

# ST DAVID'S HIGH SCHOOL

## HEALTH AND SAFETY POLICY



To	Date
Full Governing Body	<i>October 2024</i>
Next Review	<i>October 2026</i>

### 1. Statement

St David's High School is keen to promote best practice in all areas of Health and Safety. We regard this as a priority since we aim to put the welfare of our learners and staff at the centre of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this Policy, which sets out our broad aims, individuals' responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, learners, governors, contractors and any other person who may be affected by the school undertaking.

And in particular:

- To establish and maintain a safe and healthy environment throughout the school and for all school activities;
- To establish and maintain safe working procedures amongst staff and learners;
- To make arrangements for ensuring safety (via the risk assessment process) to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
- To maintain a safe and healthy place of work with safe access and egress; to provide and maintain welfare facilities.

The School will ensure that a Health and Safety Management System is developed, implemented and monitored throughout. Which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of preventative and protective measures to control risk.

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

The School will, so far as reasonably practicable, allocate sufficient resources to meet the requirements of the Policy.

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

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The school will ensure the arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, and maintenance personnel.

The School Health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc. must be brought to the attention of all employees of the school and any other person who may need to be aware of their contents.

This School Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

**In accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 including subsequent legislation and regulations:**

I. The Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:

- the health and safety of learners and staff;
- the protection of others from health and safety risks arising from our activities;
- the provision of safe and healthy premises.

II. No safety policy can be successful unless it actively involves employees themselves. In this connection the school reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work, for their own safety and that of other employees, for the safety of learners and the public, and to co-operate with the school so as to enable them to carry out their responsibilities.

III. The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations made in the following areas:

- Management of health and safety,
- Control of substances hazardous to health,
- First aid equipment, facilities and staff,
- Fire precautions,
- Maintenance of electrical systems,
- Personal protective equipment (PPE),
- Use of display screen equipment,
- Manual handling operations,
- Asbestos and legionella,
- Working at heights,
- Noise,
- Educational visits,
- Accident/ incident reporting,
- Anti-violence,
- Building maintenance,
- Cleaning and housekeeping,
- Control of contractors,
- Critical incident/ emergency planning,
- DBS checks
- Site security and visitors,
- Portable appliance testing,
- Risk management.

IV. In addition there are vital areas such as road safety, science, design and technology and sport. In each of which there can be a higher degree of risk and in which the school's policies will have regard to guidance issued by the Welsh Assembly or equivalent bodies.

Headteacher's Signature

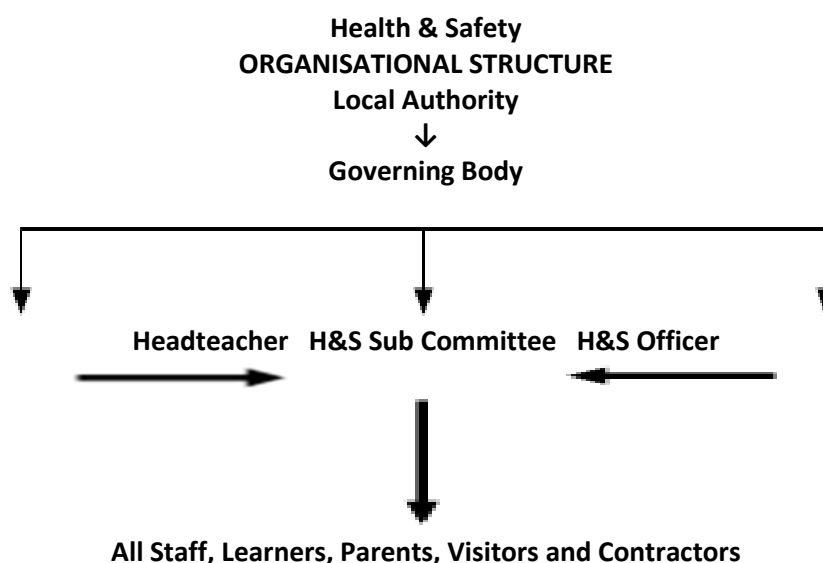
Date:

*S. Richardson*

19.09.24

## 2. Organisation

This section of the policy defines the positions and duties of those within the school that have responsibility for health and safety. The Headteacher has overall responsibility to the governors for the management of the school.



#### **The Governing Body.**

The Education Reform Act 1988 gives governing bodies important powers and duties in controlling school premises managing schools including the health, safety and welfare responsibilities towards employees, learners and visitors.

In particular the governors are responsible for ensuring a Health and Safety Management System is in place within the school. Such a system will ensure:

- A clear written policy statement is created.
- That responsibility for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training in order to ensure competence.
- That information is displayed throughout the school confirming who has responsibility for health, safety and welfare.
- The involvement of everyone in making the policy work.
- That personnel have sufficient experience, knowledge and training to perform the task required of them.
- The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measure.
- That everyone has sufficient information about the risks they run and the preventable measure they should take to minimize the risks.
- The visible demonstration within the school and the development of a positive attitude to health and safety amongst staff and learners.
- Health and safety performance is measured by the use of inspections, checks and the recording of accidents.
- That a review of the School's Health and Safety Policy and performance takes place annually and action on the reviews findings, including amending the school policy, if necessary takes place.

#### **The Headteacher is responsible for:**

- Being the focal point for reference on health, safety and welfare matters and give advice or indicate source of advice.
- Co-ordinating the implementation of the governor's health, safety and welfare procedures of the school.
- Making clear any duties in respect of health, safety which are delegated to members of staff.
- Putting in place procedures to monitor the health and safety performance of the school.
- Ensuring regular health and safety audits and fire risk assessments are carried out in conjunction with the Health and Safety Co-Ordinator.
- Monitoring the effectiveness of health and safety procedures.
- Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- Ensure all accidents are investigated and any remedial actions required are taken or requested.
- Review from time to time (e.g. annually)
  - The emergency procedures,
  - The provision of first aid in the school,
  - The risk assessments.
- Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Ensure that all the equipment used in school is adequately maintained and inspected in accordance with the 'Provision and use of Work Equipment' guidance and procedures contained in the departmental Health and Safety Manual.
- Provision of advice to those directly in charge of other areas such as science, technology, art, design and PE, in conjunction with the Health and Safety Coordinator.

**The School's Health and Safety Coordinator is responsible for:**

- Coordinating and managing the annual risk audit process for the school
- Ensuring the general workplace monitoring inspections are carried out.
- Monitoring the provision for the inspection and maintenance of work equipment throughout the school.
- Ensuring adequate records of the above processes are kept on the school premises.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, learners and visitors.
- Report to the Governing Body termly on the health and safety performance of the school.
- Maintaining continuing observations throughout the establishment and make relevant comment to the Headteacher, Head of Department or member of staff as appropriate, if any unsatisfactory situation is observed or reported to them.
- Monitoring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Strategic oversight of school safety policies.
- Site security and workplace safety for staff, learners and visitors with Site Manager.
- Regular updating of all health and safety policies in conjunction with the Headteacher and ensuring staff are made aware of these.

- To act as the point of contact between the school, LA and other external parties.

**Leadership Team, Directors of Learning, Heads of Year, Subject Coordinators and Managers are responsible for:**

- Having a general responsibility for the application of the school's Health and Safety Policy to their own department or work areas and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, and sharp tools).
- Identifying and controlling hazards within their areas of responsibility.
- Resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Health and Safety Coordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the department.
- Ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference.
- Being aware of any specific legislation and official guidance relevant to the department and ensuring it is complied with.
- Ensuring all staff under their direction are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Ensure, so far as is reasonable practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own health and safety.
- Monitoring of safe practice by all who use the department.
- Manual handling safety.
- Distribution of and ensuring departmental staff members' understanding of COSHH assessments.
- Examination of departmental premises and arranging the testing of departmental equipment — including grounds and machinery.
- Assessing and endeavoring to have meet their own training needs and those of their staff with regards to health and safety.
- Investigate any accident which occur within their sphere of responsibility.
- Ensuring that health and safety is a standing item on departmental meeting agendas.

**Class Teachers are responsible for:**

- Knowing the emergency procedure in respect of fire and first aid and the special safety measures to be adopted in his/her teaching areas and to ensure they are applied.
- Exercising effective supervision of learners and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Giving clear instructions and warnings as often as necessary.
- Ensuring that learners' coats and bags are safely stowed away.
- Ensuring the use of protective clothing and guards where necessary.
- Integrating all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.

- Avoiding the introduction of personal items of equipment (electrical or mechanical) into the school without prior authorization.
- Following safe-working procedures personally.
- Liaising with the EVC when organizing educational visits and follow set procedures
- Inspecting electrical items/machinery before use.
- Reporting any defects to equipment, furniture and fabric of room.
- Reporting all accidents, defects and dangerous occurrences to the Headteacher, their line manager or the Health & Safety Co-ordinator.

If for any reason a teacher considers he/ she cannot accept this responsibility he/ she should discuss the matter with the Curriculum Leader or Headteacher before allowing work to take place.

**Educational Visits Coordinator (EVC) is responsible for:**

- The management of staff in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site.
- Developing expertise in the field and being aware of current legislation and regulation.
- Advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas.
- Administration of the EVOLVE online visit planning system.

**First Aiders are responsible for:**

- All reporting of RIDDOR accidents to the Health and Safety Coordinator.
- Provision of on-site medical support: assessment and treatment or referral of illness and injury.
- Provision and regular checking and restocking of first aid boxes.
- Ensuring first aid trained staff renew their certificates in the required timescales.

**Notwithstanding any specific responsibilities which may have been delegated to them All employees must:**

- Identify hazards and report them promptly to the Health and Safety Coordinator or Site Manager.
- Report to their line manager equipment defects and to report where maintenance or repair is necessary.
- Observe all instructions on health and safety issued by the governors, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Take heed of any instructions and/ training received on the use of equipment, machinery and dangerous substances or safety devices.
- Use and maintain correctly, in accordance with any instruction and/ or training received all personal protective equipment issued. Avoid all possible risks in working practice, considering the safety of themselves and others.
- Ensure safe health and safety practice at any school event.
- Report promptly any accidents using the procedures outlined in the Reporting of Accidents & Incidents Policy.
- Be familiar with this policy, with fire precautions and evacuation procedures and with other safety rules or emergency arrangements applicable to them.

- Wear any PPE provided and ensuring the regular maintenance thereof. **Failure not to wear allocated PPE could lead to disciplinary action.**
- Not interfere with or misuse anything provided for health, safety or welfare purposes.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Exercise good standards of housekeeping and cleanliness.
- Behave in a manner at all time so as not to put themselves or others at risk.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific health, safety and welfare must satisfy themselves that those responsible as appropriate are re-assigned in their absence. Such re-assignment must be approved by the employee's immediate line manager.

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

**Nominated person in charge of public performances and “out of hours” events:**

- The nominated person for each event must presume responsibility for informing staff and all visitors to the school of the relevant emergency procedures and practices.

**Learners are expected to:**

- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Observe the safety rules of the school and in particular the instructions of staff given in emergency.
- Use and not willfully misuse, neglect or interfere with things provided for safety.

**Visitors and other users of the premises**

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self- help schemes should be made aware of the health and safety policy applicable to them by the staff member they are visiting.

**3. Procedures and Arrangements**

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent.

Any reference in ***bold italics*** refers to a policy document or school guidance document listed in full in [staff docs - Policies](#).

**The following is a list of arrangements for implementing this Health and Safety Policy. However, it is not exhaustive and sensible additions may be necessary from time to time.**

### **Accident / Incident / Near Miss Reporting**

All accident/incident/near miss/dangerous occurrence and occupational diseases involving an employee, learner or visitor arising out of the activities carried on within school premises or on trips must be reported and recorded. It is the responsibility of the injured person to report the accident and to complete the official Accident/Incident form found in the First Aid room.

### **Anti Violence**

All incidents of verbal and physical violence towards all staff will be reported on the school's Accident/Incident forms.

### **Asbestos**

The asbestos register is held by the Site Manager. The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are given access to the register and areas affected identified.

The Register must be updated immediately if any changes are identified. An annual inspection will be carried out by the Site Manager.

### **Boundaries / Grounds**

Boundaries will be maintained in a reasonable and safe manner in order to ensure the safety of learners. It is expected that all members of staff will notify and report defects within the school. Site Manager/Caretaker are responsible for ensuring that the buildings and grounds provide a safe and healthy environment for the staff and learners and to maintain a clean and tidy building/grounds and carry out repairs as necessary.

### **Building Maintenance**

The school buildings will be maintained in a condition which is without risks to health and safety. The school will ensure that regular inspections of premises including walls and fences are carried out. Matters such as spillages/wet floors/trailing cables etc must be identified and rectified. General building maintenance is carried out by the Site Manager and Caretaker. Where required external specialists/consultants will be used.

### **Chemical Spills**

All Science teachers and technicians should follow guidance in their departmental handbook. Any chemical spills must be reported as a near miss using Accident/Incident form.

### **Cleaning**

The school cleaning is carried out by school employed cleaning staff.

However, all staff are expected to keep their areas in a clean and tidy manner adopting sound housekeeping practices.

### **Control of Contractors**

All contractors must report to the Site Manager where they will be asked to sign in using the Inventory system. All external contractors must sign the 'Permit to Work' form. The Site Manager is responsible for monitoring areas where the contractors' work may directly affect staff and learners and ensuring that the appropriate precautions are taken to ensure the safety of staff and learners whilst work is carried out and for keeping records of all contractor work.

### **Critical Incidents / Emergency Plan**

The Emergency Plan sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of learners and staff. The school will work with Flintshire County Council and follow the guidance in the **'Critical Incidents Emergency Procedures'** policy.

### **Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by Directors of Learning in liaison with departmental members.

### **Science:**

The school will be a full member of CLEAPPS, where good practices, risk assessments and COSHH information can be found. Equipment and materials must be stored correctly in such places where risk from contact is minimal. All substances which are handled, stored, used or disposed of in school will be assessed under COSHH Regulations 2002. The Science Technician will make weekly visual checks of fume cupboards and equipment to ensure that they are operating satisfactorily, and any defects will be reported to the Director of Learning.

### **Physical Education:**

PE staff will produce a Physical Education Handbook which will have a range of risk assessment for activities. Visual inspections will be made on the equipment before use and the equipment will be inspected and documented by the Director of Learning half termly. An outside specialist contractor will carry out an inspection annually.

### **Design Technology / Machinery:**

The term machinery encompasses all workshop equipment e.g. hand tools etc. All machinery will be checked on a regular basis and basic maintenance will be carried out by the D&T Technician. The operators should make a close visual inspection of portable electrical equipment before being used. If faults are noted during operation of machinery, they should be recorded and reported. No machinery must be used when it is known that it does not comply with health and safety legislation or approved standards. Machine guards must be kept in place and used by all operators. Failure to use guards can result in an accident and may render the operator liable to disciplinary action by the employer, Health and Safety Executive, or prosecution under the Health and Safety at Work Act 1974. Only persons authorised, and who have been trained to use machinery are allowed to do so.

Historically the Woodworking Machines Regulations 1974 were in place to cover the specific safety issues relevant to this type of machinery. The Provision and Use of Work Equipment Regulations (PUWER) were first introduced in 1992 and the majority of the 1974 regulations were revoked at this time. The PUWER was revised in 1998; the 1974 regulations were completely revoked and additional guidance, the Safe Use of Woodworking Machinery Approved Code of Practice was published in order to advise employers on how to comply with the requirements of PUWER in relation to this type of machinery. This includes Regulation 15 concerning Stop Controls.

All emergency stops must be clearly marked and kept clear of obstructions. Floor areas around machinery must also be kept clear and free from debris. It is imperative that such equipment is inspected periodically by staff to ensure that good standards of maintenance prevail. The D&T Technician will keep a log of all equipment that is PAT tested.

### **Disclosure and Barring Service (DBS) Checks**

The school will ensure all employees and where applicable volunteers are subjected to an enhanced disclosure to ensure individuals are not recorded on the DBS's list.

It will comply with DBS's safeguarding responsibilities to take action when necessary to remove or bar unsuitable and sometimes dangerous individuals from the school. The school will also when necessary fulfil its duty to share information with DBS on individuals who pose a threat to children in order for them to be identified.

### **Display Screen Equipment**

VDU workstations should comply with the Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002. Following assessment, workstations which need improvements will be brought up to standard as soon as possible. Employees who use DSE as a significant part of their work are deemed to be users and may be entitled to an eyesight test free of charge as a result of completing a DSE workstation checklist. Some factors to be considered are:

- Floor surface
- Type of desk
- Working space
- Ventilation
- Lighting (natural and artificial)
- Provision of electrical sockets to prevent trailing cables
- Location of computer and peripherals on work surface
- Type of chair

### **Electricity at Work**

The school will adopt the guidelines of the Electricity at Work Regulations 1989 (revised) and the Provision and Use of Work Equipment Regulations 1998.

Before any item of electrical equipment is used, the user should give it a visual inspection to ensure that there are no obvious defects. Defects should be reported and the item taken out of service.

### **Educational Visits**

Any educational visit will be organised in accordance with the ***Educational Visits Policy***.

All visits will be subject to satisfactory planning and adequate risk assessments. Visits can only be taken with the Headteacher's full approval using the Evolve online system. Staff can take a school mobile phone on visits which may be used to contact the school, emergency services etc. It should not be used for private calls. Staff must not give their personal mobile number to learners.

### **Emergency Procedures**

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the School.

### **Equipment Maintenance - Curriculum**

Directors of Learning are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented.

Maintenance is carried out by external specialists, in accordance with regulatory requirements under for example Provision and Use of Work Equipment Regulations 1998 and records maintained by the department.

### **Fire and Evacuation**

The school will ensure a Fire Safety Risk Assessment has been carried out by a competent person in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Any resulting comments form part of an action plan, and an interim audit is carried out every year to monitor progress.

A full fire alarm is fitted in school. The main priority in case of fire is to evacuate the building as soon as possible and call the emergency services. The school is provided with firefighting equipment, which may be used in the initial stages of a fire. The equipment will be inspected annually. There will be termly checks of fire exits, firefighting equipment and exit signs. A fire drill will take place once per term.

Fire safety practice and guidance are documented in ***Evacuation Procedures***. Fire evacuation procedures are placed in prominent positions in all classrooms.

### **First Aid**

First Aid practice and guidance are documented in ***First Aid Policy and Procedures***.

A 'First Aid Site Needs Assessment' will be reviewed annually.

### **Good Housekeeping**

The school premises will be kept in a condition, which is safe, and without risks to health. An essential part of this commitment is the provision of daily cleaning and refuse disposal.

However, all staff and learners within the school must take reasonable care to ensure that their work places are kept as clean and tidy as possible. Rubbish bins must be used for litter, and special items of waste such as broken glass or needles must be disposed of safely.

Practical areas in Technology and Science must be kept in as tidy condition as possible. Accumulation of woodchips and sawdust must not be allowed. Chemicals in laboratories must be disposed of in accordance with the guidance given in the CLEAPSS disposal recommendations.

### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately evacuate the building.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent call the Site Manager and Health and Safety Coordinator.

Gas used in school kitchens, laboratories and food technology areas are fitted with an emergency shut-off valve, which is readily accessible and easily operated. Gas isolation should be clearly signed.

### **Handling of Cash**

A risk assessment will be carried out by the Business Manager on the handling of cash and transporting cash to a bank and to take appropriate control measures.

### **Hazardous Substances**

Departmental risk assessments will identify hazardous substances and the appropriate control measures required for their safe management. All hazardous substances should be listed and labelled. All cleaning materials will be kept under locked storage.

### **Heating and Ventilation**

All workplaces in school will be provided with adequate heating and ventilation, as far as reasonably practicable. Normally, heating is provided by the central heating system, but

occasionally, it may be necessary to supplement this with portable heaters. An approved type of heater is available from the Site Manager/Caretaker.

A minimum temperature of 16 deg C should be maintained after the first hour from the starting time of school. During warmer weather, the temperature should be kept below 30 deg C so far as is reasonably practicable. All through the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control.

#### **Inspection and Testing of Plant and Equipment - Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. boilers, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through the Site Manager and in compliance with Lifting Operations and Lifting Equipment Regulations 1998 and Provision and Use of Work Equipment Regulations 1998. A full register of all relevant items and associated testing records is available in the Business Manager's office.

#### **Ladders and Access Equipment**

The Site Manager is responsible for the inspection and maintenance of ladders and other access equipment in accordance with The Work at Height Regulations 2005 (as amended).

#### **Legionella**

The school will ensure the water system, air conditioning and shower heads are subject to an annual cleaning and disinfection to prevent growth of bacterium. The hot water boiler will also be set at 60 deg C, which is the recommended temperature at which the bacterium cannot survive. Weekly checks on the water temperature will be recorded.

#### **Letting**

The school will ensure that the premises are safe for out of school hour lettings. The fire escape routes and exits will be clearly marked for the benefit of the unfamiliar visitors of the building, particularly during the hours of darkness.

#### **Lone Working**

The school recognises that there are situations when staff may be working alone e.g. Caretakers. A risk assessment will be made of the circumstances and if necessary controls shall be put in to place.

#### **Maternity**

Using the generic Maternity Risk Assessment as a starting point - a risk assessment will be carried out by the Business Manager. This encourages reference to the specific needs of the individual member of staff, taking into consideration departmental factors that may increase the risk of harm to mother and baby. Statutory rights will be observed.

#### **Manual Handling**

No person shall undertake any manual handling operations, which may cause risk of injury. Manual handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving loads. Where possible, the need for manual handling should be eliminated, but where this is not practicable the use of mechanical manual handling aids will be considered. Where manual handling cannot be avoided, an assessment should be made of each manual handling

operation to establish the degree of risk involved. Training will be provided for all relevant personnel in manual handling.

### **Noise**

The school is committed to reducing the risk of noise-induced hearing damage to the lowest level reasonably practicable. The main area of noise in the school are:

- Technology Workshop, especially where machinery is being used
- School Kitchen
- Sports Hall/Gym

If necessary, consultants will be engaged to measure noise levels where there is a likelihood of exposure. The Control of Noise at Work Regulations 2006 specifies the first action of daily exposure of 80db (A). If this level is exceeded the school will;

- Inform, instruct and train employees on hearing risks
- Supply hearing protection to those employees requesting it
- Ensure that any equipment or arrangements provided under the regulations are correctly used or implemented.

If the level of noise exceeds the second action level 85dB (A), the school will also;

- Reduce and control exposure to noise by means other than hearing protection
- Establish hearing protection zones, marked by;
- Notices and ensure that anybody entering the zone is wearing hearing protection
- Supply hearing protection and ensure that it is worn.

### **Occupational Health**

The school seeks advice on occupational health matters from Llwynegrin Hall, Mold.

### **Pests and Vermin**

The Site Manager/Caretaker will control pests and vermin and when necessary the school will seek advice from a specialist.

### **Portable Electrical Appliance Testing (PAT)**

Inspection and testing of portable electrical appliances is carried out across the school by a fully trained in-house technician under the direction of the Business Manager. Full records are maintained with all tested pieces given an inspection label.

### **Protective Clothing**

Protective clothing will be provided for all persons who are exposed to risks, which cannot adequately be controlled by engineering or other means i.e. protective clothing is regarded as a 'last resort' against risks to health and safety. Protective clothing will be adequate for the risk, taking account the ergonomic requirements and will not lead to an increased risk through its use.

All protective clothing has a limited life and will therefore be replaced as necessary. The condition of such protective clothing will be for the user to monitor, any defects must be reported immediately. Provision of protective clothing will comply with the requirements of The Personal Protective Equipment at Work Regulations 1992. **Failure not to use PPE that has been identified as a requirement could lead to disciplinary action.**

All protective clothing will be provided free of charge. All persons issued with protective clothing must ensure that it is used correctly and return it to the storage area following use. In laboratories and workshops, technicians are responsible for ensuring that particular equipment is available and is stored correctly.

### **Restaurant / Kitchen**

The school Restaurant/Kitchen is outsourced to Newydd Catering. All small and plant equipment remain the responsibility of the school who will ensure appropriate PAT and gas inspections are undertaken.

### **Risk Management**

Risk Assessments are a legal requirement under The Health & Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

Generic Risk Assessments are prepared by the Health and Safety Coordinator.

These generic documents address safety issues with regards to:

- School Site
- Classrooms
- Offices
- Educational Visits

### **Supervision of Learners**

Arrangements for supervision of learners are detailed in the staff handbook.

Biometric thumb impression system is used by staff and pupils.

### **Security and Visitors**

During term time, access to all buildings is either operated under Reception/School Office supervision or by Inventory visitor management system.

All visitors must report to Main Reception where they will be asked to sign in using the Inventory system. All visitors are expected to behave reasonably and follow the procedures regarding security, fire precaution and no smoking. Visitors are expected to co-operate and ensure that their presence does not have an adverse effect upon the health, safety or welfare of staff or learners.

During the holiday periods ALL people accessing school are asked to sign in at main foyer.

All building contractors come under the supervision of the Site Manager. The school has CCTV installed.

### **Smoking**

The school is 'No Smoking' site and is enforced by law.

### **Stairs and Corridors**

All stairs and corridors must be kept free from obstructions and litter at all times. Stairs and corridors will be maintained in the condition, which is safe, and without risks to health, including cleaning on a regular basis. Where defects are apparent, they should be reported to the Site Manager who will arrange remedial action as necessary.

### **Vehicles on Site / Parking**

The school prohibits the movement of delivery vehicles at the start of the day, break and lunch times and at the end of the day. All drivers are expected to exercise at least the same degree of care required by the Highway Code. There is limited visitor parking available at the school. Designated disabled parking places are available. Cars are parked at owners own risk.

### **Work Experience**

The school will ensure that adequate arrangements are made for learners on work experience and will work closely with Careers Wales to ensure that all necessary insurance and vetting is carried out.

