



St Richard Gwyn Catholic High School

Health & Safety Policy

Approved by Governors

Signed (Chair)

PART 1

STATEMENT OF INTENT

1.0 Introduction

The Governing Body of St Richard Gwyn will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

The Statement below sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all staff during school induction and via team meetings, and a copy will be issued to all members of staff for their reference. A further reference copy is kept on the school shared resource drive.

A review of this policy statement and accompanying organisation and arrangements will be conducted on an annual basis led by the HSE responsible person and the Governor with responsibility for HSE. Any changes necessary before the annual review will be notified to staff in writing.

1.1 General Statement and Commitment

The Governing Body recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. It will take all reasonably practicable steps to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school undertaking.

In particular the Governing Body are committed to:

- a) Preventing accidents and work related ill health.
- b) Complying with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Ensuring that the handling, storage or transportation of articles and substances will be safe and without risk to health.
- e) Ensuring safe working methods are implemented and to providing safe working equipment.
- f) Providing a safe and healthy working and learning environment and ensuring that the site is maintained in a safe condition and without risks to health.

- g) Ensuring access to and egress from the site to all places of work on site are maintained in a condition that is safe and without risks to health.
- h) Providing effective information, instruction, training and supervision as necessary to ensure the health and safety of employees and those who are affected by the work of the school.
- i) Consulting with employees and their representatives on health and safety matters.
- j) Monitoring and reviewing our systems and prevention measures to ensure they are and remain effective.
- k) Ensuring adequate welfare facilities exist throughout the school.
- l) Ensuring adequate resources are made available for health and safety so far as is reasonably practicable.

1.2 Health and Safety Management

The School will develop and implement an effective Health and Safety Management System to ensure the above commitments can be met and in accordance with the Authorities Corporate and Local Authority policies and procedures.

The Governing Body recognises that central to an effective management system is the identification, assessment and adequate control of risks. The school will implement a suitable system to identify and assess the risks from hazards associated with all its work activities with the aim of controlling the risks, so far as is reasonably practicable.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

No Health and Safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The School will actively encourage and support consultation with Trade Unions and other appointed Safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.


Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on the premises, such as contractors, cleaning staff, maintenance personnel.

In accordance with the Health and Safety at Work etc Act 1974, and Management of Health and Safety at Work Regulations, any member of staff noticing a failure to comply with this policy, or any other advice or guidance issued by the Local Authority (LA) or head teacher in pursuance of the policy, has a duty to immediately report the circumstances to the head teacher. The head teacher is responsible for initiating appropriate remedial action. If it is not possible for the Head teacher to resolve the matter, he/she will report the facts to the Governing Body and the LA as appropriate.

Suggestions from any member of staff for improving standards of safety are welcomed by the head teacher.

The persons with specific responsibilities for Health and Safety are identified in Part 2 of this policy, and the arrangements implemented to meet the above requirements are detailed in Part 3.

Signed		Date
Chair of Governors		
Signed		Date
Head teacher		

PART TWO

ORGANISATION AND RESPONSIBILITIES

2.0 Introduction

As the employer the Governing Body has overall responsibility for Health and Safety.

At St Richard Gwyn duties and responsibilities have been assigned to staff and governors as detailed below.

2.1 The Governing Body

In particular the Governors are responsible for ensuring that a health and safety management system is in place within the school and is effective. As a minimum these systems should adhere to the LA's health and safety policy, standards and procedures.

The Health and Safety Governor Josey Snowden has been appointed to receive relevant information, to monitor the implementation of health and safety policies and procedures within the school, and to give feedback on health and safety findings to the Governing Body.

The Governing Body will receive regular reports from the Head teacher or other nominated senior member of staff in order to enable them to provide and prioritise resources for health and safety.

The Governing Body will also ensure that:

- a) A clear written policy statement is created.
- b) That responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of those responsibilities.
- c) Persons allocated responsibilities have sufficient experience, knowledge and training to perform the tasks required of them competently.
- d) Clear procedures are created to assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively (audits, inspections, accident and incident analysis).

- g) The school's health and safety policy and performance is reviewed at least annually.
- h) Lead by example in demonstrating the Governing Body's commitment to achieving a high standard of health and safety performance, and encouraging the on-going development of a positive attitude to health and safety amongst staff and pupils.

2.2 The Head Teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head teacher who will support the Governing Body by ensuring:

- a) They are the focal point for reference on all school health and safety and welfare matters and give advice or indicate sources of advice.
- b) They co-ordinate the implementation of the governor's health and safety and welfare policy and procedures of the school.
- c) Clear direction is provided on health and safety tasks delegated to members of staff.
- d) Appropriate information on significant risks and required safety precautions / safe systems of work is given to staff, pupils, visitors and contractors.
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representative (where appointed).
- f) All staff are competent to carry out their health and safety roles and are provided with adequate information, instruction and training and/or supervision.
- g) Effective arrangements are in place to monitor health and safety performance at suitable frequencies.
- h) A system is implemented to ensure risk assessments are undertaken, recorded and reviewed on a regular basis.
- i) Safe systems of work are developed and implemented as identified necessary from the risk assessments undertaken.
- j) All accidents are reported, investigated and any remedial actions necessary are taken to prevent recurrence.
- k) Appropriate health and safety notices and signage is displayed as identified necessary.

- l) Emergency and welfare procedures are in place and regularly practiced.
- m) Premises, plant and equipment are maintained in a safe and serviceable condition.
- n) Any unsafe situations or practises observed, or reported, are stopped immediately until remedial measures have been taken.
- o) Suitable health and safety induction is provided to all staff (permanent and temporary, teaching and non-teaching) and volunteers.
- p) Report to the Governing Body on the health and safety performance and any safety concerns that may need to be addressed by the allocation of funds.
- q) Chairing the School Health and Safety Committee (if appropriate).
- r) Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

2.3 School Health and Safety Co-Ordinator

The Health and Safety Co-ordinator is Kathryn Jones who will carry out the following duties:

- a) To co-ordinate and manage the Annual Health and Safety Management System Audit process for the school.
- b) To ensure the termly general workplace safety inspections are carried out and reports collated for consideration by the Head teacher and Governing Body.
- c) To monitor the timely provision for the inspection and maintenance of work equipment throughout the school.
- d) To ensure adequate records of the above are kept on the school premises and findings are reported to the Head teacher and Governing Body.
- e) To advise the Head teacher on any situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To maintain a record of any reported hazardous conditions or situations as above.
- g) To maintain continuing observations throughout the establishment and make relevant comment to the Head teacher, the head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.

- h) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- i) Carry out any other functions devolved to him/her by the Head teacher or Governing Body.
- j) To act as a point of contact between the school and the LA.
- k) To keep accident and incident statistics and provide an analysis to the Head teacher and Governing body
- l) To provide an annual Health and Safety report to the Head teacher for submission to the Governing Body.
- m) To ensure that Section 3 of the Health and Safety policy is suitably detailed to reflect the school arrangements under each relevant heading, and is periodically brought to the attention of the School Safety Committee.

2.4 Teaching / Non-teaching staff holding posts/ positions of special responsibility

This staffs includes Deputy Head teachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers / Supervisors, Caretakers and other Supervisory staff.

They will:

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the School Health and Safety Co-ordinator (as appropriate) any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the School Health and Safety Co-ordinator.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought in a timely manner, and bring to the attention of all staff under their control, any specific codes of best practice to be followed within their areas of work.
- i) Promptly investigate any accidents that occur within their sphere of responsibility.
- j) Prepare an annual report for the Head teacher on the health and safety performance of his/her department or area of responsibility.

2.5 Special Obligations of Class Teachers

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head teacher or Head of Department/Faculty before allowing work to take place.

Class teachers are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Not leave a class unsupervised under any circumstances. If a teacher needs to leave the class, cover must be arranged.
- c) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practice, where issued, and ensure that they are applied.
- d) Give clear oral and written instructions and warnings to pupils as often as necessary.

- e) Follow safe-working procedures personally.
- f) Ensure the use of protective clothing and equipment, guards etc where necessary.
- g) Monitor implementation of health and safety measures in accordance with risk assessments, controls, codes of practice, including the condition of subject specific equipment, substances and materials within their own teaching areas.
- h) Make recommendations to the Head teacher or Head of Department / Head of Faculty on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- i) Integrate all relevant aspects of safety (risk assessments and controls) into the teaching process and, if necessary, give special lessons on health and safety.
- j) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- k) Report all Accidents, defects and dangerous occurrences to their Head teacher or Head of Department / Head of Faculty promptly.

2.6 School Health and Safety Representatives

The Governing Body and Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee / member complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example, about member accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Head teacher or Governing Body.

2.7 Obligations of all Employees

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

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.

- c) Take heed of any instruction and/or training received on the use of equipment, machinery, and dangerous substance or safety devices.
- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e) Report all accidents in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular, those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they consider to be in the school's health and safety arrangements.
- i) Exercise good standards of Housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety representatives

All employees who authorise work to be undertaken or authorise the purchase of equipment will insure that the health and safety implications of such work or purchase is suitably considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department / Faculty on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned,

2.9 Visitors and other users of the Premises

Visitors and other users of the premises should be required to observe the health safety and welfare rules of the school. In particular parents and other volunteers helping in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Trespass – The Head teacher must be informed immediately if there is a problem with the presence of an individual / group / unauthorised vehicle on the school premises. If it is felt necessary, police assistance will be sought.

Animals – The school will co-operate with the appropriate LA officer(s) to eliminate the unauthorised use of the school grounds by animal owners.

Joint use of Facilities – The Governors and the LA will jointly ensure that the use of any shared sports facilities are adequately managed, supervised and maintained to provide a safe provision for school and community use. The school field is currently used by a local Football Team which only has access to the school car park and school field. There is no access into the school building permitted.

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PART THREE

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PART THREE

ARRANGEMENTS

The Governing Body at St Richard Gwyn recognise their legal obligations in respect of protecting the health and safety and welfare of employees, pupils and others who may use or visit the school. The following arrangements must be observed by all staff in the school.

In addition and in accordance with LA expectations, all staff must refer to and utilise as appropriate the schools' health and safety resource database and any other school acknowledged professional resources brought to their attention.

SECTION ONE – HEALTH AND SAFETY MANAGEMENT

1.1 School Health and Safety Policy

The school acknowledges the requirements of the Local Authority Health and Safety Policy and associated Corporate and LA standards and guidance. School health and safety resources for managing health and safety can be found on Flintshire County Council's Hwb database.

Departmental Health and Safety Policies

Curriculum specific health and safety policies have been developed for the Departments of Design and Technology, Science and PE. Copies are kept within the department in the health and safety resource file. These supplementary health and safety policies have been endorsed by the head teacher and will be reviewed in accordance with the renewal policy procedures.

1.2 Health and Safety Monitoring

Auditing

The Head teacher and governors will undertake an annual full audit of the school's Health and Safety Management System in accordance with the LA's Health and Safety Audit procedures. Copies of completed Audit checklists and findings are kept in the Business Managers Office for reference.

A written action plan with risk rated timescales will be prepared by The Head teacher/ Governor to progress any identified remedial actions resulting from the Audit. The action plan will be monitored at staff meetings and at meetings of the Governing Body. A record of progress will be formally maintained on the action plan until actions are completed / closed off.

In addition to the annual school audit, specific Department health and safety audits will be completed on an annual basis by Department Heads in conjunction with subject specialists utilising the CLEAPSS audit resources for Science and for Design and Technology. Records of audits and findings will be

provided to the Head teacher each year along with an action plan to address any shortfalls identified.

Copies of all audit records will be held in each department. The Governing Body will be provided with reports on school audits as and when required. The LA undertakes Audit sampling on an on-going basis. When an external audit is undertaken, all staff will fully co-operate.

Statutory Safety Inspections

The school keeps an inventory of all statutory inspections undertaken by external contractors. This inventory provides up-to-date information on what inspections are undertaken, by whom and at what frequencies. A copy of the inventory is kept in the Business Managers Office along with records of all inspection findings / reports.

A list of Statutory Inspections undertaken is as follows:

The following items are tested, maintained and serviced on an annual basis:

- Access Control Sonic Alarms
- Alarm – Fire Sonic Alarms
- Alarm – Intruder Sonic Alarms
- Boilers Boiler Plant Maintenance
- CCTV
- Electrical Items
- Emergency Lighting
- Extraction Units
- Fire Extinguishers
- Fume Cupboards
- Lifts
- Water Systems

Where Statutory Safety Inspections have been undertaken that are specific to an individual Faculty (eg fume cupboards, LEV tests, Fixed Machinery and Equipment, PE equipment etc), copies must also be retained in the Faculty Health and Safety File for ease of reference.

Area Safety Inspections

A general inspection of the site will be conducted termly and be carried out by / co-ordinated by the Site Services Team and the Health & Safety link governor.

In addition, termly Inspections of individual departments will be carried out by Heads of Department or nominated staff for Science, Design and Technology, Physical Education, Music, Drama, English, Mathematics, Modern Foreign Languages, Humanities, Cymraeg, Religious Education, Additional Learning Needs and Welsh Baccalaureate.

In all cases Head of departments carrying out the inspection will complete a written report and submit this to the Business Manager termly. Responsibility for following up items detailed in the safety inspection report will rest with Business Manager/Head teacher

All staff are required to remain vigilant and report any defects identified on a day to day basis to Business Manager to ensure safeguards are put in place as necessary.

1.3 Communication, Reviewing and Consultation with Employees and others

All maintenance requests are completed and submitted to the Site Services team and copy to the Business Manager. Depending on the severity of the issue, it would normally be dealt with within seven days. If not, the report will be escalated to the Headteacher to deal with.

Any accidents or incidents are reported to the governors via the Business Manager in a Health & Safety report which is done for each governors meeting. Any issues that arise are dealt with by the Business Manager with assistance if necessary by the Health & Safety Link Governor.

Any Health & Safety issues or concerns will be communicated to all staff via staff briefing or email.

1.4 Risk Assessment

General School Risk Assessments

In recognition of our duties under the Management of Health and Safety at Work Regulations the school conducts and documents risk assessments for all activities presenting a significant risk to staff, children, parents and visitors to the school site. These are co-ordinated by the Business Manager following the guidance contained on the LA and the Hwb database under health and safety. The risk assessments are approved by the head teacher and relevant competent persons.

A list of Risk assessments (risk inventory) and copies of risk assessments are available for all staff to view and are held centrally in the Business Manager's Office. A copy of the current school risk assessment inventory is appended to this policy.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work by staff briefing meetings or email.

Personal Risk Assessments

Specific risk assessments relating to individual members of staff or pupils are held on the individual's personal file. Where a personal risk assessment is

required it will be undertaken by relevant line manager with assistance from the Business Manager taking account of any medical information provided. Such risk assessments will specify the required frequency of reviews.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact on their work.

Forms for carrying out a personal risk assessment for a pupil, or for assessing and documenting a Personal Emergency Evacuation Plan (PEEP) can be found on the LA's Hwb health and safety resource database.

Curriculum Risk Assessments

Risk assessments for curriculum activities will be carried out by Heads of Departments taking account of codes of practice and model risk assessments as they apply.

Whenever a new course is adopted or developed all activities are checked against these and any significant findings incorporated into texts in daily use scheme of work / lesson plan etc.

Model Risk Assessments for Science and Design and Technology are endorsed by the LA and the school and must be adapted to suit the needs of our school and local circumstances accordingly.

In addition, the following publications are endorsed by both the LA and the school and are to be used and adhered to as appropriate:

- BS4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice
- Safe Practice in Physical Education and School Sport, Association of PE AfPE <http://www.afpe.org.uk>

All model risk assessments, as they apply, must be reviewed and amended to suit local circumstances, and incorporated into lesson plans, schemes of work as recommended in supplementary guidance provided by CLEAPSS, and must be kept readily available within departments for ease of reference and inspection.

SECTION TWO: BUILDINGS AND SITE SAFETY

2.1 Control of Asbestos

A copy of the asbestos file containing the current asbestos management survey report, survey plans, data, and the school asbestos management plan is located in the Caretaker's Office.

The Head teacher (duty holder) will ensure that all staff are advised on the current status of any asbestos containing materials on the school site, and what preventative measures are in place to prevent exposure to occupants.

The Head teacher (duty holder) will ensure that the asbestos register is made available to all contractors working on the school site where their work is likely to involve any disturbance to the fabric of the building and/or machinery (eg repairs, maintenance, improvements, demolition works, drilling into ceilings, floors, walls etc).

All staff must check the register and request approval from the Head teacher (duty holder) before pinning, drilling, or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Prior to any works commencing on site, confirmation must be given by the contractor that they have read and understand the asbestos file content and that no asbestos is likely to be disturbed by the works they are to undertake. They must also sign the asbestos register to that effect before being authorised to proceed with their work on site.

If the register does not establish whether asbestos is present or not, or it is found that asbestos is present in the vicinity of the intended works, then no work will take place until advice has been sought from FCC Asbestos Advisor. In some instances a more intrusive type survey may need to be undertaken, and removal of asbestos containing materials before work can commence.

Asbestos awareness training and refresher training (30 minutes duration) will be undertaken by the Caretaker. Access to the awareness training is as follows:

<http://web.lucion.co.uk/#register>

Staff accessing this training must register and enter their requested details in order for the LA to monitor who has completed the course.

Any damage to materials known or suspected to contain ACMs should be reported immediately to the Business Manager who will contact FCC's Asbestos Advisor.

Welsh Local Government guidance document 'Asbestos Management in Schools' issued February 2014 can be accessed on the LA schools resource Hwb database under Health and Safety.

2.2 Building and Maintenance Works and Control of Contractors

The Head teacher will be responsible for ensuring that **all** works on site are planned and executed in accordance with the LA document '**Management and Control of Construction and Contractor Works on School and other Educational Premises**', and where the works meet the criteria set out for applying for **Landlord Approval** from the LA, this will be undertaken in good time. A copy of this document is located in the Business Managers Office.

Where possible the school will use contractors from FCC Approved list of Contractors.

The school has access to advice and support on repairs and maintenance, general improvements/structural matters via FCC building surveyors in the Building, Maintenance and Engineering department.

Funding responsibility for repairs and maintenance and replacement is outlined in the document 'FCC Scheme for Financing Schools – Annex 5. A copy is kept in the Business Manager's Office.

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

Service Contractors: Service contractors have regular access to the site as specified by a contract. Such contractors' visits will vary from an annual visit eg to service boilers, check fire extinguishers etc, to those on site daily eg cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the school. Service contractors will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, students and visitors on site. When service contractor visits occur a member of the Site Services team must be contacted when they arrive on site to ensure the nature of the work and potential risks are checked and any local management arrangements necessary can be **agreed prior to work commencing.**

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. All such works will be subject to pre-planning, risk assessment and subsequent safety management arrangements, however planning run-in times may differ depend on the scale and scope of proposed works/projects:

Small scale building works – this will include day to day maintenance work and all work undertaken on site where a pre site meeting (due to the small scale of the works) has not taken place. Before works can be authorised:

- All contractors must report to the reception upon arrival and under no circumstances are they to commence work until approval has been given to do so by the Site Services team or the Business Manager.
- Before any work commencement approval is given the Head teacher or Business Manager is to be made aware of what work is to be undertaken, where the work is to be carried out, an indication of the likely timescale for the work, what equipment is to be used, what services are required.

- Before any work commencement approval is given, all necessary safeguards must be established and implemented to safeguard others on site who may be affected.
- Contractors will wear identification badges at all times whilst on site.
- In the event of a problem, contractors must be referred back to [insert name] to agree a safe solution.

Larger scale building 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 comes under the requirements of the Construction, Design and Management Regulations and the school must exercise the duties of the 'Client'.

For all large scale works, unless they are being managed directly by the LA, a Landlord Approval application will be submitted to the LA in accordance with the LA's requirements. Works will not proceed until approval has been given in writing by the Chief Officer.

The Site Services Team will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and checking whether the expected controls are in place and working effectively.

Planned maintenance and inspection

Regular inspection and testing of school plant, machinery and equipment is carried out in accordance with legislative requirements by suitably competent contractors. The school inventory of all planned maintenance, contractors, and frequency of inspection is kept in the Business Manager's Office.

Heads of Department are responsible for ensuring inspection and maintenance requirements for machinery and equipment within their areas are identified and implemented. This includes regular (and evidenced) inspection of any hand tools.

2.3 Electrical Safety

The Electricity at Work Regulations and associated HSE guidance notes outline the requirements for electrical safety. The requirements of BS4163, Health and Safety for design and technology in schools and similar establishments will also be adopted.

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Regulations. Following this check a certificate is issued to confirm the electrical installation is safe. Any queries regarding the status of the electrical installation should be referred to Corporate Property Technical Services at Flintshire County Council.

Fixed and Portable Electrical Equipment

All portable items of electrical equipment are subject to a formal inspection and testing (portable appliance testing PAT) on an annual basis. These inspections are carried out by a specialist external company or the Caretaker.

The Business Manager is responsible for keeping an up-to-date inventory (register) of all electrical appliances and for ensuring that all equipment is available for testing (this will include all caretaking and cleaning electrical equipment).

All staff are required to carry out visual inspections of electrical equipment prior to each use to look for any obvious defects and signs of overheating (eg to cables, plugs, sockets, casings etc) and to take out of use immediately any equipment found to be defective.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation from the Business Manager or the Site Services Team, and must be subject to the same tests as school equipment.

Where technical knowledge is needed for repair of electrical equipment, help and advice must be sought from a professional source.

Further guidance on electrical safety is available on the LA school resource website the Hwb database.

2.4 Gas safety

Flintshire County Council manages our gas safety inspections and they are done on an annual basis for the whole site as part of their scheduled maintenance service level agreement. All gas outlets have a safety shut off valves.

Shut off valves (Isolation valves) are located in each of the Science Labs and are located near each teacher's desk.

Gas inspections for Science and Design and Technology departments are done on an annual basis and each member of the departments know where the shut off valves are. Heads of Department know where the valves are and inform staff and any new staff of their location.

In the event of a gas leak, staff are informed to turn the gas off, open a window, leave the affected area and inform reception to contact the external contractor via FCC.

Only appropriately Gas Safe Registered contractors will be authorised to inspect, service or otherwise work on any gas installation or gas equipment at the school.

2.5 Glazing

The school is currently in the process of having brand new windows installed.

2.6 Grounds Maintenance

The external contractor has keys to the school gate and comes in as and when necessary. They have no access to the school building at all.

Ice & Snow

Where ice is affecting the school site, the Site Services Team will contact the grounds maintenance contractor who will commence gritting as soon as possible. The priorities are the driveway from the gate to the bottom car park; the main entrance.

Where snow is affecting the school site, the Site Services Team will work to clear a safe path from the entrance gate to the school building for students, allowing the school to open as soon as possible.

2.7 Control of Legionella

An assessment has been completed on the hot and cold water systems in the school by the Caretaker and measures have been introduced to manage the risk of Legionnaires disease the Caretaker is the responsible person in school for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. The school's Water Log Book is located in Reception. This log book includes a risk assessment for the water system. As part of the water servicing contract, shower heads are cleaned and sterilised at least 4 times per year to minimise risk. All disinfection reports and certificates are held on file for inspection.

The Caretaker is responsible for weekly flushing of seldom used outlets and all showers in accordance with the identified site operational controls and for logging this in the water log book. This also includes the flushing of all outlets following school holiday periods.

All mains drinking water is suitably labelled

2.8 Safety in Caretaking and Cleaning

The Caretaker is responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work. A model risk assessment register is provided on the Hwb resource database highlighting typical caretaker and cleaner tasks to be risk assessed.

Advice on caretaking and cleaning services and activities can be provided by FCC Facilities Services.

2.9 Premises Security Issues

The premises are opened up at 5:45am each morning and locked up at 6:30pm. The Caretaker ensures all doors and windows are closed upon his scheduled closing up route. The Caretaker then activates the intruder alarm before they leave the premises.

There are only three key holders to the premises, both members of the Site Services Team and an Assistant Headteacher.

2.10 Traffic Management

The school has undertaken a risk assessment in relation to the management of vehicles on the school site. A copy of this risk assessment and safe management of arrangements is available in the Business Manager's Office.

The school site has a blanket speed restriction for all vehicles of 5mph.

Pedestrian routes around the site should be adhered to by all in order to control any potential for pedestrian / vehicle collision on site. Care should be taken and staff should be alert to any movement of vehicles within the car parks.

All deliveries with the exception of copier paper are delivered to reception. Copier paper is delivered to the bottom gate in the car park and is managed by reprographics who is the key holder to that gate. It is unlocked and locked again after the delivery has been.

School buses arrive in the school car park from 8:30am and have left by 8:45am. They drop the students off directly at the bottom car park gate so students are not walking through any moving traffic.

The buses pick up our students at 3:30pm. Staff are present at this time to ensure all students get on their delegated bus and supervises them accessing the buses. All buses leave the school at 3:38pm after given the all clear from a senior member of staff.

2.11 Tree Management

There are a few trees around the premises which are kept in good maintenance by the grounds maintenance contractor.

2.12 Working at heights

In most cases working at height will only be carried out by a suitably qualified and competent contractor. However, there may be occasion when school staff need to access height (for example gutter clearing, putting up displays etc) which may require use of ladders or stepladders.

Wherever possible working at height by school personnel is to be avoided by eg not storing items at height that need to be accessed regularly, using long handled tools for cleaning shelves and ledges etc. Where it cannot be avoided (eg changing light bulbs, putting up displays, clearing gutters, etc) a written task specific risk assessment must be completed by a suitably competent person, to establish whether an acceptably safe method of work can be established.

The competent person for assessing and approving any working at height is the Site Services Team.

On no account should any member of staff attempt to stand on furniture (such as tables, chairs, cupboards etc), but the use of a stepladder or elephant stool should be used.

The Site Services Team keeps a register of all ladders and stepladders on the school site which specifies where they are to be kept and how they must be stored. They are formally inspected by the Caretaker every term. All ladders are labelled.

In addition, anyone authorised to use a ladder or stepladder will only be approved to do so if they have received safe use of ladder training which must be evidenced.

Refer to LA and HSE guidance on the safe use of ladders and working at height in school's documents on the school's health and safety resources section of the Hwb resource database.

Working at height, appropriate equipment must be used. Ladders and scaffold tower platforms are provided in order to assist with this. Ladders and stepladders must conform to safety standard BS EN 131, be checked before each use, and only be used for short durations. If longer use is required, then the tower platform should be used. This must be put together by a competent person and inspected before every use. Equipment will be securely stored to minimise unauthorised use.

Staff will not complete work at excessive heights. Where access is needed at large heights, specialist contractors will be engaged to complete the work required. They will use their own equipment, and are responsible for ensuring it is safe and appropriate for the job at hand. Under no circumstances are contractors allowed to use school ladders or platforms to carry out their work.

Students must not work at height. Under no circumstances are they to use ladders, and platforms, or to stand on chairs or tables

SECTION THREE: CURRICULUM SAFETY

Art, Design and Technology including Food Technology

Staff and students are made aware of housekeeping and health and safety regulations whilst in the department. All students are supervised at all times (with an additional member of staff to assist).

All risk assessments are done where necessary when using cookers and D & T equipment. Machine guards are on each machine where required. Fire blankets are also placed by electronic equipment. Students are not permitted to be in these departments unsupervised.

All regular maintenance is done as part of an annual schedule and records are kept by the department and the Business Manager and where required FCC.

Drama Safety

The Drama department is practical based. The students are supervised at all times which is usually classroom based. Where there are practical sessions or big productions in the Theatre, the Caretaker is responsible for the seating arrangements (to only allow maximum number permitted in the Theatre). The audience is made aware of the fire drill regulations by the announcer of the event. Lighting and Sound is done by our IT department in conjunction with Site Services. Access to the Theatre is accessible to wheelchair users with the assistance of the Site Services Team.

Educational Visits and Journeys Policy and Guidance

Please see the School Visits Policy.

ICT Safety

All students have to sign a Learner Acceptable Use Agreement that they will adhere to. This policy includes that students has a responsibility to maintain the security and integrity of the technology and to ensure the equipment is used in a safe and responsible manner.

The teacher leading classes will ensure that students are ergonomically seated and using the equipment in the correct way including how their posture should be and also make students aware of their surroundings when using electrical equipment.

Music Safety

Our Music classroom and peripatetic practice rooms are located in an isolated area of the school for minimum disruption to other classes. Any external instructors have to sign in and out of the school and are contracted by FCC Music Service so are DBS complaint.

Students are taught how to sit correctly when using their instruments and how to use them in a safe and responsible manner when playing.

The school has a set of silent drums which are used with headphones to minimise the noise in the near vicinity.

Physical Education

All sports equipment is inspected before and after every session to ensure the apparatus is in good condition to be used. All equipment when not in use is stored away safely.

All PE equipment is inspected by Sport and Play on an annual basis. Copies of these inspections are kept in the PE Department along with their recommendations which are acted upon in the order of high importance.

The school field is maintained by the Grounds Maintenance contractor on a monthly basis and reports any issues to the Business Manager.

Science Safety

All practical experiments are controlled in a safe and secure manner. All students are taught how to use the correct apparatus and the importance of using the correct PPE. Students are supervised at ALL times.

All equipment is inspected by the department termly and any defects are reported to the Business Manager as soon as they arise via a maintenance request form.

All chemicals are stored correctly using the CLEAPPS guidelines. Any chemicals are disposed of also using guidance from CLEAPPS.

Work Experience

Work experience is offered to all Year 12 students. Each selected work placement is vetted and appropriate risk assessments are done by our trained personnel. All copies of these forms along with consent forms are kept by the Work Experience Coordinator along with copies of the work placement companies Public Liability Insurance. Calls are made to the companies or physical visits take place by members of school staff whilst the students are on their placements.

SECTION FOUR: WELFARE AND EMERGENCY ARRANGEMENTS

4.1 Fire safety

The Head teacher is responsible for ensuring the school's fire risk assessment is undertaken and reviewed annually, and for implementing any actions required that are advised to be within the remit of the management of the school. A copy of the school fire risk assessment is kept Business Manager's Office

Fire safety precautions and emergency evacuation procedures are detailed in the Fire Log book and a summary posted in each classroom. These procedures are reviewed at least annually and are made available to staff as part of the school induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exit routes, exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Business Manager.

Fire drills will be undertaken termly and a de-brief undertaken by the Senior Leadership Team to consider whether remedial actions are required as a result. Records of results and subsequent actions will be recorded in the Fire Log Book which is located in the Business Manager's Office.

Fire Fighting

Only staff trained in the use of fire extinguishers should attempt to use them, and if it is safe to do so in the circumstances. The alarm should always be raised BEFORE attempting to tackle a small fire. The safe evacuation of persons is an absolute priority.

Staff and the Site Services team will carry out a weekly visual check of fire extinguishers located within their areas of work to ensure they remain available for use and have not been tampered with / pins are intact.

Chubb (outside contractor) undertakes an annual maintenance and service of all fire extinguishers. Defective equipment or extinguishers that need recharging should be taken out of service and reported to the head teacher and the contractor for remedial action. A copy is left with the site services team.

Details of chemicals and flammable substances on site. An inventory of these is kept by the Business Manager with the Fire Log Book, with additional copies kept by relevant heads of department as appropriate.

Fire alarm call points are tested weekly in rotation by the Caretaker. This test will occur on a Wednesday at 3:45pm. Any defects in the system will be

reported immediately by the Caretaker to the alarm contractor, and the head teacher informed.

Emergency Lighting checks for operation are carried out monthly by the Caretaker. Annually a full discharge test and certification of the system will be undertaken by a contractor from FCC.

Daily checks of means of escape for any obstructions on exit routes, and for ensuring final exits remain operational and available for use are carried out by the Site Services Team.

Fire Doors will be checked daily for functionality by the Site Services Team as part of the opening up process. Any adjustments to e.g. door closers will be made where identified necessary to prevent door slams. Any defects must be referred to the Head Teacher in the first instance. Fire doors are an essential part of the school fire precautions in order to maintain the protection of escape routes. All fire doors should be kept closed at all times, but not locked such that they cannot be opened without the aid of a key.

4.2 First Aid

The school reviews the need for First Aid provision on an annual basis and ensures that refresher training is provided in accordance with the LA's First Aid at Work Standard.

A list of the school First Aiders is posted in each classroom and each room/office. First Aid boxes are kept in reception.

Transport to Hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils. The First Aider will make the emergency call answering all the questions asked by the service provider. Another delegated person will contact home with all the current information required.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated by the head teacher / or deputy head teacher in situations where the parents / carers cannot be contacted in time.

All medication approved for administration within the school will be adequately labelled and stored securely. A register of medications administered will be maintained.

4.3 Accidents – Reporting and Investigation

All accidents and incidents will be reported to the Corporate Health and Safety department in accordance with FCC reporting procedures using the official FCC

form. This is then entered onto Flintshire Workplace database by the Business Manager.

All accidents and incidents must be reported directly to the Business Manager as soon as the casualty has been attended to. This is to ensure that a suitable and timely investigation is undertaken by management to determine causation and with a view to preventing further similar accidents. Accident locations should be secured and undisturbed pending investigation.

Details should be recorded on the accident form as far as they are known following initial investigations, and forwarded to Corporate Health and Safety, normally within 3 working days.

In the event of a serious accident, this must be reported as soon as is practically possible following the event by telephone.

Accident forms are available from reception.

The Business Manager will analyse reported school accident reports for trends on a termly basis and provide a report to the head teacher / governing body.

4.4 Dealing with Emergencies / School site arrangements

In addition to fire incidents and accidents, the school has identified a range of other major incidents that could occur on or off the school site. In this respect the school has developed a separate policy and guidance for managing critical incidents, based on the guidance document issued by the LA.

A copy of this separate procedure is located [insert location] and all staff are required to familiarise themselves with the contents. A list of the current school critical incident management team is included in the procedure.

SECTION FIVE: GENERAL SAFETY ISSUES

5.1 Housekeeping

All staff are encouraged to keep areas tidy, no obstructions in walkways and working spaces, no trailing wires in walkways or under desks where feet can get caught. All Fire exits must be kept clear and all fire doors are to be kept shut.

5.2 Manual Handling and Lifting

No manual handling will be undertaken where it can be avoided by other means. Any activity that requires some element of lifting, carrying, pushing, pulling, transporting, or supporting by hand or bodily force must be risk

assessed by a competent person authorised by the head teacher to establish the degree of risk involved.

Purpose The purpose of this procedure is to set out how risks to employees will be controlled arising from handling activities and how it will meet the requirements of the Manual Handling Operations Regulations 1992.

Some of the work conducted at St Richard Gwyn Catholic High School has the potential to expose employees to risks associated with manual handling operations. The School recognises this fact and will:

- ensure all handling risks are covered by risk assessment
- provide mechanical handling aids if appropriate to the task
- develop work schedules to minimise instances of manual handling
- provide manual handling training for those employees identified as requiring it.

Once trained it is expected that all employees will follow the correct techniques for all manual handling activities. The term 'manual handling' is used to denote any job or task where human effort is needed to move an object or person, including lifting, lowering, pushing or pulling etc.

Procedures

3.1 Manual Handling Risk Assessments

Manual handling risks will be identified via one of two methods, depending which is appropriate to the particular job.

- Handling risks may be incorporated into the general risk assessments covering a particular job or series of tasks.
- Handling risks may be assessed separately via a manual handling risk assessment, on a job, area or process basis.

Manual handling assessments will involve those individuals who carry out the tasks. Manual handling assessments will be reviewed whenever there is cause to suspect that they are no longer valid, or at a maximum time interval of one year, whichever applies soonest. The date of any review will be recorded with the assessment along with any comments.

3.2 Controlling Handling Risks

St Richard Gwyn Catholic High School recognises that a structured process is needed when deciding what actions to take in relation to risks arising from manual handling. It is also recognised that it may not always be possible to eliminate all handling risks but this will be done wherever it is reasonably practicable to do so.

Risks will be addressed according to their risk level with high level risks having preferential treatment. Manual handling controls may require capital

investment and where this is the case St Richard Gwyn Catholic High School will undertake this via a full Governors meeting.

Risks will be eliminated, reduced or controlled according to the following hierarchy:

Option 1: Elimination of risk

e.g. change process or workplace. All personnel are protected as the risk has been removed and ongoing management of the risk is not required

Option 2: Mechanise

If risks must remain, can a form of mechanisation be used to control the risk? e.g. conveyors. Requires ongoing management to ensure equipment is used safely and appropriately.

Option 3: Reduce the weights

Where 1 and 2 are not possible. All personnel are partly protected although some risk remains and needs to be managed on an ongoing basis.

Option 4: Education

Where risks remain, employees will be informed of the risks and how they can best control them via working techniques.

Final responsibility for the determination of what is reasonably practicable in each level rests with Head teacher who will make this decision based on the risks present, resources available and in balance with other needs of the business.

In practice, a combination of the above may be used, either permanently or temporarily while a more permanent higher-cost solution is implemented.

An improvement plan is held for health and safety for the site, outlining the forthcoming actions to control risks and handling issues will be incorporated within this.

The school provides the cleaning department with adequate equipment for lifting and moving. Hoovers and mop buckets are all on wheels. We have long handled brushes and pans to avoid bending where necessary. We also provide long handed dusters to reach higher spaces.

Any heavy equipment would be moved by adequately trained personnel and where possible, moved on a trolley.

5.3 Bullying and Harassment

Please see the school Anti-Bullying Policy on the school website.

5.4 Civil Claims

If a member of staff needs to make a claim, it is usually done via Corporate Health & Safety at FCC.

5.5 Control of Substances Hazardous to Health (COSHH)

COSHH is managed by each department that uses such substances. Science have their own procedure and abide by the CLEAPPS regulations.

Site Services manage the cleaning substances they use.

5.6 Display Screen Equipment (computers, laptops etc)

DSE workstation assessments are usually done when a new member of staff is employed or if there is any change of circumstances to the current users of DSE. This assessment is done by the Business Manager and any concerns are raised via SLT.

5.7 Kitchen Safety/ Hygiene

Our catering team is employed by Newydd. They have their own policies and procedures in place and is monitored by the Catering Manager in conjunction with the Business Manager where necessary. Only Newydd catering staff and selected SRG staff have access to the Kitchen where the food is prepared.

All Health & Safety and Environmental Health records and documentation are kept in the Catering Department by the Catering Manager.

5.8 Library Safety

The Library at SRG is currently located in G12, Additional Learning Needs classroom. It is operated and managed by the teaching assistants. If any stock needs moving, they will ask for assistance from the Site Services Team.

5.9 Lifts and Lifting Equipment

There are EVAC Chairs located on the Top floor above each staircase. Only trained personnel will use them. Individual risk assessments are completed by the ALN coordinator and put on to SIMS (the school information management system).

5.10 Lone and Peripatetic Workers

Peripatetic workers are only in SRG during the school day when there are plenty of school staff around. They are based in a busy working area where there are support staff in the very near vicinity. They also have to sign in and out of SRG so we know if they are on the premises in case of fire.

The Caretaker is aware of any staff who are working outside normal school hours and ensures the building is empty before they lock up.

All cleaners who work on their own carry mobile phones and walkie talkies to get hold of the Site Services Team in an emergency. They also sign in and out of the building.

5.11 Organising Major Events on Educational Premises

These occasions are rare however a thorough risk assessment would be done should the occasion arise. The Business Manager and Site Services Team would manage the process.

5.12 Hire of premises

The school permits a local football team to use the school field. They have no access to the school premises and lock up the school gate after they leave.

5.13 Personal Protective equipment

From discussions with Curriculum Leaders and completed risk assessments we will understand the need for appropriate PPE. Where the need for this equipment is identified from a risk assessment, it will be provided to each member of staff from the school's central budget. Staff should ensure that PPE assigned to them is stored securely and should follow instruction on its proper use. Staff should ensure that students wear appropriate PPE for any activities they are undertaking. Any problems with PPE should be reported to the Business Manager immediately.

5.14 Pressure Vessel

This is maintained and managed by Site Services and relevant external contractors to service.

5.15 Procurement / General Safety issues

If there is redundant equipment, it is disposed of in the correct manner by relevant personnel and is removed from the inventory list.

5.16 Minibuses

From September 2010 drivers will only be permitted to drive the school minibus where they have undertaken a driver safety course known as MIDAS. A record of staff who have undertaken this training will be kept and maintained by, Business Manager.

Drivers with a full driving licence obtained prior to 1997 automatically have the D1 entitlement needed to drive minibuses, but must undertake the course in order to be covered by the Council's vehicle insurance. Those with licences obtained during 1997 do not automatically have this entitlement, and attendance on the course will only permit them to drive the school minibus. It will not result in D1 entitlement.

The minibus is serviced and put through its MOT annually.

The bus must be checked using School checklist every time it is used, to ensure the bus is in a fit condition to be used on the public highway as well as for the health and safety of its passengers. The checklist is kept at reception. If this checklist is not completed, then staff will be barred from using the bus. Drivers should also follow the school policy on using the minibus.

5.17 Violence at Work

- (i) handling confrontation with pupils/parents etc

SLT would be called to assist on the occasion where there is violence or abuse. The police would also be contacted when required.

- (ii) cash handling

A risk assessment has been done for Cash Handling. The cash is kept overnight in a safe and is only kept to the maximum permitted by insurance. When cash is needed to be taken to the bank, two members of staff go and the day and time is always varied. As the school is using less cash due to the online payment system, the need for going to the bank has reduced significantly.

5.18 Use of Volunteers - Safety Considerations

School will only allow volunteers on the premises with a valid DBS certificate. This will need to be presented to the Business Manager before the volunteer can commence work.

SECTION SIX: HEALTH

6.1 Administration of Medicines

The school will try to accommodate pupil with medical needs wherever practical and in line with the school policy on Managing Medical Needs. The school policy is in accordance with the DfE document 'Supporting Pupils at School with Medical Conditions'. A copy of that document which the LA endorses as the policy for schools can be obtained from the Hwb resource database.

No member of staff will administer any medication unless the relevant process has been followed to ensure appropriate training in methods of administration has been received by designated persons, and all necessary forms have been completed by the school and the parent / carer as required in each case.

6.2 Alcohol

Under no circumstances should alcohol be brought onto the school site, except where the appropriate licences have been sought prior to an organised event.

6.3 Drugs

Under no circumstances should drugs be brought onto the school site.

6.4 Health Issues for Employees

If there are any health issues or concerns from an employee, they will be reported to the Business Manager who will seek advice from FCC Occupational Health department for guidance and support where necessary.

6.5 Health Issues for pupils

Any concerns for students would be reported to the Designated Safeguarding Person at the school or a member of SLT or the School Nurse depending on the issue who will then take the necessary action with the relevant parties.

Anything minor would be dealt with during Academic Review with their Form Tutors.

6.6 Smoking

Smoking (also includes e-cigarettes) is **not permitted anywhere** on the school site. This policy applies to all staff, students and visitors to the school. It is also against the law to smoke within the school building, the school minibuss or within private vehicles if transporting other staff or students. Signs are displayed prominently at the school entrance and this policy is communicated to all staff and students.

6.7 Stress Management

A referral would be made to FCC Occupational Health department where they will invite the employee in for a consultation and offer guidance and support to the employee and the school moving forward.

APENDICES

[Some examples of what you may wish to add / attach as appropriate]

Copy of an accident form

Copy of a risk assessment form

Copy of safety inspection forms eg school, classroom, other?

Copy of school staffing structure – key personnel

List of supplementary health and safety policies, date of origin, review date, who by (eg Fire Safety and Evacuation, Critical Incidents, Bullying and Harassment, Safeguarding, etc)

Copy of Mini Bus Checklist

NB: please note that this list is not exhaustive, add to it as applicable to your school.