



**CHEPSTOW
SCHOOL**
INSPIRING LEARNING

CHEPSTOW SCHOOL HEALTH AND SAFETY POLICY

Approved by: Full Governing Body

Last Reviewed on: 05/10/2023

Next Review Date: 13/03/2025

Purpose

To provide an environment and culture where health and safety are paramount.

Aims

- To maintain high occupational health standards
- To maintain safe working conditions
- To satisfy all relevant legislation
- To promote healthy and safe practices
- To provide appropriate training, information and supervision
- To respond quickly and appropriately to hazard situations
- To highlight the need for all users of the building to be aware of H&S issues.

The Governing Body Chepstow School is fully committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and associated protective legislation etc.

The Health and Safety Policy consists of three parts:

Part 1: This is a statement of intent, stating the employer's policy and approach towards health and safety.

Part 2: This details the organisation intended to carry out the Health and Safety Policy.

Part 3: This describes the arrangements established to cover such matters as first aid, fire precautions, education visits etc.

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Part 1: Statement of Intent

The Governing Body:

- 1.1 Considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on the premises.
- 1.2 Recognises and accepts its corporate responsibility to provide a healthy and safe working environment for all employees and members of the public using the school.
- 1.3 Will take all reasonably practical steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all associated protective legislation etc.
- 1.4 Requires management at all levels to display a positive attitude to health and safety.
- 1.5 Will work in partnership to cooperate with the Local Authority and in the management of Health & Safety and permitting inspection of the premises.
- 1.6 Will work in partnership with trade unions for joint consultation on, and participate in measures for promoting health and safety.
- 1.7 Requires departments with identifiable hazards to have Health & Safety Procedures, and that staff understand and work to these procedures.

The school's Health & Safety Policy can be found on the school website and staff handbook.

This policy statement supplements Monmouthshire County Council (MCC) General Statement of Health and Safety at Work policy.

Part 2: Organisation

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [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 Headteacher

Overall responsibility for the day to day management of health and safety rests with the Headteacher. As a manager of the establishment and of all the activities carried on within it, the

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Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Headteacher will co-operate with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.

The Headteacher 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 Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of the Business Manager

The Business Manager is responsible for the day to day management of all health and safety issues concerning the school. This duty is carried out in collaboration with the site staff and other members of the associate staff team.

The Business Manager has responsibility for:

- 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.

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Senior Leadership Team / Middle Leaders

All staff with a leadership responsibility are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. There are separate / specific Health and Safety procedures for PE, Technology and Science. Heads of Year are similarly responsible and accountable in respect of areas that are designated 'pastoral' areas.

In the exercise of this responsibility, Middle Leaders must ensure:

- All departmental staff under their control to receive instruction/training in their duties, regarding health and safety matters
- All departmental staff are trained to carry out their duties efficiently and effectively.
- They produce their own departmental safety procedures, defining safe working arrangements and bringing it to the attention of members of staff including new members of staff, supply teachers etc.
- All statutory notices, place cards, regulations and safety signs are displayed as appropriate for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc
- The periodic checks of equipment to ensure safe operation.
- Regular inspections of Departmental workplaces and matters arising are reported.
- Appropriate clothing or equipment is issued and replaced when necessary.
- They make arrangements for codes of practices, safe working procedures/instructions relevant to the activities of the department.
- All accidents in the area are investigated with a view to preventing recurrence/liaise with Health and Safety Coordinator/Business Manager.
- Ensure effective liaison with trade union representatives.
- The Departmental safety policy/procedures are regularly reviewed and revised.
- Assess hazards and risks arising out of activities under their control ensuring risk assessments and safe systems of work are devised and operated.
- Are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc – is accompanied by adequate information and instruction prior to use (eg 'Use of Manufacturers Data Sheets').
- Must report to the Site Manager / School Business Manager all problems, defects and hazards.
- Must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.

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- Must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- Must make recommendations, if appropriate to their Line Manager or representative on any practices, premises, equipment etc, which give rise to risks to health and safety.

Teachers / Technicians / Support Staff

- Are responsible and accountable to their Line Manager for the implementation of the school health and safety policy in the performance of their duties.
- Must be familiar with the school health and safety policy, the implications of that policy in the performance of their duties.
- Must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- Must ensure that where conditions apply, all pupils, students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- Must report to their Heads of Faculties /Line Manager all problems, defects and hazards that are brought to their notice, using the agreed procedure.
- Supply teachers must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work. The supply staff coordinator is responsible for initial site general health and safety e.g. alarms and fire evacuation procedures with temporary supply staff.

Site Team

- Are responsible and accountable to the School Business Manager for all matters relating to health, safety and welfare within the sphere of their activity.
- Must ensure they are familiar with the school's Health and Safety Policy and that cleaning contractors are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, hazardous substances, etc).
- Must report directly to the School Business Manager or Headteacher when reporting defects and hazards.

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- Are, in the case of direct labour, responsible for ensuring that staff under their control are adequately informed of school procedures and hazards.
- Must inform the Health and Safety Coordinator whenever contractors are due to enter the school to undertake maintenance, service or works contracts, that could affect the normal running of the school.

The Catering Unit Manager

Please note the Catering Unit Manager is employed directly by the Catering provider (Aramark). The School Business Manager is the link for the contract.

- Must familiarise themselves with the school's Health and Safety Policy and what it means to their work activities.
- Will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- Must be familiar with the Food and Safety Act 1990 and the implications as far as the school is concerned.
- Must inform the Site Manager or Business Manager of any potential hazard or defects.
- Must ensure that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

The Cleaning Contractor

Please note the Cleaning Contractors are employed directly by Monmouthshire County Council. The Site Manager and School Business Manager are the links for the contract.

- Must familiarise him/herself with the school's Safety Policy and what it means to their work activities.
- Will ensure that all cleaning staff are instructed and informed to work in accordance with this document.
- Must be familiar with the COSHH policies and procedures and the implications as far as the school is concerned.
- Must inform the Site Manager or Business Manager of any potential hazard or defects.

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- Must ensure that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the school.

The Safety Representatives

- Will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on health and safety matters.
- Will be entitled to inspect the school in accordance with the agreed LA procedures/agreement. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the governing body.
- Have the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

All School Staff / Employees

- Must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- Have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards, defects to the Headteacher, Health and Safety Co-ordinator or a senior manager.
- Will be given access to the school's health and safety policy and are asked to make themselves familiar with all documents relating to health and safety in the school.
- Copies of the school's health and safety policy can be found on the school website and in the staff handbook.

Role of Specialist Advisers

The governors recognise there will be occasions when the school will require specialist advisers, the procedures to be adopted and recommendations for outside advice will be decided and clarified at school / governors' level.

Responsibilities of contractors and others (including those who hire school facilities)

When the premises are used for purposes not under the direction of the head teacher then the person or organisation in charge of those activities will have responsibility for safe practices whilst on the school premises. The Business Manager and Caretakers will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees.

Part 3: The School's Procedures

General Notes

Safety is the responsibility of everyone. It is impossible to teach because not all events can be predicted. However, if common sense guidelines are always followed, the chances of accidents should be greatly reduced.

However, safety can be promoted by:

- Supplying information
- Training people to be safety conscious
- Keeping our eyes and ears open
- Noting possible hazards and hazardous areas
- Updating and disseminating information
- Insisting that people always behave with due regard to safety.

All departments across Monmouthshire County Council have adopted the corporate health and safety policy. Managers must ensure that the Corporate Health and Safety Policy and the local arrangements are communicated to all employees and stakeholders where required. The Arrangements should be read in conjunction with the Corporate Health and Safety Policy

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

Emergency Evacuation

- The Headteacher / School Business Manager will ensure that practical evacuation procedures are in place. These procedures are found in **Appendix 9**.
- The Headteacher / School Business Manager /Site Manager will oversee the testing of the fire alarm system weekly during term time and ensure the system's integrity.
- Emergency Evacuation instructions are to be posted in each room.

Fire Safety Policy Statement

The Governing Body / management are strongly committed to achieving the highest possible standards of health and safety.

We will actively promote a positive safety culture which will lead to the avoidance of, or reduction in, risks from fire, and ensure compliance with the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, and associated legislation.

The Governing Body/management have set the following objectives for achieving the above:

1. To provide the safest possible environment for its visitors, tenants, employees and contractors and any others who may be affected by our activities.
2. To eliminate, wherever possible, risks to health and safety from fire, or where not possible, effectively control those risks.
3. To reduce fire incidents to the lowest possible level.
4. To ensure all employees are competent and effectively trained to carry out their duties in relation to fire safety in a safe manner.
5. To actively review risks from fire, and their controls, in an effort to constantly improve standards of fire safety in the light of new technology, legislation and best practice.
6. To maintain an organisational structure for the management of fire safety, including lines of communication co-operation and identification of responsibilities for managers with key health and safety roles.

The Governing Body / management will provide the support and resources to enable staff to achieve these objectives.

Further guidance on achieving these objectives are set out in the School Fire Safety instructions / evacuation procedures set out in the handbook.

These standards are relevant to our own premises as well as those which we manage.

All members of management and employees should regard fire safety as an integral part of their normal duties. The Governing Body/management considers that serious or persistent disregard for the policy arrangements is a disciplinary matter and will be treated accordingly.

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All employees have duties under the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 to take reasonable care for their health and safety and that of others who may be affected by their acts or omissions, to co-operate and use all work equipment, dangerous substances and personal protective equipment in accordance with the training and instruction they receive.

Site Fire Risk Assessment

This document is an evaluation of the site completed by Property Services.

Higher fire risk areas have been assessed departmentally and are attached

Personal Protection Equipment (PPE)

Where risk assessments, guidelines or statutory regulations require PPE to be used then:

- In the case of pupil use as required by the Scheme of Learning this requirement must be clearly stated in the SoL and it is the duty of the teacher to ensure that suitable PPE is available and correctly used by all pupils.
- In the case of staff use the issue and use must be recorded on a PPE Register which must be available for inspection at any time. **(See Appendix 1)**. Such issues must not take place unless the member of staff has received training in the use of that equipment. This training to be recorded in the Record of Staff Training **(See Appendix 2)**.

It is the duty of the Middle Leader to ensure that the PPE in use is suitable for the purpose for which it is used.

Asbestos

The Corporate Landlord will undertake a detailed and comprehensive survey and a report provided to the Site Manager.

Information must be cascaded to all employees on the location of asbestos within the premises and how it will be managed. Arrangements to ensure contractors and any other person who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises.

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Information and instruction must be provided to employees and contractors to include the following:

- Not to drill or affix anything to walls without first obtaining approval from Site Manager and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.
- The location of the Asbestos Survey plan is located in reception.
- Employees should report any concerns to the Site Manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

Radiation Protection

Radioactive sources will be kept in a secure labelled locked place when not in use. Such materials must be logged in and out of storage. It is the duty of the team leader to inform the School Business Manager of the presence of such material and to ensure that the use of such material is risk assessed and complies with all relevant regulations.

All monitors used in school must comply with regulations.

COSHH Information on Materials

It is the responsibility of all departments to be aware of the COSHH recommendations for all materials that they use. Where there is a risk or hazard associated with a material this must be included in the risk assessment for the use of that material.

COSHH sheets must be kept.

Risk Assessments

The Site Manager / School Business Manager and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

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The statutory requirement to carry out risk assessments of all activities, buildings, spaces and equipment shall be coordinated by the School Business Manager. All such risk assessments shall be recorded and reviewed at least once per year.

Senior and Middle Leaders shall be responsible for the Risk Assessments of all activities, spaces and equipment for which that team is normally responsible including those off site. (Also refer to Policies regarding Visits and Trips, Use of Minibus, Insurance, First Aid)

A copy of all Risk Assessments must be maintained and evidence provided that all members of the team have understood and accepted those Risk Assessments which apply to them.

All new staff, student teachers, visitors, etc. must be made aware of and accept the implications of the relevant Risk Assessments. (This is to be covered during the staff induction process with the School Business Manager for the whole school and with line managers for departments).

Risk Assessments for all general areas and activities shall be the responsibility of the School Business Manager.

All concerns involving H&S arising from Risk Assessment must be reported to School Business Manager on Health and Safety/Maintenance Form **(See Appendix 1)**

Guidance on Risk Assessment is available from the Schools School Business Manager / Site Manager.

General Fire Risk Assessment are the responsibility of Schools School Business Manager / Site Manager

Environment / Reporting Defects

- All employees have a responsibility to report any defective equipment to the Site Manager or School Business Manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented
- Defects are reported by telephone, email and returned to the Site Manager.
- Premises are thoroughly inspected on a regular basis (at least once a term) - plant rooms (weekly), site (daily) and a record is kept in the diary of observations and necessary contractor remedial works orders.

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- A report sent to governors quarterly.

Accident / Incident and Physical / Verbal Abuse Reporting Procedures

All accidents/near miss accidents have to be reported and recorded as soon as possible after the occurrence to a member of SLT. The first priority is to obtain any necessary medical attention.

No matter how small, whether it appears to be a very minor cut or bruise if it was obtained within this site or was reported from a sports injury at another school or on a trip off site, the responsibility to report and record is ours.

The same goes for members of the public/visitors/invigilators/contractors/volunteers etc. If on these premises, whether or not it was due to unsafe site conditions, recording must be undertaken.

Typical Departments where accidents/incidents are more likely to occur, e.g. Science (burns), Technology (cuts), Art (cuts), caretaking cuts/bruises, PE (sports injuries), school yards (cuts and grazes). Near miss accident example: material coming out from a machine nearly hitting someone.

If, as an example, an accident or near-miss accident has occurred with machinery, any apparatus or resource, the scene has to be left as it was so that photographic evidence can be obtained

The reporting point for all accidents for students in Main Reception and staff the School Business Manager (once First Aid has been administered)

If a lost time accident, over 2 working days, the School Business Manager informs Monmouthshire Health and Safety which they would then report to the HSE.

It is good practice for the injured person to sign and date their statement directly at the point it finishes. This prevents unauthorised additions being made to a statement.

School Business Manager to ensure correct forms are issued, completed and filed and that the LA is notified in appropriate circumstances for safeguarding purposes. Accident reports are split into school terms. To inform School Business Manager of accidents that are claimed to be premises related for investigation by that person together with the department head. Heads of Faculties will be involved in investigating accidents within their own areas of responsibility, assisted where necessary by the School Business Manager.

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Termly - Contact and advice may be sought from the MCC Safety Department / HSE.

First Aid Policy / Procedures

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Chepstow School. The requirements for the statutory provision of First Aid have been considered.

First aid will be provided by one of the school's registered first aider. Staff accompanying pupils on school visits/sporting fixtures will be issued with a basic first aid kit. In the case of serious injury it is important that proper medical attention is sought immediately.

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work. Facilities must be provided to ensure that First Aid is administered to employees, visitors, students, volunteers, agency staff, etc if they become ill, are injured at work or under the jurisdiction of the school, on or off site.

First Aid during school hours is the responsibility of the Headteacher, School Business Manager and any staff first aiders.

The Headteacher / School Business Manager will endeavour to ensure that there is always at least the recommended number of first qualified aiders on site and as required for other activities. Priority for training should be given to high risk areas such as PE, Science, LDC and Technology.

Procedures for incidents requiring First Aid can be found in **Appendix 8**

First Aid kits will be located in the areas indicated in **Appendix 11**

Each First Aid kit contains the items listed in **Appendix 11** and will be maintained by the first aider responsible for that kit

Qualified First Aiders are listed in **Appendix 12**.

Procedures for a major incident including those out of school are contained in the Contingency and Emergency Procedures Policy. **Appendix 10**

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Pupils with known medical problems

- Medical information provided by parents will be held by the Progress Leader and at the First Aid point. Such information will be released to other staff as required.
- Guidelines for Handling Sick Children is given in **Appendix 17**.
- Procedures for the Administration of Medicines to pupils is given in **Appendix 18**.

First aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor illnesses. The administration of tablets or medicines falls outside the definition of First Aid (see managing medicines procedure).

The responsibility of the employer is to:

- Establish the First Aid need by assessment/evaluation.
- Identify suitable employees who are willing to undertake First aid training and subsequent refresher training.
- Provide adequate First Aid equipment and facilities.
- Inform employees of the location of the First Aid personnel and equipment available at the school through the staff handbook, staff induction and staff notice board.
- Ensure First Aiders maintain their First Aid status by attending appropriate HSE approved First Aid courses.

The responsibilities above have been delegated to the Headteacher to discharge them in the appropriate manner.

General running of First Aid at Chepstow School

There are first aiders trained across the School, the First Aid point is at Reception. First Aiders such as DT / Science staff etc would apply First Aid to the patient (injured person) – these individuals would then generally be referred to the Reception point to be dealt with by the nominated First Aider(s).

Reception is key to communicating with Departments/parents. Obviously, there are times when accidents have occurred on rugby fields or in the school yard where a First Aider from a nearer area / department has attended and an ambulance has arrived at the spot. In these situations, the First Aider together with the member of staff would fill in the accident report. After normal hours

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caretakers /site manager / cleaning staff have trained First Aiders. With lettings in the evenings, the management ensures the club has its own equipment and trained First Aiders. During school plays / concerts etc cover is arranged.

School Business Manager

- Communicate with Departments and leadership team to obtain the required level of First Aid coverage and to recommend increases / decreases to numbers in line with changes within the school.
- Maintain the First Aid register.
- Arrange necessary training sessions for all first aiders ie current requalifying and any new recruits.
- Ensure First Aid cover is available throughout the working hours of the school week.
- Ensure First Aiders are available on school trips.
- Communicate with staff First Aiders to monitor accidents/ accident report forms following treatment given in the First Aid room.
- Assess the levels and type of injuries requiring First Aid for Governing Body reports/staff awareness.

First Aiders

- Cover the First Aid provision across the site during the school education hours.
- Care for pupils that feel unwell.
- Use equipment supplied to treat the injured person also wearing necessary gloves etc. to ensure their own safety.
- Ensure First Aid boxes / bags are in good condition and contents are inspected and replenished after use. Liaise with Departments requiring First Aid boxes / bags and make them available and inspected. Ensure that, on return, they are inspected and replenished when necessary. Discuss also whether any accident reporting was required to be done on the offsite trip.
- Maintain an adequate supply of equipment in store for replenishing First Aid boxes / bags. Orders are raised and placed through the accounts officer.

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- Treat minor accidents and record in the accident report file. Hold pupil in the First Aid room until thought to be fit to return to class.
- A minor injury / accident may require the Admin First Aider to contact parents so they can arrange to collect the pupil.
- A more serious accident / injury will require a call to **the emergency services**. Inform Parents / carers of the situation, e.g. pupil injured and an ambulance has been called. Request they come to school if possible. If the ambulance has already left, request they attend the hospital to meet a member of staff who is accompanying the pupil. Ensure details of the accident / witnesses obtained. If a parent is unavailable to arrive to accompany the pupil to hospital the first Aider may seek assistance from another member of staff to accompany the pupil to hospital. On arrival the person accompanying will hand over to the parents / carers.
- Record accident information / obtain information re witnesses contact members of staff regarding further information.
- Inform Headteacher / Business Manager if any accident that occurs on the premises requires urgent attention.
- Request assistance from other First Aiders for assistance in lifting / turning etc. Liaise with other First Aiders around school to ensure that if anyone is treated in that area an accident report form is filled in at Administration as this ensures continuity of reporting and records.
- Notify the Local Authority.

First Aiders generally will:

- Know the positions of First Aid kits around the school.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes the wearing of gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or emergency services.
- Help fellow First Aiders at an accident / incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Order First Aid box / bag from administration for use on offsite trips and on completion return to Administration - liaise regarding any person treated, use of materials and replenishment of materials and any information re accidents for records.
- Clean up after giving treatment, disposing of waste materials, sealing in a waste plastic bag prior to disposal.

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- Obtain information about the accident to assist in the filling in of the accident log and relay this information on the First Aid log

Any pupils requiring medicines to be held in school must supply a consent form. For mainstream pupils First Aid Point hold such medicines. Staff should not administer any medicine to a pupil without written consent.

Site Inspections

- These will be carried out on a regular basis – see detailed procedures - and whenever else deemed necessary by the Site Manager and report findings.
- First Aid Boxes - once a term – Assigned First Aider (Health and Safety Coordinator / Business Manager)

Contractors

When managing contractors at the premises / school, the following information should be provided at a minimum that includes:

- Health & Safety Policy
- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and Out Procedures
- Arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, and duration of the visit
- All contractors entering the site do so on the understanding that they accept and abide by the Health and Safety policy of the school. Contractors must read all asbestos documentation and sign the asbestos register.
- All contractors not on the approved MCC list must complete a Contractor Questionnaire prior to commencement of any work. **(See Appendix 3)**
- All contractors must ensure full compliance with all applicable H&S guidelines and regulations.
- All accidents to contractors and their employees must be reported to the School Business Manager who will maintain a record. Contractors must also follow their own procedures in the case of an accident.
- Individuals working on site may be the subject of Police checks unless via Property Services.

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Testing / Maintenance Equipment

- All fixed and portable electrical equipment will be tested as required. A record of such testing to be maintained by the Site Manager
- Equipment subject to statutory testing to be tested as required by LA and Certificates of Compliance (copy) kept on file by Property Services
- All staff are responsible for making visual inspection of equipment before use
- Personal electrical equipment should not be used in school.

Staff Safety Induction

All new staff including supply teachers are required to attend safety induction training.

It is the responsibility of the School Business Manager to ensure that all new staff attend the training.

New / Agency Staff

Will be informed through an induction training programme of Health and Safety measures and procedures, which will be found in the Health and Safety Policy, by Reception team and by the Head of Faculty for departmental issues.

Work Experience / Volunteers

The School Business Manager / Line managers must ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

Training

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure the health, safety and wellbeing of its employees at work. The Authority has put in place mandatory Health and Safety training for all levels of employment within the organisation.

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Additional training and instruction is the responsibility of the line Managers, who will assess the Health and Safety training needs of the employee, i.e.:

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary
- On the job H&S instruction and training
- Specialist H&S training according to need

All information relating to Health and Safety issues will be shared in staff briefings, which is followed up by email

All Middle Leaders are responsible for ensuring that all team members are suitably trained for the activities they undertake. This is especially important for Student Teachers and visitors.

The School Business Manager, in conjunction with the Leadership Team, will endeavour to provide appropriate training to ensure the effective implementation of the Health and Safety Policy.

Staff Health and Wellbeing

- Competent Health and Safety Advice is available from Monmouthshire Council Health and Safety Team
- Free access to confidential advice and support line 24 hours a day, 365 days a year. Information and advice in relation to family, personal, debt, workplace issues can be provided via telephone or on-line. A comprehensive counselling service is also available.
- The School Business Manager in conjunction with the Leadership Team, shall endeavour to provide support, training and information to encourage personal health amongst staff.
- The School Business Manager shall liaise with MCC to encourage and take advantage of health promotion initiatives.
- Employees shall take reasonable care of their own health, safety and wellbeing and of others who may be affected by their actions.

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New & Expectant Mothers

Specific assessments for new and expectant mothers must be undertaken by the School Business Manager and reviewed at predetermined intervals. Personal risk assessments will be stored securely with the School Business Manager and copies will be provided to the HR department.

Visitors

- All visitors to the school must report to Main Reception and sign in accepting the Health and Safety rules of the school. They must display a visitor's badge at all times and sign out on departure.
- Visitors should not normally be allowed to enter the school buildings unaccompanied.
- Staff expecting visitors should meet them at Reception and escort them out of the building at the end of their visit.
- Staff should challenge or report to Reception any stranger without a visitor's badge.
- All contractors must report to the School Business Manager (or Site Team where appropriate) prior to carrying out any work.

Traffic Movement

- It is the duty of all persons responsible for vehicles to take every precaution to maintain the safety of themselves and others, especially pedestrians whilst on school property.
- As a general rule, pedestrians have the right of way over vehicles.
- There should be no vehicle movement between 08:20-08:40, 11:00-11:30, 13:15-14:15, 15:00-15:30, and at lesson changeover.
- A speed limit of 4-6 mph applies throughout the grounds.
- Vehicles must be parked in the designated areas and not cause obstruction.
- Parents should not bring vehicles into the school grounds to drop or pick up pupils except in an emergency.
- Pupils are not permitted to bring vehicles onto the school site.
- The school reserves the right to refuse access to any person or vehicle.
- Any accident involving a vehicle in the school grounds must be reported to the School Business Manager or a member of the Leadership Team.

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- The school does not carry insurance for damage to vehicles in the school grounds and owners are advised to ensure they have adequate insurance cover.
- CCTV Code of Practice – **See Appendix 13**
- CCTV Operating Procedures – **See Appendix 14**

Working at Height

Restrictions apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity

Use of Display Screens (DSE)

Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the School Business Manager. All employees must ensure that they are fully conversant with Monmouthshire County Council policy and procedures

Transporting Pupils

When pupils have to be transported due to illness, injury or emergency and parents are not available, staff may use their own vehicles voluntarily provided they are suitably insured and are accompanied by another suitable adult in line with schools and MCC annual checks for business use. **See Appendix 4**

Minibus

Any employee who is required to drive any minibus must be suitably trained and approved by the transport department. The School Business Manager will arrange to undertake annual inspections of driving licenses where required.

See Policy on **Use of School Minibus (Appendix 5)**

School Trips and Off-Site Visits

Any school trips or off-site activities must be planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Educational Visits Coordinator (EVC) using the Local Authorities Evolve online system. All documentation will be stored centrally at the school as a point of reference

For any members of staff that will be required to organise and participate in school trips/visits - Information to be obtained from the designated Education Visits Co-ordinator.

See Policy on **Trips and Visits (Appendix 4)**

Lone Workers

- Pupils must never be allowed to remain in the building or grounds without supervision.
- Whenever possible adults should not remain in the building or grounds out of sight or sound of other adults.
- Staff working late or during holidays must ensure they are in reach of a telephone and whenever possible ensure their presence is known by signing in using the agreed procedure.
- Site Manager and Caretakers on duty during school hours must carry 'Walkie Talkie' radios.
- Site Manager and Caretakers on duty out of normal school hours must carry 'Walkie Talkie' radios.
- The Site Manager is to ensure that cleaners working in isolated areas of the building have access to mobile communication, either via mobile phone or walkie-talkie.
- During school holidays, all staff entering the school must sign in and out at reception. Staff must take a register of students in their care and place a copy at Reception.
- The Finance Officer / School Business Manager must alternate days / times of banking and be accompanied whenever possible.

Productions

See Policy on **Productions (Appendix 6)**

Outside Users

- All premises managers must ensure that all operating procedures and risk assessments are reviewed as part of the 3rd party letting agreement. This includes fire risk assessment, lone working, building security etc.
- All users of the premises and grounds must complete a Letting Form (**Appendix 7**) prior to use of the premises.
- All such users must abide by all relevant Health and Safety regulations and guidelines applicable to the activities.
- Those using the building are responsible for their own first aid and security arrangements.
- Those using the building are required to be acquainted with emergency procedures including evacuation in the case of fire or another emergency.
- All users must abide by the no smoking rule.

Contingency and Emergency Plan (Appendix 19)

This plan relates to:

- An event which threatens the safety of children, staff or the school premises.
- An incident which affects the community within which the school is based.
- A crisis which might affect the public reputation of the school.
- A disruptive even, e.g. loss of utilities which may impact upon the continuity of service for the school.
- The plan provides a generic guide to actions that will be considered by the Headteacher and the Leadership Team in case of an emergency in the school, local community or on a learning activity outside the classroom.

It also covers procedures for an incident occurring in school time, out of school hours and during weekends and school holidays.