



Trinity Fields School and Resource Centre

HEALTH and SAFETY POLICY STATEMENT

Learning together in a changing world, creating success for all.

Part 1: Statement of intent

Under the Health and Safety (H&S) at Work Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of H&S. This policy is based on the criteria for schools where the Authority is the employer.

This policy is reviewed regularly to ensure it remains up to date with any changes in legislation. Caerphilly County Council currently recommend the policy should be updated at least every two years.

The Governing Body of Trinity Fields School and Resource Centre will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the H&S at Work Act 1974 etc. and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of our school and our 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, and/or issued to, all members of staff. A copy is also available from the school's Headteacher or the School Business Manager.

This policy statement supplements the following documents:

- Caerphilly County Borough Council (CCBC) General Statement of H&S at Work Policy.
- CCBC H&S Policy, Organisation and Arrangements Statement.

Rationale

The governing body of Trinity Fields School recognise their corporate responsibility, as an employer, for providing a safe and healthy environment for all staff, pupils, parents/carers and all other persons who come into the premises or who may be affected by the operations of the school.

Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available to carry out such works and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the Caerphilly



Local Scheme of Delegation. Governors (or their appointed sub-committee) will carry out an inspection of the school annually and discuss any H&S issues at meetings which cannot be resolved as a routine matter by the Headteacher.

To successfully implement the policy, day to day management responsibilities for H&S are delegated to the Headteacher.

The Headteacher will bring to the attention of staff any publications or relevant information in respect of H&S activities undertaken at the school. Copies of such documents will be retained by the school's H&S Officer and can be accessed by staff. In addition, the governing body will call upon the services of the County Council's H&S team to assist in the management of H&S at Trinity Fields School.

Principles

The school recognises that the core principles are that:

- The care, safety and welfare of our pupils is paramount in our consideration.
- Every pupil has the right to be taught in a safe and healthy environment.
- Managing H&S effectively requires the committed and informed co-operation of everyone involved to create a safe and healthy school.
- H&S often involves resolving contradictions. It is part and parcel of every activity, but it is not the outcome of the activity.
- The management of H&S is both idealistic and pragmatic. It sets the highest standards and when these are achieved, raises them.
- Our management of H&S at Trinity Fields requires everyone to use their imagination to think for themselves and when necessary, take action without waiting to be told.
- Our aims and objectives are realistic, and our standards are always attainable, we also acknowledge the existence of failure or shortcomings.
- A successful H&S policy is not a one-off event or an all-encompassing policy document, but part of an ongoing process of continuous improvement, refinement, adaptation and increasing knowledge.

Aims

The school's aims are to:

- Ensure the care, safety and wellbeing of our pupils at all times.
- Provide and maintain safe and healthy working conditions for everyone at the school taking account of any statutory requirements.
- Provide and maintain school accommodation, equipment and systems of work that are without risk, or minimise the risk to health.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available safety equipment and protective clothing as necessary for the job task.
- Consult with any H&S Representatives in order to help them in carrying out their functions.

To achieve the policy objectives, employees have a duty to co-operate by adhering to the procedures and observing any supplementary workplace rules.



Signed	Headteacher	Date:
Signed	Chair of governors	Date:

Part 2: Organisation

As the employer, the Authority has overall responsibility for H&S in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the governing body

The governing body of Trinity Fields School recognise their corporate responsibility, as an employer, for providing a safe and healthy environment for all staff, pupils, parents/carers and all other persons who come into the premises or who may be affected by the operations of the school.

This H&S policy sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. The document should be read in conjunction with Caerphilly County Borough Council's H&S policy.

Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available to carry out such works and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the Caerphilly Local Scheme of Delegation. Governors (or their appointed sub-committee) will carry out an inspection of the school annually and discuss any H&S issues at meetings which cannot be resolved as a routine matter by the Headteacher.

In order to successfully implement the policy, day to day management responsibilities for H&S are delegated to the Headteacher and the school's H&S Officer.

This policy will be reviewed every 2 years and the policy circulated to all employees. In the absence of the Headteacher and H&S Officer, the Deputy Headteacher will take responsibility for day-to-day H&S issues.

The Headteacher will bring to the attention of staff any publications or relevant information in respect of H&S activities undertaken at the school. Copies of such documents will be retained by the school's H&S Officer and can be accessed by staff. In addition, the governing body will call upon the services of relevant County Council's H&S team to assist in the management of H&S at Trinity Fields School.

The governing body are responsible for H&S matters at a local level in consultation with the School Leadership Team (SLT) and are responsible for:

- Being familiar with the requirements of the H&S at work etc. Act 1974, and any other H&S legislation and code of practices which are relevant to the work of the school, in particular the Management of H&S at Work Regulations 1992.
- Ensuring adherence to the local authority H&S policy, procedures and standards.
- Formulating a H&S statement detailing the responsibilities for ensuring health and



safety within the establishment.

- Reviewing the establishments H&S policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's H&S performance.
- Providing appropriate resources within the school's budget to meet statutory requirements and the local authority H&S policy, procedures and standards.
- Identify and evaluate all risks relating to accidents or health issues and school sponsored activities (including work experience).
- Identify and evaluate appropriate means of minimising risk to staff, pupils and others.
- Receiving from the Headteacher or other nominated member of staff reports on H&S matters and reporting to (Education or Corporate H&S, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on H&S which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of H&S within the school via the nomination of a named H&S governor.
- Ensuring that when awarding contracts H&S is included in specifications and contract conditions taking account of the Authority's policies and procedures

The role of the governing body

In the discharge of its duty the governing body undertakes to provide:

- A safe place for staff and pupils to work.
- Equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate:
 - Statutory requirements.
 - Codes of practice whether statutory or advisory.
 - Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a H&S manner. A record of attendees at in-house or external courses is kept by the manager of training and development.
 - Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
 - Adequate welfare facilities.

The governing body's H&S sub-committee provides a forum where H&S issues are discussed and has extensive remit to include management and personnel issues related to

H&S and all issues related to the school buildings and site. This sub-committee meets termly and reports back to the full meetings of the governing body. The H&S sub-committee consists of:

- Headteacher.
- Site premises staff.
- Manual handling co-ordinator (when necessary).
- At least 2 delegate members of the governing body.



Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of H&S rests with the Headteacher. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. As the overall manager of the school and of all the activities carried on within it, the Headteacher will advise governors of the areas of H&S concern which may need to be addressed by the allocation of funds. The Headteacher has responsibility for:

- Being aware of the basic requirements of the H&S at work, etc. Act 1974 and any other H&S legislation and codes of practices relevant to the work of the school.
- Cooperating with the Authority and governing body to enable H&S policy and procedures to be implemented and complied with.
- Ensuring effective H&S management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary.
- Communicating the policy and other appropriate H&S information to all relevant people including contractors.
- Ensuring, always, the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Carrying out H&S investigations, periodic reviews of safety audits and the findings of risk assessments, including the collation of accident and incident information and, when necessary, carry out accident and incident investigations.
- Arranging systems of risk assessment to allow for the prompt identification of potential hazards.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff, safety representatives and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a H&S committee to be set up.
- Identifying the training needs of staff and pupils and ensuring, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on H&S matters.
- Monitoring first aid and welfare provision.
- Reporting to Local Authority any hazards which cannot be rectified within the school's budget.
- Ensuring safe working practises, procedures and that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Headteacher has chosen to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for H&S within the school.



Responsibilities of the school's H&S Officer

The Governing Body buys into an SLA with the Local Authority which provides the services of a Health and Safety Officer.

The H&S Officer has been assigned and delegated responsibility for ensuring that H&S considerations are always given priority in planning the day-to-day supervision of activities. The H&S Officer's duties include:

- Carrying out an annual inspection of the work areas with the governor representatives on the H&S sub-committee to ensure that safety standards are being maintained.
- Assisting in the development of additional safety guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties.
- Informing the Training Co-ordinator and the Headteacher of any training needs identified.
- Reporting potential hazards to the Headteacher.
- Assisting in the induction of new or temporary staff in the school H&S procedures.
- Investigating all accidents and 'near miss' situations.
- Completing relevant risk assessments with relevant staff members.
- Overseeing and ensure lifting and handling assessments are carried out and review regularly.

Responsibilities of the manual handling co-ordinator

Due to the needs of many pupils attending Trinity Fields, a manual handling co-ordinator is necessary to manage the significant H&S issues within the school. There is also a team of staff trained as key workers who support the co-ordinator in the role of mentoring staff and ensuring safe practice of manual handling.

The school uses the "All Wales Manual Handling Passport" in training staff in the practice of safe manual handling practices. In compliance with the Manual Handling Operations

Regulations the school will be required to carry out an assessment of handling activities and advise colleagues of any risks. Every effort will be made to minimise risks.

The team of key worker staff deliver 'on the job' training in the manual handling passport aspects that are required specifically with pupils in relation to their manual handling risk assessments. Manual handling of children within Trinity Fields is co-ordinated by the manual handling co-ordinator who is responsible for carrying out risk assessments for individual children who need to be lifted or hoisted within school.

The duties of the manual handling co-ordinator, in conjunction with the key workers are:

- To complete initial assessments for all pupils who require moving and handling to work, in conjunction with therapy services.
- To ensure an individual moving and handling risk assessment is complete for each pupil who attends Trinity Fields, including new and temporary pupils.
- To review, regularly individual moving and handling risk assessments.
- To audit and maintain the resources for moving and handling within school e.g. slings, hoist requirements.



- To discuss with class staff and provide training for any staff on moving and handling of pupils.
- To support all staff in safe practice of manual handling and to act as 'on-job' coaches to ensure skills are kept up to date;
- To identify training requirements and help co-ordinate the training of all staff in manual handling.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility

Under the Health and Safety at Work Act 1974 all employees have general H&S responsibilities:

- Apply the school's H&S policy to their own department or area of work and be directly responsible to the Headteacher for the application of the H&S procedures and arrangements.
- Undertake regular H&S risk assessments for the activities for which they are responsible and check that control measures are implemented.
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems for members of staff referred to them and inform the Headteacher or the school's H&S Officer of any problems to which they cannot achieve a satisfactory solution within 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.
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own H&S.
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported to the school's H&S Officer.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees/staff

Under the Health and Safety at Work Act 1974 all employees have general H&S responsibilities. Staff must be aware that they are obliged to take care of their own H&S Whilst at work; they must also ensure the H&S of others who may be affected by their action or inaction. All employees have responsibility to:

- Take reasonable care for the H&S of themselves and others in undertaking their work.
- Comply with the school's H&S policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedures.
- Co-operate with school management on all matters relating to H&S.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any H&S concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for H&S;



- Only use equipment or machinery that they are competent/have been trained on and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for H&S reasons.
- Exercise effective supervision of pupils.
- Ensure that they have addressed any potential emergencies with pupils.
- Set an example by using safe working methods and abiding by safety rules.
- Ensure that where personal protection is required for themselves, for pupils, volunteers, students on placement, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations to the school's H&S Officer for improvements where problems or risks are identified.
- Monitor compliance with safety rules and safe systems of work including safe lifting procedures.
- Ensure the correct storage of hazardous substances.
- Complete risk assessment on the work areas for which they are responsible.
- Complete risk assessments prior to taking any group of children off-site.

Contractors and others (including those who hire the school building)

When the premises are used for purposes not under the direction of the Headteacher then the person or organisation in charge of those activities will have responsibility for safe practices whilst on the school premises. Site premises staff will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees.

Guidelines for use in the Hydrotherapy Pool area are issued to outside agencies that use/hire the pool. These can be obtained from School Business Manager.

Responsibilities of volunteers

It is recommended that as a school we treat volunteers in the same way as employees. Schools should class supervising adults and parents/carers who attend off site visits as volunteers. Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the H&S of others who may be affected by their action or inaction. All volunteers have responsibility to:

- Take reasonable care for the H&S of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's H&S policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school leadership team (SLT) etc.
- Report all accidents and incidents in line with the reporting procedures.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any H&S concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for



H&S;

- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for H&S reasons.

Maintenance monitoring

Weekly site checks are carried out by the site premises staff and any areas of concern reported to a senior member of staff. Half termly site management meetings are scheduled with the senior staff and site manager to ensure that any work required is identified and prioritised.

A calendar for additional maintenance monitoring is kept in the “Building and Premises Handbook” which is kept in the site premises staff room. This folder also contains up to date certificates for any work carried out such as PAT etc. Site premises staff are responsible for ensuring any H&S issues identified to him are dealt with in a timely manner and/or support the school’s H&S officer in seeking advice where an internal solution cannot be found.



Part 3: Arrangements

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>H&S Monitoring and inspections:</p> <p>General inspections of the site will be conducted periodically.</p>	<p>Headteacher</p> <p>Site premises staff</p> <p>School and SLA H&S Officers</p>	<p>General inspections are completed Bi-annually by the SLA H&S Officer.</p> <p>General school site inspections are completed annually by the H&S governor, Headteacher and the school and SLA H&S Officers.</p> <p>Site premises staff will conduct a general site inspection termly.</p> <p>Site premises staff will visually inspect external areas, walkways, the school hall etc daily.</p> <p>Class staff will visually inspect classrooms and work areas daily.</p> <p>Playground equipment, forest schools and school garden area are visually inspected prior to use.</p> <p>Any faults defects or concerns identified during the inspections are reported to the school senior management team and recorded in the Site Managers logbook.</p>
Where appropriate these inspections will be documented and reports forwarded to the Headteacher.	<p>Headteacher</p> <p>H&S governor</p> <p>School & SLA H&S Officers</p>	<p>Bi-annual and annual inspections are documented, and reports provided to the governing body.</p> <p>The significant findings of termly inspections are documented and reported to the SLT.</p> <p>Any faults defects or concerns identified during the inspections are reported to the school management team or recorded in the Site Managers logbook.</p>
A nominated governor is nominated to lead on H&S and will complete a whole site H&S inspection annually.		General school site inspections are completed annually by the H&S governor, Headteacher and school & SLA H&S Officers.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		This inspection is documented, and report provided to the governing body.
A nominated governor will be responsible for monitoring management systems.		The nominated H&S governor will periodically review the school's RAMIS reports and liaise with the school & SLA H&S Officers.
Health and Safety Information Instruction and Training: The H&S law poster is displayed in school.	Headteacher	The H&S law poster is displayed in the main reception area.
Health and Safety Training: H&S induction training will be provided and documented for all new employees.	Headteacher School H&S Officer	H&S training needs are assessed by the Headteacher and School Senior management team
Training Records: Relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Headteacher Training Co-ord. All Staff	Training Co-ordinator records and identifies all training requirements. All staff are responsible for identifying and ensuring their own training including renewal of qualifications is highlighted to the Training Co-ordinator.
Programme of Health and Safety Training All employees are provided with: <ul style="list-style-type: none"> • induction training. • update training in response to any significant change. • Training in specific skills for certain activities, (e.g. use of hazardous substances, work at height etc.); • Refresher training as required. 	Headteacher Training Co-ord. School & SLA H&S Officers	Staff receive regular H&S information instruction and training via staff meetings every half term.
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site is risk assessed in the Traffic Management Risk Assessment.	Headteacher School and SLA H&S Officers	See separate standalone Traffic Management Risk Assessment, for onsite traffic
Shared use of Premises/Hiring to Third Parties: Hiring and the shared use of school facilities is managed in accordance with the Authority's guidance.	Headteacher Business Manager	Hire agreements are coordinated by the Business Manager and authorised by the Headteacher.
Risk Assessments:	Headteacher	Risk assessments are completed by



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>The Management of Health and Safety Regulations 1992 requires all employees to assess the risks to which their employees and non-employees may be exposed as a result of their undertaking.</p> <p>Risk assessments are completed and relevant information provided to staff.</p>	<p>School H&S Officer</p> <p>Assistant Head SLA H&S Officer</p>	<p>the school's Headteacher, Assistant Headteachers and SLA H&S Officer</p>
<p>Risk assessments are reviewed regularly/following significant change.</p>		<p>Risk assessments are reviewed following significant change or at suitable intervals not exceeding two years.</p>
<p>Specialist risk assessments are completed under the H&S SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>		<p>Staff assessments are completed by the School and SLA H&S Officers.</p> <p>Where necessary the SLA H&S Officer will liaise with specialist officers to complete complex/specialist risk assessments.</p>
<p>New and Expectant Mothers: A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>		<p>Pregnant worker risk assessment are completed and reviewed by the Headteacher or SLA H&S Officer.</p>
<p>Work Involving Potentially Significant Risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>		<p>Where required the school or SLA H&S Officers will complete specific assessments for any work involving significant hazards.</p>
<p>Working at Height: All working at height should be risk assessed and appropriate controls introduced.</p>		<p>Where working at height is unavoidable a risk assessment will be undertaken by the school or SLA H&S Officer.</p>
<p>Inanimate Manual Handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Headteacher</p> <p>School's Manual handling assessor</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric Manual Handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and</p>	<p>Headteacher</p> <p>MH Coordinator</p> <p>School and SLA</p>	<p>The school has its own manual handling co-ordinator.</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	H&S Officers	
Educational and Offsite Visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Headteacher Educational Visits Coordinator (EVC) Deputy Headteacher	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Headteacher / Deputy headteacher.
The Authority's Offsite Visits Advisor must be notified of all levels 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.		Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required. A "Residential Holidays" booklet has been produced to support the Teacher in charge of the trip to prepare and plan the visit.
Absconding Pupil: See also Absconding Guidelines Plan.	Headteacher All Staff	<ul style="list-style-type: none"> No pupil will be allowed to leave the site without support from staff, unless this is part of an agreed Behaviour plan. If a child goes missing the school office is to contact the headteacher immediately. All available staff will then start a methodical search for the pupil internally and then externally. External cameras, including gate camera will be checked. Should a pupil leave the building or cannot be found within a few seconds then staff should follow the 'Absconding Guidelines plan'.
Lone/Late Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Headteacher School and SLA H&S Officers All Staff	Where lone working is unavoidable a risk assessment will be undertaken by the School or SLA H&S Officers. Any staff working late in school must be mindful of their personal safety and the safety of others i.e., ensuring all windows and external doors are locked. The entrance lobby internal doors are closed and should remain closed after the office staff have left the building. The only access to the building is then



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		via a swipe card system. Staff must ensure they do not let any visitors into the building after school hours unless they are authorised to be there.
Home Visits: See also CCBC Lone Working Policy. Whilst the school emphasises the value of home visits, staff can be vulnerable when entering a pupil's home.		It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and to follow the following guidelines: <ul style="list-style-type: none"> • Log all planned visits in the school diary. • Let colleagues or a family member know where you are going and what time you are expected back. • Ensure you are contactable via mobile phone and leave that number with someone who knows where you are going. • If you have any concerns or are unaware of the family ensure you discuss the proposed home visit with a member of the Senior Management Team. • Avoid visiting alone in the hours of darkness and only enter premises if invited and you feel it is safe to do so. • Complete a home visit record sheet with details of discussion taken place, a copied to the Headteacher.
Violence at Work – Employee Protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to H&S Division.	Headteacher School and SLA H&S Officers	An inappropriate/aggressive behaviour poster is located in the school reception area.
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.		Where appropriate the school will seek advice from the SLA H&S Officer/H&S Division regarding appropriate action/sanctions. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Fire Safety: Procedures for evacuating the premises are practiced regularly by staff and	Headteacher School & SLA H&S	The school is divided in to zones and operates a phased Fire Evacuation Plan.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>pupils. Fire information and evacuation reminders are also displayed in classes and other rooms throughout the school. Fire exit signs are clearly displayed and procedures for responding to the fire alarm appear in the 'Fire Action' notice.</p> <p>The H&S Division Fire Office carries out the schools Fire Risk Assessment.</p>	<p>Officers</p> <p>Site premises staff</p>	<p>Site premises staff:</p> <ul style="list-style-type: none"> • Reviews fire notices to ensure they are prominent. • Assembly points are suitable. • Carries out the statutory weekly and monthly fire safety checks and records these in his file. • Trains new staff in emergency procedures. <p>A review of the FRA is conducted by the SLA H&S Officer annually.</p>
Fire drills are undertaken termly and recorded on RAMIS.		
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.		Where a pupil or staff assessment identifies that a person requires a personal emergency evacuation plan (PEEP) the school staff will have a copy and the office will have a copy.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.		<p>Staff receive annual fire safety awareness training (in house).</p> <p>All staff on induction training will be given a key to activate the fire alarms in the building.</p>
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.		Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	<p>Headteacher</p> <p>All staff</p> <p>Site premises staff</p>	<p>Site premises staff checks fire-fighting equipment, escape routes and fire exits as part of his statutory H&S Fire Checks.</p> <p>All staff must ensure that escape routes are kept free from obstruction.</p>
<p>First Aid Arrangements:</p> <p>There are qualified First Aiders in each phase of the school who are responsible for the administration of first aid, and recording treatment given.</p>	<p>Headteacher</p> <p>Community Nursing Team</p> <p>First Aid trained staff</p> <p>EVC</p>	<p>The school's H&S Officer maintains a register of qualified First Aiders.</p> <p>Each classroom has a first aid box and a member of staff is responsible for maintaining the contents.</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>The community nursing team is responsible for ensuring medication or medical needs are kept up to date and that class staff are informed of any changes in the Health Care Plan. In general school staff do not administer medicine in school, this duty is the responsibility of the nursing team.</p>		<p>A fully stocked First Aid kit is taken on school trips and staff must be aware of any health problems of pupils in their care. Where pupils have complex needs such as epilepsy etc, a member of staff must be trained on how to administer epilepsy medication etc.</p> <p>Any medication or medical needs will also be highlighted on EVOLVE visits Risk Assessment authorised by the EVC and Headteacher.</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>		<p>Specialist first aid arrangements are detailed in the individual's pupil/staff risk assessment.</p>
<p>Accident/Serious Incident Reporting: All accidents and incidents are reported immediately to the Deputy Head (School H&S Officer) or a senior member of staff.</p> <p>The Business Manager will retain copies of all accident reports.</p>	<p>Headteacher</p> <p>Deputy Head</p> <p>Business Manager</p> <p>All Staff</p>	<p>Minor injuries are recorded in the workplace accident book.</p> <p>Any serious accident or the injury requires the person to attend hospital requires an accident form to be completed and passed to the Deputy Head, who will load it on to the schools RAMIS4Schools Incidents Page which automatically sends it to the Authority H&S Division.</p> <p>Staff must clearly state on self-certification sickness forms whether or not a subsequent absence is due to an injury/illness as a result of a work activity.</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Headteacher</p> <p>Deputy Head</p> <p>Business Manager</p>	<p>Any near miss is reported to the school management team, where appropriate a near miss will be investigated by the senior school management team and SLA Health and Safety Officer</p>
<p>RIDDOR: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	<p>All Staff</p> <p>SLA H&S Officer</p>	<p>The school will forward details of serious accidents or cases of work-related ill health to the H&S Division.</p> <p>Where an employee has been off work for over seven days due to an injury the Business Manager will report this to the Authority H&S Division.</p> <p>Where appropriate the Health and Safety Division will report under RIDDOR and investigate the accident.</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Investigating Accidents and Incidents: Accidents and incidents are investigated to an appropriate standard.	Headteacher School & SLA H&S Officers	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium Level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Headteacher and H&S Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to H&S Division without delay. A H&S Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Headteacher All Staff	<p>Parents/guardians are invited to site to assess their child's injury.</p> <p>In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance).</p>
Transport to Hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied; a member of staff will accompany a pupil where parents/guardians cannot attend immediately.	Headteacher First Aid trained staff	
Administration of Medication: Medication will only be administered in school in accordance with the WAG guidance document: "Access to Education and Support for Children and Young People with Medical Needs".	Headteacher Deputy Head Community Nursing Team All Staff	<p>Pupil: The community nursing team are responsible for administering medication in the school and must be informed of any medication brought into school, which must be accompanied by written instructions from the parents and will be placed in a container and dispensed by the pharmacy (Correctly labelled and stored in either the locked medical cupboard or medical fridge).</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>Managing medicines in schools' paperwork to be completed for any pupil who needs prescribed medication administered in school.</p> <p>Staff: All staff are strongly advised to inform their line manager and the Headteacher/Deputy or school nurse of any medical condition, e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication to be kept on school premises, which must be securely locked away.</p> <p>Staff are advised not to bring any non-essential personal medication into school.</p> <p>A risk assessment may be required to support some staff returning to work after a period of sickness which may now require medication.</p>
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p> <p>Medical care plans are reviewed annually.</p>	<p>Headteacher</p> <p>Deputy Head</p> <p>Community Nursing Team</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Any child requiring emergency treatment for seizures, or any other medication has it recorded in the Health Care Plan/Epilepsy Care Plan.</p> <p>Pupil assessments are normally completed by specialist members of staff.</p>
<p>Communicable Diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher</p> <p>All Staff</p>	<p>A copy of the communicable diseases poster is available in the School.</p>
<p>Health and hygiene care: The general principles are outlined below, but separate policies contain more specific details.</p>		
<p>Changing Nappies/Sanitary Towels/pupils who have wet or soiled:</p> <ul style="list-style-type: none"> Staff should wear gloves and disposable plastic aprons which are located in the disabled toilet/changing areas. If the pupil needs to lie down to be changed staff should place one piece of large blue roll on the bed under the bottom area prior to lifting/hoisting the pupil onto the bed. Staff should prepare the soapy and moistened wipes prior to lifting/hoisting pupil onto the bed to avoid leaving them on the bed with the risk of rolling off. Please note pupils requiring a 2 person lift and use bed guards/rails as appropriate. 		



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<ul style="list-style-type: none"> • Remove nappy/sanitary towel/soiled clothes and place in nappy bin (metal), soiled clothes to be placed in a carrier bag and knotted and put directly into the pupil's bag, alternatively, if they are to be washed at school, place in the red bag for contaminated laundry bag. • Do not rinse soiled clothes in the pupil's hand basins, use the large square adult sinks and spray the sink with Milton bacterial cleaner after use. • Use wipes with soap and water to clean child, rinse soap off with moistened wipes. • Dry thoroughly with dry wipes. • All wipes to be placed in yellow bags using pedal to raise lid, these are for contaminated waste. • Lift/hoist/assist pupil back into chair/onto floor. • Place the laid-on piece of blue roll in the yellow bag. • Remove gloves. • Strap pupil in wheelchair, if appropriate. • Spray bed with Milton bacterial cleaner (kept in each bathroom, see site premises staff when they need refilling) and wipe off with a dry wipe, place this wipe in the yellow bag. • Wash your hands using soap bacterial wash, in the way demonstrated at training, paying particular attention to the skin in between fingers, thumb and rings if you have not removed them as recommended. • If the pupil has touched their groin area during the change wash their hands with soapy water/wipes or use a wipe with it on and rinse off, dry thoroughly. • Proceed back to lessons!
Wiping faces and noses e.g. saliva/catarrh/after snack or drinks:		
<ul style="list-style-type: none"> • There is no need to wear gloves when we carry out any of these. • Place the tissues or wipes in the yellow bags for contaminated waste which can be found in each class. • Use the pedal to raise the lid. • Wash your hands thoroughly afterwards. 		
Action in the event of loss of body fluids e.g. bleeding/vomit/urine/faeces:		
Blood spills:		
<ul style="list-style-type: none"> • Put on gloves and use wipes to apply pressure or reduce the spread of blood around the classroom. • Call the nurse or escort the pupil to the nurse's room as appropriate. • In normal circumstances use wipes and dispose of them in the yellow bags. • Several wipes may be needed, and the bin may need to be brought to the pupil. • When the blood flow has eased/stopped clean the pupil and remove gloves. • Wash your, hands thoroughly and the pupil's if necessary, hands thoroughly. • If there is blood spillage on the floor or furniture, keep the other pupils away while it is cleaned up. • Class staff are expected to clear up using the procedure below. 		
<p>In the event of a serious injury occurring in class, contact the reception using the internal telephone system and ask for an ambulance to be called. Staff should only take this line of action if they think saving time is so important that calling the nurse first could endanger a life.</p>		
Vomit: <ul style="list-style-type: none"> • A similar procedure to the above should be followed. 		



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> Put on gloves, reassure the pupil use wipes for the pupil's face and clothes. Move them away from the contaminated area. If they are going to vomit again, those that can should be directed swiftly towards the toilet. Class staff are expected to clear up using the procedure below. <p>Urine and faeces:</p> <ul style="list-style-type: none"> A similar procedure to the above should be followed. Put on gloves. Use wipes to pick up any obvious lumps of faeces and place in the toilet. Contaminated wipes should be placed in the yellow bags, not in the toilets please (they cause a blockage). Move any pupils away from the contaminated area, the pupil who needs attention should be discretely taken out to the toilets and procedure (1) followed for changing nappies/pupils that have wet or soiled. Class staff are expected to clear up using the procedure below. <p>Procedure for cleaning contaminated areas:</p> <ul style="list-style-type: none"> Collect red mop and bucket, Dustmo and red dustpan and brush if the powder is to be used from the Maintenance Office Fill red bucket with hot/cold water (see below) In the case of vomit or urine on carpet or upholstered areas sprinkle Dustmo over the contaminated area and leave for 30 minutes. Ensure that children are kept away from the contaminated area. If the vomit or urine is on vinyl flooring or an area e.g. doorway that cannot be kept clear, proceed as in number (d) below. After 30 minutes put on gloves and use the red dustpan and brush to sweep the contaminated material and Dustmo up, then place in yellow bag. Spray dustpan, brush and contaminated site with Milton bacterial cleaner. Leave to dry. Wash your hands thoroughly. We are investigating the possibility of then sprinkling the site with a hypochlorite base solution but this has not yet been approved by Health and Safety. Mop up excess using hot water and mop, in the case of blood spillage use cold water and salt (kept in Maintenance Office). Rinse mop and bucket with fresh clean water in Maintenance Office, hang mop up on hook to dry. <p>This should be adhered to regardless of the room you are in e.g. classroom or dining hall.</p> <p>Food hygiene procedures:</p> <ul style="list-style-type: none"> Many of our pupils salivate excessively and loose food that has been in their mouth during mealtimes and morning snack times. Younger pupils wear washable PVC aprons, the older children wear disposable aprons during lunchtimes. These aprons are regarded as contaminated when saliva and food drop on them. Therefore, the disposable aprons should be placed in the yellow bags after use and the washable ones placed in the laundry bags for washing. The wiping of pupils' faces during and after mealtimes is commonplace and these wipes should be placed in yellow bags. A bowl of hot water is available each day in the dining hall for thorough wiping of pupils' faces. Staff must ensure that they only use the wipes once and do not contaminate the water by putting it back in the water. Hot soapy water is also available each day in the dining hall for the wiping of tables, trays and chairs as needed. 		



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> School staff should use this and the Jay clothes available as required. After mealtimes have finished the kitchen staff will use the Milton bacterial spray to thoroughly clean the tables. The leftover food dustbin must not enter the kitchen after lunch as this is then regarded as contaminated waste. It will be carried out of the building via the Fire Exit next to the Training Base by the kitchen staff. Staff should ensure that they wash their hands prior to helping pupils at lunchtimes. For any classes eating in their rooms, classroom staff must ensure that the eating surfaces are sprayed with Milton prior to mealtime commencing. If pupils are sitting around the table, in order to prevent vapour inhalation the spray should be applied to the wipe and not sprayed directly from the bottle. This procedure should also be followed prior to any class cookery activities. These wipes should then be placed in the yellow bags. 		
Routine cleaning of surfaces/toys and bedding: <ul style="list-style-type: none"> Many of our pupils salivate excessively, have perpetually runny noses or cough without placing a hand in front of their mouths. As we are aware, these factors increase the chance of infections being transmitted more than in other environments. We do not wish to limit our pupils' curriculum access and entitlement in any way. However, the following procedures should become routine in all classes to keep the spread of infections to a minimum. Frequent use of Milton bacterial spray on toys that are placed in mouths or salivated on, staff are to use their discretion as to the frequency of spraying e.g. during circle time games we do not expect bells etc to be sprayed as they are passed from pupil to pupil as this will greatly reduce the teaching point The use of wooden toys which are permeable to bacteria is to be kept to a minimum unless no alternative plastic version is available. Staff must be more vigilant about cleaning wooden toys and equipment. Pupils also lay on the carpet, rugs, soft mattresses and contour beds. The contour beds are now covered in removable vapour permeable sheets which will be washed at the end of each day if they have been used. Vinyl play mats should be sprayed with Milton bacterial spray between pupils' use kept in all the classes and specialist rooms. Staff must always spray the White Room mattress areas and Soft Play areas after use. All carpets in the school are vacuum shampooed half termly, the areas where pupils are particularly floor based are cleaned weekly. It is not good practise for pupils to share pillows or sheets. Those pupils who use pillows throughout the day on a regular basis have their own designated pillow(s) the cover of which is/washed at the end of each day. Currently carpets are being replaced by safety flooring. 		
Statutory Maintenance: The school has opted in to the Authority's statutory maintenance contracts. Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements. Caerphilly Catering operates the PAT programme.	Headteacher School and SLA H&S Officers	Please see guidance in appendix 1 regarding statutory maintenance arrangements. Staff are responsible for carrying out visual checks before using any electrical equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Personal electrical items brought into school must only be used with consent of the H&S Officer and will be subject to inspection and



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>testing.</p> <p>Use of extension leads and multi-plug adapters is discouraged. Where they are used staff must:</p> <ul style="list-style-type: none"> • Refrain from daisy chaining (joining extension leads). • Use with caution. • Prevent trailing leads, tape down where possible.
<p>Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.</p>	<p>Headteacher</p> <p>Site premises staff</p> <p>School & SLA H&S Officers</p>	<p>Site premises staff complete weekly and monthly legionella checks.</p>
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and logbook are made available to all contractors.</p>		<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</p> <p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Site Manager or checking the survey for the school.</p> <p>The asbestos survey and logbook is located with the site premises staff. The most up to date information is contained in the LAMP on RAMIS.</p>
<p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>		
<p>Work to the Fabric of the Building: All works to the fabric of the building or fixed equipment must be entered into the asbestos logbook.</p>		<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p>Asbestos Condition Monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is completed annually and documented.</p>		<p>Asbestos condition monitoring is completed by the SLA H&S Officer who updates RAMIS.</p>
<p>Reporting Damage/Deterioration in Asbestos Containing Material: Must be reported and documented.</p>		<p>Any damage or deterioration is immediately reported to Headteacher, school management team or School & SLA H&S officers who will contact the H&S Division:</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Unauthorised Work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building or suspected of disturbing/damaging asbestos containing materials will be reported and documented.		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher, school management team or School and SLA H&S officers who will contact the H&S Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Managing Contractors: The school will adhere to the Authority's policy and guidance. Technical Expertise: Where appropriate works are arranged through a technical department.	Headteacher Site premises staff School and SLA H&S Officers	Works are arranged via the Authority where practicable. Contractors are encouraged to contact the school to make appropriate arrangements prior to visiting school. Suitable arrangements relating to segregation, hours of work etc are agreed in advance.
Contractors and Visitors on Site: All contractors must sign the visitor's book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.		All contractors must report to the school office. Site premises staff or a member of SLT is informed of their arrival. All visitors must sign in and are given a visitors' badge detailing the school's safeguarding arrangements. Where appropriate contractors are asked to sign the asbestos logbook Contractors are provided with key health and safety information e.g. fire arrangements welfare facilities etc.
Contractor Selection and Vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.		Where possible school will use Contractors who have been vetted by the Authority. Where contractors who are not registered are used the Headteacher and School and SLA H&S Officers will undertake appropriate competency checks prior to engaging a contractor.
Contractor Risk Assessments and Method Statements: Contractors are asked to provide risk assessment and method	Headteacher School and SLA H&S Officers	Risk assessments and method statements are discussed prior to work commencing.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.		Suitable arrangements relating to segregation, hours of work etc are agreed in advance.
Ground Maintenance and Cleaning Contracts: The school have opted in to the contracts operated by the Authority.	Headteacher	
Pool Safety: The school has standalone comprehensive Pool Operating Procedures.	Headteacher Site premises staff	Site premises staff carry out testing of the swimming pool water and temperature, Ph and chlorine levels and maintain record of checks.
Play Equipment: All play equipment is maintained in safe condition and periodically inspected. Play Equipment is inspected annually by an RPII qualified inspector: Gorgons. PE Equipment annual inspection is completed by Sportfix.	School & SLA H&S Officers	The external play equipment should only be used when supervised; equipment will be checked daily before use for any apparent defects. Site premises staff will conduct a formal termly inspection of the equipment.
COSHH Hazardous Substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed.	Headteacher School and SLA H&S Officers Site premises staff All Staff	Site manager will maintain a register of COSHH items, and the SLA H&S Officer will complete a basic COSHH assessment. Staff must adhere to the health and safety measures listed on the products Safety Data Sheet, supplied by the Site Manager including the wearing of Personal Protective Equipment as required. The cleaning supervisor is responsible for products used by the school cleaning staff.
Working with Computers (Display Screen Equipment): The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Headteacher SLA H&S Officer DSE Users	DSE assessments are undertaken by the staff member and any issues Health and Safety Officer to check over or recommend equipment that is needed. Members of staff identified as DSE users are entitled, on request to an eyesight test provided by the Authority. Details of the process are available from HR.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Waste Disposal: School to follow waste disposal legislation.	Headteacher School H&S Officer Site premises staff All Staff	The Authority collect domestic and recyclable waste. The school hires a skip for the disposal of bulk waste. Special arrangements exist for the disposal of clinical waste. The clinical waste in school comes within the category of Group E – items used to dispose of urine, faeces and other bodily secretions i.e. incontinence pads, colostomy bags etc. These are disposed of weekly through an external provider.
Personal Protective Equipment (PPE): PPE is the last resort when a risk cannot be removed.		The school provides all staff with disposable aprons and gloves that must be worn at all times when involved in pupils' personal hygiene. Eye protection will be provided where necessary for any curriculum activities that might pose a risk. Non-slip overshoes are provided for use on the side of the hydrotherapy pool.
Resources, curriculum and work equipment <ul style="list-style-type: none"> • All hazardous activities must have a risk assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the pupils involved or the staff working with them. • All equipment must be safely stored when not in use and away from doors, walkways and fire exits. • All staff must practice 'good housekeeping' to reduce risks of slips, trips and falls and ensure that recycling bins are emptied weekly to reduce fire hazard risks. • Many items of equipment are inherently dangerous if used or misused by staff or pupils therefore it is most important that extreme care is taken with such equipment and that all activities are adequately supervised. • All sharp knives/tools/implements in food technology, science and DT areas must be stored in lockable cupboards. • No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition. • No hot drinks should be taken into or made in any of the teaching areas during the school day except for defined areas- the staff room, offices and senior classes. • If a teacher is concerned that a piece of equipment or apparatus is faulty it should be removed from use if possible and reported to the Head/Deputy/Site premises staff. • If the item cannot be removed and needs to be repaired it should be clearly labelled as out of use, reported as above and recorded in the Safety Log and Repair Book kept in the main office. • Similarly, any deficits to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe. 		



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> Electrical points, especially with computer use should not be overloaded. All portable electrical appliances undergo regular PAT testing carried out by an appointed technician. Equipment must be used for the purpose for which it was designed – i.e. standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Stepladders or support from the caretaker should be sought. Large pieces of equipment must not be moved by staff single handed; help must always be sought. All staff should abide by regulations for moving and handling inanimate objects. 		
Science See standalone Science Policy.	Headteacher Science lead School H&S Officer	The science subject leader is responsible for ensuring that no specialist equipment is used without authority and safe working practices are observed at all times.
Physical Education See standalone PE policy. Guidance is given in the DES booklet 'Safety in Physical Education' and also 'Safe Practice in Physical Education' from BAALPE. The LA endorses these publications and requires all teachers of Physical Education (PE) to follow the guidance contained therein.	Headteacher PE lead School H&S Officer	All staff engaged in PE must ensure that they are familiar with the safety requirements applicable to their activities. PE equipment and all outdoor play equipment will be inspected annually by a recognised contractor, but it is the responsibility of school staff to check before use and on a day-to-day basis.
Information Computer Technology See standalone ICT policy. Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.	Headteacher ICT lead School H&S Officer	Computers in classrooms should be made as accessible as possible to all pupils in terms of appropriate height workstations and chairs.
Design & Technology See standalone D&T Policy.	Headteacher D&T lead School H&S Officer	No persons shall use any DT equipment unless they have been authorised by the D&T lead and are trained.
Personal Security: Staff and pupils are responsible for their own possessions.	Headteacher All Staff Pupils Visitors	Staff that bring money or other items of value into building do so at their own risk. Staff should not leave personal possessions unattended unless they are locked away in a secure place. Visitors and students are encouraged to keep their personal possessions with them at all times.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Security: Overall responsibility for school security on a day-to-day basis rest with the Headteacher.	Headteacher All Staff	All staff are to ensure: <ul style="list-style-type: none"> • Access codes are not shared. • All external doors and coded doors remain closed at all times. • All visitors report to reception. • Staff to be vigilant at all times and report any suspicious people or activity to senior management. • All visitors are directed to reception. • In the event of unauthorised access staff to use phone or panic button to raise alarm. • All school monies are handed in to the main office.
Emergency planning In the event of a situation which is likely to significantly disrupt the school day and could result in either an early or a delayed departure of the students, Emergency Planning at LA should be informed. Emergency Planning should be placed on stand-by at the start of an incident so that their service can respond quickly if required. In the event of an Emergency Planning Officer not being available through the LA switchboard (s) he can be contacted through the Fire and Rescue Service. Emergency Planning can provide help with home/school contacts, transport, food, bedding and counselling should the school require assistance. Those services brought in would remain under the control and direction of the school. In the event that an emergency is going to continue over more than a few hours, it may be helpful to base a senior member of staff at the Education Department as a direct link between the school and the Local Authority.		
Sources of Bomb Threats: There are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways.	Headteacher All Staff	Telephone Calls: Bomb warning will often be made by telephone. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat procedure, including completing a checklist for telephone bomb warnings. Staff should note carefully any code-words or details given as accurately as possible by using Bomb Threat checklist. By Letter: Any member of staff receiving a written bomb warning should initiate the bomb threat procedure.



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>In Person: If someone alleges that a device has been placed the member of staff given (or overhearing) the warning should initiate the bomb threat procedure.</p> <p>By Discovery of a Suspect Package: Any person discovering a device should initiate the bomb threat procedure, this will initially mean evacuation of the immediate area.</p>
<p>Action Required To Deal With Bomb Threats: The action required of anyone learning of or detecting a suspicious object.</p>	<p>Headteacher All Staff</p>	<p>Safeguard pupils, staff and visitors threatened/potentially threatened.</p> <p>Inform senior staff of threat.</p> <p>The emergency actions required of a person discovering a threat are as follows:</p> <ul style="list-style-type: none"> • Inform the school office. The school office will inform the most senior member of staff on site, the Police by dialling 999 and the Emergency Planning Department at the LA. • If you contact the office by phone remain by the phone and do not allow anyone else to use it. If you contacted the office in person remain in the office. You will be informed as to what action is being taken. • In some circumstances it may be necessary to initiate the Emergency Evacuation Plan. If the fire bell or klaxon sounds then you should immediately follow the evacuation plan.
<p>Evacuating the Building: In the event of a bomb threat and the decision being made to evacuate the building, the signal will be given by the continuous ringing of the school fire alarm.</p>		<p>On hearing the continuous ringing of the school fire alarm:</p> <ul style="list-style-type: none"> • Students, staff and visitors should pick up their possessions that are immediately to hand and proceed in the normal way to the assembly point on the front field for a register check. • Windows should be closed. • In the event of an emergency evacuation taking place an evacuation co-ordinator (usually



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		the Headteacher/Deputy Head) will be appointed from the senior members of staff present and all operations will be directed through and by the co-ordinator.
Dress Code: See additional information in the school staff handbook.	Headteacher All Staff	Staff are advised to wear comfortable clothing and footwear that is suitable for their work.
Alcohol/Substance Abuse/Misuse: Only prescribed and authorised medication is allowed in the school.	Headteacher All Staff	On recognising or being made aware of the symptoms of alcohol or drugs, the Headteacher will assess the member of staff's ability to carry out their duties and decide whether work activities are likely to put the individual or others at risk and can remove that individual from their duties.
Smoking Policy: There is a no smoking policy in all government buildings.		Smoking is not permitted in any part of the school's buildings or grounds.
Chewing Gum: Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum into school.		It can present a choking hazard and is an unnecessary nuisance if not disposed of properly.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed at least every 3 years.	Headteacher School and SLA H&S Officers	

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Gas Boilers	Gibson's	Annually
Emergency lighting systems	Ambassador	Annually
Fire alarm systems	Ambassador	Quarterly and Annual
Firefighting equipment	Firerite	Annually
Electrical testing – Fixed wiring	Fusion	Every 5 years
Legionella testing	Aquasafe	Quarterly (if showers



		present). Six monthly (if cold water storage tanks present). Annually – all water systems.
Air conditioning	Blue Mountain	Every 6 months
Powered Doors		Every 6 months
Hoists	S&T services	Every 6 months
Beds and shower trolleys	S&T services	Every 6 Months