

# Cowbridge School



## Health and Safety Policy

**Formulated by:** Mrs D Thomas, Headteacher

**Adopted by:** Premises Committee on 4 June 2014

**Last Reviewed:** Autumn 2024

**Review:** Bi-annually or subject to changes in legislation

**Next Review:** Autumn 2026

**Date of any amendments made to policy & brief points:**

Date	Details	Approved by
Spring 2021	No amendments	
Autumn 2024	No amendments	MGB 17.10.24

## **SECTION 1: STATEMENT OF INTENT**

- 1.1 The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School.
- 1.2 We are committed to:
- i) Preventing accidents and work related ill health;
  - ii) Compliance with statutory requirements as a minimum;
  - iii) Assessing and controlling risks from curriculum and non-curriculum work activities;
  - iv) Providing a safe and healthy working and learning environment;
  - v) Ensuring safe working methods and providing safe working equipment;
  - vi) Providing effective information, instruction and training;
  - vii) Consulting with employees and their representatives on health and safety matters;
  - viii) Monitoring and reviewing our systems and prevention measures to ensure they are effective;
  - ix) Setting targets and objectives to develop a culture of continuous improvement;
  - x) Ensuring adequate welfare facilities exist throughout the School;
  - xi) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
  - xii) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

## **SECTION 2: ORGANISATION**

### **2.1 Introduction**

In order to achieve compliance with the Governing Body's Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy. An organisational chart for H&S Management is attached at Appendix 1. A table showing the delegated areas of responsibility within the school is attached at Appendix 2.

### **2.2 The Governing Body**

The Governing Body has the responsibility to ensure that:

- i) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils;
- ii) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- iii) Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- iv) Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- v) Sufficient funds and resources are set aside with which to operate safe systems of work;
- vi) Health and safety performance is measured both actively and reactively;
- vii) The School's health and safety policy and performance is reviewed annually.

## **2.3 The Headteacher**

The Headteacher supports the Governing Body by ensuring that:

- i) This Policy is communicated adequately to all relevant persons;
- ii) Appropriate information on significant risks is given to visitors and contractors and appropriate consultation arrangements are in place for staff and their Trade Union representatives;
- iii) All staff are provided with adequate information, instruction and training on health and safety issues;
- iv) Risk assessments of the premises and working practices are undertaken;
- v) Safe systems of work are in place as identified from risk assessments;
- vi) Ensure appropriate health and safety notices displayed as identified;
- vii) Emergency procedures are in place;
- viii) Machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- ix) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.;
- x) Arrangements are in place to monitor premises and performance;
- xi) Accidents are investigated and any remedial actions required are taken or requested;
- xii) A report to the Governing Body on the health and safety performance of the School is completed annually.

## **2.4 The School Health and Safety Senior Leader, Deputy Headteacher (Assisted by the Business Operations Manager)**

The Deputy Headteacher is responsible for:

- i) Co-ordinating and managing the risk assessment process for the School;
- ii) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process;
- iii) Making provision for the inspection and maintenance of work equipment throughout the School;
- iv) Keeping records of all health and safety activities;
- v) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- vi) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the School generally;
- vii) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body;
- viii) Unsafe conditions being reported and dealt with to agreed timescales;
- ix) Reporting to the Headteacher/Governing Body Premises Committee operational and strategic issues surrounding health and safety.

## **2.5 Teaching/Support Staff holding Posts/Positions of Additional Responsibility.**

This includes the Assistant Headteachers, Senior Leaders of Achievement, Leaders of Achievement, Leaders of Departments, Support Staff Managers/Supervisors, Technicians and Site Managers/Caretakers. They must:

- i) Apply the School's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- ii) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports/issues to the Headteacher or the School Health and Safety Co-ordinator;
- iii) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work;
- iv) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- v) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- vi) Ensure, as 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;
- vii) Ensure all accidents are investigated appropriately;
- viii) Include health and safety in departmental agendas and ensure that this is made available/reported to departmental line managers and the Health & Safety Co-ordinator.

## **2.6 Special Obligations of Class Teachers**

Class teachers are expected to:

- i) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- ii) Follow the health and safety procedures applicable to their area of work;
- iii) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary;
- iv) Ensure the use of personal protective equipment and guards where necessary;
- v) Make recommendations to their Leaders of Departments/Health & Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- vi) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- vii) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the School without prior authorisation;
- viii) Report all accidents, defects and dangerous occurrences to their Leaders of Departments/Health & Safety Co-ordinator.

## **2.7 School Health and Safety Representatives**

- a) The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards,

pursue employee complaints and carry out school inspections within directed time wherever practicable.

- b) They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.
- c) Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

## **2.8 Obligations of all Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- i) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- ii) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety;
- iii) Act in accordance with any specific H&S training received;
- iv) Report all accidents and near misses in accordance with current procedure
- v) Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- vi) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- vii) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements;
- viii) Exercise good standards of housekeeping and cleanliness;
- ix) Know and apply the procedures in respect of fire, first aid and other emergencies;
- x) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive;
- xi) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered;
- xii) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

## **2.9 Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- i) Exercise personal responsibility for the health and safety of themselves and others;
- ii) Observe standards of dress consistent with safety and/or hygiene;
- iii) Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency;
- iv) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **2.10 Contractors**

- a) All contractors under local control will be appropriately selected and competent in terms of health and safety.
- b) Contractors must be made aware of and abide by the School's health and safety policy and not endanger pupils, staff or other visitors to the site.
- c) The Business Operations Manager will be responsible for the coordination of contractors' activities on site assisted by the caretaking staff.
- d) The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
- e) All contractors must report to the Business Operations Manager/Deputy Headteacher before any work takes place and prior to each working session. The Business Operations Manager/Deputy Headteacher should then inform the contractor of any conditions which may affect his safety and that of others. Supervision of contractors will normally be delegated to the caretaking staff.

## **2.11 Visitors and Other Users of the Premises**

- a) Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.
- b) The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- c) All visitors must comply with the School's Health and Safety Policy and procedures.
- d) All visitors are required to report to Main reception and sign in. Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by reception staff.
- e) Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

- f) Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take them to the fire assembly point.
- g) Should an incident/accident occur involving a visitor this must be reported using the Council's Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- h) If the incident is of a serious nature or fatal the Headteacher and the Corporate Health and Safety Team must be contacted immediately.
- i) Persons 'hosting' visitors including meeting convenors must ensure:
  - i) Visitors are alerted to the establishment's fire procedures;
  - ii) Visitors adhere to the School's 'No Smoking' Policy;
  - iii) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
  - iv) Visitors record their presence on the premises in the inventory visitor management system;
  - v) Where applicable, visitors are provided with and wear an identification badge;
  - vi) Visitors are accompanied or authorised to enter the premises;
  - vii) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied;
  - viii) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
  - ix) Visitors report all accidents, incidents and near misses to the host;
  - x) Visitors wear protective clothing that is supplied, when necessary.
- j) The health and safety policy provides a framework for the organisation of health and safety within Cowbridge School. The detailed arrangements for managing health and safety issues and activities are detailed in the various procedures, code of practices and guidelines which complete the H&S Management system.

### **SECTION 3: PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

#### **3.1 Accident Reporting, Recording and Investigation**

- a) The reporting of injuries, diseases and dangerous occurrences (R.I.D.D.O.R) regulations 2013 Revised, requires all employers to put in place statutory reporting procedures. The Business Operations Manager will be responsible for ensuring all R.I.D.D.O.R reportable incidents/accidents are reported to the appropriate authority.
- b) All staff are required to ensure that all accidents, incidents and near misses are reported to the Business Operations Manager

- c) An Accident Report identifying trends in accidents/incidents are provided to Governors on a termly basis.

### **3.2 Accident Investigation**

- a) The Health & Safety Coordinator/ Headteacher should advise staff on the appropriate level of response.
- b) A senior member of staff should undertake an investigation if the incident is serious, complex or one which may have serious repercussions. This will be completed by a senior member of staff and the Headteacher will decide who is to complete the investigation depending upon the individual circumstances.
- c) In the most serious cases the School should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

### **3.3 Procedures for Serious and Imminent Danger**

Regulation 7 of Management of Health and Safety at Work Regulations 1999 places a duty on employers to have in place effective procedures for serious and imminent danger and for danger areas. It is School Policy that procedures are in place, which are to be followed in the event of any serious incidents occurring such as:

- i) Fire;
- ii) Bomb Threat;
- iii) Explosion.

### **3.4 Fire Precautions and Emergency Procedures**

- a) Under the terms of the Regulatory Reform (Fire Safety) Order 2005, the School is required to undertake a fire risk assessment to determine all potential fire hazards related to our premises, our type of work and the way in which this work is performed. We are then required to take action to reduce all risks to a reasonable minimum and to ensure that all employees and pupils are protected from remaining hazards and the dangers associated with fire should one break out for some other reason. We are required to do this by providing:
  - i) an appropriate fire detection and warning system;
  - ii) safe means of escape;
  - iii) appropriate fire-fighting equipment.
- b) We are also required to devise a means for testing and maintaining the above arrangements. The Order states that we must develop a plan of action to specify exactly what must happen should a fire occur. This plan of action should incorporate relevant details concerning the above points (for example, how the fire warning (alarm) system is activated, the location of emergency exits and what type of fire-fighting equipment is to be used for which types of fire). Employees at the School receive training in respect of this plan and include a fire evacuation procedure practised at regular intervals (once each term).



- c) Fire Wardens have been appointed to facilitate the implementation of the School Fire Safety Policy, they are trained to help with fire safety inspections and provide assistance during evacuation procedures. A fire safety policy has been prepared detailing the organisation and arrangements for fire management.

### **3.5 Asbestos**

- a) The Headteacher is responsible for ensuring that there is an Asbestos Register at the School. Operationally the management of the Asbestos Register has been delegated to the Business Operations Manager. The Asbestos Register gives details of the identification and marking of known Asbestos and its location. The register is kept in the Business Operations Manager's office.
- b) When asbestos removals are to take place the School will ensure that:
  - i) All work is undertaken and carried out by competent persons;
  - ii) Using only HSE approved Asbestos Removal Contractors;
  - iii) Records of Asbestos to be maintained at the workplace/site.

### **3.6 Catering**

School meals are provided by the School. The catering provider works in line with HACCP plans and the School Health and Safety Policy.

### **3.7 Contractors and the Construction Design and Management Regulations (CDM)**

- a) The School recognises its responsibility under the Health & Safety at Work etc. Act 1974, Section 3 to ensure the Health and Safety of persons other than employees of the School whilst on the School premises.
- b) Contractors are selected by using a scoring matrix contained within the Contractors - Management Pack. The Contractors - Management Pack details the requirements for contractor selection including the requirements to produce safe systems of work, method statements and pre tender health and safety plans.

### **3.8 Display Screen Equipment**

- a) These regulations oblige employers to assess the workstations of staff who use display screen equipment (DSE). The overall responsibility for assessing workstations and related activities is delegated to the ICT Manager. The workstation is the equipment itself, its accessories and the surrounding work environment. The minimum requirements are to:
  - i) identify "users" of display screen equipment, i.e. those who habitually use DSE as a significant part of their normal work;
  - ii) assess workstations to ensure that they meet minimum standards;
  - iii) provide information, instruction and training on the potential hazards of using DSE equipment;
  - iv) offer free eyesight tests to users of DSE equipment at regular intervals and to pay for spectacles that are required for the work.

### Working with computers

- b) The law relating to health and safety issues for work with computers is contained in the Health and Safety (Display Screen Equipment) Regulations 1992, which define a 'user' as an employee who habitually uses display screen equipment as a significant part of their normal work.
- c) Although education staff are not usually working at a computer all day, the introduction of planning, preparation and assessment (PPA) time and the electronic marking of examinations have resulted in increased use of computers.
- d) There are health problems associated with working with computers, which include repetitive strain injury, eye strain, back pain and stress.

### Risk assessment

- e) The regulations require employers to carry out a risk assessment of users' workstations, which should consider the entire workstation, including equipment and furniture, as well as the work environment, e.g. lighting, temperature and leg room. The tasks that are being performed at the work station should be considered as should any special needs of individual staff.
- f) Display screen equipment (DSE) risk assessments should also consider those factors that may contribute to repetitive strain injuries such as:
  - i) sitting in the same position for a long period;
  - ii) awkward positioning of the wrist and hand in relation to the keyboard;
  - iii) high workload for a prolonged period of time;
  - iv) excessive use of the mouse.

### Checklist for workstations

- g) The DSE Regulations detail the minimum standards for workstations, which are summarised below:
  - i) The display screen should:
    - display well-defined characters of adequate size and spacing;
    - have a stable image;
    - have easily adjustable brightness and contrast;
    - tilt and swivel easily to suit the user;
    - be free from glare and reflections;
    - use a separate base for the screen, or an adjustable table.
  - ii) The keyboard should:
    - be tiltable and separate from the screen to allow the user to adopt a comfortable working position;
    - have a space in front to provide support for the hands or arms of the user;
    - have a matt surface;
    - have clearly legible symbols on the keys.
  - iii) The work surface should:
    - provide adequate space for the user;
    - have a low reflective surface;

- be of adequate size to allow the screen, keyboard, etc to be flexibly arranged;
  - have a stable, adjustment document holder, which should be at the same level as the screen and at the same viewing distance.
- iv) The work chair should have a seat that is adjustable in height, with a seat back adjustable in height and tilt. A footrest should be available.
- v) The workstation must do the following:
- provide sufficient space for the user or the operator to alter position comfortably;
  - lighting must be adequate with suitable contrast between the screen and background;
  - glare and reflections on the screen should be avoided;
  - windows should be fitted with adjustable coverings to alter the daylight level.
- h) Schools and colleges should consult their safety reps on all matters concerning work with computers.

#### Training in using computers

- i) Employers are obliged to provide information and training on the health and safety aspects of working with computers. This should cover:
- i) the importance of good posture, changing position and good keyboard technique;
  - ii) how to avoid glare or bright reflections in the screen;
  - iii) cleaning and adjusting the screen;
  - iv) the importance of frequent short breaks;
  - v) using a mouse;
  - vi) health risks;
  - vii) who to report symptoms to or to contact for help;
  - viii) information about the right to eyesight tests.

#### Eye tests

- j) Under the regulations, users have a right to eye sight tests upon starting computer work and at regular intervals thereafter, at the employer's expense. Where tests show that the user requires special spectacles/lenses for computer work, the employer must pay for the cost of a basic pair.

#### Laptop computers

- k) The work of laptop users should be properly assessed. As some laptops can be heavy, the assessment should include the risk of manual handling (i.e. lifting and carrying).
- l) Laptops should be used in proper workstations and not on one's lap, especially if large amounts of data need to be inputted. As prolonged use is likely to cause ergonomic problems, it is even more important for users to take regular breaks, position themselves correctly, flex *their arms*, etc.

### **3.9 Educational Visits and Journeys**

All educational visits planned by the School must conform to and meet the All Wales Guidance 2010. All educational visits must be authorised by the designated EVC Coordinator. All trips must be requested, planned and approved via the 'Evolve' software in line with LA and All Wales Guidance. All trip leaders must be trained and familiar with relevant school policies.

### **3.10 Electrical Equipment**

- a) Inspection and testing of portable electrical appliances is carried out at the School by competent persons or via a qualified contractor. Full records are maintained with all tested electrical equipment given an inspection label.
- b) Leaders of Departments and Managers are responsible for identifying and recording all pieces of electrical equipment within their departments that require testing, which may not be on the master register.
- c) **Permission must be sought in advance of bringing any non-school equipment into the workplace and must be PAT prior to use. Failure to do so is in breach of School and LA policy and could lead to disciplinary action. The School insurance does not cover personal equipment brought into school which then causes a fire.**
- d) Anyone using electrical appliances at the School is advised to conduct visual inspections of the electrical appliance before use.
- e) The school will ensure the testing of all fixed electrical installations by competent persons at the required times.

### **3.11 First Aid**

The School has a duty under the Health and Safety (First Aid) Regulations 1981, to inform staff of the arrangements that have been made in connection with the provision of First Aid including the location of facilities, equipment and trained staff. First Aid duties at the School will be carried out in accordance with the above regulations. First-aid at Work and Emergency First Aid at work training courses will be provided as appropriate and based on the First Aid Risk Assessment.

### **3.12 Grounds Maintenance**

All contractors will be appropriately selected and competent in terms of health and safety. Every contractor on school site will be required to sign the contractor log and instructions will be given in relation to Health and Safety and Safeguarding procedures.

### **3.13 Hand-Arm Vibration Syndrome**

- a) Under the Management of Health and Safety at Work Regulations 1992, the School is required to undertake a risk assessment of all processes that result in operators experiencing hand-arm vibration and then take action to help protect those undertaking these tasks from developing HAVS.

- b) Training will be provided to relevant employees by competent persons. A training record will be kept, and when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.
- c) The grounds maintenance staff are required to comply with the School HAVS Policy. All staff that use vibrating equipment must complete the HAVS log book on a daily basis.

### **3.14 Hazardous Substances**

- a) Under the Control of Substances Hazardous to Health Regulations 2002, the School is required to assess all substances kept at work to determine what risks there are to employees from their use.
- b) No employee shall undertake a procedure involving use of a substance unless trained.
- c) Further assessments, in full or in part as relevant, will be undertaken:
  - if any process or substance is changed;
  - no later than 12 months after a previous assessment.

### **3.15 Lettings/shared use of premises/use of Premises Outside School Hours**

- a) The Business Operations Manager is responsible for co-ordinating lettings of the School premises in accordance with the Lettings policy and terms and conditions of hire.
- b) The Business Operations Manager is responsible for informing users of the School of the presence of any hazards they may encounter including fire evacuation procedures

### **3.16 Lone Working**

- a) Lone workers are people who work on their own with little or no supervision. Thus in the event of an emergency there is no one to give assistance, or summon help. There is no law which says that people cannot work on their own, however, the Health and Safety at Work places a duty on the employer to ensure that all work activities are carried out safely.
- b) The factors that the School take into consideration when assessing lone working situations will include:
  - i) Who would be contacted in an emergency situation and how;
  - ii) Provision in the event of an accident or illness;
  - iii) Actions in the event of fire;
  - iv) Workplace conditions e.g. access and egress;
  - v) Manual handling;
  - vi) Hazardous substances;
  - vii) Is there a risk of violence?

- c) Further risk assessments, in full or in part as relevant, will be undertaken:
  - i) Should the health or the personal circumstances of the individual change;
  - ii) If any process or procedure is altered;
  - iii) No later than 12 months after a previous assessment.

### **3.17 Managing Medicines & Drugs**

- a) Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- b) Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office.
- c) Medication should be suitably labelled with details of name and dosage.
- d) All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
- e) Arrangements are in place to train staff annually, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service.

### **3.18 Maintenance and Inspection of Equipment**

Work equipment is generally any equipment used by a person at work, i.e. any machinery, appliance, apparatus, tool or installation for use at work.

- i) Work equipment will be purchased based on its suitability to carry out work safely and effectively, not on a cost only basis;
- ii) All tools/equipment will be inspected each working day prior to use to determine that they are fit for purpose. Any item found to be faulty will not be used until either repaired by a competent person or replaced;
- iii) Where specialised equipment is used for maintenance work, only sufficiently trained competent people shall operate such equipment;
- iv) Employees are NOT permitted to bring in their own Work Equipment for use without first seeking approval from the Business Operations Manager.

### **3.19 Manual Handling and Lifting**

- a) Under the Manual Handling Operations Regulations 1992, the School is required to assess the workplace and identify where manual handling takes place in the course of what we do.
- b) The Regulations require the School to ensure, where reasonably practicable, that manual handling is avoided – for example by changing work processes or by the introduction of mechanical aids. Where it is not reasonably practicable to make

such changes, we are required to identify the risks associated with a manual handling task and make arrangements to reduce these.

- c) The School provide employees with instruction in the correct techniques to use when manually handling an object to ensure that, as far as possible, injuries are not sustained.
- d) The School will ensure that training in correct procedures will be provided to all staff. This training will be provided to relevant employees by competent persons. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.
- e) Further risk assessments, in full or in part as relevant, will be undertaken:
  - i) on the introduction of new or second-hand machinery and equipment;
  - ii) If the layout of the workplace, or any process, is altered;
  - iii) No later than 12 months after a previous assessment.

### **3.20 Personal Protective Equipment (PPE)**

- a) Under relevant legislation, the School is required to carry out an assessment of all processes undertaken to determine which, if any, put employees at risk of injury or of developing ill health.
- b) The law requires that PPE considered necessary (as a result of a risk assessment) must be provided free of charge. Where the PPE is protective overalls, safety eyewear or safety footwear, one or more sets will be issued to the employees required to undertake the processes concerned.
- c) Training will be provided to relevant employees as to how to wear and/or operate each item of PPE that they are required to use. Also provided will be an explanation as to why the particular kit concerned is essential and what its limitations are. This training will be provided by persons competent in the use of the PPE concerned. A training record will be kept and, when the training is complete, the record will be signed by both the trainer and the trainee. The signed record will be placed on the employee's personal file.

### **3.21 Risk Assessments**

- a) The School recognises that risk assessments are not only a legal requirement but are fundamental in identifying risk control measures including safe systems of work, training requirements and management controls.
- b) The School has a duty under (Reg. 3) of the Management of Health and Safety at Work Regulations 1999 to make a suitable and sufficient assessment of the risks to Health and Safety to employees and other to which they are exposed whilst they are at work, and to any other person affected by the School's undertaking. The Business Operations Manager is responsible for carrying out risk assessments at the School but will be performed in such a way that will encourage staff involvement. The importance of keeping staff informed not only assists in the

identification hazards but provides assurance that what we propose to do will not only work in practice but will not introduce any new hazards.

### **3.22 Safety Committee**

It is the policy of Cowbridge Comprehensive School to encourage staff involvement through regular consultation to ensure the effective implementation of the Health and Safety Policy. The arrangements for staff consultation on general health and safety issues will be via the health and safety premises committee. To generate an ethos throughout the School of a positive health and safety culture, health and safety will be a permanent agenda item on all Premises Committee meetings and SLT meetings.

### **3.23 School Transport**

- a) All school transport to and from school is contracted by the Local authority who perform relevant safety checks.
- b) Any transport of pupils within the School day for trips, competitions, visits etc. must conform with the requirements of the School Mini-bus Policy.

### **3.24 Site Maintenance**

- a) The Headteacher/Business Operations Manager is in charge of the maintenance of the School site and its buildings.
- b) The Business Operations Manager has a responsibility for the reporting of building/site defects to the Headteacher,
- c) The Business Operations Manager is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance.

### **3.25 Smoking**

Cowbridge School site is non-smoking. It is forbidden for staff, visitors, pupils or parent to smoke anywhere on the School site or within the School Buildings. Signs are displayed around the School site to ensure that visitors are aware of our non-smoking policy.

### **3.26 Staff Training & Development**

- a) The School recognises its training responsibilities within the remit of Health and Safety legislation and the importance of ensuring continual improvement of health and safety.
- b) Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the School's training budget.



All new staff to the School will receive training as part of their induction in order to carry out their role and comply with related health & safety policies.

### **3.27 Stress**

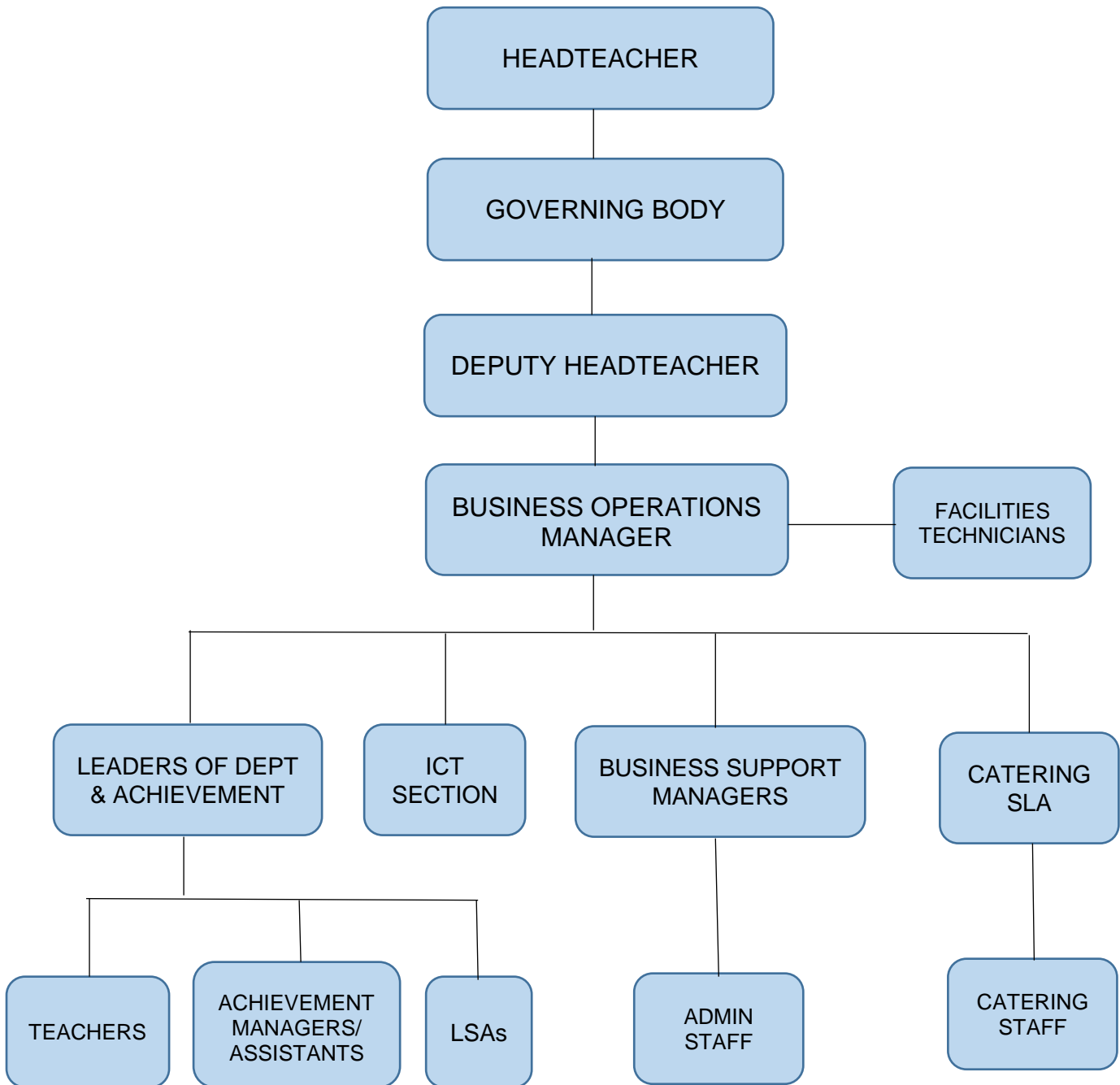
- a) The Health and Safety Executive (HSE) define stress as “an adverse reaction people have to excessive pressures or other types of demands placed on them”.
- b) The School recognises that stress can be a considerable risk to both physical and mental health so we are committed to promoting a healthy environment and a supportive climate.
- c) The School will:
  - i) Undertake regular risk assessments and take action to reduce risks once identified;
  - ii) Raise awareness of stress and mental health issues by improving the quality and accessibility of information;
  - iii) Help staff at all levels develop their knowledge and skills in this area through the provision of appropriate training opportunities;
  - iv) Provide services that support staff with stress-related issues.

### **3.28 Working at Height**

- a) The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.
- b) Work at height will range from the routine use of a stepladder to retrieve files on shelving to potentially higher risk activities undertaken such as work on the roofs of buildings.
- c) The School will make sure that;
  - i) All work at height is properly planned and organised;
  - ii) Where applicable, all work at height takes account of weather conditions that could endanger health and safety;
  - iii) those involved in work at height are trained and competent to do so;
  - iv) the place where work at height is undertaken is safe;
  - v) equipment used for work at height is appropriately selected, used, inspected and maintained;
- d) The above measures require that the risks arising from such work are risk assessed and that adequate risk control measures are implemented.
- e) The Business Operations Manager will ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training.

# APPENDIX 1

## Health and Safety Organisational Chart



## DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Headteacher  
Deputy Headteacher  
Business Operations Manager

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries		Deputy Headteacher/Business Operations Manager
<b>EMERGENCY PROCEDURES:</b>		
Critical/Major Incidents	Critical Incidents Policy	Headteacher/Deputy Headteacher/ Business Operations Manager
Emergency Procedures		Headteacher/Deputy Headteacher
Updating your Contingency Plan		
<b>EXTERNAL VISITS:</b>		
Educational Visits		Assistant Headteacher
<b>MEDICAL:</b>		
Hygiene Control		Business Operations Manager
Infection Control		Business Operations Manager
Medicines in school		Headteacher / Assistant Headteacher
New and Expectant Mothers		HR Adviser
Pupils with medical needs		Assistant Headteacher
<b>RISK ASSESSMENTS:</b>		
Computer Use	Managers Guide, User Guide and also training course and descriptions	ICT Support

COSHH	Hazardous substances COSHH Assessments	Business Operations Manager Leader of Science Senior Science Technician Leader of Art Leader of DT
First Aid		Business Support Managers
<b>SITES AND BUILDINGS:</b>		
Overarching Guidance document	Including construction work/contractors on school site	Business Operations Manager/Deputy Headteacher
Asbestos	Asbestos Register - in School	Business Operations Manager
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>		Business Operations Manager
Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> <li>• DT Equipment</li> </ul>		Business Operations Manager Leader of PE Leader of DT
Fire Safety		Headteacher/Deputy Headteacher/ Business Operations Manager
Gas Appliances <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Kitchen</li> </ul>		Business Operations Manager
Minibus Safety  Minibus Training Co-ordination		Business Operations Manager  Assistant Headteacher
Safety Glazing		Business Operations Manager