

# **GOWERTON SCHOOL**



## **HEALTH & SAFETY POLICY**

Reviewed: March 2021  
Next review: March 2022

## **Gowerton School Health and Safety Policy**

All heads of department have a responsibility to conduct an **annual** audit of Health & Safety for the rooms which their department use.

The governors have adopted the County guidelines and policy. The head is responsible for the health and safety policy and its implementation within the school.

The schools Health and Safety Representative is Mrs Sarah Hunt.

*The Health & Safety and School Site committee is made up of:*

Mr. N Jones

Mrs. S Hunt

Mr. M Saunders

Members of the Governing Body

**All** employees of the school have responsibilities in regards Health and Safety. They are responsible for their own Health and Safety and for the safety of others, areas, pupils and staff within their charge.

Employees also have a general responsibility to report to Mr. Nigel Jones, Mr. Marc Saunders and Mrs Sarah Hunt, anything they deem to be a Health and Safety Risk.

*The Heads of Science, Art, Physical Education and Technology areas* have a particular responsibility to draw up a Health and Safety policy for their areas.

Heads of Year and Form teachers are responsible for making sure Fire Notices are displayed prominently within their rooms.

Any room which is not used as a form base should be the responsibility of the appropriate Head of Department **and** the subject teacher who most often teaches in that room. If there is no notice present within rooms, Mrs Sarah Hunt **must** be informed.

Health and Safety at Work posters are displayed prominently throughout the school site (Staffrooms/Reception Areas).

The fire alarms/emergency lighting is tested weekly by our caretaking team. A different call point should be tested each week.

Fire Doors and means of escape **must** be left unblocked and unobstructed. Fire Doors should be maintained regularly. Stairwells **must not** be used for storage.

The maintenance of Fire Extinguishers is carried out by Fire Safety Direct.

**All accidents must be reported to the Schools Welfare Officer** and the official count forms completed. These are then submitted to the Health & Safety department in county. First aiders will record any treatment administered.

**The Schools Welfare Officer is responsible for the positioning and upkeep of all First Aid Boxes.** These are located in prominent positions throughout the site:

- Reception Areas
- Site Managers Office
- Medical Room
- All Science Laboratories
- All Technology Rooms
- Sports Areas
- Mini Buses

**In the event of an accident**, injured/sick persons should be taken to the medical room for examination by the welfare officer. If the Welfare Officer is unavailable, the office should be contacted immediately, who in turn will contact one of our qualified First Aiders. An updated list of our First Aiders is displayed within Staff Rooms/Reception Areas.

**Portable Appliance Testing**

It is particularly important that appropriate visual checks are carried out by the user of electrical equipment prior to use. Case/Plug/Leads etc. If the item is deemed to be faulty, DO NOT USE. Contact Mr Marc Saunders immediately.

A PAT Schedule is in place and items are on a rolling program for testing.

**Note GS.23.Elect.Safety in School**

Staff should always seek permission from the Headteacher to bring any privately owned equipment into school. Privately owned electrical equipment should only be used after it has been checked thoroughly by a competent person designated by the Headteacher. Electrical plugs should only be fitted by a competent person designated by the Headteacher. It is particularly important that the plugs are of good quality and, although they are normally supplied with a 13 amp, that the value of fuse appropriate to the equipment be fitted.

**Manual Handling**

All associate staff should have training in Manual Handling prior to commencing with any lifting tasks. Anyone who has not received the correct training should inform the Staff Development Officer, who will arrange this training.

Caretaking Staff have all received Manual handling Training, and have lifting devices/trolleys. If a job is deemed too difficult/heavy please contact the Caretakers or Mr M Saunders to assist.

Staff requiring advice regarding the Health and Safety Implications of a particular task/activity should discuss their issues with Mr M Saunders or Mrs S Hunt.

**Trips and Excursions**

NO trips should be undertaken without the necessary approval and documentation and reference to the School Travel Policy.

Centres should not be used unless qualifications of staff have been checked and found to be appropriate.

All activities/journeys must be Risk Assessed by the Member of Staff in charge of the trip. All information is entered onto the EVOLVE system by Mrs Y O'Sullivan for approval by county where required or by Headteacher for local visits.

All staff should be aware of, and use **"Risk Assessment"** procedures.

### **Mini Buses**

Only staff who are MIDAS qualified can drive the school mini buses. A list of staff trained is kept by Mrs S Hunt. A booking out procedure is in place, and reservations must be made through Mrs Y O'Sullivan.

### **Infectious diseases**

In the case of any infectious diseases evident within the school premises, the welfare officer/H&S Team should be informed immediately. Information will be provided to staff immediately (where necessary) and during the weekly staff briefing.

### **Fire Precautions**

Procedures regarding fire drill are clearly displayed in every classroom, workroom, study area, staffroom or wherever pupils and staff congregate for teaching purposes. Fire drills are held termly and observations recorded in the fire logbook.

### **Substances**

All teachers who need to use substances that may be hazardous to health will be trained in and aware of the COSHH regulations and will have taken all reasonable steps to implement them. All staff within these areas should familiarise themselves with the regulations and fully understand their implications.

### **Competent Person**

A competent person is defined as someone with "sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury during the course of the work, or as a result of the work".

### **Hazards**

Everyone holds responsibility for the identification of hazards. They should be reported immediately to the Headteacher who will be responsible for taking interim measures and for arranging remedial work.

### **Recommendations – Health and Safety Policy**

1. All staff are to note the levels of policy:  
  
Level 1 – County Policy  
Level 2 – Gowerton School Policy  
Level 3 – Departmental Policy (where applicable)
2. Health and Safety Committee to meet every term. Headteacher or appointed person from the Headship Team to chair this committee.
3. All staff should be made aware of procedures regarding safety and reporting of accidents, including temporary staff and student teachers.
4. All high risk areas should be fully equipped with first aid.  
  
Three Health & Safety Manuals to be made available via  
  
a) Headteacher      b) Business Manager      c) Site Manager
5. Copies of Gowerton School Health and Safety Policy to be available from:  
  
a) Headteacher    b) School Office    c) Staffroom    d) Sharepoint
6. All departments are responsible for devising and adhering to their own Health and Safety Policies.
7. All rooms to display fire drill regulation and first aid cards.
8. Designated first aiders have information displayed clearly outside rooms.
9. High risk subjects should have staff training in use of fire extinguisher.
11. The school has a working relationship with the Fire Service.

### **1. STATEMENT OF GENERAL POLICY**

1.1. The Governing Body working in conjunction with information, procedures and codes of practice as identified in the Health and Safety Manual level 1, Swansea City County is responsible for setting out the overall policy in so far as Gowerton School is concerned.

1.2. The planning and implementation of the policy is the direct responsibility of the Headteacher ensuring that Managers, Teachers and Supervisors at all levels and all employees fulfil their duties to cooperate 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 functions. This will be achieved by discussion through the schools/safety committee procedures.

1.4. It is the policy of the Governing Body to take all steps within their power to prevent personal injury, and health hazards to pupils, contractors and members of the general public from foreseeable risk.

1.5. The Governors recognise their responsibility under the Health and Safety at Work Act 1974 as far as is reasonably practicable and the best of their knowledge to:

- a) provide plant, equipment and systems of work which are safe and without risks to health.
- b) make arrangements for ensuring so far as it reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
- c) provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school and pupils / students to perform their work safely and efficiently.
- d) to promote the development and maintenance of sound safety, health and welfare practices.
- e) 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.
- f) 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/students.
- g) to ensure sufficient funds are available to provide as necessary protective clothing / equipment to all staff employed in the school or the safe use of machinery, equipment and substances.

- h) maintain a close interest in all health and safety matters in so far 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 Education 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 outside specialists/consultants support.

## **2. ORGANISATION**

2.1. The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the school budgets reflect the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

### **2.2. The Headteacher**

2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment.

2.2.2. The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Business Manager or the Site Manager.

2.2.3. The Headteacher must be aware of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts. Again this duty will be delegated to the Business Manager or the Site Manager. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

2.2.4. The Governors will require the Headteacher to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

2.2.5. The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

2.2.6. The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

2.2.7 The Headteacher or a member of the Headship Team will chair the school Health and Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

2.2.8 The Headteacher will seek advice when appropriate from outside agencies who are able to offer expert opinion.

2.2.9. The Headteacher shall have the right to stop what is considered unsafe practices, or the use of any plant tools, equipment, machinery etc., when equally it is considered to be unsafe.

2.2.10 The Headteacher shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools, and equipment which are the establishment's responsibility.

2.2.11 The Headteacher with the Health and Safety Committee shall review from time to time:

- a) the provision of First Aid in school.
- b) fire and evacuation

2.2.12 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.

2.2.13 The Headteacher will ensure that in all schemes of work for pupils/students, including work experience, arrangements are in place regarding the adequate information, instruction, training and for health and safety matters.

2.2.14 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and cooperate with them in the execution of their duties.

### 2.3. Business Manager/Site Manager

2.3.1 To be responsible for coordinating all contractual work and maintenance carried out on school premises. To liaise with Heads of Department/Faculty and to ensure safety procedures and policy agreements are adhered to.

2.3.2 To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

2.3.3 To ensure good communication exists within the school.

2.3.4 To be responsible for health and safety matters regarding "Grounds Maintenance Service Contract".

2.3.5 To be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).

2.3.6 To be responsible for emergency procedures and bomb warnings evacuation of school premises.

2.3.7 To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

2.3.8 To be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular monthly inspections are completed with defects reported accordingly.

#### 2.4. Head of Department/Subject

2.4.1 Heads of Department/Subject are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. Area Coordinators are similarly responsible and accountable in respect of areas that are designated “pastoral” areas as opposed to being “departmental” areas.

2.4.2 In the exercise of this responsibility Heads of Department/Subject must ensure that:

- a) all staff under their control receive instruction in their duties, regarding health and safety matters.
- b) all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- c) Head of Department/Subject must be aware of regulations, codes of practice and guidance notes appropriate to their specialist area.
- d) Heads of Department/Subject 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 etc.
- e) The Head of Department/Subject is responsible for ensuring all statutory notices; place cards, regulations and safety signs are displayed as appropriate for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

2.4.3 Heads of Department/Subject are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc – is accompanied by adequate information and instruction prior to use (e.g. “Use of Manufacturers Data Sheets”).

2.4.4 Heads of Departments/Subject must report to the Headteacher (or designated person) all problems, defects and hazards.

2.4.5 Heads of Department/Subject Learning Coordinators (Heads of School) Pastoral Heads 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.

2.4.6 Head of Department/Subject 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.

2.4.7 Report and if appropriate make recommendations to the Line Manager or his representative on any practices, premises, equipment etc, which give rise to risks to health and safety.

## 2.5. Teachers/Curriculum Resource Assistants/Support Staff

2.5.1 Teaching staff, Curriculum Resource Assistants and other support staff are responsible and accountable to their Line Manager/Head of Department/Subject for the implementation of the school safety policy in the performance of their duties.

2.5.2 They must be familiar with the school safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

2.5.3 They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

2.5.4 They must ensure that where conditions apply, all pupils, students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

2.5.5 They must report to their Head of Department/Subject, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

2.5.6 Supply Teachers must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work areas before commencing work.

## 2.6 Business Manager and Site Manager

2.6.1 The Business Manager and Site Manager are responsible and accountable to the Headteacher (or delegated person) for all matters relating to health, safety and welfare within the sphere of their activity.

2.6.2 The Business Manager and Site Manager must ensure they are familiar with the school's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc.)

2.6.3 The Business Manager and Site Manager must report to the Headteacher using the school's procedure when reporting defects and hazards.

2.6.4 The Business Manager, Site Manager and all staff are responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers Data Sheets).

2.6.5 The Business Manager and Site Manager are responsible for ensuring that staff under their control are adequately informed, of school procedures and hazards.

2.6.6 The Business Manager and Site Manager must inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts, which could affect the normal running of the school.

## 2.7 Cook in Charge

2.7.1 Must familiarise herself with the school's Safety Policy and what it means to their work activities.

2.7.2 She must work in conjunction with any Policy Statement, health and safety rules and guidance issues by the (DSO) Direct Services Officer, County Catering Services.

2.7.3 She will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

2.7.4 She should be familiar with the Food and Safety Act 1990 and the implications as far as the school is concerned.

2.7.5 She must inform the Headteacher of the school of any potential hazard or defects.

2.7.6 It is extremely important that new entrants/employees or part-time assistants are made aware of health and safety practices and procedures in the kitchen by the Cook in Charge.

## 2.8 Site Manager & Caretakers

2.8.1 The Site Manager & Caretakers will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Business Manager (Safety Coordinator) on health and safety matters.

2.8.2 They will be entitled to inspect the school in accordance with the agreed Trade Union or LEA procedures/agreement.

2.8.3 The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Safety Committee.

2.8.4 The Business Manager, Site Manager and Caretakers have the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the Health and Safety Executive (HSE) or other authoritative bodies.

## 2.9. School Staff/Employees

2.9.1 All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

2.9.2 All staff/employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards, defects to the Headteacher (or delegated person).

2.9.3 All staff/employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety at school.

2.9.4 Copies of the school's Health and Safety policy will be available at all times in the main office and staffroom. The County Policy will be located in the Sites office.

## 2.10 Role of Specialist Advisors

2.10.1 The Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV), specific inspections etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at school/safety committee level.

## **3. ARRANGEMENTS**

3.1 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 school "Safety Committee".

The Health and Safety Committee will include:

- Link Governor
- Headteacher or appointed person from Headship Team
- Business Manager
- Representatives from:
  - a) P.E.
  - b) Design Technology
  - c) Science
  - d) Premises & Site Superintendent
  - e) Administration
- Representation from as many other departments as possible.

## 3.2 General Matters

### 3.2.1 Accident Reporting/Investigation

The reporting procedures will be in accordance with the policy as laid down in county policy. This procedure must be brought to the attention of Heads of Department. A copy should be attached to the departmental safety policy.

### 3.2.2 First Aid Provision

The arrangements for first aid in school will be in accordance with the County Policy with first aid boxes located in high-risk areas (e.g. Science, D&T, P.E., Kitchen)

### 3.2.3 Fire Precautions

The arrangements for general fire safety will be in accordance with County Policy. The school "Fire Log Book" will be used to record tests, drills, training, visits by the Fire Brigade etc. The Headteacher should check the logbook each term to ensure that all events are recorded. The Fire Log Book will be kept in a prominent place in the Sites office

### 3.2.4 Housekeeping (Cleaning arrangements)

Heads of Department/Subject will find procedures to be adopted as shown in the appropriate section of the County Policy. They will however, make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

3.2.5 The Headteacher and Governors should fully consider all recent Fire Officer's reports from the County Chief Fire Officer each year. A reasonable rolling plan of implementation, in consultation with County should then be included in the Fire Action Plan.

### 3.3. Training Arrangements

Health and Safety training must always be viewed as a constant requirement, based on the ability to recognise who requires advice and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and a re-training programme for staff should be undertaken. This should be logged by the Business Manager and the Headship Team member responsible for Continued Professional Development.

3.3.1 There are various categories of training requirements in school. They can be defined as induction training, information/awareness training and specific "hands-on" training.

### 3.3.2 Induction Training

This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

### 3.3.3 Specific Training

This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- a) Science, Microbiology – employees will be required to be trained in Biological Hazards and also in accordance with COSHH regulations 1988.

Radiology – employees will require training to be competent in the use of radioactive sources. This will begin in accordance with “Ionising radiation Regulations 1985” and the DES3S AM 1/92. The Head of Science or the Senior Science Technician will act as Radiation Protection Supervisor for the school.

- b) First Aid – the school will have a number of staff certified in first aid.

## 3.4 Statutory Requirements

### 3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the school to carry out risk assessments of all areas in accordance with the regulations.

3.4.2 The Management of Health and Safety at Work Regulations 1992 made under the EC Directive and which came into force in January 1993 make it a legal requirement to carry out risk assessment with other chemicals and even operations involving mechanical and electrical hazards. Heads of Department/Subject (or appointed “assessor(s)”) will be required to make provision for this in their department safety policy.

3.4.3 Working in conjunction with the school chemical register and the COSHH package, Heads of Department/Subject will ensure assessments have been carried out and that further monitoring is in place as required. Review of practice and procedure must take place periodically in the department. Heads of Department/Faculty are advised to follow the information in County Policy and the COSHH.

### 3.4.4 Package

The Governors recognise there will be occasions when they need to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc.).

Provision will be made to ensure this takes place annually. A register of all such tests will be kept by the relevant department.

### 3.5. Checking of Portable Electrical Equipment

3.5.1 The procedure to be adopted is as specified in County Policy.

3.5.2 Future requirement regarding education reforms may require the school to appoint an outside contractor to ensure all portable electrical equipment is checked once per annum.

3.5.3 All Site Officers should be trained using a suitable PEE tester to regularly monitor and keep a record. Electronic equipment, especially computers can be damaged using the wrong tester. In-house training should cover this.

3.5.4 The school will ensure that dedicated members of staff are trained in order to meet these requirements. (NB this will be decided by the school Safety Committee). Heads of Department will be required to maintain a register of all equipment within their department described in the County Policy.

### 3.6 Plant Machinery/Equipment

3.6.1 The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- a. Adequate and correct guarding of machinery.
- b. General inspection of plant, equipment and machinery.
- c. Storage and transportation of toxic substances, gases etc.
- d. Disposal of toxic and other waste substances and materials.

**It is now recognised and reasonable to assume that schools should reserve a budget for health and safety training which does not conflict with funds for curriculum training.**

3.6.2 The Head of Department/Subject will be responsible for carrying out periodical checks within their department, using the text, checklists and information as provided in the County Policy.

3.6.3. A thorough inspection of P.E., Science and D&T will take place each year by the designated person(s) as defined by the Headteacher

3.6.4. It is also recognised that certain items of machinery/equipment require to be checked and certified in accordance with County Policy.

3.6.5 No new machinery/equipment or substances must be brought into the premises unless it has been approved by the Headteacher or a competent person or if explicitly delegated by the Headteacher.

3.6.6. All Health and Safety Assessment must be recorded.

3.6.7. All risk assessment sheets must be handed to the Business Manager.

3.6.8. Heads of Department/Subject will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

3.6.9. They will also be required to select and provide suitable protective clothing/equipment and of the correct type. They should refer to County Policy.

### 3.7. Contractors on Site

3.7.1. All contractors entering or working on school/college premises will be the responsibility of the Headteacher / Business Manager / Site Manager.

3.7.2. It must be conveyed to all known contractors by letter, the point of contact at the school, the safe working arrangements and a copy of the school safety policy.

3.7.3. The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Headteacher.

3.7.4. Contractors must provide the school with:

- a. Their H&S Policy
- b. Risk assessment/method statement
- c. Appropriate insurance documentation.

### 3.8. Arrangements for Safety Representative

3.8.1. The arrangements for the Safety Representatives are as outlined in County Policy. This will be the designated staff Link Governor.

3.8.2. The Headteacher and Heads of Department/Subject will liaise and communicate to the Safety Representative problems, hazards, defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee Meeting.

3.8.3. Any specific requirements which require immediate action will be taken after consultation with the Headteacher.

### 3.9. Trips and Activities

3.9.1. Procedures for trips and activities are as outlined in County and School Policy.

3.9.2. Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

### 3.10 Emergency Procedures

3.10.1 In the event of accidents, fires, explosions and spillages, the Headteacher/ Business Manager/ Site Manager must be informed immediately. Dependent on the type of incidents, the appropriate authorities or outside contractor will be contacted.

### 3.11 Work Experience

3.11.1 The Welsh Baccalaureate Coordinator is directed to County policy and will follow the guidance as provided on placement and inspection procedures.

### 3.12. Use of School Premises Outside Hours

3.12.1 The Governors recognise the need to set out policy arrangements for this practice.

### 3.13. Security to Prevent Unauthorised Access

(As 3.12.1 above)

### 3.14 Noise and Vibration

3.14.1 The Governors recognise there may be several problems experienced with noise and vibration. Heads of Department/Subject will report all such cases, when if required necessary specialist advice will be sought to monitor the hazard.

### 3.15 Communicating Information to Employees

3.15.1. The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc., received as passed immediately to staff who have direct interest.

3.15.2. As this will normally relate to department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

### 3.16. Reference Material

3.16.1. Head of Department/Subject are reminded that further reading material and guidance notes are given in the appropriate sections of the County policy relating to their department.

3.16.2. The requirements for safety signs, notices, placards etc., are also shown by department in County Policy.

#### **4. Monitoring the School Health and Safety Performance**

4.1. The Governors will require in the annual report a commitment by the Headteacher that Departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).

#### **5 Auditing**

5.1. The Governors will also require in the annual report an audit on health and safety matters, providing an objective assessment.

5.2. Other areas of concern for auditing will be:

- a) the policy – is it working, how effective and at what levels?
- b) the organisation – does it function properly, does it plan and implement and does it monitor and control?
- c) inspection procedures – by whom, what standards, what training etc.

5.3. In conclusion the Governors may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.

Signed:

Chair of Governors:

*Morrison W. Frew.*

Date: March 2021.

Headteacher:

*[Signature]*

Date: March 2021

## **Fire Drill**

In the event of a fire which cannot be extinguished immediately a member of staff should:

- a) evacuate the room, closing the door
  - b) activate the fire alarm system  
(if the automatic system should fail to work the school office should be informed by the quickest possible means and adjacent rooms alerted directly)
  - c) inform the school office of the site of the fire.
- The function of the fire alarm system is to warn every person in the building that a state of emergency has arisen and the drill procedures should be put in operation at once. The sounding of a fire alarm in any part of the building should be the signal for the complete not partial evacuation of the building.
  - When the alarm bell sounds teachers should instruct the class to stand immediately and proceed to escort pupils out of the building in silence and in single file through the designated fire exits. They should then proceed to the designated assembly areas where they should line up alongside the corresponding room number. Missing pupils should be reported to the Headteacher or a member of the Headship Team.
  - The exit route for each teaching room and form is displayed prominently near the door and pupils using the room for the first time should be informed of the exit route.

Pupil assembly points are as follows:

- a) Tennis Courts for A and D blocks (inc Sports Hall) and Red Gra area for B, C & F blocks.
- b) Teaching Assistants support pupils to join their class to assemble.
- c) Visitors convene at the front of the school in the designated area on the Tennis Courts.

## **Fire Drill Routine**

### **When the Fire Alarm sounds**

- Ask pupils to stand quietly, lead your class out of the room towards the nearest exist.
- Any children who use wheelchairs and are located on the first floor should be accompanied by their TA to Evacusaft areas (outside staff room and outside reprographics). The TA stays with the child until notified otherwise. Transfer down the stairs takes place after all the ambulant staff and pupils have left.
- DO NOT USE THE LIFT.
- The gates located adjacent to the Tennis Courts will be opened immediately at the point of the fire alarm being activated.
- Fire Marshalls will report to the Fire Officer as soon as they have checked their designated area.

- Class teachers to supervise the pupils until the Fire Officer has deemed it safe to return to the school building.

#### Evacuation during Mock / External Examination sessions

- Pupils sitting in Sports Hall and Main Hall to evacuate through Fire Exits and assemble at Tennis Courts muster point.
- Invigilators to bring Examination Attendance Register to count pupils.
- Missing pupils/adults to be reported to Fire Officer at front of school.
- Pupils sitting Examinations in other parts of the school evacuate through designated Fire Exit and assemble at appropriate muster point with Invigilators.
- Invigilators to bring Examination Attendance Register to count pupils.
- Examinations Officer will record disruption to examination and report to examination board (evidenced by log in Fire Log Book).

#### Evacuation During Evening/Weekend events:

- Fire alarm rehearsals to be held with each group to enable recognition of alarm.
- Fire drills to be held with each group.
- Group to evacuate via visitor and pupil entrances depending on location and directed by Fire Marshalls. Group to assemble at Muster Point on the Tennis Courts at the front of the school.
- Any non-school, hired event to be subject to individual Fire Risk Assessment and evacuation organised accordingly.

#### Arranging Educational Visits / Activities

The Education Reform Act (1988) has had far reaching implications for the planning / organisation of any educational visit or activity. The following procedure should be followed when planning any school visit/activity.

- Discuss the proposed visit/activity with the Educational Visit Coordinator (EVC) who will complete an electronic visit sheet using the Evolve system and attach a risk assessment of the proposed visit/activity. A risk assessment should be completed for non-routine activities in school as well as trips and activities off-site.

Details should include the following:

- a) purpose
- b) date
- c) time schedule, including a realistic estimate of the time of return to school if taking place off-site
- d) pupil list, with form groups.
- e) staff involved.

- Request in writing permission for consideration by the Governing Body and County designated person for trips abroad.
- Check the school calendar and wall planner for clashes with other events.
- Check with the Headteacher whether the proposed visit/activity is practical with regard to probable timetable changes required.
- Publish full details of the proposed activity in the weekly circular with due notice.
- Flag pupils involved in the electronic attendance system.
- Pupils entitled to free meals must always be offered a packed lunch. Please inform the main office of the number required so that they can be ordered.

A copy of the County's detailed regulations is available from the main office. However staff who propose to arrange educational visits/activities should note that under the terms of the Education Reform Act (1988) the only charge that can be made for such a visit/activity, deemed to be taking place during school time, is for accommodation. The cost of transport, and other related costs, must be met by voluntary contributions rather than a specific charge to parents.

### **Building Maintenance/School Fabric**

#### **WORK REQUESTS**

##### **Non-Urgent**

- To have non-urgent work done in classrooms or other areas, staff submit their request to the Site Manager via the electronic system.
- The work requested will be assessed to see whether it can be done by the Site Manager/Caretakers or whether it has to be referred to County Building Services or other contractor.
- If work is to be done by outside organisation there will be a delay. The person initiating the request will be kept informed of delays or progress.
- When using the County Building Services there are two ways of getting the job done. For non-urgent work a request is communicated to County Building Services to be passed on to the appropriate department. If an estimate is not required the work order is put in their work schedule and will be addressed when available. This can take some time and is dependent on workload.
- The work could however fall into the second category of capital expenditure. This would involve discussions with the school's premises unit and the property services section as to the funding of the work.
- Both the above require clearance from the Business Manager before a call out is accessed.

##### **Urgent Work**

- For work that is considered urgent contact the main office. They will then contact the Business Manager and the Site Manager.
- The work required will be assessed as to whether it can be done by the management or will have to be referred to County Building Services.

- County Building Services operates an emergency call out system for out-of-hours. This carries a premium cost. The Business Manager must be contacted if this need arises.
- PES security services provides out of hours call out for which a fee is paid.
- Health and Safety issues must also be considered throughout the above processes.

### **School Maintenance**

- Heat control and in the winter the running of the school heating system, are part of the site team's responsibility.

### **Procedures to be followed in the event of a possible gas leak**

#### **Step 1**

- If possible, isolate the area immediately, e.g. kitchen, laboratory, etc.
- Switch off the main gas supply (is important that Business Manager or the Site Manager and deputies are aware of its location). Open windows.
- Do not use any electrical equipment, e.g. light switches, sockets etc. Do not smoke.

#### **Step 2**

- Pupils and staff should be evacuated from the suspect area.

#### **Step 3**

- Contact Building Services Emergency Services (daytime: 01792 511010 or out-of-hours: 01792 521500).
- Contact TRANSCO (freephone: 0800 111999)
- When contacting both Building Services and TRANSCO, the person making the calls should emphasise a suspect gas leak and its possible location.
- Contact the Education Premises Unit (01792 636364 / 636685 / 636360 or out of hours: 01792 203355 / 882313 / 291165 to inform them of the position.
- TRANSCO – responsibility for the gas mains up to and including meter.
- County – Estate Manager must be informed.

#### **Step 4**

- Await advice from the County Building Services Emergency Engineer and TRANSCO to assist the Headteacher in making a decision either to return to the building or send pupils home.

### **Regulations and Procedures regarding school mini buses**

- The school currently has Two 17 seater mini-buses and one 9 seater all of which are operational and available for use by any members of staff who are Midas trained.
- New regulations apply to driving mini buses. The Business Manager is responsible for ensuring that staff driving buses are appropriately trained.

- Bookings are at present made via the Finance Coordinator and where any additional mini buses are required the school ensures that arrangements can be made at best value.
- Keys for the vehicles are held in the school office.
- Insurance is dealt with by the Local Authority and the school is invoiced annually.
- Vehicle tax is dealt with directly by the school.
- Maintenance and servicing is undertaken twice annually by City and County of Swansea Central Transportation Unit. This is done via an annual maintenance contract.
- The Business Manager will ensure that appropriate breakdown cover is in place for each of the three vehicles. This cover is currently provided by the RAC.
- As appropriate staff are issued with guidelines if the Headteacher/Business Manager, in light of events or incidents, considers this necessary.
- The driver is responsible under the law to ensure the bus meets all safety requirements. A list of these checks will be on display in the bus.

### **Work at Height Policy and Safe Systems of Working**

#### Context

This policy appendix has been developed to address the occasional wish of staff to work at varying heights in and around the school. It is in place to deter staff from accessing items or putting up displays at height by standing on chairs, tables or other items. This should not happen for the safety of all colleagues. Examples of situations where staff may wish to work at height may include:

- Storing and collecting items which require the use of a small stepladder for retrieving e.g. small boxes, small containers, light paper items etc. from racking or cupboard tops.
- Accessing windows which require opening and which an individual member of staff may be unable to reach.
- In order to enable colleagues to undertake simple operations such as these described above it is advisable to consider safe systems of work in so doing to protect colleagues.

#### Working at heights and safe systems of working

- Only school stepladders to be used by staff. These will be inspected by the Site Manager or Caretakers annually and at any time an issue is raised in relation to a school stepladder by any employee.
- Never use the top platform of the stepladder. 3 or 4 rungs height only is a guide to safe height.
- No employee should feel under pressure to use a stepladder. If in any doubt or if you require material or windows to be accessed at height, call the Site Manager or Caretakers.
- If you request a school stepladder ask for the Site Manager or Caretakers to bring it to the area which it is being used and will inspect it before use.
- The user must also inspect the stepladder before using.

- No lone working off stepladders should take place. Always have another adult present.
- The 2<sup>nd</sup> adult will support the activity i.e. by holding the stepladder.
- Ensure the floor is secure, dry and the stepladder is stable.
- Move any nearby tables and chairs to ensure space around the activity.
- Undertake any such use when the room is free of pupils.
- Damaged stepladders should be taken out of use and reported to the Caretakers.
- To reduce the need to undertake such activity ensures no displays are over 2m (8') high and avoid placing items which are required regularly on top of cupboards, fixtures or racking.
- If in doubt, seek the support of the Site Manager or Caretakers.
- The Site Manager or Caretakers will log any support given and will log in receipt of the stepladder after the activity has been completed.
- Stepladders must never be left unattended in a room or corridor which is accessible by pupils.

#### Use of ladders and/or extendable ladders

- It is not anticipated that there is any circumstance whereby a member of staff would need to use a ladder or an extendable ladder.
- If such a circumstance arises no colleague must contemplate undertaking such an activity. A Site Manager or Caretakers must be informed for the need to be addressed. This will be decided in conjunction with the Business Manager and must be fully risk assessed by the Premises and Site Superintendent.
- If appropriate any decision will be made in consultation with Facilities Management and Corporate Health and Safety at county level.
- Short duration works may then be approved but only after such authorisation outlined above and only undertaken by site officers.
- Any school ladder or extendable ladder must be secured or locked and inspected annually.
- All ladders or extendable ladders must be inspected before every use.
- No lone working off ladders or extendable ladders allowed.
- Damaged ladders or extendable ladders should be taken out of use and reported to the Business Manager.

#### Operation at height requirements

- Operational work at height requirements for maintenance (i.e. roof work/high level lighting either internal or external) must be fully risk assessed.
- No operational work at height should take place without informing the Headteacher/Business Manager.
- The Headteacher/Business Manager will risk assess the activity and in so doing will seek advice from Facilities Management and/or Corporate Health and Safety.
- No roof access is allowed under any circumstance. If roof access is needed the Site Manager will discuss this with the Headteacher/Business Manager and appropriate advice sought from FM or Corporate Health and Safety. Appropriate action in relation to the need to access the roof will be taken.

- Any roof work or work at height which is outside normal Risk Assessment process should be undertaken by Competent Persons. All employees have a duty to draw to the attention of Site Manager or Caretakers, their own Line Manager or the Headteacher any issue which they consider could adversely affect their own Health and Safety at Work. This information must be passed to the Business Manager or Headteacher asap in order that appropriate action can be taken.