



OLCHFA

Health & Safety Policy

2021

SECTION A

1. STATEMENT OF GENERAL POLICY

- 1.1 The Governing Body working in conjunction with the Local Education Authority is responsible for formulating the overall policy.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that staff at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees and supply teachers.
- 1.3 The Governors recognise the need to consult staff on health and safety matters and with the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through Deputy Headteacher, Business & Finance Director, Site Manager and Governor with responsibility for Health and Safety.
- 1.4 It is the Governors' policy to take all steps within their power to prevent and minimise the possibility of personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act and any subsequent legislation/regulations so far as is reasonably practicable to:
 - provide plant, equipment and systems of work which are safe and without risks to health;
 - make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances;
 - provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school and pupils to perform their work safely and efficiently;
 - to promote the development and maintenance of sound safety, health and welfare practices;
 - to maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
 - to provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and pupils;
 - to ensure funds are available to provide as necessary protective clothing/equipment to all staff employed in the school appropriate to their requirements;
 - maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the school

- 1.6 It is recognised by the Governors that whilst the Local Authority would be responsible for capital expenditure, central administration and subsequently professional advice and information in health and safety matters, any change in those responsibilities may involve the school seeking alternative specialists/consultants.
- 1.7 The school Governors (Buildings, Health and Safety Committee) will require regular updates from the Assistant Headteacher and/or the Business and Finance Director / relating to health and safety matters.
- 1.8 City & County of Swansea Education Department has formulated its policy regarding Health and Safety. Details can be found in Appendix A.

2. ORGANISATION

The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budgets reflect the finance necessary to implement health and safety matters so far as is reasonably practical. A summary of the individual duties are as follows:

2.1 Duties and Responsibilities of the Governing Body

- 2.1.1 To co-operate with the authority in monitoring the effectiveness of arrangements at their establishment and operations in respect of the functions for which they are responsible
- 2.1.2 To ensure that they are aware of their duties and responsibilities under health and safety legislation and ensure that the Headteacher is aware of and implements the Authority's Safety Policy.
- 2.1.3 To ensure that the Headteacher makes the necessary arrangements and organisation for implementing this policy.
- 2.1.4 To ensure that all premises, plant and equipment for which they are responsible are safe and properly maintained according to manufacturers 'recommendations.
- 2.1.5 To ensure, in the selection and purchase of equipment, that it is suitable for the use that will be made of it, and account is taken of the working conditions and any hazards in the workplace.
- 2.1.6 To ensure that in respect of any project that they initiate, they consider the Health and Safety of all persons at the planning stage and include any necessary measures to control risks.
- 2.1.7 To ensure that all employees of their establishment adopt safe methods of work for the activities carried on.

- 2.1.8 To consult whenever necessary with the Education Health and Safety Officer on matters relating to safety and the Authority's policies.
- 2.1.9 To receive and act upon reports from the Headteacher.
- 2.1.10 To ensure that staff in their establishment is given the necessary information, instruction and training on Health and Safety issues relevant to their job specification.
- 2.1.11 To receive and act upon any direction from the Authority as regards any matter regarding Health and Safety.

2.2 Duties and Responsibilities of the Headteacher

- 2.2.1 To promote an interest in and enthusiasm for safe and healthy working conditions and to implement the Education Authority's safety policy.
- 2.2.2 To assist the governing body in identifying the arrangements for implementing this policy including appointing a competent person responsible for Health and Safety.
- 2.2.3 To receive from the Authority, information on Health and Safety related matters and ensure its dissemination to appropriate staff.
- 2.2.4 To follow the arrangements adopted by the Authority for safety issues to the extent of matters under their control. This is to include arrangements for:
- fire precautions
 - first aid
 - reporting of injuries and dangerous occurrences, RIDOR
 - hazardous substances
 - PAT electrical testing
 - risk assessment
 - training of staff
- 2.2.5 To identify and react to Health and Safety issues and to ensure that the necessary Safety Inspections are carried out.
- 2.2.6 To refer any Health and Safety problem which he/she is unable to resolve to the governing body or the LA Health and Safety Officer as appropriate
- 2.2.7 To draw to the attention of any contractor working at their establishment any risk which may not be readily apparent, so that the contractors' personnel are not exposed to risk.
- 2.2.8 Where they believe that the activities of contractors or other persons are such as to put at risk anyone who is under the control of the establishment, they shall:

2.2.9 Remove all persons under their control from the hazard area and:

- Draw the attention of the contractor or other person to the dangerous activity and request that the practice shall cease immediately. The contractor or other person shall be required to leave the establishment if necessary.
- Bring the situation to the notice of the Service Manager, Technical Services where he has commissioned the contract.
- Maintain an up to date Asbestos register and make it available to all staff and contractors

2.3 Duties and Responsibilities of Learning Managers

2.3.1 Learning Managers are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. Learning Leaders are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "departmental" areas.

2.3.2 In the exercise of this responsibility, Learning Managers must ensure that:

- all staff under their control receive information, instruction and training in their duties, regarding health and safety matters

This is extremely important for everyone that operates, uses or instructs in the use of plant, machinery, equipment or staff that use, handle and store hazardous substances/chemicals

2.3.3 Learning Managers must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas

2.3.4 Learning Managers are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers, ITT students and other individuals working within their department/faculty.

2.3.5 A copy of the LA's health and safety policy is to be included in each department's policy.

- The Learning Manager is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. CLEAPSS document is on the staff shared area which all staff can access.
- This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and log books.

2.3.6 Under Section 6 of the Health and Safety at Work etc. Act Learning Managers are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (NB: "Use of Manufacturers Data Sheets"). Suppliers are required to supply such information if requested.

2.3.7 Learning Managers must report to the Business and Finance Director all problems, defects and hazards.

- 2.3.8 Learning Managers and Learning Leaders must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- 2.3.9 Learning Managers must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- 2.3.10 Report and if appropriate make recommendations to the Headteacher or the school's Business & Finance Director on any practices, premises, equipment or other matter, which give rise to risks to health and safety.

2.4 Duties and Responsibilities of all Employees

- 2.4.1 To take care of their own Health and Safety and the Health and Safety of any person who may be affected by their acts or omissions. This may be in addition to any specific responsibility which may have been delegated by the Headteacher.
- 2.4.2 To make themselves familiar with and conform to this Policy or any code of safe working practice issued by the LA or governors.
- 2.4.3 To conform to safety instructions issued by management and share their responsibility for safety, health and welfare.
- 2.4.4 To report any hazard, accident or dangerous occurrence to their immediate supervisor, whether or not physical injury has occurred.
- 2.4.5 To use any safety appliance or personal protective equipment provided for their protection at all necessary times, and to ensure that such equipment is maintained in safe working condition. Any defect shall be reported for attention, initially to the Learning Manager
- 2.4.6 To make themselves familiar with the contents of the asbestos report and not to carry out repairs or alterations to the fabric of the building, unless it has been authorised by the Site Manager

2.5 Safety Representative(s)

- 2.5.1 The Governor with responsibility for Health and Safety will be encouraged by the Headteacher to fulfil his/her duties.
- 2.5.2 He/she will be entitled to inspect the school in accordance with the agreed procedures and receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.6 Duties and Responsibilities of School Health and Safety Co-ordinator (The Business & Finance Director)

- 2.6.1 To report immediately to the Headteacher any significant matters.
- 2.6.2 To represent the school on any LA working group concerning health and safety matters.
- 2.6.3 To co-ordinate the dissemination of health & safety information to relevant staff.
- 2.6.4 To arrange in conjunction with the Staff Development Officer any relevant INSET.
- 2.6.5 To manage the school's health and safety budget and authorise repairs to equipment and procurement of safety equipment.
- 2.6.6 To carry out regular safety inspection – with the Site Manager
- 2.6.7 To deal with all administrative matters regarding health and safety.

3. ARRANGEMENTS

The Governors recognise that the way forward in achieving effective management of the school Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the personnel with responsibility for Health and Safety:

- The Business & Finance Director
- Deputy Headteacher
- Site Manager.
- Governor with responsibility for Health and Safety

3.1 Information, Instruction and Training Arrangements

All information relating to Health and Safety issues will be published in the staff weekly bulletin. All requests for instructions or training, as a result of new technologies, legislation, new appointments, should be submitted to both the Staff Development Officer and the Business & Finance Director.

3.2 Emergency Procedures

In the event of fire/accident, the first priority is for the health and safety of staff and pupils, by evacuation and/or medical attention, whichever is appropriate, or both. Following this, the Headteacher or his Deputy or the Business & Finance Director must be informed immediately by the caretaker or Site Manager that the building is clear and whether or not any staff or students require medical attention.

3.3 Monitoring



The Business & Finance Director will monitor school performance and analyse accident/emergency reports in order to identify strengths and weaknesses.

3.4 Safety Audit

The Business & Finance Director will conduct a regular review of this policy, will ensure an annual H&S audit is carried out of the site and an annual audit of accessibility arrangements is undertaken, storing and producing details of each.



<p>ACCIDENTS All accidents must be reported to the PWO whose responsibility is to complete the appropriate accident form then pass to the Assistant head for investigation. Completed forms are to be sent to H&S at CCS.</p>	<p>Pupil Welfare Officer / Assistant Head</p>
<p>STUDENTS Students who are absent from school due to broken bones or has a temporary disability which affects movement around the building need to contact the relevant key stage office before return to school. A risk assessment must be completed by the PGW and PWO before student returns to lessons.</p>	<p>Pastoral Guidance Worker / PWO</p>
<p>STAFF Staff who need support for any reason regarding their well being, disability or temporary incapacity must Contact The Business and Finance Director to complete a risk assessment on their return to work or sooner.</p>	<p>Business and Finance Director</p>
<p>PREGNANCY Staff and students who are pregnant must inform the Business & Finance Director immediately for completion of risk assessment form.</p>	<p>Business and Finance Director</p>
<p>FIRE SAFETY It is the responsibility of the Fire Officer to ensure the safe exit of all students and staff from the building in the event of a fire or fire drill.</p>	<p>Deputy Head</p>
<p>FIRE RISK ASSESSMENT The fire risk assessment is a living document which must be up-dated on a regular basis between the Fire Officer and Site Manager.</p>	<p>Deputy Head and Site Manager</p>
<p>SCHOOL GROUNDS Any defects/problems with the grounds must be reported to the Site Manager/Caretaker with immediate effect. The Site Manager/Caretaker will need to put right any defect etc as soon as possible. Warning signs should be put in place if unable to fix defect immediately. A risk assessment must be completed for all potentially dangerous machinery/tools used on the premises.</p>	<p>Site Manager / Caretaker</p>
<p>SCHOOL BUILDING Any defects and control measures such as asbestos, legionella, replacement glass etc is the responsibility of the Site Manager. A risk assessment must be completed on all potentially dangerous tools/machinery used by the Site Manager and Caretakers for the purpose of the building. All contractors must check the asbestos log book which is kept in Reception before commencement of works.</p>	<p>Site Manager</p>
<p>SWIMMING POOL The Site Caretaker is responsible for maintaining the appropriate ph levels in the swimming pool. A risk assessment must be filled out when using machinery, chemicals etc. Please see swimming Pool Policy, EAP's and NOP's for further details</p>	<p>Site Manager/Caretaker</p>
<p>MINIBUSES The Site Manager is responsible for ensuring all minibuses are serviced annually, taxed, has an up-to-date MOT and are insured through CCS. A Minibus policy is available for further information.</p>	<p>Site Manager</p>
<p>KITCHEN All kitchen equipment is maintained by CCS. It is the Kitchen Supervisor in Charge responsibility to report any maintenance issues to CCS. Olchfa School are responsible for providing school meals.</p>	<p>Catering Manager</p>
<p>CLEANING Mrs Bucket Cleaning is the responsible company in charge of all cleaning equipment and management of personnel. The cleaning supervisor must report any faults etc. to Mrs BucketCleaning.</p>	<p>Cleaning Supervisor in charge</p>
<p>ELECTRICAL TESTING (PAT)</p>	



<p>Portable appliance Testing must be done regular by trained staff and outside companies on a regular basis.</p>	<p>Business and Finance Director / qualified in-house PAT testers</p>
<p>DESIGN AND TECHNOLOGY – DOWNSTAIRS A risk assessment must be completed on all machinery within the D&T department. The machines are all PUWER compliant PAT tested and will be serviced each year through the SLA in place. It is the responsibility of the Learning coordinator that these safety measures are in place. Refer to CLEAPSS document which can be accessed on the staff shared site (T:\ Drive).</p>	<p>Learning Manager</p>
<p>DESIGN AND TECHNOLOGY – UPSTAIRS Risk assessments must be completed on all machinery/tools used within the department. Cookers and sewing machines need to be serviced on a regular basis. Refer to CLEAPSS document on the shared area.</p>	<p>Learning Manager</p>
<p>SCIENCE A COSHH risk assessment must be in place for all potentially dangerous chemicals and a risk assessment completed on dangerous apparatus used. Refer to CLEAPSS document which can be accessed on the staff shared site (T:\ Drive).</p>	<p>Learning Manager / Science Technicians</p>
<p>ART A risk assessment and periodic safety checks must be completed on machinery which could be potentially dangerous e.g. Kiln. Refer to CLEAPSS</p>	<p>Learning Manager</p>
<p>PHYSICAL EDUCATION The person in charge of the PE Department is responsible for the safety of all equipment within their department. Annual safety checks are to be completed by a competent person responsible in this field.</p>	<p>Learning Manager</p>
<p>DRAMA The person in charge of Drama is responsible for ensuring the lighting and staging are safe and checked regularly.</p>	<p>Learning Manager</p>
<p>DISCLOSURE AND BARRING SERVICE All staff employed by the school must have a currant DBS check in place.</p>	<p>Business & Finance Director</p>
<p>ANNUAL TERMLY SAFETY INSPECTION</p>	<p>School Health and Safety Co-ordinator</p>
<p>SUPPLY TEACHERS All supply teachers to be fully inducted onto site, in relation to fire evacuation procedures and evacuation points, first aid arrangements, non-smoking, toilet use. Supply agencies provide DBS details upon booking.</p>	<p>COVER MANAGER</p>

Key personnel must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas. Learning Managers must carry out regular safety inspections of the department. Learning Managers are responsible for their own departmental safety policy which must include the LA’s health and safety policy.

SECTION B

4.0 Introduction

All departments across the City and County of Swansea have fully adopted the corporate health and safety policy. Managers must ensure that the Corporate Health and Safety Policy and the local arrangements are communicated to all employees and stakeholders where required. The Arrangements should be read in conjunction with the Corporate Health and Safety Policy

4.1 Health and Safety Committee/meetings

Health and Safety Committee/meetings should be held regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

The committee structure will provide an essential Health, Safety and Wellbeing communication mechanism across all areas of the organisation

4.2 Local arrangements

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

5.0 Accident/Incident and Physical/Verbal Abuse Reporting

All accidents should be reported to the Assistant Headteacher (pupils) or the Business & Finance Director (staff) as soon as possible after the occurrence. The first priority is to obtain any necessary medical attention. The Pupil Welfare Officer can be contacted directly, extension 326, or via the switchboard. Copies of accident report forms can be obtained from the Pupil Welfare Officer and returnable to the Assistant Headteacher.

All Managers will ensure that 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**. (These forms can now be completed on line)

Any serious injury or incident (including any “near miss” incident) must be reported **immediately** to the CHSWS 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 CHSWS, and a written report will be sent to the affected person(s) line manager

Details of all accidents must be kept at all work locations and these must be available for audit purposes and inspection. <https://www.swansea.gov.uk/staffnet/accidentsandincidents>

5.1 First Aid

The primary provider of first aid will be the Pupil Welfare Officer. In the absence of the Pupil Welfare Officer first aid will be provided by another of the school's registered first aiders - a list of first aiders will be kept by the Pupil Welfare Officer. The Pupil Welfare Officer will be responsible for contacting parents and, where necessary, make arrangements for hospital treatment. Staff



accompanying pupils on school visits/sporting fixtures will be issued with a basic first aid kit. In the case of serious injury it is important that proper medical attention is sought immediately. All injuries must be reported to the Pupil Welfare Officer so that the necessary accident report can be completed.

The following staff members at the premises/school are the named first aiders and will be responsible for the maintenance and upkeep of the first aid provisions:

Cheryl Hopkins, Helen Murray, Adam Lucca, Hannah Vincent, James Helliwell, Kate Williams, Mary Daniels, Matthew Robbins, Maureen Wagstaff, Nicola Jenkins, Tracy Price

The location of the first aid box/provisions are:

14P, 17, 18P, 40, 43, 44, 45, 65, 66, ND7, T3(Newid), sixth form, BSU, Learning centre, English office, Art, Repographics, Staffroom ,PE x3, Geography, T2, T4, T4, T5, T6, T9, T10, T12, T13., all mini buses, Contact Centre, Calon, 68P and ND7.

In the event where an ambulance needs to be called it will be necessary to inform CHSWS via the relevant HS form <https://www.swansea.gov.uk/staffnet/firstaid>

5.2 Asbestos

The City and County of Swansea will undertake a detailed and comprehensive survey and a report provided to the premises manager. The City and County of Swansea and the designated premises manager(s) are responsible for the management of asbestos. Information must be cascaded to all employees on the location of asbestos within the premises and how it will be managed. Also arrangements to ensure contractors and any other person 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 must be provided to employees and contractors to include the following:

- Not to drill or affix anything to walls without first obtaining approval from premises manager and checking the plan
- Reporting of damage to asbestos materials and emergency procedures.
- The location of the Asbestos Survey plan is located **in reception**

Employees should report any concerns to the premises manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

Further guidance is available on the following link:

<https://www.swansea.gov.uk/staffnet/asbestospolicy>

5.3 Contractors and Supply (Agency) Teachers

When managing contractors and supply teachers at the school, the following information should be provided at a minimum that includes:

- Asbestos (Contractors only)



- Fire Risk Assessment and arrangements
- Signing in and out procedures
- IT access (supply teachers only)
- Arrangements for induction of contractors and supply teachers to exchange health and safety information and agree safe working arrangements, risk assessments, and duration of the visit where applicable.

The Site Manager/Caretakers is responsible for ensuring contractors are inducted onto site and the Cover Manager does the same for supply (Agency) teachers. Employees should report concerns to the premises manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

5.4 Curriculum Safety – Schools specific

Curriculum safety 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. Interactive Whiteboards, cooking or science equipment. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT and reviewed at periodic intervals.

The corporate risk assessment template is available on the link:

<https://www.swansea.gov.uk/staffnet/riskassessments>

5.5 Drugs & Medications – Schools & Care Homes specific

The Pupil Welfare Officer will arrange care plans, liaise with parents regarding requests for medicines to be administered, storage arrangements, recording administration, accident forms and risk assessments for pupils. Please also refer to the policy on Administration of Medication.

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

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

All portable electric equipment must be subject to testing by a competent person.

Reference can be made to the following link or contact Facilities Management

<https://www.swansea.gov.uk/staffnet/electricity>

5.6a Electrical Equipment (fixed & portable)

Portable Appliance Testing will be undertaken on a regular basis by competent persons. The Business & Finance Director will maintain a list of competent persons. No electrical appliances are to be brought onto the premises and used until such appliances have been tested and approved safe by a qualified person or sub-contractor.

No electrical equipment should be used if the Portable Appliance Test date has expired.

5.6b Visual Inspections

Details of and the frequency of visual inspections, examinations must be carried out by a competent person. Information will be retained on site in the form of documentary evidence i.e. the records of inspection and any limitations on using personal items in the premises/ school must be kept on site.

5.7 Fire Precautions & Procedures

A review of the fire risk assessment and arrangements will be undertaken by the Premises manager/Deputy Headteacher at least 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) will include 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 EAP is located

With Matt Salmon, Deputy Headteacher

All staff must ensure that they are fully conversant with the documentation.

The School Fire Safety Officer (Deputy Headteacher) will be responsible for ensuring:

- all rooms display the fire evacuation procedures;
 - regular testing of the fire alarm system;
- annual inspection of fire extinguishers;
 - iv) all relevant fire exit signs are displayed;
 - v) regular fire drills.

It is the responsibility of all staff to ensure that

- i) all escape routes are kept clear and unobstructed;
- ii) no doors are wedged open.

5.8 Fire Risk Assessment

The Premises manager/Headteacher will be required to undertake a Fire Risk Assessment, of the premises and undertake a review at least annually. Guidance and assistance in this undertaken can be sourced from Corporate Health Safety and Wellbeing Services and Facilities Management. The content of the risk assessment and development plan must be communicated to all employees, including temporary/ agency workers. The Fire Risk Assessment is located with the:

- **Deputy Headteacher and Site Manager (Fire Officers)**
- **Business and Finance Director**

<https://www.swansea.gov.uk/staffnet/firesafety>

5.9 Hazardous Substances (COSHH)

Premises Managers/Headteacher's need to be provided with full information of chemical substances present at their premises or facility and records must be kept that will assist Managers with the related responsibilities – to themselves, their staff members and visitors to the Authority's premises. Information on site should include Substance Data Sheets provided by manufacturers or suppliers, an Inventory of Substances, and suitable and sufficient risk assessments.

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.

Any chemicals or substances used on the premises must be approved by the Business and Finance Director/Headteacher and where required Corporate Health Safety and Wellbeing Services.

Learning Managers using any substances subject to COSHH regulations will be responsible for the risk assessment of substances and processes. No new substance should be brought into school until a COSHH risk assessment has been undertaken by that Learning Manager, and the Business & Finance Director/Headteacher has agreed to its introduction to school premises.

<https://www.swansea.gov.uk/staffnet/coshh>

5.10 3rd Party Letting/shared use of premises

Any 3rd party letting of the premises must be registered with Facilities Management. 3rd party letting consent is available on the link below.

All premises managers must ensure that all operating procedures and risk assessments are reviewed as part of the 3rd party letting agreement. This includes fire risk assessment, lone working, building security etc.

Further guidance is available on: <https://www.swansea.gov.uk/staffnet/schoolbuildingconsent>

5.11 Lone Working/Banking

All reasonable steps will be taken to ensure the safety of staff and others working in isolation within the School.

All works carried out in isolation need to be risk assessed by the manager/premises manager/Headteacher and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone.

<https://www.swansea.gov.uk/staffnet/loneworking>

Banking

As a result of moving to online cash collections for all school activities, there are now only very rare occasions where cash is collected in school and in these instances, the Finance Officer must alternate days/time of banking and be accompanied whenever possible.

5.12 Maintenance/Inspection of Work Equipment (including selection of equipment)

All work equipment within premises will be subject to inspection and testing e.g. ladders, fume cupboards, other extraction systems, PE equipment, D&T machinery (lathes etc), lifts & lifting equipment, pressure cookers and pressure systems (including boilers and heating systems), autoclaves, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. Documented records of checks must be kept.

5.13 New & Expectant Mothers

Specific assessments for new and expectant mothers must be undertaken by the Business and Finance Director and reviewed at pre-determined intervals. Personal risk assessments will be stored securely with the Business and Finance Director and copies will be provided to the HR department. Further guidance on risk assessments can be found at:

<https://www.swansea.gov.uk/staffnet/riskassessments>

5.14 Personal Protective Equipment (PPE)

Where required and through the process of risk assessment, PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use, maintained in good repair. Defective equipment must be reported to the Business and Finance Director/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 to be necessary.

5.15 Reporting Defects

All employees have a responsibility to report any defective equipment to the Business and Finance Director /Headteacher or their line manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

5.16 Risk Assessments

The Business and Finance Director/Premises Manager or Headteacher 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.

Further guidance is available at: <https://www.swansea.gov.uk/staffnet/riskassessments>

5.17 School Trips/ Off-Site Activities – Schools specific

Any school trips or off site activities must be planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Educational Visits Coordinator (EVC) using the Local Authorities Evolve online system. All documentation will be stored centrally at the school as a point of reference

5.18 Use of Transport vehicles – e.g. minibuses

Any employee who is required to drive any minibus must be suitably trained and approved by the transport department. The premises manager/Headteacher will make arrangement to undertake annual inspections of driving licenses where required. Further guidance is available from the City and County of Swansea Transport Department.

5.19 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 Business and Finance Director. All employees must ensure that they are fully conversant with Swansea Council policy and procedures and further guidance is available on the following link: <https://www.swansea.gov.uk/staffnet/displayscreenequipment>

5.20 Working at Height

Restriction apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity.

<https://www.swansea.gov.uk/staffnet/workingatheights>

5.21 Work Experience

The Business and Finance Director/Headteacher/Line managers must ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

5.22 Instruction and Training

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work. The Authority has put in place mandatory Health and Safety training for all levels of employment within organisation. Additional training and instruction is the responsibility of the line Managers, who will assess the Health and Safety training needs of the employee.

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary
- On the job H&S instruction and training
- Specialist H&S training according to need

6.0 Corporate Health Safety and Wellbeing Services



Competent Health and Safety Advice is available from Swansea Council's Corporate Health Safety and Wellbeing Services on 01792 636210 Email address: healthandsafety@swansea.gov.uk or <https://www.swansea.gov.uk/staffnet/healthandsafety>

Occupational Health: <https://www.swansea.gov.uk/staffnet/occupationalhealth>

Additional General and School related arrangements that may need to be considered:

- Design/Technology
- Science
- Physical Education
- Resources
- Kitchens
- Swimming Pools
- School Grounds and playing fields
- Play grounds / Play equipment / playground supervision
- School Boundaries
- Security / gates and fences
- Traffic management: <https://www.swansea.gov.uk/staffnet/trafficmanagementonsite>
- Winter maintenance / salting
- Inclement weather: <https://www.swansea.gov.uk/staffnet/seasonalweather>
- Glazing
- Lighting/ internal and external
- Heating / Ventilation
- Stairs and Corridors
- Major/Minor Building Maintenance Works
- Furniture / equipment
- Managing Legionella risk in buildings: <https://www.swansea.gov.uk/staffnet/legionella>
- Excessive Noise at work: <https://www.swansea.gov.uk/staffnet/noise>
- HAVS / hand held vibratory tools
- Waste disposal
- Health and safety Instruction and Training
- Violence and aggression: <https://www.swansea.gov.uk/staffnet/violenceandaggression>
- Manual handling: <https://www.swansea.gov.uk/staffnet/manualhandling>

This list in not exhaustive

Name of Chair of Governors:		
	Signed:	Date:
Name of Headteacher:		
	Signed:	Date: