

**NEWBRIDGE SCHOOL
YSGOL TRECELYN**



HEALTH AND SAFETY POLICY



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INTRODUCTION

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
6. The safety policy statement should be signed and dated by the Headteacher / Chair of Governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy periodically. The Authority recommends Policies are reviewed every two years.



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PART 1: STATEMENT OF INTENT

Newbridge School

The Governing Body of Newbridge School 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.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its 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, and/or issued to, all members of staff [a reference copy is kept in the [school office] / on the shared drive]

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy ;
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

Signature

Cllr. Michael Gray, Chair of Governors

Date 26.03.19

Signature

Mrs LJ Perry, Head Teacher

Date 26.03.19



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PART 3: ORGANISATION

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

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy bi-annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education Health and Safety), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking



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account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.



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Where tasks have been delegated to nominated individuals insert details below:

School Health and Safety management / staff representative:	B Burnett
Senior Member of Staff with responsibility for H & S:	Mrs. L.J. Perry (Headteacher)
Accident Book held in school office by:	H. Lloyd
Department H&S oversight:	All HOD
First aiders:	AW, CP, DS, AJ, CL, TH, SL, DB, EB, NW
Health and Safety Committee Members with Headteacher and Governor	HT / BB / JH / teaching and support staff Governing Body representatives
And periodically in relation to their responsibilities:	Senior Staff, Heads of Science, DT, PE, Art, ICT, ALNCO, Progress Leaders

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- 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;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;



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- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.



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All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 4: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Site Manager	Risk Assessments completed and reviewed bi-annually and in response to changes in risk
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher / Head of Key Stage / SENCO	Headteacher completes return to work risk assessments, Head of Key Stage / SENCO for pupils as required.



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)



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<p>New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Headteacher / senior administrator</p>	<p>Pregnant worker risk assessments are available under the Health and Safety SLA. These are usually completed by the Headteacher with the relevant staff.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>M Guillou / P Weekes / M Keeble / K James</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.</p>
<p>The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.</p>	<p>M Guillou / P Weekes / M Keeble / K James</p>	<p>Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required</p>
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	<p>Site Governor Headteacher Site Manager</p>	<p>Insert detail of the inspections and appropriate frequency e.g. Governor inspection with Site Manager: Annually General site inspection: Termly Visual inspection of chairs and furniture: Annually</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>Governor Site Manager</p>	<p>For annual inspection For termly inspection</p>



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<p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p>	<p>Governor Site Manager</p>	<p>Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc</p>
<p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Governor</p>	<p>Annual meeting with Site Manager and Headteacher</p>
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school</p>	<p>Site Manager</p>	<p>School entrance / reception</p>
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	<p>Site Manager</p>	<p>On-site training:</p> <ul style="list-style-type: none"> - Support staff during school days / inset days - Reaching staff after school
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	<p>Site Manager External training or specialist training as required</p>	<ul style="list-style-type: none"> - Induction and update training – as above - External specialist training – off or on site as necessary



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<p>Training records: relevant records are kept and a system for ensuring appropriate refresher training is undertaken</p>	<p>Site Manager</p>	<p>Hansom System.</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	<p>Site Manager</p>	<p>Routine monthly checks in place</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Headteacher Site Manager</p>	<ul style="list-style-type: none"> - Timings decided by SLT - Records kept by Site Manager
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p>	<p>ALNCO Site Manager Heads of Key Stage</p>	<ul style="list-style-type: none"> - SENCO identified relevant pupils and prepares the PEEP. - Circulates to Deputy Headteacher and Site Manager
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p>	<p>All staff Site manager</p>	<ul style="list-style-type: none"> - All responsible for rapid evacuation - Individual staff judge safety of addressing smaller fires.
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p> <p>Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Fire exit doors should be checked to ensure they are operational.</p>	<p>All Staff</p> <p>Site Manager Teaching and Support Staff in relevant areas / classrooms</p>	<p>Staff are made aware of the type and location of portable firefighting equipment and receives basic instruction on its correct use. Key staff are familiar with the location of service isolation points. Teaching and support staff must ensure fire doors in their classrooms are not obstructed and must not allow obstruction to fire doors in their working areas.</p>



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<p>Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>Site Manager</p>	<p>Please see guidance in appendix 1 regarding statutory maintenance arrangements.</p>
<p>Portable Appliance Testing (PAT): Managed in-house</p>	<p>Site Manager</p>	<p>PAT testing takes place on an annual basis</p>
<p>Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.</p>	<p>Site Manager</p>	<p>All checks are recorded by Site Manager</p>
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>AW, CP, DS, AJ, CL, TH, SL, DB, EB, NW</p>	
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Headteacher Headteacher PA Senior Administrator</p>	<p>Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.</p>
<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>First Aiders advise office staff and Heads of Key Stage</p>	<p>Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>



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<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p> <p>Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document:</p> <p>Access to Education and Support for Children and Young People with Medical Needs.</p>	<p>Administrative Staff</p> <p>Administrative Staff Heads of Key Stage ALNCO Progress Leaders</p> <p>ALNCO Heads of Key Stage Progress Leaders</p>	<p>Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p>ALNCO Heads of Key Stage Progress Leaders</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher Site Manager</p>	<p>Information will be noted and advice / guidance distributed to staff and parents as appropriate</p>



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<p>Accident reporting procedures: Any accident which results in an injury will be recorded.</p>	<p>All staff / first aiders</p>	<p>Accidents are recorded on the Local Authority reporting form in accordance with Local Authority procedures</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Site Manager</p>	<p>Insert arrangements</p>
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.</p>	<p>Headteacher Site Manager</p>	<p>The school will forward details of accidents or cases of work related ill health to the Health and Safety Division.</p> <p>Where appropriate the health and safety division will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p> <p>Investigating accidents and incidents:</p>	<p>All staff as appropriate / at request of Headteacher following an accident report.</p> <p>School at request of Local Authority</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.</p>



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<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Site Manager</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p>Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	<p>Site Manager</p>	<p>The Site Manager documents all monitoring of asbestos conditions as appropriate.</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	<p>Site Manager All Staff</p>	<p>Any damage or deterioration is reported to the Site Manager who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445, and inform the Headteacher</p>
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>	<p>Site Manager Headteacher</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Site Manager who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445</p>



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<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical departments</p>	<p>Site Manager</p>	
<p>Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	<p>Site Manager</p>	<p>All contractors must report to school reception and the Site Manager. Visitors badges will be provided at school reception and the site manager will ensure that contractors are aware of the health and safety procedures.</p> <p>Visitors will receive safety information and school visitor passes</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Governing Body Headteacher Site Manager</p>	<p>These are managed by the Site Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>



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<p>Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Local authority representatives relevant to the works at hand Site Manager</p>	<p>Where possible school will use Authority registered contractors. Where Contractors who are not registered are used the Site Manager will undertake appropriate competency checks prior to engaging a contractor</p>
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	<p>Local Authority oversight Site Manager</p>	<p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority</p>	<p>Site Manager</p>	<p>Contracts administered annually and overseen by the Site Manager</p>
<p>Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p>	<p>Headteacher Site Manager</p>	<ul style="list-style-type: none"> - Staff gain approval for lone working e.g. weekend work, from the Headteacher or Senior Deputy Headteacher - Lone working staff maintain contact with the Site Manager / caretaking staff and are checked out of school when the school is locked



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<p>Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>	<p>Site Manager Heads of Technology, Science, Art and PE</p>	<ul style="list-style-type: none"> - No staff should work at height alone - Staff should not move large pieces of equipment alone
<p>Working at height: All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Site Manager</p>	<p>Risk assessments in place for working at height</p>
<p>Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.</p>	<p>All staff</p>	<p>Suitable equipment is available from the site staff i.e. appropriate step ladders</p>
<p>Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected</p>		<p>PE Equipment annual inspection is completed by Sportfix Limited</p>



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<p>Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Site Manager for cleaning products</p> <p>Departments hold COSHH assessments for the required substances</p>	<p>Consider the types of hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Site Manager</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p>	<p>ALNCO</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>



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<p>Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.</p>	<p>Network Manager</p>	<p>Insert arrangements for workstation/DSE assessments.</p> <p>DSE assessments are available under the Health and Safety SLA</p>
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	<p>Site Manager</p>	<p>No vehicles allowed access between 08.30am and 3.00pm.</p> <p>All deliveries are by prior arrangement with Site Manager</p>
<p>Minibuses: The school maintain and operate a minibus.</p> <p>Only authorised nominated drivers are permitted to operate the minibus</p>	<p>Site Manager D Bool N Williams S Llewellyn E Bishop I Morgan G Davies T Evans G Mott T Hazell B Burnett</p>	<p>Local authority arranges service checks every 12 weeks. Vehicle is plated annually.</p> <p>Staff authorised to drive minibus must receive training and issued with completed training book. A log book is kept in Site Managers office and is completed with start and end mileage for each journey.</p> <p>Minibus insurance is arranged via the Local Authority on an annual basis. Insurance starts in April of reach year. AIG is the insuring company</p>



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<p>Wellbeing: The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority’s Well-being Protocol.</p> <p>The school will cooperate with the L.A.’s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Headteacher</p>	<p>LA Schools have access to CAREFIRST</p>
<p>Shared use of premises/ hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority’s guidance.</p>	<p>Site Manager Headteacher’s PA</p>	<p>N/A</p>
<p>Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum</p>	<p>Head of PE</p>	<p>Risk assessments prepared by Head of PE Risk managed by all PE staff Head of PE links with leisure centre staff to minimise risk</p>



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<p>Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.</p>	<p>Heads of Department supported by Site Manager and Headteacher as appropriate</p>	<p>Risk assessments prepared by all HOD Risk managed by all HOD and departmental staff</p>
<p>Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.</p>	<p>Head of Department supported by Site Manager and Headteacher as appropriate</p>	<p>Risk assessments prepared by HOD and shared with department Risk managed by all departmental staff Advice acted on from HSE annual check</p>
<p>Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.</p>	<p>HOD supported by Site Manager and Headteacher</p>	<p>Risk assessments prepared by HOD and shared with all art staff</p>
<p>The Kiln (if relevant)</p>	<p>Head of Department supported by Site Manager and Headteacher as appropriate</p>	
<p>Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.</p>	<p>HOD supported by Site Manager and Headteacher as appropriate</p>	<p>Risk assessments completed for relevant activities, particularly concerts and performances in and out of school covering pupils management and equipment use</p>



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<p>Stage equipment: All stage equipment is maintained in good working order and periodically inspected.</p>	<p>Site Manager Heads of Music and Performing Arts will liaise with Site Manager</p>	<p>Note type of stage equipment fixed/portable How often it is used Arrangements for visual inspection and arrangements for maintenance</p>
<p>Work Experience for pupils;</p>	<p>School Careers Adviser</p>	<p>PSE lesson on H&S in workplace given to all pupils attending work placements Careers Wales liaise with the placement company and ensure relevant checks are made prior to accepting the company onto placement list</p>
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Headteacher Local Authority</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>

Appendix: Statutory Maintenance

Statutory maintenance of:	Current contractor	Frequency
Boilers	Gibbons	Annually
Emergency lighting systems	Cofley	Quarterly and annually
Fire Alarm systems (5 year test)	Ambassador	Annually
Fire fighting equipment	Prodem	Annually
Electrical testing – Fixed wiring	AJ Crews - Sourcing New Contractor	Annually
Legionella testing	Aguasafe	Quarterly, six monthly and annually



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Policy	Health and Safety Policy
Date Adopted	March 2019
Signed (Headteacher)	
Signed (Chair of Governors)	
Review Date	March 2021
Reviewer	Full Governing Body