Health and Safety Policy

Updated: September 2026

Review Date: September 2027

Ultimate Responsibility for Health and Safety is*:* *Mr Aaron Perrin*

Introduction

Hafod Y Wern understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation.

Mr Aaron Perrin is to maintain a safe and healthy working environment at Hafod Y Wern for all staff, pupils and visitors.

For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the health and safety policy statement, organisation and arrangements necessary to control all aspects of the school's operations on and off site.

Statement of Policy

This is the health and safety policy of Hafod Y Wern which should be read in conjunction with the health and safety policies of Wrexham County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school.
- Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe equipment used in school.
- Provision and dissemination of health and safety information which is received from the LA and other sources.
- The provision of adequate health and safety training to all employees as and when this need arises.
- Safe means of access and egress.
- Adequate welfare facilities for all staff.
- Procedures for emergencies such as fire, first aid and other school related incidents.
- Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- Access to specialist help with references to health and safety matters (LA).
- Encouragement for staff to participate in the promotion of health and safety

standards in the school (promotion of joint consultation).
- This policy will be reviewed and updated as appropriate.

Organisation and Responsibilities

School Governing Bodies

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.

- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.

- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.

- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.

- To agree with the Head teacher a policy for resourcing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.

- To be aware of and comply with relevant safety legislation, codes of practice and guidance notes and their application to the school.

- To receive through the Head teacher or school staff copies of health and safety reports noting the action taken to be taken or to implement the recommendations and/or requirements.

- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.

- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

Headteacher

Whilst overall accountability for health and safety lies with the LA as the employer of the school workforce, the Headteacher has responsibility for the day-to-day running of the school and the health and safety of employees, pupils and visitors.

Mr Aaron Perrin Headteacher must:

- Ensure that the school is following the LA Policy, SMS for schools and health and safety guidance.

- Ensure the school adopts the LA's model health and safety policy for schools and has effective arrangements for assessing and sensibly managing health and safety risks at the school.

- Make sure that employees and temporary/agency workers understand their responsibilities and have the appropriate induction, training and competence to enable them to deal with risks in their areas of responsibility.

- Maintain effective communications with LA Officers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.

- Consult and work with Trade Union-appointed Safety Representatives (TUSRs).

- Ensure that the LA procedures on reporting near misses, accidents and violence at work are followed and co-operate with Corporate Health and Safety Officers.

- Provide annual assurance to the Chief Officer – Education & Early Intervention (CO-E&EI) that the Council's Health & Safety Policy (LA Policy) and Safety Management System (SMS) are implemented effectively at the school and the school is compliant with the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and all relevant health and safety and fire safety legislation.

- If the school engages contractors directly, the Headteacher must ensure there are effective health and safety arrangements in place for planning work involving contractors, selection of contractors and for supervising and monitoring their work.

- Where there is reference to the school's responsibilities (including actions or

prohibitions to be taken or put in place) in the LA Policy, SMS, model school policies or other health and safety guidance, the Headteacher is responsible for making sure that these responsibilities are fulfilled.

- Where health and safety responsibilities are delegated to other school leaders and managers the Headteacher should ensure that they have sufficient time, resource and competence to fulfil their role. The school's health and safety policy should also specify the health and safety training required for each role.

School Business Manager

School Business Manager are responsible for implementing safe working procedures in respect of their activities at Hafod Y Wern **Primary School** which should comply with the LA policies, procedures and guidance as appropriate and with the school's health and safety procedures. They will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

This will be done under the direction of the Head Teacher.

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures.

- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.

- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.

- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

Other school leaders and managers

Hafod Y Wern Primary School have a range of leadership and management roles, such as

- Business Manager
- Assistant Headteacher / Senior Teacher
- Nominated Health and Safety Leads

The health and safety responsibilities of these roles are set out in the model health and safety policies for schools, and include as appropriate:

- Carrying out suitable and sufficient risk assessments and ensuring effective risk controls are put in place.

- Ensuring employees, agency/temporary staff and volunteers are provided with the appropriate information, instruction, induction and training to carry out work/activities safely.

- Ensuring pupils are provided with appropriate information and instructions on health and safety and behaviours and are adequately supervised.
- Ensuring suitable and safe equipment, materials and personal protective equipment (PPE) are provided to enable people to carry out their work/activities safely.

- Checking that the workplace / environment is safe and that equipment, products and materials are used safely.

- Monitoring that risk controls and health and safety procedures are effective and complied with and that any necessary remedial action is taken.

- Ensuring near misses, accidents and violence at work incidents are investigated and appropriate remedial action is taken to prevent recurrence.

Caretaker and/or Site Manager

The caretaker Georgia Davies is responsible for ensuring that she implements safe working practice in respect of their activities on and around Hafod Y Wern **Primary School** and complies with LA policies, procedures and guidance as appropriate.

The role of the Caretaker varies from school to school and the range of work they carry out can be quite broad. For example, changing of light fittings, external and internal checks and maintenance, gutter clearing, building security / opening and closing the building, movement of furniture, managing waste materials, legionella compliance and fire safety checks and tests.

Georgia Davies Caretaker may also have a role in advising contractors of site specific risks and overseeing their activities on site.

Hafod Y Wern Primary School will ensure Georgia Davies caretaker has the appropriate level of training, skills, experience and knowledge of the risks involved with their role. This includes, for example, training on the safe use of ladders and working at height training; asbestos awareness training; legionella awareness training; electrical safety awareness training.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others (particularly pupils) who may be affected by their acts or omissions. They must co-operate with school leaders in complying with health and safety law.

Employees must comply with the LA Policy and the school's Health and Safety Policy and procedures at all times and act in accordance with any specific instructions and health and safety training received. This includes using all work equipment and substances in accordance with instruction, training and information received.

Temporary Staff

Temporary Members of staff must be provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role.

Volunteers and Parent Helpers

Volunteers and parent helpers should be adequately supervised whilst on school premises / during school activities, criminal record checks will be required.

They should be given relevant health and safety information by the school and the member of staff supervising them, including fire and emergency procedures. They are expected to co-operate with school staff and follow their instructions to ensure the health and safety of themselves and others.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. They are expected to follow all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Arrangements

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements which the governors of Hafod Y Wern Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Accident Reporting

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting procedure.

Without exception, all employees are required to report work-related accidents and incidents to the head teacher or their respective line manager or other responsible persons as soon as possible, providing as much detail and information as possible.

Anyone who is notified of a serious accident/incident must inform the Head teacher and the WCBC Corporate Health and Safety Team by the quickest possible means so that the appropriate support and follow up can be arranged.

The Council's Incident Reporting and Investigation System (IRIS) enables online reporting of accidents, near misses and work related violence. The form should be used to report incidents involving staff, pupils, visitors and contractors.

RIDDOR

The Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place a statutory duty on employers to notify the Health and Safety Executive (HSE) of all relevant specified injuries, diseases and dangerous occurrences.

Any accident or incidents which trigger RIDDOR reporting requirements must be sent to through to the WCBC Corporate Health and Safety Team by the quickest possible means.

WCBC Corporate Health and Safety Officers will check all submitted accident/incident forms and will report to the Health and Safety Executive on the school behalf if required.

Near Misses

Staff are encouraged to report all incidents/near misses using the online health and safety accident/incident reporting (IRIS).

If necessary, you can report by phone to your manager or to another nominated person. Near misses can also be reported through Contact Wrexham on 292000.

Accidents and incidents/near misses will be monitored by the Corporate Health and Safety Team and reported to the Senior Leadership Team to ensure that corrective action is taken and any necessary improvements are put in place.

Liability Claim's

Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, the school will:

Immediately forward the letter of claim or CNF to Wrexham County Council Insurance Department or the Corporate Health and Safety Team, in order that they can acknowledge receipt of the letter of claim or CNF within one business day.

The school will promptly provide information requested by the WCBC Corporate Health and Safety Team, who are required to investigate employee injury claims within 30 business days.

Administration of Medication

The school fully complies with the LA policy / guidance on the "Administration of Medication" The LA will monitor compliance. Where required, anyone requiring medication or medical support in schools will have an individual healthcare plan created with the support of key medical personnel.

The school can only administer medication which is in its original container and is clearly labelled. For prescription medication the label must have been printed by the dispensing pharmacy with the medication's name, child's name and details, GP's name, date of issue, dosage and instructions and expiry date.

Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff who have been first-aid trained and are aware of the safe administration of medicines for each pupil and competent.

Medication must not be given to the class teacher or brought into school by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from the school office by a parent / guardian at the end of the school day.

For long-term conditions, it is the responsibility of the parent / guardian to ensure they provide the school with regular replacement medication for their child as soon as it runs out or becomes out of date.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional**.** Medicines are kept in a locked cupboard in the school office or a sealed box in a fridge, according to storage instructions.

The only exceptions to this are asthma medication (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

Health Care Plans Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Asbestos

It is the responsibility of WCBC Property Services to ensure a survey / risk assessment is carried out for Hafod Y Wern Primary School.

Where asbestos is present we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.

We draw to the attention of contractors, staff and other people who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our asbestos register.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher and the Local Authority, who will contact the relevant agencies.

Building / Premises Defects

The school will ensure that regular formal inspections of buildings, premises (including walls and fences) are undertaken and written records of defects noted and a programme for remedial measures drawn up.

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to a nominated person, head teacher, caretaker, or school office. That person will ensure that the necessary action is taken to rectify each defect without delay.

All staff is required to report accidents, incidents, near misses, defects and hazards.

Particular Matters Requiring Attention

Hafod Y Wern will ensure that all steps, stairs, and thoroughfare (hard-based areas and grassed areas) are maintained in a condition which is safe. Regular inspections of the school site are carried out (defects noted and remedial measures put in place). Matters such as e.g. spillage / wet floors / trailing cables etc. are identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc. Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves, surface water etc. poses a slipping risk. The LA will monitor for compliance.

Cleaning and the Use of Substances Hazardous to Health

The Headteacher and caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on the school site.

The associated procedures and control measures will be implemented and enforced.

School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition. All cleaning materials will be kept under locked storage.

Contractors

Hafod Y Wern will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

The school will refer any problems regarding health and safety of the works to the LA Safety Officer. Large-scale works will be undertaken under the control of the WCBC Property Services Department. The LA will monitor for compliance.

Contractors will be referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any intrusive works are permitted to commence. Children will be excluded from any work sites or areas where work is taking place, including areas where vehicle movements take place.

Display Screen Equipment

The school will ensure full compliance with WCBC guidance. For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed.

For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use. Interactive white boards will be fixed and used in accordance with the manufacturer's instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.

Driving and Riding Safely at Work

The school is to adopt and implement the WCBC Driving and Riding Safely at Work guidance. Anyone driving a vehicle must meet the criteria identified within the driving guidance. The Head Teacher must ensure that the following is undertaken:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

School must ensure associated risks are adequately controlled for employees who drive for work purposes and when transporting children and young people in staff vehicles. This applies to off-site educational activities, sports events, performances and other field trips and events where members of staff use their own vehicles to transport pupils for school activities.

A risk assessment must be completed for general minibus use, use of coaches and travelling within the duties of employment. The Head Teacher must ensure that the following is undertaken:

Use of minibuses

- The driver meets the age, licencing and experience criteria for driving minibuses.
- The driver is fit to drive the vehicle.
- The driver has undertaken the MIDAS course.
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- A pre-use vehicle check is carried out and recorded for school owned vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Educational Visits

The school uses the EVOLVE online system for educational visits approval. All trips are implemented in to the EVOLVE system by the Group Leader. The EVC is responsible for checking all the documentation has been attached and once satisfied, will approve and send to the Head Teacher for final approval. All high risk and residential visits are sent to the Local Authority for approval.

Electricity

The school will comply with the LA Health and Safety policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and a competent person carries out all repairs and maintenance. In school will ensure that:

- All portable electrical appliances are maintained in a safe condition and are inspected / tested by a competent person. Records are maintained.
- Fixed mains wiring is inspected and tested at least every 5 years.
- Only competent, trained persons are permitted to carry out work on fixed electrical installations (lighting, wiring, etc.). All installation, repair, modification and testing of fixed electrical systems is to be undertaken using competent persons.
- Staff to undertake 'before use' visual inspections of electrical appliances.
- Residual Current Devices (RCDs) are provided and used where applicable.

Emergency Situations

Hafod Y Wern has an emergency plan. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have term impacts on pupil's staff, governors and parents.

The following are examples of emergency incidents, which may impact on the school and necessitate activation of the emergency plan.

- A serious accident involving children and/or school personnel, on/ off site.
- A terrorist attack or violent intruder on or nearby school premises.
- Chemical or toxic substance release on or off site.
- Firearms/weapons attack.

Equipment

All employees are required to inspect visually their work equipment, to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.

Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.

No personal equipment is to be used unless it has been deemed safe by a competent person.

Finger Traps in Doors and Gates

All doors / gates in the school will be risk assessed and appropriate safeguards put in as necessary.

Fire Safety and Evacuation of the Building

The school will ensure a competent person (Property Services) has carried out a Fire

Safety Risk Assessment for the whole school. The school will action any shortfalls resulting from the Risk Assessment. The school will ensure compliance with:

- Termly fire drills in accordance with LA guidance undertaken.
- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually.
- Emergency lighting tested regularly.

Fire Safety Coordination

The Head teacher or nominated person will act as the Fire Safety Coordinator and, with the support of all staff, ensure all fire safety checks are carried out. Fire evacuation exercises are held at the beginning of each new term and recorded in the fire log book.

In the Event of Fire

Raising the alarm any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual call points (break glass points) located around school (where present) and shouting “Fire”.

Fire Action Notices detailing the action to take in the event of fire are displayed next to each fire alarm manual call point. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms. These are also intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

Visitors a nominated member of staff is responsible for taking the **visitors book** to the assembly point to ensure that all visitors and contractors are accounted for by way of a roll call. Visitors must follow the instructions of members of staff in the event of an evacuation.

Assisting vulnerable people/people with disabilities where pupils or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

Similarly, should there be any disabled visitors to the school, a 'buddy' system will be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

Catering staff must ensure that, if the alarm is raised, they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so), e.g. deep fat fryer or oven, and evacuate the building by the nearest available exit.

Contractors/visitors all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. Any outside group hiring the school's facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

Lone workers people who might be lone working must be aware of the emergency actions they must take in the event of a fire.

Assembly point's children, visitors and staff will gather at their agreed assembly point(s) as outlined on **Fire Action Notices** displayed in school. Class teachers will act as Fire Wardens and ensure that roll call information is provided to the Fire Safety Coordinator.

Lunchtimes where an evacuation occurs at lunchtimes, Midday Supervisors are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

Fire Warden (class teacher) duties include:

- Helping children and others (i.e. visitors) to leave the premises;
- Checking their area to ensure everyone has left, undertaking sweeps of classes, toilets, cloakrooms etc.;
- Using appropriate firefighting equipment if trained and safe to do so;
- Reporting to the Fire Safety Coordinator;
- Shutting down dangerous equipment and operating emergency shut-off switches;
- Taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Head teacher and/or liaising with the Fire and Rescue Service.

Escape Routes, Final Exits and Fire Doors

All escape routes will be kept clear of obstruction and will be clearly marked with signs and directional arrows where appropriate. All staff must be aware of the location of final exits and alternative escape routes. All exits will be readily openable from the inside without the use of a key (e.g. thumb turn locks, push pads or push bar) at all times including outside normal school hours, e.g. during evening performances or after school meetings.

The school to operate a formal system for checking fire doors and fire exit doors to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc.

The Fire Safety Coordinator or nominated representative is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

Firefighting Equipment

This equipment must only be used by trained staff to tackle small fires if it is safe to do so and to assist escape from fire**.** Means of escape must not be compromised when tackling a fire.

Fire Drills and Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

First Aid

The school's first aid requirements are based on risk assessment, and include:

- Designated workplace First Aiders (names displayed on posters in school);

- Adequate numbers of suitably qualified staff providing first aid provision for pupils;
- Identified locations of first aid boxes with complete and “in date” contents;
- A designated room for medical emergencies near to, or containing, toilet, wash basin etc.;
- Travelling first aid kits are taken on educational visits.

If there are any concerns about a pupil’s health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

If there are any concerns about a pupil’s health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

First Aid Records

School will record any first-aid treatment given by First Aiders and appointed persons. This will include:

- The date, time and place of the incident.
- The name (and class) of the injured or ill person.
- Details of the injury/illness and what first-aid was given.
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the First Aider or person dealing with the incident.

Furniture / Equipment

School will ensure that all new furniture is purchased in consultation with the LA Support Service staff to ensure compliance with the relevant British Standards etc. The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

Gas Operated Boilers

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner / caretaker but referred to WCBC Property Services / Competent Gas Engineer. School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies and with WCBC Property Services.

Gas Leaks

The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak.

Glazing

A glazing survey / risk assessment will be arranged through the LA and a programme put in place by WCBC Property Services. The school (in liaison with the LA) will attend to any shortfalls identified. Where assessment identifies the risk of falling against or through glazing, adequate precautions must be taken. This may include provision of suitable safety film, replacement with safety glass or provision of barriers.

Window restrictors are required in schools where pupils who are vulnerable to the risk of falling have access to windows, and/or the windows are at such a height where anybody falling out of them would be at risk of sustaining a serious injury.

School must assess the risk to determine the potential for any adults or children to fall out of any window within their buildings. Assessments must be kept up-to-date and reviewed at least annually, or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people.

Hot Surfaces (Radiators, heaters, pipe-work etc.)

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in place as necessary.

The school will ensure measures are in place to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. This includes solutions such as thermostatic mixing valves to hot water outlets used by them, and using low surface temperature radiators or appropriate covers.

Inadequate Heating Ventilation

The school will maintain a comfortable working temperature of at least 16°C.

There isn't a specific legal temperature for classrooms and no specific legal maximum working temperatures for schools or for offices or other workplaces. However, sustained temperatures above 26°C/ 27°C (81°F) are generally considered unacceptable as they can impact concentration and physical well-being.

- Where possible, open classroom doors as well as windows to encourage cross ventilation in the classroom where possible.
- Having doors or windows at opposite ends or sides of classrooms open rather than just one or two centrally will provide better air flow circulation.
- Mechanical fans can be used to increase air movement.
- Schools could consider relaxing uniform rules during hot weather to make sure pupils are comfortable.
- Children should wear loose, light-coloured clothing to help keep cool and sunhats. When outdoors, encourage children to stay in the shade as much as possible.
- Sunscreen with high sun protection factors should be used to protect skin.
- Electric lighting should be kept to a minimum and equipment should not be left in 'standby mode', as this generates heat.
- Provide and encourage children to drink more water than usual in hot weather.
- Implement mechanical ventilation fans within the classroom area to reduce the temperature.

In the event of the need for portable heating or cooling, any equipment provided to achieve this will suitable for use, free from defects, and safely sited so as not to create additional hazards.

Kitchen Safety / Hygiene

School will ensure a close liaison exists with Area Catering Supervisors, The School Meals Service and the Cook in Charge will ensure that the kitchens are maintained in a safe and hygienic condition.

Legionella

HSL provide advice and have assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

Any infrequently used outlets, e.g. showers, will be flushed through every week in which they have not been in use. Shower heads will be removed and de-scaled at the beginning of each term. Written records of these checks will be held.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them. Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a weekly/ monthly basis.

Lighting

The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.

Manual Handling

Schools have a duty to protect those carrying out manual handling activities from the risk of injury. A risk assessment must be completed for all general manual handling activities. A specific risk assessment may be required for individuals who have a pre-existing medical condition or are involved in higher risk activities.

Schools also have a duty to protect both staff and pupils from the risk of injury when carrying out manual handling activities involving the moving of children and young people, and lifting or carrying must be avoided unless it is clearly detailed in an individual's care plan and a risk assessment is in place and all the necessary control measures in place.

The LA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.

School will ensure that a Care Plan / Individual Action Plan are in place, which has carefully risk assessed the moving and positioning of pupils and all the necessary control measures in place.

Out of Hours/ Lettings

All hirers must to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found.

Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred. Prior to the initial hire session, the school will ensure that the hirer will meet with the school head teacher who will acquaint the hirer with the following:

- Co-operate and co-ordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.
- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and reporting procedures.
- Arrangements that need to be made for out of hour's security.
- A strict **NO SMOKING** policy exists in school buildings and on the school site.

Physical Education

The school will ensure that all PE activities fully comply with the standard as set out in the current BAALPE (British Association of Advisers and Lecturers in Physical Education) Safe Practice in Physical Education Guidance.

Risk assessments will be undertaken for all PE activities and suitable control measures implemented. Clear written guidance, rules and procedures for use of equipment will be provided. There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.

PE Equipment will be inspected before use, and outdoor fixed play equipment will be inspected regularly by staff to identify obvious hazards that can result from vandalism, wear, or weather conditions (e.g. broken parts, broken glass, exposed foundations, slippery surfaces).

Playground Equipment

All playground equipment will be maintained to relevant British Standards and approved by the LA. A maintenance regime is in place to ensure equipment is kept in a safe and serviceable condition.

Playground equipment and its use are supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained. Staff will supervise the erection and dismantling of PE equipment and not allow children to do this on their own.

If at any inspection equipment is found to be in need of repair, it will be removed, replaced or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation, or erecting protective fencing. The repair will then be completed as soon as possible.

Playground Supervision

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Pregnant Members of Staff / Nursing mothers

When a member of staff notifies the Headteacher of their pregnancy, relevant risk assessments will be considered and an additional individual assessment carried out to ensure that throughout pregnancy, while at work and on return to work, risks to their health and safety are adequately controlled.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require health and safety risks to be assessed and adequately controlled. It is the responsibility of Head teachers and other school leaders to ensure these assessments are carried out.

Head teacher must ensure that anyone carrying out risk assessments is competent to do so and that there is appropriate consultation with employees.

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. The Evolve system is used for educational visits. (Risk assessments for school trips should be reviewed each time before the trip takes place).

The management team will take steps to ensure that appropriate staffs are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are available on the school central server for staff to review.

All risk assessments are reviewed regularly and following significant change, accidents, near misses or when problems are reported or highlighted during monitoring.

Routine Maintenance and Servicing Requirements

All servicing and maintenance on equipment will be carried out by competent contractors on a regular basis by WCBC Property Service Department.

Slips Trips and Falls

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions**.** If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

Stress at Work

Schools have a responsibility to promote the importance of health and wellbeing for preventing/reducing the incidence and impact of work-related stress through effective management commitment and support.

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Human Resources.

Stage Performances

In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions. Pupils are permitted to assist, but are supervised at all times and given suitable safety instructions.

Supervisors of performances and rehearsals are made aware of general emergency evacuation procedures and will ensure that suitable safety instructions are provided to audiences prior to the rehearsal or performance.

Supervisors will ensure that the set-up for performances and rehearsals employs suitable safety measures, especially in relation to the physical safety and ability of persons involved, and to include manual handling tasks, work at height, lighting and special effects, e.g. use of dry ice and smoke machines.

Any specialist equipment will only be used by experienced qualified personnel.

All electrical equipment will be used in accordance with the manufacturer's instructions and visual user checks will be made. RCD (Residual Circuit Devices) will be used where required.

Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.

Smoking and Vaping

WCBC Schools to operate a complete smoke-free policy which applies at all times. Smoking is NOT permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to any vehicle being used for school business.

The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. These rules apply to employees, parents, and visitors, members of the public, contractors and others working in or using the school's premises or vehicles. This will be clearly advertised and visitors to the school will be informed of it.

Pupils breaching smoke-free rules will be dealt with according to the school's behaviour policy.

Supervision of Pupils

Sensible, safe behaviour will be promoted to pupils by all members of staff. Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.

Pupils will only be allowed into or stay in classrooms under adult supervision. Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Before and After School

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

In the case of pupils arriving/leaving on school transport, staff will be available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Younger foundation age pupils will be kept in school and handed over to parents/carers once they arrive.

Pupils who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that, during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develops, the member of staff will attempt to intervene or to seek assistance as the situation requires.

Non-collection of Pupils

Where a pupil is not collected as part of the normal collection routine, the Headteacher or person nominated by them will contact the parents or other authorised person to collect the child.

The child will not be allowed to leave with anyone other than those named on the school list. The child must stay with two members of staff at school until they are safely collected by the parent/other authorised person.

The protocol below will be followed:

15 minutes after non-collection at the normal time	Call pupil's emergency contact numbers in hierarchical order.
30 minutes after non-collection at the normal time	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/ authorised person.

Sun Safety

The school provides a number of shaded areas for children to play under or use during outdoor activities on particularly sunny days. Children are encouraged to wear caps/hats during outdoor play/activities.

Parents are reminded to ensure that sunscreen has been applied before children come to school in the morning, particularly during the warmer months and preferably sunscreen/block that only needs to be applied once per day. Children can bring their own sunscreen to school and re-apply themselves.

Science

School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (As per LA policy). School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".

In the event of a health and safety issue school should refer the matter to the LA / or the Safety Officer.

Swimming

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

Traffic on School Sites

Schools must comply with the requirements of the LA Policy and compile a specific risk assessment on the management of traffic at the school site. School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians. Schools must ensure that any vehicles accessing and leaving the school site do so safely.

The school will liaise with the Local Authority Transport team and providers where required to ensure the safe operation of home to school transport arrangements

Training

The school will ensure that staff is competent to perform tasks that may impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures shall take into account differing levels of responsibility, ability, literacy and risk.

Determining the health and safety training needs of the school will be considered in conjunction with staff members. These needs may be identified as part of personal learning and development procedures or through other means such as fulfilling legal obligations (e.g. first aid training), through risk assessment, following accidents or incidents, or following the acquisition of new equipment and machinery.

All new members of staff (including volunteers, students and pupils on work experience) will be given a formal workplace induction and will be encouraged to familiarise themselves with the health and safety procedures and arrangements in school.

A formal health and safety training matrix plan is maintained as a working document. This will list all health and safety training that has been carried out. The training matrix plan will highlight any statutory refresher training that may be required.

Trees on School Site

A survey of all trees on school sites are undertaken at appropriate intervals by the Local Authority and a copy of the Tree Survey Report should be held in schools.

Schools must ensure that regular visual checks on trees are made, especially after adverse or severe weather. Any significant damage or concerns must be reported to

WCBC Property Services in order that an assessment can be made and that appropriate remedial action can be taken to ensure safety.

Lone Working

The school does not recommend that staff work alone on school premises. However, there might be situations in which people may choose to or find themselves working alone. This might occur, for example, at the beginning and end of the working day, at night or weekends, and could apply to any member of staff or contractor.

Where it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place. Lone working risk assessments must include consideration of:

- Any locations, equipment, tasks or workplace hazards that present a special risk to the lone worker.
- Safe access and egress for the lone worker and supervision/monitoring arrangements.
- Arrangements for emergencies, e.g. fire, first aid and security arrangements.
- Personal safety risks, e.g. potential risk of violence.
- Whether particular people are at an elevated risk, e.g. those with pre-existing conditions or young workers.
- Experience and training of the lone worker.

Working at Height

School must ensure that all persons working off floor level are carefully risk assessed and appropriate control measures in place. Appropriate record keeping and safe systems of work are kept in the working at heights file. All site/caretaking staff that undertakes working at heights has been on half day training course.

Teaching and other staff that assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

Where high level access is necessary e.g. (light tube changing multi-purpose halls) school should contact Property Services who will arrange for competent staff to carry out the necessary works.

Ladders and stepladders must only be used for jobs of short duration where there is

no suitable alternative access. Staff using ladders and stepladders must be trained in their safe use. Ladders and stepladders must not be used by pupils. Ladders and stepladders must be subject to routine checks to ensure they remain in a safe condition.

Young Persons / Work Experience

Where work placements are provided for young persons at the school, suitable and sufficient risk assessment will be carried out before the placement commences. Copies of the risk assessment must be made available to the parent or carer of young person on request.

The exact nature of the duties permitted to be undertaken by the student will depend on age, experience and coursework being undertaken by the work experience student.

A designated member of staff will supervise all work experience students. They will oversee the placement and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The work experience student will effectively become a member of the school staff for the period of their visit. A full health and safety induction will be carried out on day one of the placement.

All work experience students will be provided with their regular times of work. To ensure safety, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave and to observe signing in/out procedures.