

Cardiff West Community High School

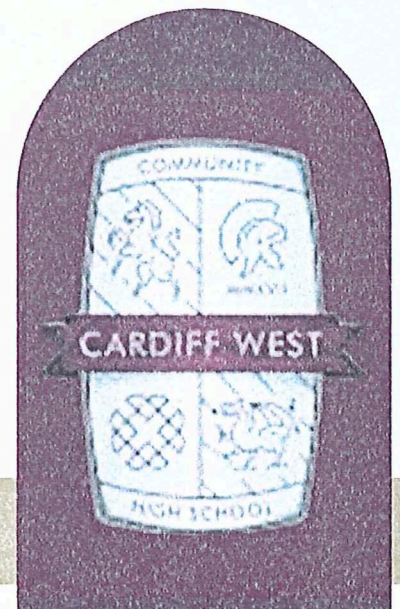
Health and Safety Policy 2024-26

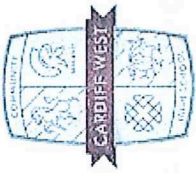
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Approved by: K. Dell'armi

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HEALTH AND SAFETY STATEMENT FOR SECONDARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc. Act 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.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
6. The safety policy statement should be signed and dated by the Head Teacher/Chair of Governors.
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy periodically. The Authority recommends policies are reviewed every two years.

PART 1: STATEMENT OF INTENT Cardiff West Community High School

The Governing Body of **Cardiff West Community High 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 and is available to all staff on the schools T: Drive

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

This policy statement supplements

- Cardiff Council 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.

Signature:

Signature:

Karen Dell'Armi Chair of Governors

Mike Tate Head Teacher

Date:

Date:

PART 2: ORGANISATION

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. [In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body] 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:

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable schools may also wish to insert details relating to specialist provisions.

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.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are 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.
- Ensure, so far as is reasonably practicable, 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.
- Ensure 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.
- 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.

Responsibilities of volunteers

It is recommended that employers/schools 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 (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Risk assessment: Risk assessments are completed and relevant information provided to staff.</p>	<p>Guy Handley Estates Manager</p>	<p>Risk assessments are completed by the Estates Manager, reviewed by the Head Teacher and are available on the school drive for staff to access. Where needed the Head Teacher gives a toolbox talk.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Guy Handley Estates Manager</p>	<p>School Risk Assessments are reviewed Annually.</p>
<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	
<p>New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Gaynor Edwards Business Manager</p>	<p>Pregnant worker risk assessment are available under the Health and Safety SLA</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Ryan Andrews Senior Finance and Admin Officer Gaynor Edwards Business Manager</p>	<p>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.</p>
<p>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.</p>	<p>Ryan Andrews Senior Finance and Admin Officer</p>	<p>Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Health and Safety Monitoring and inspections: General inspections of the site will be conducted periodically.</p>	<p>Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	<p>insert detail of the inspections and appropriate frequency e.g. General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: Annually</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	
<p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p>	<p>Peter Smith</p>	<p>Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc</p>
<p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Peter Smith</p>	
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school</p>	<p>Guy Handley Estates Manager</p>	<p>Main Reception</p>
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	<p>Mike Tate Head Teacher Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	<p>All employees will receive the staff handbook. They will be given a thorough tour of the school and will be shown the Evacuation plan, routes and assembly points. All training will be carried out on inset days for the whole school and individually where required.</p>
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any 	<p>Mike Tate Head Teacher Gaynor Edwards Business Manager</p>	<p>All training will be carried out on inset days for the whole school and individually where required. Any changes to policy or procedure is communicated via whole school email, a copy of all changes are available on</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>significant change;</p> <ul style="list-style-type: none"> • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	<p>Guy Handley Estates Manager</p>	<p>the school staff drive and these updates are communicated on school inset day training. Line management and performance review will identify any areas where individual training is required. School health and safety officer will communicate any requirements for updated training due to changes in legislation.</p>
<p>Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p>	<p>Mike Tate Head Teacher Gaynor Edwards Business Manager Guy Handley Estates Manager Department heads</p>	<p>Records of training are kept by the appropriate managers and refreshers arranged as required. All risk assessment, manual handling, first aid and minibuses training records will be kept by the Estates Manager and training will be arranged through them.</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	<p>Guy Handley Estates Manager</p>	<p>Daily and weekly inspection of school signage, replacing worn or damaged signs immediately</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Mike Tate Head Teacher Guy Handley Estates Manager</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>Guy Handley Estates Manager</p>	<p>All PEEPS are kept by Estates Manager. They will ensure that the required arrangements and equipment is in place and appropriate number of staff members are trained.</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</p>	<p>Guy Handley Estates Manager Estates Team</p>	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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 will be made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Guy Handley Estates Manager Estates Team	
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Guy Handley Estates Manager Estates Team	RAMIS is monitored by Estates Manager
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Guy Handley Estates Manager	
Control of Legionella: 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.	Guy Handley Estates Manager Estates Team	The Estate Team carry out the flushing of seldom used outlets, these are the showers and external taps. Monthly temperature checks are taken by the Estates Manager or a member of the Estate Team, the Estates Manager updates RAMIS
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Suzanne Shepherd Ben Bell Michelle Ackerman	Insert locations and level of qualification e.g. First aid at work, emergency first aid or paediatric first aid

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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
healthcare professional.		Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Mike Tate Head Teacher	The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823. Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Mike Tate Head Teacher Department Heads Gaynor Edwards Business Manager Guy Handley Estates Manager	Immediately reported to line manager and first aid. Accident report to be completed where possible before injured party leaves site, or as soon as possible thereafter
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Mike Tate Head Teacher Department Heads Gaynor Edwards Business Manager Guy Handley Estates Manager	Completion of 4.C.044 Near Miss Form
RIDDOR reporting: 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.	Mike Tate Head Teacher	The school will forward details of accidents or cases of work related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to	Mike Tate Head Teacher	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or

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<p>an appropriate standard.</p>	<p>Department Heads Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	<p>another member of the management team Medium 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. High Level/Reportable Incidents: 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. Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: 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.</p>	<p>Mike Tate Head Teacher Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	<p>All violence at work will be reported on a Schools ALERT Violence at Work Report Form</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>Mike Tate Head Teacher Gaynor Edwards Business Manager Guy Handley Estates Manager</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>Asbestos: The school will adhere to the Authority's policy and guidance.</p>	<p>There is no asbestos on site</p>	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p> <p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>There is no asbestos on site</p>	
<p>Asbestos condition monitoring: 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>There is no asbestos on site</p>	
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p> <p>Unauthorised work: 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>There is no asbestos on site</p> <p>Guy Handley Estates Manager</p>	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical departments</p>	<p>Mike Tate Head Teacher Gaynor Edwards Business Manager Guy Handley Estates Manager</p>	<p>All works are agreed prior to commencement with the local authority. All contractors to supply up to date records including, Public liability insurance, method statement and risk assessment for works. DBS will be required if working on site unsupervised while pupils are on site.</p>
<p>Contractors and visitors on site: 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>Guy Handley Estates Manager Estates Team</p>	<p>All contractors must report to Main Reception</p> <p>Contractors must sign in on InVentry system and display printed badge at all time whilst on site and sign out on leaving.</p> <p>Site induction will be carried out by the Estates Manager or a member of the Estate Team, this is signed and kept on file.</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Guy Handley Estates Manager</p>	<p>These are managed by Guy Handley Operations Manger 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>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Guy Handley Estates Manager</p>	<p>Where possible school will use Authority registered contractors.</p> <p>Where Contractors who are not registered are used Guy Handley Estates Manager will undertake appropriate competency checks prior to engaging a contractor</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Contractor risk assessments and method statements: 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>Guy Handley Estates Manager</p>	<p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts: Cleaning Services</p>	<p>Cleaning Services</p>	<p>Cardiff Council Cleaning Services</p>
<p>Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.</p>	<p>Countrywide Grounds Maintenance Countrywide GM, Brunel Way, Neath, Neath Port Talbot, SA11 2GG</p>	<p>All Grounds maintenance is carried out in accordance to school Health and Safety policy including risk assessments regarding the movement of vehicles on site and working when pupils are present</p>
<p>Lone Working: 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>Guy Handley Estates Manager Estates Team</p>	<p>Limited lone working occurs onsite, with the exception of the Estate Officer during opening & closing, callouts and attending work during school holidays. During the evening lockup, the Estate Officer should close the majority of the building when other staff are onsite. Staff ensure security doors etc. remain closed whilst working alone in the building. Staff are aware that they are responsible for their own safety whilst working alone and do not put themselves at unnecessary risk. They Must inform the Estates Manager that they intend to work outside of normal school hours.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Work involving potentially significant risks: 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.</p>	<p>Guy Handley Estates Manager Estates Team</p>	<p>Staff are advised which tasks are to be undertaken whilst working alone. Only tasks that can be safely performed by one person are to be undertaken. Staff are not permitted to-</p> <ul style="list-style-type: none"> - work at height, - work near water, - undertake high risk manual handling tasks, - operate dangerous machinery/tools, - work with gas or electricity. <p>Staff are advised to undertake tasks in accordance with their information, instruction and training. Staff are advised to stop work if they feel they are unable to complete the task safely.</p>
<p>Working at height: All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Guy Handley Estates Manager Estates Team</p>	<p>This mainly affects the Estates Team Any work that requires the use of a work equipment providing access above 1.5m will require a separate risk assessment, this work request will go through the Estates Manager who will carry out the risk assessment and ok the work</p>
<p>Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.</p>	<p>Guy Handley Estates Manager Estates Team</p>	<p>Any display requiring access above 1.5m will be carried out by the Estate Team. Below 1.5m appropriate equipment will be made available by a Member of the Estate Team or the Estates Manager</p>
<p>Play equipment;</p>	<p>Guy Handley Estates Manager</p>	<p>The external play equipment which includes the goal</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>SPORTSAFE UK</p> <p>17-19 Smeaton Close, Severalls Industrial Park, Colchester, Essex, CO4 9QY</p>	<p>posts on the MUGA and the benches/tables around the school should only be used when supervised, a visual inspection will be carried out daily before use for any apparent defects by the member of Estates that opens the school. Guy Handley Estates Manager will conduct a formal termly inspection of the equipment.</p> <p>PE Equipment annual inspection is completed by</p> <p>SPORTSAFE UK</p> <p>17-19 Smeaton Close, Severalls Industrial Park, Colchester, Essex, CO4 9QY</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Guy Handley Estates Manager Cleaning Services</p>	<p>Any new Chemical required on site must be ordered through the school and the Data sheet ordered to update the COSHH records.</p> <p>Technology and Science departments must keep up to date records of all chemicals stored and used.</p> <p>Cleaning Services must keep a up to date record of all cleaning chemicals stored and used.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Guy Handley Estates Manager</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric manual handling: Pupils with mobility needs should have a care Handling</p>	<p>Karen Howells Welfare Manager</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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.</p>		<p>needs.</p>
<p>Working with computers: 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.</p>	<p>Giten Kapdee Network Manager</p>	<p>Network Manager will be responsible for completing workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA</p>
<p>Vehicles: 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.</p>	<p>Guy Handley Estates Manager</p>	<p>Staff are required to use dedicated staff car park</p>
<p>Minibuses: The school maintain and operate a minibus. Only authorised nominated divers are permitted to operate the minibus</p>	<p>Guy Handley Estates Manager Drivers: Gerard o' Keefe John Gauci Lindsay Lewis Matt Rawlings Mike Knight Nana Baah Paolo Carpanini Sarah Burt Tim Curtis</p>	<p>The school minibus is maintained by Fleet Services, they carry out the 16 week inspection and all servicing and MOT's. The minibus drivers are required to carry out daily checks before driving the minibus, this is recorded in the drivers/operators report book. All drivers must complete a Drivers Awareness training Course with the local authority before being insured and allowed to drive the minibus, a drivers license with the appropriate license requirements must be provided to take</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Wellbeing: 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.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Gaynor Edwards Business Manager</p>	<p>this course.</p> <p>A list of trained drivers is kept with the Estates Manager to ensure training is kept up to date.</p> <p>LA Schools have access to VIVUP Employee Assistance Programme</p>
<p>Shared use of premises/ hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Guy Handley Estates Manager</p> <p>Community Manager Gaynor Edwards Business Manager Rhys Pritchard Assistant Head</p>	<p>The school letting policy outlines the approved uses of the school facilities. All hirers fill out and submit a Hirers Agreement Form and will comply with all site rules and restrictions whilst using the Facilities.</p> <p>Any hirer will have to provide DBS certificates if using the facilities when pupils are on site.</p>
<p>Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum</p>	<p>Stefan Sankala Area Lead for PE</p>	<p>Refer to school risk assessment</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.</p> <p>Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.</p>	<p>Dr P Brooks, BSc, PhD Area lead for Science and IT</p>	<p>Refer to CLEAPSS Legislation and School risk assessment</p>
<p>Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.</p>	<p>Ann Chivers Area Lead of DT Kayleigh Prosser</p>	<p>Refer to school risk assessment</p>
<p>The Kiln (if relevant)</p>	<p>Naomi Davies Area Lead of Expressive Arts</p>	<p>Refer to school risk assessment</p>
<p>Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.</p>	<p>Naomi Davies Area Lead of Expressive Arts Celtic Kiln Incare Celtic House Langland Way, Bishton NP19 4PT</p>	<p>Only trained members of staff will use the Kiln, servicing is carried out by Celtic Kiln Incare arranged by the Estate Manager</p>
<p>Stage equipment: All stage equipment is maintained in good working order and periodically inspected.</p>	<p>Naomi Davies Area Lead of Expressive Arts</p>	<p>Refer to school risk assessment</p>
	<p>Auditoria Hellaby Industrial Estate Denby Way, Hellaby, Bramley, Rotherham S66 8HR Vaughan sounds Vaughan Sound Installations Ltd 3/4 Heol Rhosyn Dafen Park Llanelli</p>	<p>Breacher Seating Stage Lighting fixed Sound Desk</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Work Experience for pupils: Detail the arrangements for arranging work experience placements.</p>	<p>Carmarthenshire SA14 8QG</p> <p>Mike Tate Head Teacher Training Provider</p>	<p>The Head Teacher and the Training Provider is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff. Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser. The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'</p>
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Guy Handley Estates Manager Clive Kitchen School Health and Safety Officer</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>