.

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

b) Statutory Safety Inspections

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

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

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 BUILDING AND MAINTENANCE WORKS/ 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.

Where possible, the school will use contractors recommended via the FCC Landlord Approval process.

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

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

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

a) Service Contractors:

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

b) Building Contractors:

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

a) All contractors must report to the office upon arrival and under no circumstances are they to commence work until approval has been given to do so by the Headteacher.

b) Before any work commencement approval is given the Headteacher is to be made aware of what work is to be undertaken, where the work is to be carried out, an indication of the likely timescale for the work, what equipment is to be used, what services are required.

c) Before any work commencement approval is given, all necessary safeguards must be established and implemented to safeguard others on site who may be affected.

d) Contractors will wear identification badges at all times whilst on site.

e) In the event of a problem, contractors must be referred back to the Headteacher to agree a safe solution.

Larger scale building works

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

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

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

School managed projects

Where the school undertakes projects direct the Governing Body would be considered the 'Client' and therefore have additional statutory obligations.

These are managed by the Headteacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

Planned maintenance and inspection

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

2.2 CARETAKING AND CLEANING

The Headteacher is responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work. A model risk assessment register is provided on https://hwb.gov.wales/ highlighting typical caretaker and cleaner tasks to be risk assessed.

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

2.3 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 main office.

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

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

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

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

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

Asbestos training (i.e. ‘Asbestos Awareness’ and ‘Duty To Manage’) will be undertaken by the Headteacher and Caretaker and copies of asbestos attendance Certificates will be held in the individual’s personnel training file.

Any damage to materials known or suspected to contain ACMs should be reported immediately to the Headteacher who will contact FCC Property and Design Consultancy.

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

2.4 LEGIONELLA

It is the LA's and school's policy to comply with our duties under the HSWA and COSHH Regulations as it extends to the risks from legionella bacteria, which may arrive from our activities.

As an employer, or a person in control of the premises, we will:

- Identify and assess sources of risk;
- Manage any risks;
- Prevent or control any risks;
- Keep and maintain the correct records; and
- Carry out any other duties that we may have.

The school complies with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by HSL and is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include, with reference to the risk assessment:

- All remedial action identified in reports is undertaken within the timescale identified;
- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- Conducting necessary water temperature checks (monthly);
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- Thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure;
- Microbiological testing of the system, in accord with the risk assessment e.g. every six months;
- Annual chlorination of the water system; and
- Legionella risk assessment to be reviewed at least every two years by a competent person.
- All mains drinking water is suitably labelled.

2.5 ELECTRICAL SAFETY

The following arrangements relating to electrical safety are in place:

- The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Regulations. Following this check a certificate is issued to confirm the electrical installation is safe. Any queries

regarding the status of the electrical installation should be referred to FCC Property and Design.

- All portable items of electrical equipment is subject to a formal inspection and testing (portable appliance testing PAT) on an annual basis. These inspections are carried out by the Caretaker.
- The Caretaker 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 (e.g. to cables, plugs, sockets, casings etc.) and to take out of use immediately any equipment found to be defective.
- Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation from the Headteacher, and must be subject to the same tests as school equipment.
- Where technical knowledge is needed for repair of electrical equipment, help and advice must be sought from a professional source.

2.6 GAS SAFETY

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.

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the Gas Emergency Service on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

2.7 GLAZING

The School Glazing Survey is in the Health and Safety file.

In the event of a broken window the procedure to repair & replace is as follows: -

Caretaker secures the broken window (internal windows have had film added to ensure the broken glass is contained).

Glazing contractor called out to replace the window with appropriate H&S Glass – this should be done out of school hours.

Glazing contractor to dispose of broken glass.

<u>Broken Glass on playing fields</u>

Caretaker to pick up broken glass whilst wearing protective gloves and using a litter picker tool.

Broken glass to be placed on a strong container and disposed of in an external bin which is locked in the bin compound.

2.8 GROUNDS MAINTENANCE

Grounds maintenance within the school i.e. maintenance of school grounds, artificial turf pitches (ATP's) and sports fields is carried out by Sherratt's. All contractor personnel have undergone DBS checks.

Care must be exercised when strimming grassy areas around external timber playground equipment and ideally there should be no strimming around the bases of timber support structures. Grass maintenance in these areas should be carried out using a suitable contact herbicide. Where contact herbicides cannot be used, all vulnerable timber support structures will be appropriately protected/ covered with a protective sheath to avoid strimmer damage around the bases.

2.9 PREMISES SECURITY

Sealand Primary School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the Headteacher, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked with the key as an extra security measure when the premises are empty.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitor book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Keeping the middle gates padlocked at night, with the padlock removed during the day for emergency access.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Not permitting any child under the age of 16 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.

- Maintaining a list of key-holders, held in the school office. Emergency Key-holders details are registered with AGS in case of emergency.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

2.10 REPORTING DEFECTS

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings within is reported to the Caretaker. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified, a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

2.11 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 Caretaker. Servicing of machinery takes place.

See also: FCC Snow procedures.

2.12 TRAFFIC MANAGEMENT

It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled.

This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

The school has undertaken a risk assessment in relation to the management of vehicles on the school site. A copy of this risk assessment and safe management of arrangements is available in the Health and Safety file.

The Caretaker is responsible for:

- Upkeep, reporting and maintenance of all external/internal pedestrian and vehicle routes and car park;
- Location and maintenance of road and pedestrian traffic safety signs;
- Lighting for road and pedestrian routes;
- Routine safety checks and inspections;
- Suitable gritting of these routes both internally and externally;
- Provision of suitable signage;
- Parking bays for persons with a disability; and

- Liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

The speed limit for vehicles on site is 5 m.p.h. and all drivers on site are expected to adhere to this at all times. There is signage advising the speed limit of 5 m.p.h.

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.

All drivers should be aware of other site users when driving their vehicle on site. For the reasons of safety, parents are not permitted to drive their vehicle on site when dropping off / collecting their child at the beginning / end of the school day.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Vehicles are allowed to park only in the designated car parking areas within the school grounds.

Visitors to the school are required to record their vehicle registration number plate when signing in at reception.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

2.13 TREE SURVEYING AND MANAGEMENT

The law recognises that trees are dynamic living organisms that can be subject to unpredicted failure. Nevertheless, under the Occupier's Liability Act Sealand Primary School still has a duty of care to survey and maintain them.

A survey of all trees on the school site will be undertaken on a periodic basis by a suitably qualified Arboriculturist. The surveying and management of trees in the school is risk based taking into account a tree's size, its position in relation to targets and the tree's condition.

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

The school will also ensure that regular visual checks on trees are made, especially after adverse or severe weather. Any significant damage or concerns must be reported to our appointed Arboriculture Service Provider in order that an assessment can be made and that appropriate remedial action can be taken to ensure safety.

The school acknowledges it is important that inspections are kept up to date and retained as a record in the event of an incident occurring.

For tree related issues and advice on school sites, contact Flintshire County Council's Countryside Services team.

2.14 WORKING AT HEIGHT

Working at height can present a significant risk and generally working at height in the school will only be carried out by a suitably qualified and competent contractor. However, there may be occasion when the school Caretaker needs to access height (for example: gutter clearing, putting up displays etc.) which may require use of ladders or stepladders.

It is the school's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Caretaker is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- the condition of the surface being worked on. However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

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.

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.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders, see http://www.hse.gov.uk/pubns/indg455.htm.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

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.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;

- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired /replaced
- Any risks from fragile surfaces is properly controlled.

ROOF WORK

The school has adopted the Council's advice of a **NO WORKING ON FLAT ROOF POLICY** for the Caretaker.

SECTION THREE: CURRICULUM SAFETY

At Sealand Primary School, specific curriculum activities are risk assessed based on topic and planned curriculum activities, as required.

3.1 OFFSITE VISITS

The school has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's procedures on Off-site Visits.

Mr P. Seddon carries out the role of Educational Visits Coordinator. All trips and visits are carried out in accordance with the Educational Visits Policy, which includes Health and Safety considerations.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, the Deputy Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher for approval.

3.2 PHYSICAL EDUCATION

All P.E. equipment is inspected by Continental, an approved contractor annually.
P.E. areas are visually inspected for hazards by staff before each lesson.

3.3 ICT SAFETY

Please see ICT Acceptable Use Policy.

3.4 SWIMMING SAFETY

Swimming will take place at Connah's Quay Swimming Pool. The school will follow the risk assessments set out by the swimming instructors.

3.5 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 ACCIDENT REPORTING AND INVESTIGATION

All accidents and incidents will be reported to the Corporate Health and Safety department in accordance with FCC reporting procedures using the online reporting system accessed via Flintshire Workspace.

A copy of the FCC corporate standard and guidance for accident reporting is available on Hwb. Accident forms are available for downloading in paper form from the accident and incident reporting system (accessed via Quick Links ⇨ Accident Reporting Database ⇨ User Information).

All accidents and incidents must be reported directly to the Headteacher 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 to the LA as soon as is practically possible following the event by telephone.

All records related to accidents at work will be stored in line with data protection requirements.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Corporate Health and Safety (CHS) and a member of the CHS Team will report these to the Health and Safety Executive (HSE) by phone or online.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by submitting an online AIR report.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Further guidance on incident accident and reporting is available on the HWB website.

4.2 DEALING WITH EMERGENCIES / SCHOOL SITE ARRANGEMENTS

In addition to gas leaks, fire incidents and accidents, the school has identified a range of other major incidents that could occur on or off the school site. In this respect the

school has developed a separate policy and guidance for managing critical incidents (including school lockdowns), based on the guidance document (see below) issued by the LA.

A copy of this separate policy is located [insert location] and all staff are required to familiarise themselves with the contents. A list of the current school critical incident management team is included in the policy.

Further advice and guidance on this can be found in the suite of 3 documents titled 'School Guide to Managing On-Site and Off-Site Emergencies", copies of which are available on the LA's school health and safety library (accessed via the FCC Education Intranet on the Hwb website).

4.3 FIRE SAFETY

The LA has completed fire risk assessments in schools and other FCC owned establishments. All establishments should have an up to date suitable and sufficient risk assessment. A copy of the school fire risk assessment is kept in the Fire Log Book.

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. To assist Heads with this task the LA have provided a Fire Safety Checklist and Guidance, a copy of which is available on the HWB website.

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

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

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

Emergency contact and key holder details are maintained by school.

Fire drills will be undertaken termly and a de-brief undertaken by the Headteacher to consider whether remedial actions are required as a result. Records of results and subsequent actions will be recorded in the Fire Log Book.

Fire Fighting

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

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

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 service isolation points (i.e. gas, water, electricity) are in the boiler room.

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

Fire alarm call points are tested weekly in rotation by the Caretaker. This test will occur on Friday mornings. Any defects in the system will be reported immediately to the alarm contractor, and the Headteacher informed.

Emergency Lighting checks for operation are carried out monthly by the Caretaker. Annually a full discharge test and certification of the system will be undertaken by KDE.

Daily checks of means of escape for any obstructions on exit routes, and for ensuring final exits remain operational and available for use are carried out by the Caretaker.

Fire doors will be checked daily for functionality by the Caretaker as part of the opening up process. Any adjustments to e.g. door closers will be made where identified necessary to prevent door slams. Any defects must be referred to the 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 such that they cannot be opened without the aid of a key.

4.4 FIRST AID

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

A list of the school First Aiders is posted in each classroom. A list of First Aid Box locations and designated persons is kept.

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

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 by telephone.

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.

4.5 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.

SECTION FIVE: GENERAL SAFETY ISSUES

5.1 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).

In all areas the establishment's nominated person(s) responsible for substances hazardous to health is the Caretaker.

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.
- 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 Supplies, 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.

5.2 DISPLAY SCREEN EQUIPMENT (COMPUTERS, LAPTOPS ETC.)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, business managers, senior leadership team etc. should have an assessment.

All such assessments will be recorded. Minor adjustments to workstations will be made during the assessment, where necessary and in line with current HSE guidance. The results of assessments will be analysed, if appropriate, recommendations made for significant changes in workstation layout, equipment or routine. Such changes will be made to reduce risks where reasonably practicable.

Workstation assessments will be reviewed annually or following a change in work location or a significant change in layout or equipment. Where an employee requires additional support, we will consult Occupational Health and/ or the Corporate Health and Safety Team.

Advice on DSE assessments and online DSE training is available from the Corporate Health and Safety Team.

5.3 HOUSEKEEPING

Housekeeping

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

Departments

Every staff member/ employee is responsible for his/her own work area on a day-to-day basis. Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste require disposal, each employee/department should make arrangements to get the waste cleared with the Caretaker.

No waste materials may be placed in walkways or any fire escape route.

Each staff member is also responsible for the safety of his/ her department, including housekeeping matters.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every staff member/ employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises
Manager who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Rest and Meeting Rooms

Rest room, meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables.
Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high risk areas.

Food Safety

Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserve the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard.

Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

5.4 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.

Portable Electrical Appliances

See Section 2.5 above.

Gas Appliances

See Section 2.6 above.

Ladders and Access Equipment

Caretaker 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 Premises Managers/Caretakers and also in HSE Guidance document LA455.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects. PE and Play equipment is subject to an annual inspection by Continental Sports.

5.5 KITCHEN SAFETY/ HYGIENE

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.

5.6 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.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff'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.
- Report any incidents or situations where they may have felt "uncomfortable".

5.9 MANAGING VIOLENCE AND AGGRESSION

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work, including access to legal guidance where appropriate.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment, the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to

reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- The environment;
- Physical security precautions;
- Means of raising an alarm;
- Emergency response procedures;
- Safe systems of work;
- Training and information; and
- Individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The school recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However, the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The school will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident, the Headteacher or a member of the SLT will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Headteacher or a member of the SLT will be expected to ensure the actions below are taken:

- Appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- Where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible;
- A member of staff attending Hospital must be accompanied by a member of staff;
- The taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future;
- The Headteacher or a member of the SLT are informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependant on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The school will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form.

Ideally this should include all incidents of swearing or verbally abuse to staff. However, it is appreciated that some people can swear or be verbally abusive during without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

For incidents where e.g. parents or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc.).

All reported incidents of violence should as soon as possible be investigated by the Headteacher or a member of the SLT to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed.

Please also refer to the FCC corporate standard 'Managing Violence and Aggression'.

5.7 MANUAL HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling technique.

Employees identified under the requirements of the Regulations will be trained in manual handling principles and safe techniques. Employees are instructed not to carry out lifting and handling work for which they are not trained or competent.

Pupils and staff must only lift equipment and furniture within their own individual capability.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to [insert name, job title e.g. Headteacher] and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Where mechanical aids are used to reduce the need for manual handling, all relevant equipment will be maintained in a safe condition with regular maintenance to ensure safety throughout its service life.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6

5.8 NEW & EXPECTANT MOTHERS

Flintshire County Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

5.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The need for PPE will be identified through risk assessment. The particular form of PPE required for a particular activity and any properties it must possess will be determined in order to be effective. For example, the material of gloves and the standard of eye protection required.

The school will provide PPE free of charge to employees and students where it is required to be used. Records of the issue of PPE, including safety footwear, head protection, clothing and other medium to high-value items, will be maintained. Where required, employees will be provided with information and instruction appropriate to their PPE.

Employees are required to wear, store and maintain their PPE in accordance with the information and instructions given to them. PPE should not be misused or abused and, when required, be disposed of responsibly. Employees should notify their line manager of the need for additional PPE or any problems associated with PPE as soon as is practicable.

Where PPE is provided for students' education practices (for example, Science practical activities or tasks in the Design Technology workshop), information and instruction in the safe use and correct storage will be provided, as will supervision whilst in lessons. Teaching staff are to report any defects in the students' PPE so it can be repaired or replaced.

5.10 PROCUREMENT

Health and safety will be considered alongside cost and technical performance when choosing equipment, material and substances. The Headteacher and Finance/ Business Manager are responsible for procurement and purchasing and ensure that all equipment has a European Conformity certificate and is fit for purpose. Manufacturers' information provided with equipment will be retained for reference until the equipment ceases to exist in school's ownership.

5.11 YOUNG PERSONS

Sealand Primary School does not usually employ persons under the age of 18. In the event that a young person is invited to work or carry out work experience, the school will ensure the following:

- a young person risk assessment is completed;
- an experienced employee is assigned to guide and provide close supervision to the young person;
- the parents or guardians of children (under 16 years) are involved in the assessment, consulted and provided with information;
- the young person is provided with a relevant induction and information;
- The tasks undertaken by the young person will be restricted to those considered low risk only.

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 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 health and safety library on the FCC Education Intranet (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.

6.4 INFECTION PREVENTION CONTROL

We follow national guidance published by Public Health Wales when responding to infection control issues.

In the event of an epidemic/pandemic, we will follow advice from Public Health Wales about the appropriate course of action.

6.5 MENTAL WELLBEING

The school is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and education management standards.

The HSE Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.

- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

The school has a number of systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management, having an open door policy, referrals and requests for Occupation Health or Counselling (via Employee Care Assistance Programme).

6.6 SMOKING

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