

Ysgol Gymunedol Cefn Hengoed Community School

"If You Believe It, You Can Achieve It!"



Health & Safety Policy Polisi Iechyd a Diogelwch

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Health & Safety Policy

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Introduction

All employees and stakeholders should be fully aware of this policy which should be read in conjunction with the City & County of Swansea Corporate Health and Safety Policy.

Further details can be found at the council website:

<https://www.swansea.gov.uk/healthandsafety>

Health and Safety Committee/meetings

Health and Safety meetings are held regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Minutes are shared with the Headteacher and reports made to governors.

Accident/Incident and Physical/Verbal Abuse Reporting

Accidents and cases of physical or verbal abuse are reported to the Corporate Health and Safety section by completing the HS1, HS2 or HS3 form as soon as is possible. Any serious injury or incident (including any "near miss" incident) is reported immediately and the appropriate HS form completed. The details will then be forwarded to the HSE. All "RIDDOR" reportable accidents/incidents will also be investigated by the Corporate Health Safety and Wellbeing Service (CHSWS), and a written report will be sent to the affected person(s) line manager. Details of all accidents are kept safe and are available for audit purposes and inspection.

First Aid

Please refer to the Cefn Hengoed school First Aid Policy for details of current First Aiders, location of kits and equipment and the school first aid protocol.

Asbestos

The City and County of Swansea have completed a detailed and comprehensive survey, the report is provided to the Premises Manager. The City and County of Swansea and the designated Premises Manager are responsible for the management of asbestos. Information is cascaded to all employees on the location of asbestos within the premises and how it will be managed. Arrangements are made so that contractors and any other persons who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises. Information and instruction are provided to employees and contractors to include the following: not to drill or affix anything to walls without first obtaining approval from the Premises Manager and checking the plan and reporting of damage to asbestos materials and emergency procedures. The Asbestos Survey plan is located in the Main Office.

Employees should report any concerns to the Premises Manager and if required Corporate Health Safety and Wellbeing Services and Facilities Management.

Contractors

The following information is provided to contractors on site:

- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and out procedures

- Health and Safety information, safe working arrangements, risk assessments and duration of the visit
- Employees should report concerns to the Premises Manager and if required Corporate Health Safety and Wellbeing Services and Facilities Management

Site Safety/Traffic Management

The site is secured by perimeter fencing which is locked at the end of the day. The Café Break Out area doors are locked during lesson times ensuring access to the site via the reception only. This is clearly signposted. CCTV cameras monitor all entrances. All visitors have to sign in using our electronic Inventory system prior to entering the school.

The school is committed to developing safe traffic management procedures along with appropriate and reviewed security measures to ensure safety of all persons on site. The front gates are locked during break and lunch times to prevent vehicles from entering inside the perimeter fence whilst pupils are out. At the end of the school day, the front barrier is manned to prevent cars from entering the school grounds whilst pupils are leaving the school grounds.

Regular site walks are undertaken by the Premises Manager and site officer, any hazards or security issues identified are dealt with promptly and where required, expert assistance is brought in.

Curriculum Safety

This includes out of school learning activity/study support. All employees/teaching staff must, where appropriate, undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes e.g. cooking or science equipment. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology/Design and Technology and reviewed at periodic intervals. Further guidance is provided in subject specific documentation e.g. CLEAPS/PESS. The Cefn Hengoed Risk Assessment template is based on the HSE guidance.

Drugs and Medication

Health Care Plans (HCPs) are written and reviewed regularly. They are available on SIMS with other parental consent information and medical records. The following areas have been deemed suitable for storing pupil medication, which will be kept in lockable storage: STF, ASD Support room, Restorative room, KS3 and KS4 pastoral offices.

The school procedure on managing medication follows the CHSWS guidance and is documented in more detail in the First Aid Policy.

Inspections and servicing of Electrical, Water, Gas systems and equipment

The City and County of Swansea undertake detailed inspections of the fixed installations at the agreed set scheduled frequency by suitably qualified persons and the Premises Manager / Headteacher ensures that all related documentation is maintained on site as a point of reference. Details include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

All portable electrical equipment is tested by a competent person. The following staff are trained:

- tbc

Visual Inspections

Visual inspections and examinations are carried out by a competent person. The records of inspection and any limitations on using personal items in the premises/school are kept on site.

Fire Precautions and Procedures

A review of the fire risk assessment and arrangements is undertaken annually or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) includes the arrangements for periodic drills, procedures to be followed, staff with special responsibilities e.g. fire marshal, etc, assembly points, maintenance of fire exits/escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting, etc. The Fire Risk Assessment, NOP and EAPs are located in the Main Office. All staff must ensure that they are fully conversant with the documentation. Training takes place as required to update all staff. All visitors to the site are provided with a Fire Safety briefing on their arrival at the school.

Guidance and assistance is available from Corporate Health Safety and Wellbeing Services and Facilities Management.

Hazardous Substances (COSHH)

Information is kept on site on Substance Data Sheets (provided by manufacturers or suppliers), an Inventory of Substances, and suitable and sufficient risk assessment, these are held on file in the Site Team Office. The list of chemicals and reagents specific to Science are kept up to date within the department. Substance data sheets are held in the Science Prep room and the list is stored and updated on the Science Google Drive.

Managers have the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances. Staff will attend COSHH training as required and when deemed necessary. Any chemicals or substances used on the premises must be approved by the Premises Manager / Headteacher and where required, Corporate Health Safety and Wellbeing Services.

Lone Working

All reasonable steps are taken to ensure the safety of staff and others working in isolation within the school. All works carried out in isolation are risk assessed by the Premises Manager and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone and ensure the County Lone Working policy is followed.

Maintenance/Inspection of Work Equipment

All work equipment within premises will be subject to inspection and testing. The equipment will vary from premises to premises and site to site. All equipment has a current SLA in place with checks carried out by Corporate Building Services.

- LEV testing (Annually)
- Fire emergency lighting tests (6 monthly)
- Fire extinguisher tests (Annually)
- PAT testing of main wiring circuits and kitchen area (Annually)
- Tree and grounds inspection (2 year inspection)
- Water logs checked with inspection (6 monthly)

In addition to the above SLA checks, the premises staff carry out regular weekly checks and inspections that are all recorded in the fire file and premises manager record sheets.

Any new equipment is selected and installed through agreement with the Finance / Business Director and Head Teacher.

New & Expectant Mothers

Specific assessments for new and expectant mothers are undertaken by Ruth James and reviewed at predetermined intervals. Personal risk assessments will be stored securely and copies will be provided to the HR department of the local authority. A Pupil Pregnancy Risk Assessment template is available and carried out by appropriate pastoral staff as required.

Personal Protective Equipment (PPE)

PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use and maintained in good repair. Defective equipment must be reported to the Premises Manager / Headteacher and decommissioned where applicable. All PPE must be used in conjunction with instruction and training. Necessary PPE will be provided free of charge where risk assessment determines it to be necessary.

Reporting Defects

All employees have a responsibility to report any defective equipment to the Premises Manager or their own Line Manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

The school has adopted an electronic auditing system: Inventory Audit & Compliance. All equipment is logged on the system. Any items that are defective and need to be removed are recorded. Where possible items are disposed of using a qualified waste recycling company with an inventory recorded and sent to Rachel Thomas for filing.

Risk Assessments

The Premises Manager, Head Teacher and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment, work practices or a change in staff, which may have introduced new hazards or increased the risk of existing ones.

School Trips/Off Site Activities

All school trips or off site activities are planned and undertaken in conjunction with the Welsh Government Educational Visits guidance documents.

Parental consent is obtained for all trips. SIMS provides up-to-date consents/medical and permission data. All visits are approved by the Head teacher. The school follows the 2016 County Evolve system for all extended trips which also stores all documentation. School Governors have the responsibility for final approval for residential, costly and adventurous trips.

Use of Transport Vehicles

Minibuses: Any employee who is required to drive any minibus must have the MIDAS qualification. The School Manager will make arrangements to undertake annual inspections of driving licenses

where required. Further guidance is available from the City and County of Swansea Transport Department. Current guidance requires a check of all employee's licenses and confirmation of appropriate business insurance.

Use of Display Screens (DSE)

Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the Premises Manager. E-training is made available to all colleagues. All employees must ensure that they are fully conversant with the City and County of Swansea Display Screen Equipment Policy and procedures.

Working at Height Restriction

Only employees who have received appropriate training will be permitted to use steps and ladders and detailed risk assessments will be undertaken for each activity.

Work Experience

Arrangements are in place for assessing potential work experience placements (volunteering) with the School Manager. These include a process of documentation, induction, training and supervision. Detailed risk assessments are completed.

Instruction and Training

Training, information, instruction and supervision to ensure the health, safety and wellbeing of employees at work is available. The Local Authority has put in place mandatory Health and Safety training for all levels of employment. Employees taking on new responsibilities are inducted and refresher training will be given as and when deemed necessary. All staff are kept up-to-date with Fire/H&S and Safeguarding training.

Additional

Staff are allocated duty areas for out of lesson times, before and after school, break and during lunch time alongside paid lunchtime supervisors. This is rigorously monitored.

Any Building Maintenance Works are risk assessed and NOP/Method statements provided by the Premises Manager, including glazing/lighting/heating.

Inclement weather actions are covered in the school's Business Continuity Plan.

Waste disposal – the school is committed to recycling and reduction in waste. County collections remove basic waste in accordance with City and County of Swansea procedures.

Health Surveillance of employees at risk is undertaken in accordance with City and County of Swansea guidance set up in 2014.

Corporate Health Safety and Wellbeing Services Competent Health and Safety Advice is available from the City and County of Swansea's Corporate Health Safety and Wellbeing Services on 01792 636210. Email address: healthandsafety@swansea.gov.uk

The **Business Continuity Plan** is reviewed at regular intervals and is located in the Fire File as well as with all members of the Leadership Team.