

# **Ysgol Gynradd Herbert Thompson**

## **Herbert Thompson Primary School**



## **Health and Safety Policy**

### **February 2019**

## INTRODUCTION

Under the Health and Safety at Work Act etc 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 health and safety. This school policy will be communicated to all staff and automatically issued to new staff as part of their induction process. It will be reviewed annually so that remains current.

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities and the procedures in maintaining a healthy and safe environment.

## PART ONE: STATEMENT OF INTENT

The Governing Body of Herbert Thompson Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its 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 all members of staff and a reference copy is kept in the Headteacher's office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements:

- Cardiff County General Statement of Health and Safety at Work Policy ;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement.

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the School Shared Area.

Chair of Governors

Headteacher:

Date:

Date:

## PART 2: ORGANISATION

As the employer, the Authority has overall responsibility for Health and Safety 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 are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

### Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety 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 health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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 and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

*The Head Teacher may choose to delegate certain tasks to other members of staff. It must be clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment. A summary of delegated responsibilities can be seen in Appendix 1.*

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

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety 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 members of staff referred to them, and inform the Head Teacher or nominated contact 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 health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

## Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- 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 health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents 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 health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- 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 health and safety concerns immediately to their supervisor..

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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 safety or health reasons

### PART THREE: ARRANGEMENTS AND PROCEDURES

The following arrangements detail how the School will implement its Health and Safety Policy and also the Policy of the Education Service and should be read in conjunction with the Council and Education Service Policies.

| Specific health and safety arrangements   | Responsibility   | Action/Arrangements   |
|---|--|---|
| <b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.  | Headteacher<br>Deputy Headteacher<br>ALNCo                           | Generic risk assessments are available on the CIS system.<br><br>Completed risk assessments are shared with relevant staff.                                   |
| Risk assessments are reviewed regularly/ following significant change.  | Headteacher<br>Deputy Headteacher<br>ALNCo                           | Risk assessments are reviewed at least every two years.   |
| Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.        | Headteacher<br>Deputy Headteacher<br>Senior Administrator            | Completed as required.  |
| <b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding. | Headteacher  | Pregnant worker risk assessments are available under the Health and Safety SLA.<br><br>Council Code of Guidance available – New and Expectant Mothers at work |
| <b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite                       | EVC Co-ordinator<br><br><i>Overseen by:</i><br>Headteacher for final | Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC electronically who will review            |

| Specific health and safety arrangements  | Responsibility   | Action/Arrangements  |
|--|--|--|
| visits.  | approval   | the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.  |
| The Authority's Offsite Visits Advisor must be notified of all level 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. | EVC Co-ordinator<br><br><i>Overseen by:</i><br>Headteacher for final | Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc will be attached electronically as required  |
| <b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.   |  | Insert detail of the inspections and appropriate frequency e.g.<br><br>General site inspection: termly<br><br>Visual inspection of play equipment: termly<br><br>Visual inspection of chairs and furniture: Annually |
| Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.  |  |  |
| A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection termly.   | Health and Safety Governor.  | Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc   |
| A nominated Governor will be responsible for monitoring management systems.  |  |  |
| <b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school   |  | Insert location  |



| Specific health and safety arrangements   | Responsibility | Action/Arrangements  |
|---|----------------|--|
| <b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees   |                | Insert details on how induction training is arranged and delivered.                              |
| <b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.  |                | Insert details of how training records are maintained.   |
| <b>Programme of health and safety training</b> All employees are provided with: <ul style="list-style-type: none"> <li>• induction training</li> <li>• update training in response to any significant change;</li> <li>• training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where required</li> </ul> |                | Insert details on how training needs are identified and how the training programme is delivered. |
| <b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.   |                |  |
| Fire drills are undertaken termly and a record kept in the fire log book.   |                |  |
| 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.   |                |  |
| The safe evacuation of persons is an absolute priority. Staff must only   |                |  |



| Specific health and safety arrangements   | Responsibility                          | Action/Arrangements  |
|---|---|--|
| attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.  |   |  |
| 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.<br><br>Key staff are familiar with the location of service isolation points. |
| <b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.                              |   |  |
| <b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.   |   | Please see guidance in appendix 1 regarding statutory maintenance arrangements. If your school has opted out please insert these details.  |
| <b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements.   |   |  |
| <b>Control of Legionella:</b> 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. |   | Insert arrangements for the weekly flushing of little used outlets and the monthly temperature checks  |
| <b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout   | Insert names of first aid trained staff | Insert locations and level of qualification e.g. First aid at work, emergency first aid  |

| Specific health and safety arrangements   | Responsibility | Action/Arrangements   |
|---|----------------|---|
| the school.   |                | or paediatric first aid   |
| Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.  |                | Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.  |
| <b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.  |                | Parents/Guardians are invited to site to assess their child's injury.<br><br>In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)   |
| <b>Transport to hospital:</b> 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.<br><br><b>Administration of medication:</b> 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. |                | Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief<br><br>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school. |
| <b>Medical Care Plans:</b> Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.  |                | Where required staff are trained in accordance with the Medical Care Plan.<br><br>Medical care plans are reviewed annually  |

| Specific health and safety arrangements   | Responsibility | Action/Arrangements   |
|---|----------------|---|
|   |                | Pupil assessments are completed under the Health and Safety SLA where appropriate.  |
| <b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.   |                |   |
| <b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.   |                | Insert arrangements   |
| Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.  |                | Insert arrangements   |
| <b>RIDDOR reporting:</b> 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>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>   |
| <b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.  |                | <p><b>Low Level</b> investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p><b>Medium</b> level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the</p> |

| Specific health and safety arrangements  | Responsibility | Action/Arrangements  |
|--|----------------|--|
| <b>Investigating accidents and incidents:</b>  |                | <p>management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p><b>High Level/Reportable Incidents:</b><br/>School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p> |
| <b>Violence at work – Employee protection:</b> All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team. |                | Insert arrangements  |
| 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.   |                | <p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>   |
| <p><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book</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</p>   |

| Specific health and safety arrangements   | Responsibility | Action/Arrangements   |
|---|----------------|---|
| <p>are made available to all contractors.</p> <p><b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>   |                | <p>affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>Insert location of survey and log book.</p> <p>Insert arrangements</p> |
| <p><b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>  |                | <p>All contractors view the survey and sign the logbook before undertaking work.</p>  |
| <p><b>Asbestos condition monitoring:</b> School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p> |                | <p>Insert arrangements:</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>  |
| <p><b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.</p>  |                | <p>Any damage or deterioration is reported to INSERT NAME who will contact:</p> <p>The Council Asbestos Team – 029 2087 3467</p>  |
| <p><b>Unauthorised work:</b> 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.</p>              |                | <p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to INSERT NAME who will contact:</p> <p>The Council Asbestos Team – 029 2087 3467</p>                    |

| Specific health and safety arrangements  | Responsibility | Action/Arrangements   |
|--|----------------|---|
| <p><b>Managing contractors:</b> The school will adhere to the Authority's policy and guidance.</p> <p><b>Technical expertise:</b> Where appropriate works are arranged through a technical department</p>  |                |   |
| <p><b>Contractors and visitors on site:</b><br/>All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p> |                | <p>All contractors must report to Insert location</p> <p>Insert specific arrangements relating to visitors badges etc.</p> <p>Detail how information is provided to contractors and visitors e.g. notice with signing in book/details on back of visitors pass etc.</p> |
| <p><b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>  |                | <p>These are managed by <b>insert name / position</b> who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>                                |
| <p><b>Contractor selection and vetting:</b></p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>   |                | <p>Where possible school will uses Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used insert name / position / insert agents name will undertake appropriate competency checks prior to</p>                    |

| Specific health and safety arrangements   | Responsibility            | Action/Arrangements   |
|---|---------------------------|---|
|   |                           | engaging a contractor   |
| <b>Contractor risk assessments and method statements:</b><br>Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.                   |                           | Risk assessments and method statements are discussed prior to work commencing.  |
| <b>Ground maintenance and cleaning contracts:</b> The school have opted in to the contracts operated by the Authority.  |                           |   |
| <b>Ground maintenance and cleaning contracts:</b> The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.  | Insert contractor details | Insert contractor details.  |
| <b>Lone Working:</b> 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.   |                           | Insert arrangements for lone worker including how staff obtain approval to lone work, precautions, control measures etc |
| <b>Work involving potentially significant risks:</b> 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. |                           | Detail any tasks that should not be completed whilst working alone and those affected.                                  |
| <b>Working at height:</b> All working at height should be risk assessed and appropriate controls  |                           | This mainly affects the caretaker insert arrangements for completing an   |



| Specific health and safety arrangements   | Responsibility | Action/Arrangements  |
|---|----------------|--|
| introduced.   |                | assessment   |
| <b>Play equipment;</b><br>All play equipment is maintained in safe condition.<br><br>All equipment is periodically inspected  |                | The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and <INSERT NAME> will conduct a formal termly inspection of the equipment.<br><br>PE Equipment annual inspection is completed by <INSERT CONTRACTOR DETAILS><br><br>It is recommended that play equipment is inspected annually |
| <b>Hazardous substances:</b> Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed  |                | Consider the types off hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.<br>< Insert arrangements for completing COSHH assessment>   |
| <b>Inanimate manual handling:</b><br>Manual handling operations are risk assessed and staff has received appropriate information instruction and training.  |                | Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.   |
| <b>Paediatric manual handling:</b><br>Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed. |                | Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.  |

| Specific health and safety arrangements  | Responsibility   | Action/Arrangements   |
|--|--|---|
| <b>Working with computers:</b> The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.   |  | Insert arrangements for workstation/DSE assessments.<br><br>DSE assessments are available under the Health and Safety SLA   |
| <b>Vehicles:</b> The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.   |  | Insert local arrangements; If vehicles are allowed on site detail arrangements for start and end of school day, visitor access and accepting deliveries.  |
| <b>Minibuses:</b> The school maintain and operate a minibus.<br><br>Only authorised nominated divers are permitted to operate the minibus  | Insert details of who maintains/checks the minibus<br><br>Insert details of authorised nominated drivers | Detail arrangements for maintaining minibus<br><br>Detail arrangements for checking if staff are licensed to drive a minibus and assessing competency.<br><br>Detail how appropriate insurance is arranged. |
| <b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.<br><br>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being. |  | Insert local arrangements<br><br>LA Schools have access to CAREFIRST  |
| <b>Shared use of premises/ hiring rooms to third parties.</b>  | Insert named contact   | Insert local arrangements detail restrictions etc   |

| Specific health and safety arrangements   | Responsibility       | Action/Arrangements  |
|---|----------------------|--|
| Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.  |                      |  |
| <b>Review of health and safety policy:</b><br>It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years. | Insert named contact | The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change. |

## Emergency Procedures

| Type of emergency procedure | Location(s) of procedure / guidance within School           |
|-----------------------------|---|
| Bomb Alert                  | Activate the fire alarm. Evacuate as with a fire alarm then |

|                                      |   |
|--------------------------------------|---|
|                                      | relocate the pupils onto the MUGA.  |
| Gas Leak                             | Inform the school office. Call the school Caretaker to assess. Call DSU. In an emergency ring 0800111999 and evacuate as with a fire. |
| Electrical Fault                     | In an emergency call 0800 0580400   |
| Water Leak                           | Isolate the leak. Evacuate.   |
| Storm / Flood / Weather Damage       | Council Emergency   |
| Persons Threatening Violence on Site | All staff know the key word 'Cynthia'. 'Call Cynthia' means call 999.   |
| Dangerous Animal(s) on Site          | Call RSPCA.   |

### Location of Isolation Points / Maintenance / Inspection of Equipment

| SERVICE     | TEL / CONTACT | LOCATION OF ISOLATION POINT / DETAILS |
|-------------|---------------|---------------------------------------|
| Water       |               | Pavement at the front of the school   |
| Electricity | 08000520400   | Plant Room Ground Floor               |
| Gas         | 0800111999    | Green box next to the main gate       |

The following equipment is inspected. Please note that this list is not exhaustive and additional equipment should be added as appropriate.

| Equipment:-                    | Inspected By       | Date of last inspection at time of issue of Policy | Frequency of inspections | Where records are kept: |
|--------------------------------|--------------------|--|--------------------------|-------------------------|
| Lifts                          | OHS                | 14/1/14  | Quarterly                | H+S File                |
| Roller Shutters                | Door Maintenance   | 12.12.14   | Annually                 | H+S File                |
| PE and gymnasium equipment     | Gymnasium Services | 3/9/13   | Annually                 | H+S File                |
| Ladders / step ladders / tower | Caretaker          |  |                          | H+S File                |

|                                    |                              |            |           |          |
|------------------------------------|------------------------------|------------|-----------|----------|
| scaffolds / other access equipment |                              |            |           |          |
| Stage lighting                     | Caretaker                    |            |           | H+S File |
| Outdoor play equipment             | PE Teacher<br>External       |            | Annually  | H+S File |
| Fire extinguishers                 | Tremorfa                     | Sept 2014  | Annually  | H+S File |
| Fire alarm systems                 | Tremorfa                     | Feb 2015   | 6 monthly | H+S File |
| Emergency lighting                 | Tremorfa                     | Feb 2015   | 6 monthly | H+S File |
| Intruder alarm systems             | Sonic                        | May 2015   | Annually  | H+S File |
| Premises CCTV                      | Sonic                        | May 2015   | Annually  | H+S File |
| Fixed electrical installations     | Kier                         | 2012       | 3 Years   | H+S File |
| Portable electrical appliances     | Kier                         | March 2013 | Annually  | H+S File |
| Air conditioning systems           | Pole to Pole climate control | April 2014 | Quarterly | H+S File |
| High Voltage Switchgear Testing    | Kier                         |            | 5 years   | H+S File |

### Useful Contacts / Location of Isolation points

| SERVICE     | TEL / CONTACT | LOCATION OF ISOLATION POINT / DETAILS |
|-------------|---------------|---------------------------------------|
| Water       |               | Pavement at the front of the school   |
| Electricity | 08000520400   | Plant Room Ground Floor               |
| Gas         | 0800111999    | Green box next to the main gate       |

### Health and Safety Action Plan

The Head Teacher will develop and maintain a Health and Safety Action Plan for the school together with the LA Health and Safety Officer.

The Plan will be submitted to the Governing Body for approval annually. It will be reported to the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the Plan will be reported to the next appropriate meeting of the Governing Body. The plan is to be kept in the Health and Safety File in the Head Teachers office.

| Date | Review Date | Coordinator | Nominated Governor |
|------|-------------|-------------|--------------------|
|      |             |             |                    |

|              |  |       |  |
|--------------|--|-------|--|
| Headteacher: |  | Date: |  |
| Governor:    |  | Date: |  |

## APPENDIX 1

### DELEGATED RESPONSIBILITIES

#### HEALTH AND SAFETY COMMITTEE

| Roles                | Responsibility   |
|----------------------|--|
| Headteacher          | Overall responsibility for the day to day management of health and safety  |
| Caretaker            | Completing jobs on RAMIS<br>Contacting relevant contractors<br>Contractors – Health and Safety procedures and files (including asbestos)<br>Completing permits to work<br>Fire drills and tests<br>Building Security<br>Repairs and Maintenance<br>Statutory inspections – e.g. asbestos Hazardous substance risk assessment |
| Lead Teacher         | Educational Visits   |
| Senior Administrator | RAMIS – Logging jobs and uploaded relevant paperwork<br>Contractors – Health and Safety procedures and files (including asbestos)  |



|   |   |
|---|---|
|   | Completing permits to work<br>Emergency Procedures Coordinator<br>Induction for Supply Teachers<br>Visitors   |
| Administrator   | RAMIS – logging jobs<br>Contractors – Health and Safety procedures and files (including asbestos)<br>Completing permits to work<br>Maintaining Health and Safety File<br>Health and Safety induction for students<br>Letting/Club Leaders<br>Visitors |
| Lead Teacher<br>Health and Safety<br>Governor         | School walk around (at least termly)<br>Termly Monitoring<br>Risk Assessments<br>Communication with the Governing Body  |
| Deputy Headteacher                                    | Display Screen Equipment  |
| Designate Fire<br>Wardens                             | Key areas are checked for children and adults in the event of a fire alarm<br>Safe exit of pupils and staff through designated routes   |
| Learning Support<br>Assistant                         | First Aid   |
| Health and Safety<br>School Advisor (LA<br>appointed) | Advice regarding all matters health and safety  |