

Llantwit Major School
Ysgol Llanilltud Fawr



HEALTH & SAFETY POLICY

2023 2024

Policy draft date	November 2023
Approval	Full Governing Body
Policy approval date	20 th December 2023
Policy review date	November 2024



Member of staff responsible:	Mrs L M Tomsa (Business Manager)
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Section 1

General Statement

The School's Commitment to Health & Safety

The aim of the policy is to provide a safe and healthy working environment for the employees and pupils of Llantwit Major School (LMS) and to accept its responsibility for the health and safety of others who may be affected by its work activities. Llantwit Major School is a Community School within the Vale of Glamorgan (VOG) Local Authority. The Local Authority (LA) is ultimately responsible for the health and safety arrangements in all its schools. The school has adopted the Health and Safety Policy developed and recommended by the LA. In accordance with the LA policy, the Governing Body of the school confirms that it is, through all levels of management and governance, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded in respect of health, safety and welfare whilst at work
- All pupils and members of the public including parents, visitors and contractors' employees who enter school premises are not exposed to any health and safety risks during the course of their business
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

In accordance with the Health and Safety at Work Act 1974, relevant regulations and codes of practice and advice and information provided by approved consultants, the Governing Body has the ultimate responsibility, within the school, for the implementation of this policy and, through the Chairperson, will ensure that the requirements for all Health and Safety legislation are established.

The Governing Body will make available adequate resources for health and safety which will include not only premises and facilities but also training in appropriate health and safety for staff.

The Governing Body will review this policy annually or as necessary if circumstances change. It will ensure that the school maintains, monitors and reviews its Health and Safety policy, procedures and organisational arrangements, in liaison with the Local Authority.

The Headteacher has the responsibility for keeping Governors up to date with changes in health and safety law, regulations and guidance and any changes in the school organisation that require a fresh look at health and safety.



Statement of Policy

Llantwit Major School recognises and accepts its legal obligations as well as its moral and economic duties to provide a safe and healthy working environment for all its employees, pupils and others. The school's objectives are to ensure the health and safety of all staff, pupils and visitors and is committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Compliance with statutory requirements
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Ensuring safe working methods and providing safe working equipment
- Monitoring and reviewing systems and prevention measures to ensure they remain effective
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health & safety issues, so far as is reasonably practicable
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters

Section 2

Organisation

Responsibilities

This policy is largely dependent upon the total cooperation of every person who works for the school and LA. All employees have a legal duty to:

- Take reasonable precautions to safeguard the health and safety of themselves and others
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage

The School's Management Team will have additional responsibilities assigned to them as detailed in this section of the policy.

1. The Governing Body

The ultimate responsibility for health & safety lies with the governing body. The governing body is responsible for the H&S of staff in their employment and also for persons who use the premises or



equipment, plant, or substances. The duty of discharging these responsibilities on a day to day basis is delegated to the Headteacher. Duties will be delegated by the Headteacher as appropriate to appropriate staff in accordance with agreed policies.

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Sufficient funds and resources are set aside with which to operate safe systems of work;
- Health and safety performance is measured both actively and reactively;
- The School's statutory obligations are met
- The School's health and safety policy and performance is reviewed annually.

2. The Headteacher

The Headteacher supports and is accountable to the Governing Body by ensuring that:

- This policy is communicated adequately to all relevant persons
- Appropriate information on significant risks is given to visitors and contractors and appropriate consultation arrangements are in place for staff and their Trade Union Representatives
- All staff are provided with adequate information, instruction and training on health and safety issues
- Risk assessments of the premises and working practices are undertaken and effective control measures are determined and carried out
- Safe systems of work are in place as identified by risk assessments
- Appropriate health and safety notices are displayed
- Emergency procedures are in place
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health & safety activities, assessments, inspections, accidents
- Accidents are investigated and any remedial actions are taken or requested
- Liaison with the LA and any contractors is maintained regularly
- Arrangements are in place for the appropriate supervision of pupils
- The welfare of staff and pupils is seen as a priority by all staff
- Training needs of all staff and pupils are met within the financial resources available

3. The School Health & Safety Co-ordinator (Business Manager)

The Business Manager is responsible to the Headteacher for:

- Reporting directly to the Headteacher on health & safety issues
- Co-ordinating and monitoring health and safety matters within the school



- Co-ordinating Risk Assessment processes
- Record keeping of all health & safety activities
- Advising the Headteacher of situations or activities which are potentially hazardous to the health, safety of staff, pupils and visitors
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the School generally
- Reporting to the Headteacher operational issues surrounding health & safety
- Ensuring that the school's health and safety policy is updated
- Liaising with appropriate officers in the LA and any LA contractors, reporting to the Headteacher on the progress of the contractual requirements
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action
- Ensuring Health and safety compliance and reporting to the LA
- Ensuring that all necessary safety signs and notices are displayed
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried, recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff

4. Managers and Middle Leaders

This includes the Deputy Headteacher, Assistant Headteachers, Teaching/Support staff holding posts/positions of additional responsibility, Support Staff Managers/Supervisors, Technicians, Site Manager/Caretakers, Leaders of Learning. The Deputy Headteacher takes on the Headteacher's responsibilities for the day to day management of H&S in the Headteacher's absence.

Managers and Middle Leaders will be accountable to the Headteacher and responsible for the H&S of staff members under their control. In particular they must:

- Apply the School's Health & Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health & safety procedures and arrangements
- Carry out regular health & safety risk assessments of the activities for which they are responsible and submit issues to the Headteacher or the Business Manager
- Ensure that relevant staff are aware of the location of such written assessments and have read them and action appropriate preventative and protective measures.
- Ensure that all staff under their management are familiar with health & safety procedures for their area of work
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher/Business Manager any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Act on recommendations and advice concerning practices which are considered unsafe



- Ensure, as far as reasonably practical, 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 & safety
- Ensure that all accidents are investigated appropriately
- Include health & safety in departmental agendas and ensure that this is made available/reported to departmental line managers
- Bring the training requirements in respect of individual staff to the attention of the Headteacher
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- Make available appropriate protective clothing and equipment, first aid and fire appliances
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled
- Report any Health and Safety concerns to the Business Manager/Site Manager/Headteacher

5. Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Follow the health and safety procedures applicable to their area of work;
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary;
- Ensure that pupils are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Ensure the use of personal protective equipment and guards where necessary;
- Make recommendations to their Leaders of learning/Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation;
- Report all accidents, defects and dangerous occurrences to their Leaders of Learning/Business Manager.

6. All Employees

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

- Know and understand the school's Health and Safety Policy



- Act in the course of their employment with due care for the health, safety and welfare of themselves, pupils, other employees and other persons;
- Observe all instructions on health and safety issued by the LA, school or any other person delegated to be responsible for a relevant aspect of health and safety;
- Act in accordance with any specific H&S training received;
- Report all accidents and near misses in accordance with current procedure;
- Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- Alert their Line Manager/ Business Manager/Headteacher/ Leaders of Learning responsible for Departments as appropriate to any potential hazard noticed of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply the procedures in respect of fire, first aid and other emergencies;
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive;
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered;
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine. No student should be allowed to dismantle or clean a prescribed dangerous machine.

7. School Health & 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 are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about 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 duties on behalf of the Headteacher or Governing Body. Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

8. Pupils

Pupils, in accordance with their age and aptitude, are expected to:



- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Comply with school rules relating to general behaviour;
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with equipment and other items provided for their health and safety;
- Not rush around school but walk carefully;
- Not push doors but open them carefully;
- Not climb fences or walls;
- Report problems or concerns to a member of staff.

9. Contractors

All contractors under local control will be appropriately selected and competent in terms of health & safety. Contractors must be made aware of and abide by the School's health & safety policy and not endanger pupils, staff or other visitors to the site.

The Business Manager will be responsible for the coordination of contractors' activities onsite, assisted by the caretaking staff.

The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.

All contractors must report to the Business Manager/Headteacher before any work takes place and prior to each working session. The Business Manager/Headteacher should then inform the contractor of any conditions which may affect their safety and that of others. Supervision of contractors will normally be delegated to the caretaking staff.

10. Visitors and Other Users of the Premises

Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers eg; Youth Service, Adult and Community Learning, hirers, catering and cleaning contractors, external staff and agencies based in school. The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises /workplaces. All visitors must comply with the School and Council's Health and Safety Policy and procedures.

All visitors are required to report to Main reception and sign in. All visitors will be required to wear a 'visitors' identification badge that is supplied by reception staff. Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire/emergency occur or the fire alarm activated whilst visitors are on school premises, the person who is accompanying the visitors will take them to the fire assembly point. Should an incident/accident occur involving a visitor this must be reported using the LA's Accident/Incident Reporting Form and an investigation undertaken as soon as possible by the relevant Responsible Person.



If the accident/incident is of a serious nature or fatal the Headteacher and the Corporate Health and Safety Team must be contacted immediately.

Persons 'hosting' visitors including meeting convenors must ensure:

- Visitors are alerted to the school fire procedures;
- Visitors adhere to the school's 'No Smoking' Policy;
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- Visitors record their presence by signing in on the digital entry system
- Visitors are provided with and wear an identification badge;
- Visitors are accompanied or authorised to enter the premises;
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- Visitors report all accidents, incidents and near misses to the host;
- Visitors wear protective clothing that is supplied, when necessary.

11. Catering and cleaning staff

Have the responsibilities indicated for all employees, together with those indicated in supplemental local authority or company safety policies.

12. Volunteers

The school will ensure that all volunteers will have access to the Health & Safety Policy and will remind volunteers of relevant health & safety matters whilst they are in the school, or supporting students off site. All volunteers should report any health & safety concerns to staff.

SECTION 3

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. ACCIDENT/INCIDENT REPORTING, RECORDING AND INVESTIGATION

The reporting of injuries, diseases and dangerous occurrences (R.I.D.D.O.R) regulations 2013 Revised, requires all employers to put in place statutory reporting procedures. The Business Manager will be responsible for ensuring all R.I.D.D.O.R reportable incidents/accidents are reported to the appropriate authority. All staff are required to ensure that all accidents, incidents and near misses are reported to the Business Manager. An Accident Report identifying trends in accidents/incidents are provided to Governors on a termly basis.

- **PUPILS**

All accidents involving pupils are to be recorded on a specific Accident/ Incident form (Standard LA



forms). In addition any reportable incident will be immediately reported to the LA Health and Safety Department. Reportable accidents/incidents are any injury where the student is taken direct from site to hospital.

- **STAFF**

All accidents to staff are to be recorded on the specific Accident/ Incident form (Standard LA forms).

- **VISITORS**

All accidents to visitors/contractors are to be recorded on the specific Accident/ Incident form (Standard LA forms).

Near miss incidents

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an incident/accident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Department.

Behaviour incidents

These include violence, bullying and harassment and are to be dealt with in accordance with the School's Discipline Policy and reporting procedures.

2. Accident Investigation

The Business Manager/ Headteacher should advise staff on the appropriate level of response. A senior member of staff should undertake an investigation if the incident is serious, complex or one which may have serious repercussions. This will be completed by a senior member of staff and the Headteacher will decide who is to complete the investigation depending upon the individual circumstances. In most serious cases the School should call the LA Health and Safety Officer. If appropriate, they will undertake a full accident investigation and will take photographs and witness statements.

3. Procedures for Serious and Imminent Danger

Regulation 7 of Management of Health and Safety at Work Regulations 1999 places a duty on employers to have in place effective procedures for serious and imminent danger and for danger areas. It is School Policy that procedures are in place, which are to be followed in the event of any serious incidents occurring such as:

- Fire
- Bomb threat
- Explosion

4. Fire Precautions and Emergency Procedures

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the School is required to undertake a fire risk assessment to determine all potential fire hazards related to our premises, our type of work and the way in which this work is performed. We are then required to take action to reduce all risks to a reasonable minimum and to ensure that all employees and pupils are protected from remaining hazards and the dangers associated with fire should one break out for some other reason. We are required to do this by providing:



- an appropriate fire detection and warning system;
- safe means of escape;
- appropriate fire-fighting equipment.

We are also required to devise a means for testing and maintaining the above arrangements. The Order states that we must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action should incorporate relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire). Employees at the School receive training in respect of this plan and include a fire evacuation procedure practised at least once each term. Fire Wardens have been appointed to facilitate the implementation of the School Fire Safety procedures and provide assistance during evacuation procedures. Fire safety instructions have been prepared detailing the organisation and arrangements for fire management.

7. Asbestos

The Headteacher is responsible for ensuring that there is an Asbestos Register at the School. Operationally the management of the Asbestos Register has been delegated to the Business Manager and Site Manager. The Asbestos Register gives details of the identification and marking of known Asbestos and its location. The register is kept in the Business Manager's office.

When asbestos removals are to take place the School will ensure that:

- All work is undertaken and carried out by competent persons;
- Using only HSE approved Asbestos Removal Contractors;
- Records of Asbestos to be maintained at the workplace/site.
- Any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

8. Contractors

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

Service contractors

Service contractors have regular access to the site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. contractors authorised and approved by the LA to service boilers, check fire extinguishers etc., to those onsite 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. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be provided to them.

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.

Small scale building works

This will include day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

On arrival all contractors must report to Reception (or Duty Caretaker outside of normal school hours or school holidays) and under no circumstances are they to commence work until given approval to do so by the Site Manager (or Duty Caretaker)

Before any work is commenced, it is essential that the Site Manager (or Duty Caretaker) is made aware of:

- Work to be undertaken
- Where the work is to be carried out
- An indication of the likely timescale
- What equipment is to be used
- What services are required
- Before work is to commence, the contractors must be advised by the Site Manager (or Duty Caretaker)
- Where they can gain access to services
- What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the canopy area of the yard
- Any particular problems with the work, e.g. access may still be required to the area
- The contractors must be issued with a visitor's pass and advised that it must be worn at all times whilst on site
- The contractors must be advised who to contact on site if they have a problem.

Large scale 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 as contained therein. For all large-scale works the LA's Premises and Facilities surveyors would be involved and a pre-meeting will take place including LA surveyors, contractors, Business and Facilities Manager and Site Manager. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

8. Display Screen Equipment

These regulations oblige employers to assess the workstations of staff who use display screen equipment (DSE). The overall responsibility for assessing workstations and related activities is



delegated to the ICT Manager. The workstation is the equipment itself, its accessories and the surrounding work environment. The minimum requirements are to:

- identify "users" of display screen equipment, i.e. those who habitually use DSE as a significant part of their normal work;
- assess workstations to ensure that they meet minimum standards;
- provide information, instruction and training on the potential hazards of using DSE equipment;
- offer financial assistance towards eyesight tests and glasses required for work to users of DSE equipment at regular intervals

9. Working with computers

The law relating to health and safety issues for work with computers is contained in the Health and Safety (Display Screen Equipment) Regulations 1992, which define a 'user' as an employee who habitually uses display screen equipment as a significant part of their normal work. Although education staff are not usually working at a computer all day, the introduction of planning, preparation and assessment (PPA) time and the electronic marking of examinations have resulted in increased use of computers. There are health problems associated with working with computers, which include repetitive strain injury, eye strain, back pain and stress.

10. Risk assessment

The regulations require employers to carry out a risk assessment of users' workstations, which should consider the entire workstation, including equipment and furniture, as well as the work environment, e.g. lighting, temperature and leg room. The tasks that are being performed at the workstation should be considered as should any special needs of individual staff.

Display screen equipment (DSE) risk assessments should also consider those factors that may contribute to repetitive strain injuries

The DSE assessment form is located on the school intranet for employees to access.

11. Risk assessments

The School recognises that risk assessments are not only a legal requirement but are fundamental in identifying risk control measures including safe systems of work, training requirements and management controls. The School has a duty under (Reg. 3) of the Management of Health and Safety at Work Regulations 1999 to make a suitable and sufficient assessment of the risks to health and safety to employees and other to which they are exposed whilst they are at work, and to any other person affected by the School's undertaking.

Risk assessments must be made by competent persons. The Headteacher will determine the levels of competence required. All members of staff in charge of safety areas are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.

The school's risk assessment proforma must be used by school staff, and completed assessments must be retained in the designated area and made accessible to all relevant staff.



Risk Assessments must be reviewed regularly by those who make them, with a view to ensuring that the control measures have been effective. The Headteacher will ensure this is carried out and determine which can be done locally or at school level.

12. General Maintenance Contracts

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above, the following maintenance arrangements have been made:

a) ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors arranged by the LA every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

b) FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by a specialist contractor arranged by the LA. In addition, extinguishers are checked by the Site Management Team on a regular basis to ensure that they are in position and that the pins are in place.

c) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use and reported immediately to the Site Management Team. In addition, the portable electrical equipment is subject to an annual check in line PAT regulations.

13. Electrical Equipment

Inspection and testing of portable electrical appliances is carried out at the School by competent persons or via a qualified contractor. Full records are maintained with all tested electrical equipment given an inspection label. Leaders of Departments and Managers are responsible for identifying and recording all pieces of electrical equipment within their departments that require testing, which may not be on the master register.

Permission must be sought in advance of bringing any non-school equipment into the workplace and must be PAT prior to use. Failure to do so is in breach of School and LA policy and could lead to disciplinary action. The School insurance does not cover personal equipment brought into school which then causes a fire.

Anyone using electrical appliances at the School is advised to conduct visual inspections of the electrical appliance before use. The school will ensure the testing of all fixed electrical installations by competent persons at the required times.

14. First Aid

The School has a duty under the Health and Safety (First Aid) Regulations 1981, to inform staff of the arrangements that have been made in connection with the provision of First Aid including the location



of facilities, equipment and trained staff. First Aid duties at the School will be carried out in accordance with the above regulations. First-aid at Work and Emergency First Aid at work training courses will be provided as appropriate and based on the First Aid Risk Assessment.

ACCIDENTS

In all cases where an accident involves a serious injury or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving pupils, their parent/carer will be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious but still of concern parents/carers will also be contacted and action taken according to their instructions.

NB in the event of any head injury it is essential that persons be monitored and not left alone or unsupervised.

RECORDING

Any accident where first aid is administered to pupils will be recorded on the school first aid log and an accident/incident form completed. This will be reported to the LA H&S Department accordingly.

FIRST AID BOXES/MATERIALS

First aid boxes are kept on site and these only contain approved materials. A list of approved materials is listed in the First Aid policy. The boxes are available for use by all staff and visitors on site.

INJURIES INVOLVING BLEEDING

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and aprons are provided for this purpose and kept in first aid boxes.

15. Site Maintenance

The Headteacher/Business Manager is in charge of the maintenance of the School site and its buildings. The Business Manager has a responsibility for the reporting of building/site defects to the Headteacher. The Business Manager is also responsible for liaison with Community and Environmental Services staff and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance.

16. Grounds Maintenance

All contractors will be appropriately selected and competent in terms of health and safety. Every contractor on school site will be required to sign the contractor log and instructions will be given in relation to Health and Safety and Safeguarding procedures.

17. Hazardous substances

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Hazardous



substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Leader of Learning.

No employee shall undertake a procedure involving use of a substance unless trained.

Further assessments, in full or in part as relevant, will be undertaken:

- if any process or substance is changed;
- no later than 12 months after a previous assessment.

18. Lone Working

Lone workers are people who work on their own with little or no supervision. Thus, in the event of an emergency, there is no one to give assistance, or summon help. There is no law which says that people cannot work on their own, however, the Health and Safety at Work places a duty on the employer to ensure that all work activities are carried out safely.

The factors that the School take into consideration when assessing lone working situations will include:

- Who would be contacted in an emergency situation and how;
- Provision in the event of an accident or illness;
- Actions in the event of fire;
- Workplace conditions e.g. access and egress;
- Manual handling;
- Hazardous substances;
- Is there a risk of violence?

Further risk assessments, in full or in part as relevant, will be undertaken:

- Should the health or the personal circumstances of the individual change;
- If any process or procedure is altered;
- No later than 12 months after a previous assessment

19. Managing Medicines & Drugs

- Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable;
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office;
- Medication should be suitably labelled with details of name and dosage;
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual



health care plans should be sought from the School Medical Service;

- Arrangements are in place to train staff annually, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service.

20. Maintenance and Inspection of Equipment

Work equipment is generally any equipment used by a person at work, i.e. any machinery, appliance, apparatus, tool or installation for use at work.

- Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis;
- All tools/equipment will be inspected each working day prior to use to determine that they are fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced;
- Where specialised equipment is used for maintenance work, only sufficiently trained, competent people shall operate such equipment;
- Employees are NOT permitted to bring in their own Work Equipment for use without first seeking approval from the Business Manager.

21. Manual Handling and Lifting

Under the Manual Handling Operations Regulations 1992, the School is required to assess the workplace and identify where manual handling takes place in the course of what we do.

The Regulations require the School to ensure, where reasonably practicable, that manual handling is avoided – for example by changing work processes or by the introduction of mechanical aids. Where it is not reasonably practicable to make such changes, we are required to identify the risks associated with a manual handling task and make arrangements to reduce these.

The School provide employees with instruction in the correct techniques to use when manually handling an object to ensure that, as far as possible, injuries are not sustained.

The School will ensure that training in correct procedures will be provided to all staff. This training will be provided to relevant employees by competent persons. A training record will be kept and when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file. Further risk assessments, in full or in part will be undertaken:

- on the introduction of new or second-hand machinery and equipment;
- If the layout of the workplace, or any process, is altered;
- No later than 12 months after a previous assessment

Manual handling – pupils

All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs.

22. Personal Protective Equipment (PPE)



Under relevant legislation, the School is required to carry out an assessment of all processes undertaken to determine which, if any, put employees at risk of injury or of developing ill health. The law requires that PPE considered necessary (as a result of a risk assessment) must be provided free of charge. Where the PPE is protective overalls, safety eyewear or safety footwear, one or more sets will be issued to the employees required to undertake the processes concerned. Training will be provided to relevant employees as to how to wear and/or operate each item of PPE that they are required to use. Also provided will be an explanation as to why the particular kit concerned is essential and what its limitations are. This training will be provided by persons competent in the use of the PPE concerned. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

23. Infectious Diseases

The school follows the national guidance produced by Public Health for managing and controlling infectious diseases in schools. The Authority coordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department

24. Medical needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the Schools Policy of Child Protection and Safeguarding. This policy is available on the school intranet and website.

25. Noise

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as music. Noise assessments have therefore been undertaken for those Departments and introduced noise reduction including ear protection measures as appropriate. If staff have any questions on Noise levels they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Coordinator if unable to resolve it.

26. Security

Security of the school site has been risk assessed and security issues are regularly reviewed. If staff have any questions on security they should initially speak to their line manager or Leader of Learning who will refer the matter on to the H&S Coordinator if unable to resolve it.

27. Water assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

28. Working at Height



The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the regulations in recognition that all work undertaken at height has the ability to result in injury. Work at height will range from the routine use of a stepladder to retrieve files on shelving to potentially higher risk activities undertaken such as work on the roofs of buildings.

The School will make sure that:

- All work at height is properly planned and organised;
 - Where applicable, all work at height takes account of weather conditions that could endanger health and safety;
 - those involved in work at height are trained and competent to do so;
 - the place where work at height is undertaken is safe;
 - equipment used for work at height is appropriately selected, used, inspected and maintained;
- The above measures require that the risks arising from such work are risk assessed and that adequate risk control measures are implemented.

The Business Manager will ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training.

29. Educational Visits

All educational visits planned by the School must conform to and meet the All Wales Guidance 2010. All educational visits must be authorised by the designated EVC Coordinator, who is the Business Manager. All trips must be requested, planned and approved via the 'Evolve' software in line with LA and All Wales Guidance. All trip leaders must be trained and familiar with relevant school policies.

30. School Transport

All school transport to and from school is contracted by the Local Authority who perform relevant safety checks. Any transport of pupils within the school day for trips, competitions, visits etc. must conform to the requirements of the School Minibus Policy.

If any Staff transport pupils/equipment in their own cars or drive to other venues during the working day they must confirm that their insurance policy covers them for this business purpose as such cover is not provided by the Authority or School.

NB Staff driving their own vehicles for work/school need to ensure they are covered for Business Use by their insurer.

Staff transport pupils/equipment in the school minibus or a minibus hired in for the purpose.

NB: Only Staff who hold a D1 Category on their driving licence can drive a minibus.

31. Wellbeing



The wellbeing of staff is seen as an integral part of the school's H&S responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or their line manager but also have access to the LA's confidential counselling service. Sickness absence or health concerns will be dealt with under the LA'd absence policy. The Governing body endorses the principals set out by the authority and the established framework to support staff wellbeing.

32. Stress

The Health and Safety Executive (HSE) define stress as "an adverse reaction people have to excessive pressures or other types of demands placed on them".

The School recognises that stress can be a considerable risk to both physical and mental health so we are committed to promoting a healthy environment and a supportive climate.

The school will:

- Undertake regular risk assessments and take action to reduce risks once identified;
- Raise awareness of stress and mental health issues by improving the quality and accessibility of information;
- Help staff at all levels develop their knowledge and skills in this area through the provision of appropriate training opportunities;
- Provide services that support staff with stress-related issues.

33. Lettings/shared use of premises/use of premises outside school hours

The Business Manager is responsible for coordinating lettings of the school premises in accordance with the Lettings Agreement and terms and conditions of hire.

The Business Manager is responsible for informing users of the school of the presence of any hazards they may encounter including fire evacuation procedures.

34. Smoking

Llantwit Major School site is non-smoking. It is forbidden for staff, visitors, pupils or parents to smoke anywhere on the school site or within the school Buildings. Signs are displayed around the School site to ensure that visitors are aware of our non-smoking policy.

35. New and expectant mothers

Arrangements will be made to ensure the health, safety and welfare of new and expectant mothers. Specific risk assessments will be carried out and all hazards identified will be suitably controlled.

36. Permits to work

On occasions external agencies/contractors will need to operate permit to work systems and procedures (e.g. working in confined spaces, hot work, high voltage etc.). These will be followed conscientiously and the occasions of use recorded.



37. Environmental control

The appropriate environmental standards will be implemented and monitored. Those involving heating, lighting and ventilation will be in accordance with the Workplace (Health, Safety and Welfare) Regulations.

38. Disabled members of the school community

Arrangements will be made to ensure that disabled persons will not be treated less favourably than others because of their disability, unless "the treatment is necessary in order not to endanger the health and safety of any person (which may include the disabled person)".

39. Staff Training & Development

The school recognises its training responsibilities within the remit of Health and Safety legislation and the importance of ensuring continual improvement of health and safety.

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget. All new staff to the School will receive training as part of their induction in order to carry out their role and comply with related health & safety policies.