



BELONG, *believe*, ACHIEVE
PERTHYN, CREDU, LLWYDDO

The Willows Way

Health and Safety Policy

HEALTH AND SAFETY POLICY

REVIEW

Policy is to be reviewed annually and updated as and when changes occur.

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

CLEAPSS – The organisation advise that the acronym no longer stands for anything due to changes in organisations, e.g. no longer have Local Authorities (LA's) covering all schools, but it has been retained as the name because of ease of recognition.

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and Safety

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PART A - GENERAL STATEMENT

STATEMENT OF POLICY

The Governors and Headteacher of Willows High School are committed to establishing, maintaining and promoting high standards of health, safety and welfare in the day to day management of the school. We recognise the importance of securing a high degree of physical, mental and social wellbeing of employees and controlling risks.

The policy of Willows High School is to provide and maintain safe and healthy working conditions, premises, equipment and systems of work for all employees and to provide such information, training and supervision as needed for this purpose.

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. plant, equipment and systems of work are safe and without risks to health.
2. the handling, storage or transport of articles and substances will be safe and without risk to health.
3. information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. the site is maintained in a safe condition and without risks to health.
5. access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. a working environment is provided that is safe and without risks to health.
7. there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part B of this policy and the arrangements implemented to meet the above requirements are as detailed in Part C of this policy.

PART B - ORGANISATION

GOVERNING BODY

The Governing Body recognises its responsibility to provide a safe and healthy working environment for all those who use the school site.

HEADTEACHER

The Headteacher has day to day responsibility for all aspects of health and safety and is therefore responsible for establishing and maintaining a safe working environment for staff and pupils. The Headteacher will ensure that effective arrangements are in force to facilitate the early evacuation of the buildings in case of fire or other emergency. A system must be established for reporting, recording and investigating accidents and that all reasonable steps are taken to prevent recurrences.

The Headteacher will ensure that a termly health and safety inspection is completed. Also the Headteacher will ensure that all relevant risk assessments are carried out.

DEPUTY HEADTEACHER

The Deputy Headteacher assumes the role of the Headteacher in his absence. In the absence of both the Headteacher and the Deputy Headteacher, a designated member of staff will assume the role.

BUSINESS MANAGER

The Business Manager is also responsible for the day to day management of health and safety. She will meet regularly with the H&S Co-ordinator to review H&S matters.

HEALTH AND SAFETY CO-ORDINATOR (OPERATIONS MANAGER)

The Health and Safety Co-ordinator is the person delegated with specific responsibilities by the Head Teacher in respect of the management of H&S. A function of the Health and Safety Co-ordinator is to keep all staff up to date concerning health and safety matters. He should collate all documents and publications relating to health and safety and make them available to all members of staff. He should also inspect all areas of the school regularly -including the grounds -and advise the head teacher of any action that should be taken. He should investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the head teacher. He should carry out the regular safety inspections in association with the Business Manager.

The Health and Safety Co-ordinator does not absolve any individual from their personal responsibility towards Health and Safety.

ESTATES TEAM

The Estates Team are responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. It is also their responsibility to ensure that fire-fighting appliances and fire bells are checked regularly.

All hazards in the buildings and the playground must be reported to the Operations Manager immediately. In addition, the Estates Team will inspect the buildings and site on a daily basis and report to the Operations Manager.

The Operations Manager is responsible for contractors on site and will ensure that adequate arrangements are in place to protect staff, pupils and visitors from any hazards generated by their work whilst on site.

SUBJECT LEADERS

It is the responsibility of each subject leader to inform the staff and the Headteacher of any health and safety issues in their subject area, and to provide written guidelines in their subject policy. Subject Leaders are also responsible for the completion of risk assessments on a yearly basis.

STAFF

All staff will be aware of the contents of these documents and assume responsibility for carrying out its recommendations. This will be included in the induction process for new members of staff and be raised as an agenda item at one staff meeting or Inset Day per year. Staff will sign a notification on a yearly basis to show that they are aware of the contents of the policy.

It must be stressed that a major responsibility is the safety and well-being of the pupils. The discharge of that responsibility may result in pupils being withdrawn wholly or partly from activities which may be dangerous to themselves or others.

The common law on negligence requires teachers, particularly Headteachers, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent.

All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care. Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils.

Although the overall responsibility is the Headteacher's, the teacher in charge of pupils has the responsibility for the safety of those pupils. Children must therefore be adequately supervised at all times.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

PUPILS

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures which have been established to maintain a safe working environment.

All adults and children in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety co-ordinator, a teacher, or the Headteacher.

VISITORS

Visitors have a duty of care in health and safety matters towards staff, pupils and each other. They are expected to support the school by identifying hazards and reducing risks. Appropriate signage directing visitors to the school reception will be maintained. Visitors are required to sign in, wait to be collected from reception area and sign out on leaving. The receptionist will provide visitors with essential health and safety information which will include fire evacuation procedures and a reminder that the school is a non-smoking site.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – STUDENTS – All accidents to students are to be recorded. This will be by using the standard **accident form** found at the end of this policy. All completed forms are held by the Operations Manager who should be informed immediately an incident has taken place. Should an injury involve hospital treatment, a copy of the form is also emailed/sent to Cardiff Council.

1.2 – STAFF – All accidents to staff are to be recorded and this will be by using the standard **accident form** found at the end of this policy. All completed forms are held by the Operations Manager who should be informed immediately an incident has taken place. Should an injury involve hospital treatment, a copy of the form is also emailed/sent to Cardiff Council.

1.3 – VISITORS – All accidents to visitors other than students are to be recorded and this will be by using the standard **accident form** found at the end of this policy. All completed forms are held by the Operations Manager who should be informed immediately an incident has taken place. Should an injury involve hospital treatment, a copy of the form is also emailed/sent to Cardiff Council.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Co-ordinator who will then decide if it needs to be forwarded to Cardiff Council H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

2 – ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Operations Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. catering staff. The service contract specifying what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in

the case of the catering contractors, they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) discovery of unidentified asbestos (i.e. not identified in asbestos management plan)
- b) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- c) being hit by falling objects dropped by persons working above head height;
- d) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- e) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Operations Manager.
- b) Before any work is commenced, it is essential that the Operations Manager is made aware of
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Operations Manager
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and follow the school's evacuation procedure.
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the client as contained therein.

For all large scale works a pre meeting will take place and the Headteacher, Business Manager, SLT Premises Manager and Operations Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety, competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each Department.

5 – E-SAFETY

The school has a separate ICT policy for E-safety and a copy of this policy can be found in the policies folder. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

6 – FIRST AID

The school will have the requisite number of first aiders to staff/pupil ratio and a list of staff who hold a first aid at work certificate is on notices displayed around the school.

Amber Short (AO)	Danielle Mackintosh (Safeguarding Officer)
Kimberly Williams (WM)	Georgia Coles-Riley(WO)
Mike Furness (WO)	Marcia Farleigh (HLTA ALN)
Vicky Cook (Office)	Michelle Ackerman (Reception)
Gareth Cook (IT/DT)	Annemarie Jones (Science)
Katie Mead (Canteen)	Suzie Warren (Science)
Robert Jones (Estates)	Darren Sullivan/Steve Maidment (Estates/OOH)

6.1 - FOLLOWING AN ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

6.2 – RECORDING - Any accident where first aid is administered to students is to be recorded on a student's accident form and in other cases reported to the H&S Co-ordinator.

6.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are only available for use by a qualified first aider and are situated at First Aid points.

6.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and aprons are provided for this purpose and kept in each first aid box.

7 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

a) ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

b) FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked by the Estates Team / Class Teacher to ensure that they are in position and that the pins are in place.

c) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested annually. The other maintenance contracts in place are department specific and details of such are contained in the supplemental departmental safety policies.

8 – RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

8.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must undergo a 'user audit' for the workstation(s) where they work. This is undertaken by the H&S Co-ordinator. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test under Cardiff Council's scheme (more details available from the Business Manager). If staff have any questions on DSE they should speak to the H&S Coordinator.

8.2 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire drills are carried out termly.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building in accordance with the school's evacuation procedure.

8.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances

Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with the H&S Co-ordinator.

8.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

8.4.1 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment form.

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupil's use, e.g. standing frames, wheeled chairs and hoists.

8.5 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

8.6 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections to proactively identify defects with the workplace.

8.7 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment.

9 -TRANSPORT

Staff transport students/equipment in the school minibus, school car or a minibus hired in for the purpose. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council. Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.

10 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer, Danielle Mackintosh, has been appointed. All staff need to be aware of the policy, a copy of which is kept in the policies folder.

11 - WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools wellbeing and attendance policy.

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing.

ACCIDENT REPORT FORM

Completed forms should be sent, **within 48 hours of the incident** to:

SchoolsAccidentsHands@cardiff.gov.uk

Health & Safety Dept, Room 452, 4th Floor, County Hall, Cardiff CF10 4UW



Form completed by: Name:	Date: ___/___/___
Job title:	Time: ___:___ am/pm

INJURED PERSON

Full name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth: ___/___/___	Home Address:	Postcode:
Tel. No:	Town:	
<input type="checkbox"/> CC Employee	<input type="checkbox"/> Pupil	<input type="checkbox"/> Service User / Client
<input type="checkbox"/> Agency Worker	<input type="checkbox"/> Contractor	<input type="checkbox"/> Member of public
		<input type="checkbox"/> On work experience/training

If the injured person is an employee, provide:	
Directorate:	Service Area:
Occupation:	Line Manager's Name:

DETAILS OF ACCIDENT / INCIDENT

Date of occurrence: ___/___/___	Time of occurrence: ___:___ am/pm
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Where did the incident happen:

On an CC site	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Name / School / Address		
Specific location of incident: <i>(Be as precise as possible)</i>		

Brief details of the incident:

NB Include what was being done at the time, what happened, who was involved, details of any vehicles/equipment involved and details of ground conditions. If incident was not witnessed, state who said/saw what

Continue on additional sheet if required

Area checked for defects (required): Yes - *detail defects found or state "none found" (please photograph and retain)*

Was any personal protective equipment being worn at the time of the incident? Yes No

If yes, what?

Weather conditions at time of incident, or shortly before (if incident occurred outdoors)

ABOUT THE INJURY

Injury Type			Body Part		
<input type="checkbox"/> None	<input type="checkbox"/> Concussion	<input type="checkbox"/> Fracture	<input type="checkbox"/> Left Side	<input type="checkbox"/> Right Side	
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Crush	<input type="checkbox"/> Graze	OF THE INJURED PERSON		
<input type="checkbox"/> Allergic reaction	<input type="checkbox"/> Cut/Laceration	<input type="checkbox"/> Internal bleed	<input type="checkbox"/> Ankle	<input type="checkbox"/> Face	<input type="checkbox"/> Leg
<input type="checkbox"/> Asphyxia/Poison	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Splinter	<input type="checkbox"/> Arm	<input type="checkbox"/> Finger	<input type="checkbox"/> Neck
<input type="checkbox"/> Bruise/Contusion	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Stab / puncture	<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Toe
<input type="checkbox"/> Other, (state)			<input type="checkbox"/> Ear	<input type="checkbox"/> Head	<input type="checkbox"/> Trunk
<input type="checkbox"/> Violent Incident	Also complete an ALERT incident Form		<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Wrist
<input type="checkbox"/> Multiple injuries / locations			<input type="checkbox"/> Other (state)		

