



Bryn Deri Primary School

# Health and Safety Policy

## 2018-19

## Bryn Deri Primary School – Health & Safety Policy (February 2019)

### PART 1: STATEMENT OF INTENT

The Governing Body of Bryn Deri 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 etc. Act 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, and/or issued to, all members of staff. A reference copy is kept in the school office, on the H&S notice board 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 intranet.

[Insert signature]

[Insert signature]

[Insert Name], Chair of Governors

[Insert Name], Head Teacher

[Insert date]

[Insert date]

## **PART 2: ORGANISATION**

**Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.**

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; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- 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 is 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*

**Where tasks have been delegated to nominated individuals insert details below:**

Estates Manager: **Eirwen Bowden** and SLA H&S Officer: **Stuart Thomas** provide H&S support and are responsible for ensuring specific H&S duties are completed, e.g. Fire Safety Log Book, Maintenance and Reactive Tasks

**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 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility	Action/Arrangements
<b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.	Claire Davies (Head teacher)	Undertaken at school level with support/advice from SLA H&S Officer: Stuart Thomas
Risk assessments are reviewed regularly/ following significant change.	Claire Davies (Head teacher)	It is recommended that assessments are reviewed at least every two years. RA's will be reviewed between 1 to 2 years and/or following any changes.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Stuart Thomas (SLA H&S Officer)	
<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.	Claire Davies (Head teacher)	Pregnant worker risk assessment are available under the Health and Safety SLA (Stuart Thomas)
<b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Claire Davies (Head teacher) Mark Eldridge(EVC Co-ordinator)	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the 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	Claire Davies (Head teacher) Mark Eldridge(EVC Co-ordinator)	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>Specific health and safety arrangements</b>	<b>Responsibility</b>	<b>Action/Arrangements</b>
overseas. This will be done via the use of Evolve, the online notification and approvals system.		
<b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.	Claire Davies (Head teacher) Neil Desmond (H&S Link Governor) Eirwen Bowden (Estates Manager)	General site inspection: <b>Termly</b> Visual inspection of play equipment: <b>Termly</b> Visual inspection of chairs and furniture: <b>Annually</b>
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 annually.	H&S Link Governor: Neil Desmond	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	Claire Davies (Head teacher)	Staff Canteen
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Claire Davies (Head teacher)	Induction training provided at onset of employment. Induction refresher training provided routinely and where there have been any changes in the management system.
<b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Claire Davies (Head teacher)	Training records and certificates are retained. Training requirements are stored within Training Matrix and referenced to ensure employees have received relevant training.

<b>Specific health and safety arrangements</b>	<b>Responsibility</b>	<b>Action/Arrangements</b>
<p><b>Programme of health and safety training</b> All employees are provided with:</p> <ul style="list-style-type: none"> <li>• <b>induction training</b></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>	<p>Claire Davies (Head teacher)</p> <p>Stuart Thomas (SLA H&amp;S Officer)</p>	<p>Training matrix and specific Risk Assessments developed and communicated to all employees to ensure compliance, understanding, safety and health</p>
<p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.</p>	<p>Claire Davies (Head teacher)</p>	<p>Reviewed annually and post-fire drill (Fire Drill Evaluation).</p>
<p>Fire drills &amp; Lock Down drills are undertaken termly / annually and a record kept in the fire log book.</p>	<p>Claire Davies (Head teacher)</p>	<p>Fire Drill Evaluation(s) carried out and relevant outcome recorded in Fire Safety Log Book</p> <p>All staff are encouraged to provide feedback</p>
<p>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.</p>	<p>Claire Davies (Head teacher)</p> <p>ALNCO: Patricia Evans</p>	<p>SLA H&amp;S Officer / ALNCO to assist with the completion of PEEPs.</p>
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p>	<p>Claire Davies (Head teacher)</p>	<p>As per Fire Action / Fire Prevention Policy</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Claire Davies (Head teacher)  Eirwen Bowden (Estates Manager)	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use (if necessary).  Key staff are familiar with the location of service isolation points: <b>ISOLATION INFO IN FIRE FOLDER</b>
<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.	Claire Davies (Head teacher)  Eirwen Bowden (Estates Manager)	Forms part of <b>Fire Safety Log Book</b> and <b>Continuous Visual checks</b> of the premises
<b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.	Claire Davies (Head teacher)  Eirwen Bowden (Estates Manager)	In this regard, the Landlord will be responsible for the H&S of contractors, service providers organised by the Local Authority.  If alternative contractors are organised directly by the school – the Governing body and Head teacher will be directly responsible for the H&S of the contractors used.
<b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements.	Claire Davies (Head teacher)  Eirwen Bowden (Estates Manager)	All staff to ensure Portable Appliances are available for annual electrical testing. This could include: Mobile phone chargers and other electrical items.
<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.	Claire Davies (Head teacher)  Eirwen Bowden (Estates Manager)	Outlets are flushed after school closures, e.g. half term breaks. Monthly temperature checks are to be carried out by SLA H&S Officer <u>and/or</u> Estates Manager in 2019



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Support for Children and Young People with Medical Needs.		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 <b>medical care plan</b> which has been written by a healthcare professional.	Claire Davies (Head teacher)  ALN Coordinator Inclusion Team	Where required staff are trained in accordance with the <b>Medical Care Plan</b> .  Medical care plans are <u>reviewed annually</u> . Staff room wall contains further information / Pack in each Classroom. <i>Pupil assessments are completed under the Health and Safety SLA where appropriate.</i>
<b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.	Claire Davies (Head teacher)	See INFECTION CONTROL poster and CDC/PHW for further guidance
<b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.	Claire Davies (Head teacher)	<b>Accident and Near Miss</b> information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall: <a href="mailto:EducationHS@cardiff.gov.uk">EducationHS@cardiff.gov.uk</a>
Any <b>Near Miss</b> (incident which has a potential to cause harm) will be reported to the management team and investigated.	Claire Davies (Head teacher)	Accident and Near Miss information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall: <a href="mailto:EducationHS@cardiff.gov.uk">EducationHS@cardiff.gov.uk</a>
<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.	Claire Davies (Head teacher)	The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.  Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.
<b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.	Claire Davies (Head teacher)	<b>Low Level</b> investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p><b>Investigating accidents and incidents:</b></p>	<p>SLA H&amp;S Officer</p>	<p><b>Medium</b> level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p><b>High Level/Reportable Incidents:</b> 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>
<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 <b>VAW</b> report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Claire Davies (Head teacher)</p>	<p>Records retained and information relayed to senior level management at the school for discussion / follow-up action.</p>
<p>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>	<p>Claire Davies (Head teacher)</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. 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><b>The asbestos survey and log book are</b></p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p><b><i>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.</i></b></p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p><b>made available to <u>ALL CONTRACTORS</u></b></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>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>Survey and log book located with Admin / Reception Office</p> <p><b><i>A localised R&amp;D survey may be necessary – all works to go through County Service Desk (Landlord permission) so relevant technical departments can organise works accordingly.</i></b></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>Claire Davies (Head teacher)</p> <p>Estates Manager</p> <p>Administration (Office Manager)</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p> <p><b><i>A localised R&amp;D survey may be necessary – all works to go through County Service Desk (Landlord permission) so relevant technical departments can organise works accordingly.</i></b></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>Claire Davies (Head teacher)</p> <p>Estates Manager</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>Claire Davies (Head teacher)</p> <p>Staff</p>	<p>Any damage or deterioration is reported to Claire Davies who will contact: The Council Asbestos Team – 029 2087 3467</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p><b>Unauthorized 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>Estates Manager Claire Davies (Head teacher) Estates Manager</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Claire Davies who will contact: The Council Asbestos Team – 029 2087 3467</p>
<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>Claire Davies (Head teacher) Estates Manager</p>	<p>See Asbestos Management Plan and Contractor Management File</p> <p>All contractors to complete <b>ASBESTOS PTW &amp; GENERAL PTW</b> – no exceptions.</p>
<p><b>Contractors and visitors on site:</b> All contractors must sign the visitor’s 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>Claire Davies (Head teacher) Estates Manager</p>	<p>All contractors must report to RECEPTION and SIGN IN</p> <p>Visitors / Contractors will receive appropriate information and ‘visitor badge’</p> <p>Detail how information is provided to contractors and visitors e.g. notice/information with signing in book/details</p>
<p><b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct - the governing body would be considered the</p>	<p>Governing Body Claire Davies (Head teacher)</p>	<p>These are managed by Claire Davies (Head teacher) who will ensure that <b>landlords consent</b> has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
'client' and therefore have additional statutory obligations.	Estates Manager	have been sought.
<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>	Claire Davies (Head teacher)	<p><i>School will use Contractors who have been vetted by the Authority or by SLA H&amp;S Officer (on the Authorities behalf).</i></p> <p>Contractors who are not registered, <u>will not be used</u>.</p> <p>[Support provided by SLA H&amp;S Officer]</p>
<p><b>Contractor risk assessments and method statements:</b> 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.</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>Risk assessments and method statements are discussed prior to work commencing.</p> <p><b>Permit to Work</b> must be completed prior to works starting.</p> <p>Contractor will need to be <b>monitored</b> and / or supervised depending on the nature of the works.</p>
<p><b>Ground maintenance and cleaning contracts:</b></p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>Cleaning &amp; Grounds Maintenance organised and managed by the school (cleaning staff are directly employed)</p>
<p><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.</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>See Lone Working Risk Assessment.</p> <p>Lone Working must be pre-approved by <b>Claire Davies</b> and specific Risk Assessment / Control Measures put into place to eliminate or reduce potential hazards and risk.</p> <p>Support provided by SLA H&amp;S Officer: Stuart Thomas</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p><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 height and other tasks involving significant risk should not be undertaken whilst working alone.</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>Working at Height and other higher risk activities <b>MUST NOT</b> be carried out whilst Lone Working.</p>
<p><b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>See: <b>Working at Height Risk Assessment</b></p> <p><i>Only employees which have received relevant training and instruction (Risk Assessment) are permitted to use ladders, step ladders and work from height.</i></p> <p><b>No staff are permitted to use furniture in order to work at height.</b></p>
<p><b>Play equipment;</b></p> <p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>The external play equipment should only be <b>used when supervised</b>, equipment will be checked daily before use for any apparent defects, and Estates Manager will conduct a <b>formal termly inspection of the equipment (See Caretaker H&amp;S File)</b></p> <p>PE Equipment annual inspection is completed by <b>Gymnasium Services</b></p> <p>It is recommended that play equipment is inspected annually by qualified RPII Inspector</p>
<p><b>Hazardous substances:</b> Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained</p>	<p>Claire Davies (Head teacher)</p> <p>Estates Manager</p>	<p>Consider the types off hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
and COSHH assessments completed		COSHH RA carried out by competent staff and/or by utilising SLA H&S Officer for the school.
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Claire Davies (Head teacher) Estates Manager SLA H&S Officer	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique (where required).
<b>Paediatric manual handling:</b> 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 <b>Care Handling Plan</b> will need to be periodically reviewed.	Claire Davies (Head teacher)  Manual Handling Assessor  Inclusion Team	Under the Health and Safety SLA a school are able to request a <b>Care Handling Plan</b> for pupils with mobility needs.  Manual Handling Assessor will make an appointment at the school to assess pupil and 1 to 1.
<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.	Claire Davies (Head teacher)  SLA H&S Officer	SLA H&S Officer will make arrangements for workstation / DSE assessments. 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.	Claire Davies (Head teacher)  Estates Manager	Vehicles are not permitted onto site. Staff to use staff parking area where practical and access <b>outside 'peak-times'</b>  Traffic Assessment conducted on & off site and Traffic Management Risk Assessment in place.
<b>Minibuses:</b> The school does not maintain	Claire Davies (Head	Head teacher to ensure appropriate H&S aspects have

Specific health and safety arrangements	Responsibility	Action/Arrangements
or operate a minibus.	teacher)	been addressed prior to minibus hiring for school use.
<p><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. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Claire Davies (Head teacher)</p> <p>Governing Body</p> <p>SLA H&amp;S Officer</p>	<p>Schools has access to <b>CAREFIRST</b></p> <p>Wellbeing and stress are monitored where ever possible.</p> <p>Wellbeing initiatives are implemented and Wellbeing Team meet to discuss improvements.</p>
<p><b>Shared use of premises/ hiring rooms to third parties.</b></p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Claire Davies (Head teacher)</p>	<p>Arrangements, e.g. risk assessments, nominated competent person and fire safety measures will be put into place if premises/hiring of rooms to third parties occurs.</p> <p>County Proforma Used.</p>
<p><b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Claire Davies (Head teacher)</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>

**All staff to read Bryn Deri Primary School H&S Policy as part of the Bryn Deri Primary School  
Employee / Visitor Induction Process  
(Start of Employment & Annual Refresher)**