



Bishop Gore School

HEALTH & SAFETY POLICY

Date of Implementation: 2009

Date of last review: June 2017

Date of next review: June 2018

Lead Person: Wendy Norris

Introduction

All employees and stakeholders should be fully aware of this policy which should be read in conjunction with the Corporate Health and Safety Policy

<http://staffnet/index.cfm?articleid=58140>

Health and Safety Committee/ meetings

Health and Safety meetings are held regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Minutes are shared with the Headteacher and reports made to governors.

Accident / Incident and Physical / Verbal Abuse Reporting

Accidents and cases of physical or verbal abuse are reported to the Corporate Health and Safety section by completing the HS1, HS2 or HS3 form as soon as is possible. Any serious injury or incident (including any "near miss" incident) is reported immediately to the CHSWS and the appropriate HS form completed. The details will then be forwarded to the HSE. All "RIDDOR" reportable accidents/incidents will also be investigated by the CHSWS, and a written report will be sent to the affected person(s) line manager. Details of all accidents are kept safe and are available for audit purposes and inspection.

<http://staffnet/index.cfm?articleid=8604>

First Aid

The following staff members at the premises/school are the named first aiders and are responsible for the maintenance and upkeep of the first aid provisions:

Dona Jenkins, Steve Thomas, Mark Waygood (3 day)

Stacey Rees, Sadie Thomas (1 day), Dylan Treharne, J Bowers, S Wade, M Owen and L John (D of E 1 day equivalent)

The location of the first aid boxes are; 1 behind reception, 1 located in cover supervisors office, 2 located in PE departments, 1 located at poolside, 1 located in development block room in the new block and Library, 1 in each minibus and 1 in the designated first aid room located in the main building plus 1 in site managers office and 1 in cover supervisors office.

Asbestos

The City and County of Swansea undertake a detailed and comprehensive survey and a report provided to the Site Manager. The City and County of Swansea and the designated Site Manager(s) are responsible for the management of asbestos. Information is cascaded to all employees on the location of asbestos within the premises and how it will be managed. Arrangements are made so that contractors and any other persons who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises. Information and instruction are provided to employees and contractors to include the following: Not to drill or affix anything to walls without first obtaining approval from Site Manager and checking the plan and reporting of damage to asbestos materials and emergency procedures. The Asbestos Survey plan is located in the Site Managers office.

Employees should report any concerns to the Site Manager and if required Corporate Health Safety and Wellbeing services and Facilities management. Further guidance is available on the following link: <http://staffnet/index.cfm?articleid=33796>

Contractors

The following information is provided to contractors on site;

- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and Out Procedures
- Health and safety information, safe working arrangements, risk assessments, and duration of the visit.
- Employees should report concerns to the Site Manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

Site Safety

In the event of an intruder that is deemed to compromise the safety of pupils and staff onsite the school will be in 'lockdown'. Three short rings of the bell will signal this and all staff are to lock doors. Senior Staff are to patrol corridors and shepherd any pupils to a safe area. The receptionist will dial 999 to alert the police.

In the event on a terror threat / hoax

Call arrives to reception - contact Head Teacher / S. Thomas / Premises team and SLT. Alarm sounds to evacuate building. (Fire evac procedures apply).

Headteacher - Liaise with Police / Instruct SLT / Premises team on evacuation

In event of examination – Liaise with Exam Officer to contact exam board as required, evacuation to east field / tennis courts.

1x SLT to Examination assembly area.

2 x SLT to pupil / staff assembly area liaise with assembly areas to keep calm and orderly.

SLT & Premises team Package sweep - report anything suspicious immediately to ST's office.

Curriculum Safety

This includes out of school learning activity/study support. All employees / teaching staff must, where appropriate, undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes e.g. cooking or science equipment. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology / Design and Technology and reviewed at periodic intervals. Guidance provided in subject specific documentation e.g. CLEAPS / PESS. The corporate risk assessment template is available on the link:

<http://staffnet/index.cfm?articleid=25650> and the Bishop Gore template on the Staff documents section of HWB One Drive.

Drugs & Medications

Health Care Plans (HCP) are written and reviewed regularly. They are available on SIMS with other parental consent information and medical records. Medicines are kept locked in the Hub Office.

Inspections and servicing of Electrical, Water, Gas systems and equipment.

The City and County of Swansea undertake detailed inspections of the fixed installations at the agreed set scheduled frequency by suitably qualified persons and the Site Manager/Headteacher ensures that all related documentation is maintained on site as a point of reference. Details include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc

All portable electric equipment tested by a competent person. The following staff are trained D. Dawe, M. Morgan, D. Beynon, S. Thomas, D. Michael,
<http://staffnet/index.cfm?articleid=33793>

Visual Inspections

Visual inspections and examinations are carried out by a competent person. The records of inspection and any limitations on using personal items in the premises / school are kept on site.

Fire Precautions & Procedures

A review of the fire risk assessment and arrangements is undertaken annually or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) includes the arrangements for periodic drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. The Fire Risk Assessment, NOP and EAPs are located behind reception. All staff must ensure that they are fully conversant with the documentation. Training takes place as required to update all staff. Documents are also shared electronically with staff. All visitors to the site are provided with a Fire safety briefing on their arrival at the school.

Guidance and assistance is available from Corporate Health Safety and Wellbeing Services and Facilities Management.

Hazardous Substances (COSHH)

Information is kept on site on Substance Data Sheets (provided by manufacturers or suppliers), an Inventory of Substances, and suitable and sufficient risk assessment, these are held on file with cleaning supervisor at the school.

Managers have the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances. Staff will attend COSHH training as required and when deemed necessary. Any chemicals or substance used on the premises must be approved by the Site Manager/Headteacher and where required, Corporate Health Safety and Wellbeing Services. <http://staffnet/index.cfm?articleid=57186>

3rd Party Letting / shared use of premises

Any 3rd party letting of the premises must be registered with Facilities Management. 3rd party letting consent is available on the link below. All Site Managers must ensure that all operating procedures and risk assessments are reviewed as part of the 3rd party letting agreement. This includes fire risk assessment, lone working, building security etc. Further guidance is available on: <http://staffnet/index.cfm?articleid=26844>

Lone Working

All reasonable steps are taken to ensure the safety of staff and others working in isolation within the school. All works carried out in isolation are risk assessed by the Site Manager and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone and ensure the County Lone Working policy is followed.

Maintenance/Inspection of Work Equipment

All work equipment within premises will be subject to inspection and testing. The equipment will vary from premises to premises and site to site. All equipment has a current SLA in place with checks carried out by CBS.

- LEV testing, (14 months)
- Fire emergency lighting tests (6 monthly)
- Fire extinguisher tests (6 monthly)
- Pat testing of main wiring circuits and kitchen area (yearly inspection)
- Tree and grounds inspection (2 year inspection)
- Water logs checked with inspection (6 monthly)

In addition to the above SLA checks, the premises staff carry out regular weekly checks and inspections that are all recorded in fire file and ppm record sheets.

Any new equipment is selected and installed through agreement with the Finance Manager and Site Manager / Headteacher.

New & Expectant Mothers Specific assessments for new and expectant mothers are undertaken by Hazel Samuel and reviewed at pre-determined intervals. Personal risk assessments will be stored securely and copies will be provided to the HR department. Further guidance on risk assessments can be found at:

<http://staffnet/index.cfm?articleid=25650>

Pupil pregnancy Risk Assessments template is available and carried out by appropriate pastoral staff as required.

Personal Protective Equipment (PPE)

PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use, maintained in good repair. Defective equipment must be reported to the Site Manager / Headteacher and decommissioned where applicable. All PPE must be used in conjunction with instruction and training. Necessary PPE will be provided free of charge where risk assessment determines to be necessary.

Reporting Defects

All employees have a responsibility to report any defective equipment to the Site Manager or their line manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented. This is facilitated by the introduction of a maintenance request form on line for both premises and ICT. Caretakers' record equipment disposed of in skips and IT / electrical items are disposed of using a qualified waste recycling company with an inventory recorded and sent to the schools Site Manager for filing.

Risk Assessments

The Site Manager / Headteacher and nominated employees will undertake risk assessments where and when required. All trips and visits are risk assessed.

Detailed Risk Assessments are in place for key areas of school (Hall/ Gym/ Pool) and all RA reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment, work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

Fire Risk Assessment is reviewed at least annually

Further guidance is available at: <http://staffnet/index.cfm?articleid=8600>

School Trips / Off-Site Activities

All school trips or off site activities are planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits are approved by the Educational Visits Coordinator (EVC). The school follows the 2016 County Evolve system for all trips which also stores all documentation. School Governors have the responsibility for final approval for residential, costly and adventurous trips.

Use of Transport vehicles

Minibuses: Any employee who is required to drive any minibus must have the MIDAS qualification. HR (HMS) will make arrangements to undertake annual inspections of driving licenses where required. Further guidance is available from the City and County of Swansea Transport Department. Current guidance requires a check of all employees licences and confirmation of appropriate business insurance.

Use of Display Screens (DSE)

Any employee who is required to use a DSE must undertake a self-assessment of their working environment / ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the Site Manager. E-training is made available to all colleagues. All employees must ensure that they are fully conversant with the CCoS policy and procedures and further guidance is available on the following link:

<http://staffnet/index.cfm?articleid=8363>

Working at Height Restriction

Only employees who have received appropriate training will be permitted to use steps and ladders and detailed risk assessments will be undertaken for each activity.

Work Experience

Arrangements are in place for assessing potential work placements (volunteering) with HMS/DH. These include a process of documentation, induction; training and supervision. Detailed risk assessments are completed.

Instruction and Training

Training, information, instruction, and supervision to ensure, the health, safety and wellbeing of employees at work is available. The Local Authority has put in place mandatory Health and Safety training for all levels of employment. Employees taking on new responsibilities are inducted and refresher training will be given as and when deemed necessary. The development of e-training is being rolled out to all relevant staff. All staff are kept up to date with Fire / H&S and safeguarding training.

Additional

Staff are allocated duty areas for out of lesson times, before and after school, break and during lunch time alongside paid lunchtime supervisors.

School Boundaries / Security / gates and fences and traffic management - see safeguarding policy.

Signage is clear and the school is committed to developing safe traffic management procedures along with appropriate and reviewed security measures to ensure safety of all persons on site.

Any Building Maintenance Works are Risk assessed and NOP provided by Site Manager, including glazing / lighting / heating.

Inclement weather actions are covered in the schools continuity plan.

Waste disposal - the school is committed to recycling and reduction in waste. County collections remove basic waste in accordance with CCoS procedures.

Health surveillance of employees at risk is undertaken in accordance with CCoS guidance set up 2014.

Corporate Health Safety and Wellbeing Services Competent Health and Safety Advice is available for the City and County of Swansea's Corporate Health Safety and Wellbeing Services on 01792 636210

Email address: healthandsafety@swansea.gov.uk or <http://staffnet/index.cfm?articleid=9828>

Occupational Health - <http://staffnet/index.cfm?articleid=12302>