





Cyfarthfa High School

Health and Safety Policy

Date September 2024

Review Date September 2025

	Signed	Date
Chair of Governors		24.10.24
Headteacher		24.10.24
Designated SLT		
Designated Governor		
Union representation		

Policy for Health and Safety

To be a productive, safe and healthy School, we need to have a safe and healthy environment and working practices. This document outlines our policies for making the school an increasingly safe and healthy place.

It is our policy that:

- Health and Safety practices are taught as an integral part of our education programmes;
- we assess the risk of learning and teaching activities and record these in schemes of work and take action to reduce the risks;
- we assess the physical risks of each aspect of our working environment and take action to reduce the risks;
- we promote a culture which recognises that controlling Health and Safety is an essential part of everyone's life;
- there is a clear management structure for managing Health and Safety and carrying out risk assessment, with clear statements as part of job descriptions;
- there are clear statements of procedures to be followed (see appendices), and clear lines of responsibility and communication in the School for each aspect of Health and Safety practice and that monitoring is regularly carried out;
- responsibilities with respect to Health and Safety of staff, students, visitors and contractors are clear and that each group is made aware of their responsibilities for the Health and Safety of themselves and others;
- each member of staff has the prime responsibility, within an expected professional capacity, for carrying out and recording risk assessments and for maintaining the Health and Safety of their work and their working environment;
- we report Health and Safety issues immediately when urgent attention is required;
- in an activity or environment is deemed to have unacceptable risk that the activity is not carried out or the facility not used until the risk is reduced;
- we respond to and manage Health and Safety concerns positively, but within the resources available;
- we work with external agencies to improve the Health and Safety of the School environment, seeking professional advice where necessary;
- we co-operate fully with any Health and Safety enquiries by the LA or the HSE;
- we maintain accident books and other records as required by good practice as well as Health and Safety Law;
- Health and Safety is maintained by the topics inclusion as an agenda item in Department meetings and monitored by SLT, Health and Safety is an agenda item in all Governors meetings;
- the policy will be kept up-to-date as resources and external factors change;
- the school acknowledges and accepts all conditions laid down by the current Health and Safety legislation as set out in the Health and Safety Policy of Merthyr Council;
- The Governing Body will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees working on the premises and for all students. Information, training wherever possible and necessary, and supervision for this purpose will also be provided;
- we provide First Aid cover at the HSE recommended level and provide training for staff who wish to hold the First Aid at Work qualification;
- all non-uniformed adults on site will wear identification to improve security;
- we operate practices to reduce undue stress on staff and students;
- site security and access to buildings is a Health and Safety issue and that good practice on security will be followed;
- we strive to improve Health and Safety Practice as our knowledge increases;
- we subsume advice and policies concerning Health and Safety from the LA and WG within our School policy and practice, and communicate such policy to all concerned;
- a Governors' committee will review this policy and the associated procedures each year;

This general statement of policy is shown by practical documents relating to particular aspects of Health and Safety practice and instruction within the School.

- Health and Safety Statements as instructions to staff
- General organisation of Health and Safety
- Summary of the general responsibilities of staff, students etc.
- First aid and accidents
- Risk assessments
- Fire
- Visits, minibus and transport issues
- Miscellaneous issues and instructions
- Substances, machinery and contractors
- Monitoring and review
- Emergency and contingency
- General advice and guidance to staff e.g. managing stress within the work place

Other appendices will be added to this policy as they are developed and the need for further detail becomes apparent.

This Policy and set of procedures outline good Health and Safety practice. However, each specialist Department must have its own Health and Safety regulations laid out in some detail within the Department s. This should include all copies of curriculum and accommodation risk assessments.

Additional information/policy statements

Merthyr Council policy statements are held on the administrative and curriculum networks of the School. Staff are to be familiar with this documentation and make reference to this information as required.

This section indicates the various levels of responsibility which have been delegated.

General Organisation of Health and Safety

The Governing Body accepts overall responsibility for Health & Safety and Security but delegates the day-to-day control of such issues to the Headteacher and in turn the Business Manager.

The Governors will consider Health and Safety issues brought to them through the relevant working committee. The day-to-day supervision of Health and Safety is delegated by the Headteacher or to his Deputy and Business Manager. Overall responsibility includes generating and monitoring effective systems, receiving suggestions for improvement, the first level of enforcement, the keeping of relevant records. The Business Manager, co-ordinates Health and Safety issues. Mr Francis oversees Health and Safety. In his role of supervising the management of the premises and facilities, the Estates manager receives reports on faults in the fabric and facilities and ensures action is taken.

In the absence of the Headteacher the Deputy takes over the stated responsibilities.

Responsibilities for identification of, and taking a necessary level of action in, specific areas of Health and Safety are further delegated as:

- | | |
|--|---|
| 1. General Classroom Practice and Processes (Note 2) | Classroom Teacher |
| 2. General Facilities (Note 2) | Heads of Department |
| 3. School trips (see trip pack) | Assistant Headteacher/Business Manager |
| 4. Science Laboratories, Technology equipment | Head of Department : Science & Technology |
| 5. Games Areas and equipment and processes | Deputy Head of Department PE |

7. Office areas, equipment and processes	Business Manager
8. Computer equipment and processes	Head of Department ICT & Mathematics
9. Halls, toilets, corridors and general in-building areas	Estates Manager
10. General Site Safety (Note 1)	Caretaker
11. Accidents, Medicals	First Aider/Business
12. Fire evacuation procedure	Business Manager
13. General concerns	Business Manager
14. Transport	Estates Manager
15. School Productions	Production Manager
16. Electrical Wiring of Appliances	Estates Manager
17. General Infrastructure (wiring/plumbing/heating etc.)	Estates Manager & Caretaker

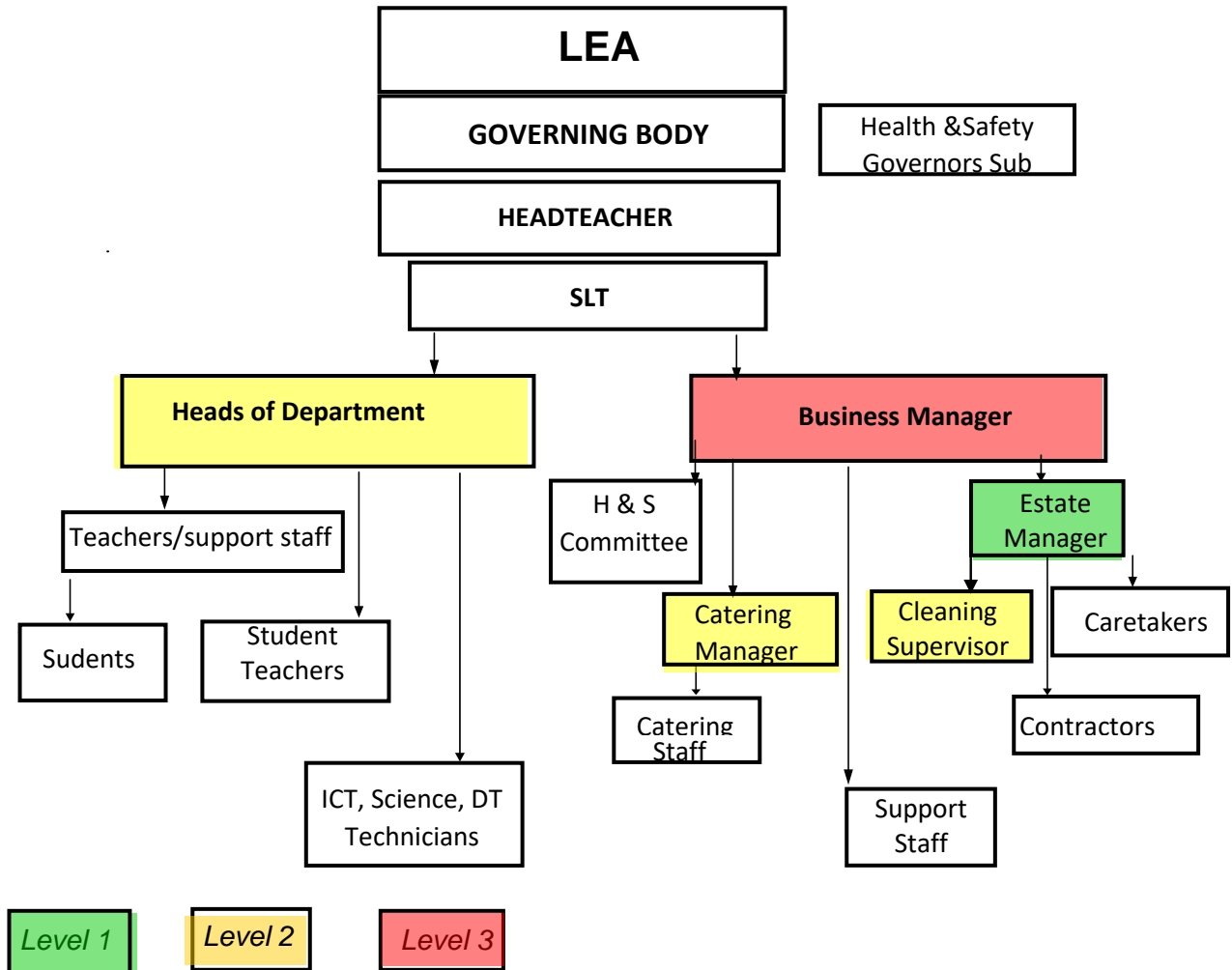
Note 1

General Site Safety includes: grounds, car parks, security, litter, testing fire alarms, checking fire escaped routes, doors; as well as an overview responsibility for corridors, staircases, doors, halls, gyms, rooms etc.

Note 2

The Heads of Department should monitor and evaluate the effectiveness of Health and Safety of their curriculum areas and accommodate regularly meetings and update Department al procedures annually. They should also ensure that Health and Safety is discussed regularly at Department meetings so that issues raised and information disseminated. **This should occur at least once a term and outcomes be reflected in the meeting's minutes.**

Levels of management for Health and Safety



ALLOCATION OF FUNCTIONS:

LEVEL 1 - RED

- take day-to-day responsibility for all health and safety matters in the school during day or evening provision.
- liaise with Governors/LEA on policy issues.
- ensure policy is activated and complied with by staff.
- ensure new/temporary staff are thoroughly briefed.

LEVEL 2 - YELLOW

- act on reports from level 3 within an agreed timescale and report problems to level 1
- draw up Department procedures and review annually ☐ arrange for staff to be informed / trained.
- check procedures are followed in Department .
- assessing risks

LEVEL 3 - GREEN

- report defects to level 2
- check equipment used is safe before use.
- ensure safe procedures are followed by staff and students.
- ensure protective equipment is used.
- check classroom/work area is safe.
- carry out special tasks (e.g. first aid, membership of health and safety committee)
- risk assessment

Health and Safety Responsibilities

It is vital that all staff are aware of their responsibilities under the Health and Safety policy and are at all times working to improve the Health and Safety of the environment of the school and the practice within the School.

As employees, you are directly and personally responsible for the care of yourself and others. The Governors, therefore, instruct you to:

- actively and daily consider and, if necessary, report to Business Manager any aspect of the passive working environment that is an actual or potential hazard;
- actively and lesson-by-lesson consider the activities carried out by yourself and students in respect of Health and Safety issues;
- carry out, and be able to demonstrate that they have been carried out, risk assessments for the passive environment and within teaching activities as required by a level of professional competence or because of management direction;
- cease, or not start, any activity that has an unacceptable level of risk or for which relevant safety equipment is not available or not being used;
- work with colleagues to identify and reduce Health and Safety risks within the School;
- In an emergency report to the Deputy Headteacher and Business Manager.

Governing Body

The Governing Body of the school has overall responsibility for health, safety and welfare issues within the establishment.

The Governing Body will ensure that the policy is monitored on a regular basis to ensure that:

- Inspections are carried out;
- Physical controls are in place and working;
- Any common problems or weaknesses are identified;
- Staff are carrying out the function allocated to them;
- Resource implication have been recognised and programmed;
- Review procedures are working.
- Ensure compliance with all health and safety legislation;
- Appoint a governor to act as the governing body's contact point for all matters relating to the school's health and safety policy;
- Have in place a health and safety policy for the school that complies with legislation and follows guidance provided by the authority and monitor the operation of the policy and procedures;
- Be responsible for developing procedures and allocating resources to ensure the effective management of health and safety;
- Ensure that health and safety is an integral part of management practices;
- Monitor management practices and ensure that appropriate action is taken each year to address any shortcomings in any aspect concerning health and safety;
- Work with recognised Trade Unions to secure the health and safety of staff; and contribute as appropriate to consultation on health and safety issues.

To support Governing Bodies with their Health and Safety functions, a training programme for Health and Safety Governors has been established via the LA. Each Governing Body should nominate one Governor to act as a Health and Safety Governor. This Governor will not be any more responsible for health and safety within the school than any other Governor. They will have no personal decision-making powers in relation to health and safety.

However, they will:

Take a special interest in Health and Safety, checking that the Governing Body is meeting its objectives, and pointing out the Health and Safety implications of other actions under consideration

Support the Headteacher / Health and Safety Co-ordinator (Business Manager), as well as other members of staff, in the strategic management of Health and Safety

In particular the Governing Body / School Leadership Team under takes to ensure the school provides;

- a safe place for staff and students to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate statutory requirements, codes of practice, codes of guidance.
- Supervision, training and instruction so that all governors, staff and students can perform their school related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the Governing Body via the Head Teacher, will ensure that such training is provided. Students will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- the required safety and protective equipment and clothing together with information on its use ☒ adequate welfare facilities

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of Department s, senior members of staff, teachers and others as appropriate. The Headteacher has delegated the day-to-day responsibilities to the Business Manager to ensure the policy has been carried out

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- preparing list of actions for priority consideration by Governors;

- safe conditions of premises and equipment;
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings
- ensuring supervision of employees to ensure safe working practices are followed;
- ensuring supervision of visitors e.g. contractors, parents, delivery persons;
- provision of information to employees on Health, Safety and Welfare issues;
- security arrangements during and after School hours;
- ensuring adequate levels of supervision for outdoor activities involving students;
- consultation with contractors carrying out work at the School or who visit the School periodically;
- ensuring regular inspections of the premises are carried out;
- identifying training needs of staff, and that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- ensuring off site activities are fully risk assessed and carried out (see EVOLVE).
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;

The Duties of Supervisory Staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant Department s and areas of responsibility. Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

As part of their day-to-day responsibilities they will ensure that safe methods of working exist and are implemented throughout their area of responsibility, health and safety regulations, rules, procedures and codes of practice are being applied effectively.

Supervisory staff includes: Headteacher, Deputy Headteacher, Assistant Head teachers, Business Manager, Estates Manager, Catering Manager, Progress Leaders, Heads of Department s and Cleaning Supervisor.

- staff, students and others under their jurisdiction are instructed in safe working practices
- new employees are given instructions in safe working practices and have carried out a new staff induction
- annual risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all plant, machinery and equipment in the Department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the Department in which they work
- hazardous and highly flammable substances in the Department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of health and safety throughout the Department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety
- all health and safety information is communicated to the relevant persons; and they report any health and safety concerns to the Headteacher

Duties of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice eg CLEAPPS, if issued, and to ensure that they are applied;
- give clear oral and written instructions and warnings to students where necessary ☐ follow safe working procedures personally require the use of protective clothing and guards where necessary
- make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation ensuring they have had any relevant electrical checks carried out.
- report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department .

Duties of All Employees [including temporary, supply, students and volunteers]

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

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- 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
- act in accordance with any specific H&S training received
- report all accidents in accordance with current procedure
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- know and apply the procedures in respect of fire, first aid and other emergencies
co-operate with the appointed Trade Union Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.
- take reasonable care for the Health and Safety and security of themselves and of any other persons who may be affected by this acts or omissions at work;
- regard any duty or requirement imposed on their employer or any other person (by or under any of the relevant statutory provisions) to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with;
- know the special safety measures and arrangement to be adopted in their own working areas and to ensure that they are applied and to have carried out a risk assessment of potentially hazardous processes;
- know the safety and security measures currently in force in the School and subject and to follow them;
- observe standards of dress consistent with safety and/or hygiene, for example the wearing of personal protective clothing;

- exercise good standards of housekeeping and cleanliness;
- know and where appropriate, apply the emergency procedures in respect of fire and first aid;
- use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in their School;
- co-operate fully in any investigation with the appointed School Managers and the enforcement officers of the Health and Safety Executive or Public Health Authority.

Estates Staff

- In conjunction with the Headteacher, ensuring that fire evacuation drills are carried out at least once per term.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Ensuring alarm/security systems are monitored and attend call outs, as required.
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out.
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Advising the Headteacher/Line manager of any defect identified as being unsafe, or repairs identified as being required to the sites, buildings and grounds. Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged.
- Advising the Headteacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and site users are kept to a minimum.
- Ensuring that any contractors working on the fabric of the building complete the relevant sections of the Permit to Work sheet within the site's Asbestos Management Plan.
- Attending pre contract meetings for all works on site prior to commencement.
- Ensuring contractors follow the site specific agreed procedures for contractors working on site.

Duties of School Health and Safety Co-Ordinator

The School Health and Safety Co-ordinator has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- to make provision for the inspection and maintenance of work equipment throughout the school
- to manage the keeping of records of all health and safety activities
- to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally carrying out any other functions devolved by the Headteacher or Governing Body.

Duties of School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of LA Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

Duties of Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 6 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Students

All students at Cyfarthfa High School are expected to adhere to the School's Code of Conduct and other behaviour guidelines and are specifically expected to:

- exercise personal responsibility for the safety of self and class-mates;
- act quickly and strictly according to the instructions of the teacher;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- to be identified as a student of Cyfarthfa High School School;
- to use correct entrances and exits around the School as signposted.
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety
- observe standards of dress consistent with safety and/or hygiene

Summary of the general responsibilities of Staff, Students etc

If anyone on the school site has a concern about Health and Safety they may express it to the Headteacher, Deputy Headteacher, Business Manager or other members of the SLT, however, there are specifics of which all staff need to be aware.

Health and Safety Team (Business Manager, Estate Manager HOD Science and Technology, Teaching staff, Technicians)

- To attend a half termly meeting with Business Manager.
- To carry out an annual Health and Safety Review.
- To undertake Health and Safety checks with Business manager.
- To make recommendations for improvements.
- To construct an action plan to initiate improvements.

Fire/Emergency Co-ordinator – See Fire risk policy

The Fire/Emergency Co-ordinator (Estate Manager) will ensure:

- fire alarms are tested, maintained and recorded;
- fire extinguishers are tested annually and are free from obstruction ;
- fire evacuation notices are displayed in prominent places;
- required fire notices are displayed;
- fire drills are carried out termly;

First-Aider/Appointed person in the absence of a first-aider

First aiders will:

- Collect first aid mobile for their allocated day and deliver first aid to staff and students.
- ensure that the first-aid boxes are appropriately stocked;
- in the event of an injury or illness which necessitates the calling of an ambulance or doctor, provide help to preserve life and to minimise the consequences of that injury or illness, while waiting for the ambulance or doctor to arrive;
- Supervise the injured person to ensure that he/she is only moved in a safe way. In cases where it is not necessary to call an ambulance or doctor, they will administer first aid as appropriate.
- To inform parents that their child has received first aid.

From Heads of Departments

- for Health and Safety issues to do with accommodation within the area designated for departmental use including risk assessments on equipment;
- for Health and Safety issues to do with the curriculum activities carried out in the department;
- ensuring that risk assessments are carried out for curriculum activities and that these are reviewed annually at least and that they form part of the scheme of work;
- for monitoring that staff within the Department /curriculum area adhere to the agreed procedures, instructing members of staff and reporting any further breaches to the school's business manager;
- to ensure that health and safety is always on agenda and discussed at department meetings.

From Teachers' Conditions of Service

Discipline, Health and Safety:

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere

Management Structure

Although each member of staff is professional in their area of expertise, we have to have for many statutory and practical reasons a management instruction system. Some of this is totally obvious – for example notes in Staff Briefing or a memo from a Deputy or Headteacher. However, there are less “obvious” instructions, which still need to be followed. For example, for a teacher in their classroom work, the Head/Deputy Head of Department in “requesting” things is done is in effect issuing a management instruction to the teacher concerned. It is the responsibility of each member of staff to understand where they fit into the management system either verbally or in writing (including department handbooks and schemes of work). If you want help in understanding your own responsibility lines you should talk to the Head or a Deputy.

Health and Safety Meetings

Health and Safety meetings are agenda items at Strategic Management team.
Strategic planning and non-urgent matters will be discussed in this forum.

The following is a list of topics for which arrangements are required to implement the School's Health and Safety Policy. It is not exhaustive, and the School may need to add further arrangements identified by the annual risk assessments:

Accident reporting	First Aid arrangements
Fire safety	Disposal of waste
Administration of medicines	C.O.S.H.H
Display screen use	Electrical safety
Lone worker activities	Major/minor maintenance
Risk assessments	Building works
Manual handling	Out of School visits/activities
Contractors on-site	Traffic management
Communicable diseases	Playground safety
Lettings to outside hirers	Ionising radiation; Glazing
Work experience	Pressure systems; Security
Asbestos; Alcohol	Smoking; Noise; Violence
Protective equipment	See Appendix 12 for additional information

Health and Safety Training will be facilitated by Merthyr Council at the start of each new school year.

Hiring – see charging policy

This policy applies to hiring. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

Record to be kept of incident – appendix 2 near misses appendix 3 - log to be stored in Business managers office.

Infection prevention and control

We follow national guidance published by Public Health Wales when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, for at least 20 seconds, dry with paper towels/hand driers
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility (PE)
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- follow COSH guidelines

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health Wales.

In the event of an epidemic/pandemic, we will follow advice from Public Health Wales about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

First Aid, Accidents

Extract from Welsh Office Document: "FIRST AID FOR SCHOOLS: A GOOD PRACTICE GUIDE" – "Teachers' conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency".

The Governing body and/or Headteacher should review the school's first aid needs regularly to ensure the first aid provision is adequate. This should happen at least annually, and particularly after any changes.

When assessing first aid needs, a school could consider factors such as:

- The size of the school and whether it is on split sites and/or levels
- The location of the school
- Any specific hazards or risks on site
- Specific needs or disabilities of students and staff, and the age range of students
- The number of first aid personnel required

First Aid may be rendered to a "patient" by any person but **only in so far as knowledge and skill permit**. Staff have a duty to act "in loco parentis" (as any reasonable parent), but in respect of first aid an important part of this duty is to know the limit of your own skill and knowledge. The basic rule is to reassure the patient and, only if absolutely necessary, remove the patient from the likely source of danger: normally patients should not be moved. A nominated First Aider should be called.

The School has nominated and trained First Aiders (list available on reception). Any incident that needs First Aid should immediately be reported to reception, even if it is being dealt with by another qualified First Aider.

The School is committed to train (re-train) First Aiders over a three-year period. All new support staff, where agreed, will be required to train as a First Aider, and normally First Aid will be administered by support staff. All injuries and accidents on site must be logged in the first aiders personal accident book and a LA accident form logged with the Business Manager. A full list of first aiders is held in the main reception.

The School is limited in the First Aid it is able to administer. First aiders will decide on whether or not the patient requires outside help and will make the requisite arrangements with the hospital, ambulance, parents etc. Please

ensure that while staff are undertaking first aid treatment that they (or the patient) is not interrupted. Parents should be contacted after the administration of first aid.

The member of staff who witnesses an accident must complete an Accident Form – as soon as possible after the event – for all accidents occurring on site. Accident forms will be photocopied by Business manager and placed in the Health and Safety file and the other to be sent to the LA, to the Health and Safety Administrator. The Business Manager will identify hazards from the Accident Forms and instigate/monitor such action as is necessary to reduce the risk of repetition.

First Aid boxes may be obtained via the school office, such boxes exist in DT and Science Department , the exact location being known by the Head of Department . First Aid boxes will be checked termly although any known use of materials must be reported for replacement by any staff using the box.

A First Aid box must be collected for use on School trips by the trip’s First Aider. Every effort for a first aid trained member of staff to attend trips and visits must be made. A thorough consideration of first aid provision must be made and eventualities planned for before the trip takes place. The administration of medication will be dispensed in accordance with the guidance document “Administration of Medicine” 1995. The trip First Aider (as alternative person) is also responsible for taking a mobile phone, which can be booked/obtained from reception. A trip pack must be completed in line with EVOLVE requirements.

The notification of incidents must be made to the Business manager and necessary decision concerning the incident may be taken by her. In the case of a patient needing First Aid, any of the named First Aiders should be contacted.

Contents of First Aid Boxes (Recommendation)

DFES Guidance

Item	First Aid Boxes	Travelling First Aid Kit
Guidance Card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sizes individually wrapped sterile unmedicated wound dressings (approximately 10cm x 8cm)	6	
Large sterile individually wrapped sterile unmedicated wound dressings (approximately 13cm x 9cm)	2	1
Extra Large sterile individually wrapped sterile unmedicated wound dressings (approximately 28cm x 17.5cm)	3	
Individually wrapped moist cleaning wipes	10	6
Disposable Gloves	1	1
Roll of Cling Film	1	1

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

The table below contains advice that members of staff can refer to when administering medicines to students in school. It is based on the Department for Education’s **statutory guidance on supporting students at school with medical conditions**.

Do	Do not
<p>✓ Remember that any member of school staff may be asked to provide support to students with medical conditions, but they are not obliged to do so</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p>
<p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p>	<p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p>
<p>✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p>	<p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p>
<p>✓ Inform parents if their child has received medicine or been unwell at school</p>	<p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p>
<p>✓ Store medicine safely</p>	<p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p>
<p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents</p>

Managing Medicines

- No child under 16 should be given prescription or non-prescription medicines without written consent from parents. See below
- Medications will be store securely in the Hub and a record of any administration given
- Schools should set out the circumstances in which non-prescription medicines may be administered
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor
- Schools should only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage
- Schools should keep a record of all medicines administered to individual children Via first aider and ALENcO

Staff responsibilities

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach.

The DfE adds that staff should receive suitable training and achieve the necessary level of competency before taking on responsibility for supporting students with medical conditions, the suitability of training depends on the individual students 's medical needs. Identifying what these needs are will enable you to determine what staff training would be "sufficient and suitable". The training would be based on the individual needs of the child.

Parental responsibilities

Parents are required to provide up-to-date information on their child's medical needs to the school. They should also carry out any actions agreed to as part of the implementation of the individual healthcare plan, including providing medicines and equipment.

Student responsibilities

- Students who are competent should be encouraged to take responsibility for managing their own medicines
- Wherever possible, students must not carry their own medicines other than relevant prescribed devices, or should be able to access their medicines for self-medication quickly and easily via the HUB
- If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered

Storing medicines

All medicines should be stored safely:

- Students should know where their medicines are at all times and be able to access them immediately.
- Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away.

Refrigeration of medicine

Medicine should always be kept in its own refrigerator.

LRB

Medications will be stored in a lockable cupboard with the LRB lead and administered by a member of staff who has a first aid certificate. Parental permission letter must be completed and log kept.

Risk Assessment

Risk assessment is about deciding what risks are involved in doing a particular activity, and in taking action to reduce the identified risks. If a risk assessment is that the activity has a high risk of causing harm to yourself or others, then it should not be carried out.

Risk Assessment will be carried out and recorded by the all Heads of Department, fire & health and safety officer, to form part of the year review and where necessary on an ongoing basis by all staff members.

All members of staff are required to assess the risks that arise out of their work operations and the use of premises and to introduce appropriate measures to control risks and provide a safe working environment. An assessment of risk is a careful examination of what, in your work or environment, could cause harm to yourself or any others in the area or involved in your work (e.g. students). Examples of what may be considered a hazard leading to a risk are: use of chemicals, use of electricity, contact sports, heating materials and part of your professional duties is to be aware of what is a hazard in your area of expertise.

Risk assessment is a stepped approach which must be systematically carried out, recorded and then reviewed at least once a year when new processes are added to a person's work or working environment (e.g. change in a scheme of work). Risk assessments that are carried out, as an integral part of a scheme of work should be written into the scheme of work. You must assess not only the risk to yourself, but for the students' doing the work in your lessons or using the equipment/facilities designated.

It is the responsibility of the Head/Deputy Head of Department to ensure assessments of risk are shared between colleagues, (especially as part of the induction of new colleagues). However, as part of our responsibility towards

each other, we should individually ensure that risks we have identified are shared with colleagues, and reported to the Deputies.

- Step 1** Look for hazards.
- Step 2** Decide who might be harmed and how.
- Step 3** Evaluate the risks and decide if existing precautions are adequate or if more needs to be done.
- Step 4** Record your assessment and how you could reduce the risk (via the Heads of Department or Deputy Head of Department) with a summary of actions that should be taken to reduce the risk, together with any priorities, costs or resource implications. If the risk assessment is of a teaching and learning activity, record it in the Scheme of Work.
- Step 5** Risk assessment produced annually and amended/added to throughout the year where necessary.
- Step 6** Heads of Department should put in place monitoring procedures to ensure that adequate precautions are being used to eliminate risks and hazards. Health and Safety, including Risk Assessment, should be regularly on the agenda and discussed in meetings.
- Step 7** Head of Department should ensure that staff are appropriately trained to carry out their work safely, and should identify training needs and place this in writing to the Deputies.

Additional guidance and information can be found at www.hse.gov.uk
A form to be used for general written risk assessments is shown overleaf:

Risk Assessment

Assessor _____
Signature _____

Topics assessed
Elsewhere _____

Date _____

Planned
Review date _____

Additional

Where additional action is indicated it must be monitored through to completion and the risk assessment reviewed at such time to ensure suitability / effectiveness.

Hazard	People at risk	H Rating	Control measures (existing)	L Rating	Risk Banding	Controls adequate

H rating = Hazard rating (likely severity of harm based on people at risk)

L rating = likelihood of harm occurring based on the existing control measures

Risk banding = H x L

Risk Assessment Action Plan

Remedial Action	Person responsible	Target date	Confirmation of completion (name and date)	Additional action required Y/N

Risk Assessment Matrix

Probability/Risk Maximum Possible Loss	Very Unlikely	Unlikely	Even Chance	Probable	Very likely	Certain
No loss	1	2	3	4	5	6
First Aid Required/short rest/recovery	2	4	5	6	7	8
Fracture of a major bone or mild temporary illness	3	5	6	7	8	9
Loss of limb, eye or permanent illness	4	6	7	8	9	10
Fatality	5	7	8	9	10	11

Level of risk = Max possible loss x Probability (risk)

Low = 1-4; Medium 5; High 6 –11

Activities above a 5 are unlikely to be sanctioned

Frequency of Exposure (FE) calculation

Infrequent	Annually	Monthly	Weekly	Daily	Constantly
1	2	3	4	5	7

Frequency of Exposure (FE) x Risk Assessment score = Action timescale

Action timescale

Risk	Hazard Rating	Action timescale
Low	1 – 21	Within a month
Medium	22 – 35	Within a week
High	35 –77	Immediately

Fire – see Fire policy

The first level of fire prevention is to pro-actively carry out risk assessment on activities and equipment that might cause fire. This should be carried out in the same manner as other risk assessment, which is to identify and then act to reduce the risk of potential causes of fire in the School.

Fire risk assessment should be an 3/5 year annual event by Risk Monitor or carried out when new processes are introduced into the School. The procedures are similar to risk assessment.

- Step 1 Look for hazards (for example places where there is a heat source, ignition sources, fuel storage, or areas where there is a potential route for smoke).
- Step 2 Identify those who might be at risk.
- Step 3 Evaluate the risks and determine appropriate control measures.
- Step 4 Record your assessment and how you could reduce the risk, and copy it to JA (via the Director of Learning; Leaders of Learning) with a summary of actions that should be taken to reduce the risk, together with any priorities, costs or resource implications. If the risk assessment is of a teaching and learning activity, record it in the Scheme of Work.
- Step 5 Review your assessment annually and revise it as necessary.
- Step 6 HOD and those with responsibility for physical areas should put in place monitoring procedures to ensure that adequate precautions are being used to eliminate risks and hazards.
- Step 7 HOD should ensure that staff are appropriately trained to carry out their work safely, and should identify training needs and place this in writing to the Deputies.
- Step 8 Termly evacuation drills will be held. Weekly testing of alarm bells will be undertaken and recorded.

Escape Routes and Fire Drills

The following set out the procedures to be observed in each building, with the routes and exit doors to be used by students when evacuation is needed.

- staff must keep at hand a copy of these procedures and be familiar with them
- a relevant set of instruction must be displayed in each teaching room and area. (Both users of a room and the relevant Head of Department are responsible for these being checked and present)
- Form Tutors and Teachers based in a teaching room should, at some appropriate stage, draw the attention of classes using the rooms to the usual Fire Drill Route

Students must be escorted in a quiet, orderly manner, with all doors and windows shut before final departure from the room area.

Fire Routes and Drills are naturally operated on the assumption that most scheduled routes and exits will be unobstructed. For this reason, all fire exits and other doors must be at all times kept free for access and unlocked.

Naturally in the event of an actual fire not all usual routes will be unobstructed. Teachers finding their scheduled route blocked should use their discretion to seek egress via the nearest safe exit for students, including ground floor windows if necessary.

The fire bell (high pitched constant screech) will indicate an evacuation should be carried out. Staff must treat all evacuations as if they are real fires, although some will be for “fire drill” purposes. Staff not with classes should

assist where possible with evacuation. Staff should only assist with the actual fire control, using any extinguishers or hoses to hand, if they are confident that the fire is contained, that they have the necessary skill and have controlled it; no member of staff responsible for a class should ever attempt to tackle a fire, their prime responsibility is the care of the students during and after evacuation. The Support and Reception Staff and Senior Management Team should ensure that 999 calls are made where assistance is needed.

All Staff must congregate in the evacuation area in **all** instances (including drills).

It is vital that relevant doors are not locked, although there is always a balance between the balancing Health and Safety issues of security and fire hazard.

However:

- Reception doors into school to be open at all times during the School day - on a sensor/fob control;
- designated fire doors must never be secondarily locked while the building is in use and controlled via fob system ;
- all other external doors may occasionally be locked in the interest of security provided they can be unlocked quickly in an emergency.

Students with specific needs will be subject to a PEEP – Personal Emergency Evacuation Plan and accessibility plan for those students in a wheelchair.

School Visits and Trips

Staff wishing to take visits and trips must, as part of the Department plan, plan annually. The School will issue these requirements to be agreed at SLT. In the case of visits and trips within lesson time (with groups being taught) and that has not been agreed, staff should see the Headteacher. The Assistant Headteacher takes the lead on all trip decisions and QA.

All trips must be approved/processed via EVOLVE.

Pending new guidelines, staff are asked to note:

- A trip or visits cannot take place unless all permission and paperwork are correct, complete and agreed by the Headteacher and ratified at Leadership.
- a First Aider must be among the staff accompanying every visit where ever possible
- staff must be aware of the first aid provision at the destination.
- as much information as possible must be given to parents about these visits and this needs to be in letter format well in advance of the visit.
- EVOLVE must be completed prior to a trip being undertaken.
- consent and contact details to be obtained in writing from parents.
- an accurate list of names of participants must always be left with the office prior to departure.
- a mobile phone must be taken by every group.
- a trip pack including risk assessment must be completed and agreed prior to the day of the trip/visit.
- Trips outside the school day must have an agreed emergency contact with SLT and copies of all information left with reception also copied (as many times as necessary) to SLT.

General Site and Transport Issues – see Traffic Management document

It is important from a safety point of view that access is controlled so that congestion and the risk of accidents is avoided. A variety of measures have been implemented to combat this e.g. white line in car park and signage. The speed limit is restricted and motorists must observe traffic management signs on site. All visitors are required to sign in at the main School office on arrival, obtain a security badge and sign out on leaving.

Private contract buses must also observe the school's traffic control system. At the end of the day to facilitate the safe control of buses entering, picking-up students and leaving the premises, members of staff are allocated via the duty team leader to safely supervise students leaving school by bus. Students who walk home are directed via signage to use side gates. Students are not to use the front or back main vehicle gate to enter or exit the building.

The School mini buses must be reversed into allocated parking space facing out into carpark.

Transport off School Site

This is usually for out-of-School visits, although it covers errands, transporting students' home due to illness etc. Each person who wishes to use his/her vehicle must produce their driver licence, valid business insurance to the business manager, this will confirm that the vehicle is taxed; maintained in a roadworthy condition and that it is insured for carrying children/for business use. Most insurers do not charge extra for adding cover for occasional business use.

Hiring Vehicles for School Use

Staff must obtain a quotation from relevant bus/coach company. Once bus/coach is booked this information should be entered into the minibus/bus book held in the finance office. All cancelled bookings must also be entered.

Drivers of self-drive hire vehicles are requested to follow the some procedures as if the vehicle belongs to the School or the driver.

Information for Parents

Parents should always be informed if students are going off site in hired, private or school vehicle and written consent obtained. Copies of all information, including risk assessment (details with trip pack) to be kept at main reception (and members of SLT out of hours) for the duration of the visit. Copies of all information must be returned to EVC in all instances.

Miscellaneous Issues and Instructions

School Productions

It is the producer's responsibility to ensure that all Health and Safety Guidelines are followed and in particular that:

- parents are kept informed of the timing and location of rehearsals, performances etc.
- a performing licence is in place;
- a Fire inspection will take place before the production ;
- the recommendations are implemented in full;
- all electrical equipment meets the requisite standards and are PAT tested including any borrowed/hired equipment.

Animals and Plants in School

Currently we have no animals at the School. For information, a competent person should assess conditions in which animals are kept and any possible health risks are noted. Staff/students who handle animals must have had an anti-tetanus vaccination. Animal bites and scratches must be cleaned and receive appropriate medical attention. Any dangerous / hazardous plants should be clearly identified and handled appropriately. If sheep or other animals from the local farm enter the site, the appropriate Department within the council are contacted as well, where possible the relevant farmer. **Animals should not be approached.**

Computers and VDU

The risks associated with the relatively infrequent and un-prolonged use of computers and visual display units are low. However, the following simple precautions must be taken in the School when equipment is purchased or used.

- The choice of VDU is significant. Those where contrast can be varied is preferred. Flickers on screen should be corrected immediately
- Nobody should work at a VDU for excessive periods – Rest pauses of at least 10 minutes after two hours of sustained continuous use must be taken
- Only keyboards designed to meet safety standards should be used and correct positioning of the keyboard, mouse and monitor should be considered. Working posture should be comfortable with the home row of keys being at elbow height. The work surface should be high enough for thigh clearance. Chairs should be adjustable for those using computers for a significant part of the day.
- DSE assessment carried out annually

Manual Handling

- Staff and students must not carry furniture, books or apparatus which are too heavy for them to carry
- Staff and students should carry only an appropriate number of books/parcels at any one time. Large quantities should be carried by making several trips or by using a trolley, if appropriate
- Suitable ladders must be used to move apparatus/chemicals stored above head height.
- Another member of staff must be present when ladders are in use
- Large items of furniture must be moved by the caretakers or those trained in manual handling. Staff should contact the caretakers who will make arrangements for removal using a trolley or other lifting device. Appropriate protective footwear should always be used by anyone manually handling equipment and loads.
- Apparatus should be carried with reasonable care using trolleys if appropriate
- All manual handling is subject to risk assessment and the use of appropriate measures to reduce the risk of injury

Staff Welfare Stress

The School Governors are sensitive to the needs of all staff and wish to promote staff welfare and are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The School day is organised to ensure that sufficient breaks are incorporated into the timetable. Staff are encouraged to use this rest time appropriately.

A staff room and quiet area are provided for rest breaks. Governors have made the site a no-smoking zone, in line with LEA recommendations. This includes any “vaping” of E- cigarettes or other substance that can be smoked when lit. Please note the entire site including car parking areas are included in this policy.

The Headteacher is aware that stress-related illness is the cause of staff absence, on some occasions. It will take appropriate steps whenever possible to reduce undue stress levels. This will include the provision of support staff for administrative activities, making senior staff available for informal “chats” and counselling. Every member of staff has a role to play in reducing the stress of colleagues by following explicit administrative and professional guidelines which are issued in the staff handbook and via other means. Additional guidance on this area can be seen in the managing Stress Policy and staff sickness and absence policy.

Welfare will be monitored by analysis of staff absence. It is an important part of this that staff returning from illness are interviewed by one of the SLT or if there are particular stresses that have contributed to the illness that these are identified so that action could be taken.

Work Experience -

The appropriate department teacher will arrange for visits to workplaces to ensure adequate supervision and carries out a school based risk assessment as appropriate.

Medical conditions such as asthma, hearing impairment etc are taken into consideration when visits are arranged.

Personal Protective Equipment

As a result of an assessment the caretakers will require protective clothing for many of the tasks they perform. This involves the provision of overalls, gloves, goggles, facemasks and protective footwear. These will be provided on a regular basis or if clothing becomes damaged at any time. Technicians across the School are also provided with protective clothing.

Smoking

Cyfarthfa High School has a 'No Smoking Policy'. Governors have made the site a no-smoking zone, in line with LEA recommendations. This includes any "vaping" of e cigarettes or other substance that can be smoked when lit. Please note the entire site including car parking areas are included in this policy.

HIV/AIDS

Please refer to the Merthyr Council 'Statement of Policy' on HIV and Aids.

Lone Working – see lone worker Policy

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

There are occasions when staff will be working on their own, particularly the caretaker.

All staff are advised wherever possible to ensure that all doors are locked whilst they are working in the building.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. If there are occasions when what could be termed as hazardous activities are being undertaken e.g. using a ladder and there is a risk of falling, then two members of staff **MUST** be present.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone

Security - see Security Policy

Security of staff and students during the School day has been considered and certain measures have been taken, including the registration of all official visitors and periodic sweeps of the school by senior staff at various times of the day.

Trees on site

A visual inspection of all trees on site will be carried out termly by the Estate Manager.
An in-depth Arboriculture assessment will be carried out on a bi-annually basis.

Accessibility – see Accessibility Policy

The Estate Manager will ensure that access to the school allows all students, including those with additional requirements, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and are wheelchair accessible.

Substances, Machinery and Contractors

Hazardous Substances COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Head of Science and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

- Where these occur in laboratories or workshops, they are subject to COSHH regulations
- They must be stored safely and disposed of in a careful and organised way. A storage inspection should be carried out at least once a term by a competent person and complete/update storage inspection sheet. The safe disposal of hazardous substances is arranged by the technician team as required.
- Any unusual sightings or smells should be reported immediately to the Estates manager /Caretakers
- Spillages should be recorded and dealt with safely by persons wearing suitable protective clothing
- Use of hazardous substances is subject to individual risk assessment
- Hazardous substances are referred in all schemes of work and staff must be aware of the Coshh and guidance in relation to this assessing risk of activity
- Mr Nicolas Johns is the dedicated officer.

Control of substances hazardous to health (COSHH)

All substances used at Cyfarthfa High School will be assessed to prevent staff and students becoming exposed to harmful substances. Periodic reviews of these assessments will be carried out. Presently within the curriculum, students and teaching staff will not come into contact with harmful substances. However, cleaning staff will use such substances which will be kept locked away when not in use. The School currently uses a contract cleaning service, which is responsible for its own risk assessments regarding such materials.

Machinery and Equipment

- This should always be purchased from a reputable supplier so that it conforms with safety regulations and if possible, through the LEA. The person placing the order to the Finance Office is responsible for checking that it meets with the relevant arrangement
- Equipment and machinery should always be used for the correct purpose only and in the appropriate manner
- All equipment and machinery should only be used by trained staff. If students are using any equipment or machinery it must be under strict staff supervision and after training has been given as to its correct use
- Arrangements for checking machinery and equipment lie with the Director of Learning in whose area the equipment is stored. For general school equipment this responsibility lies with the person nominated in Appendix 2 of the Health and Safety Policy. Where appropriate, testing should be by approved contractors
- Machinery should be appropriately guarded and personal protective clothing must be used in accordance with regulations for the procedure. The use of PPE applied to all those close to the equipment or process
- Training requests for staff using equipment in a scheme or work lies with the Head of Department .

Electrical Safety

Electrical switch rooms will be kept free of items such as furniture and combustible materials. Portable electrical appliances will be tested on a regular basis, at least once a year. Brand new equipment will be tested in the next PAT testing cycle. Equipment brought in from home or second hand, must not be used until it is PAT tested. Please contact the Premises manager, if you have any equipment that has not been tested. Equipment that has failed PAT testing **must not** be used.

Cleaps provide advisory support and advice on the use of chemical substances, Science equipment and the facilities across the School. Cleaps advice and guidance is kept in both Science and Technology faculties. Each Head of Department is responsible for maintenance of updates in this instance.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer– LA responsibility
Gas pipework, appliances and flues are regularly maintained– LA responsibility
- All rooms with gas appliances (Science and Technology)are checked to ensure that they have adequate ventilation

Legionella

The LEA are responsible for this monitoring process. The estate Manager will be responsible for monitoring and flushing the water outlets in the School recording his finding in the appropriate manner.

- A water risk assessment has been completed by the local authority who are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Acorn carry out monthly water temperature checks e.g. temperature checks, heating of water, disinfection of showers, etc. log sheets located with estate manager

Asbestos

The LEA are responsible for this monitoring process. In the event of asbestos being found/exposed at the school, the area will be immediately sealed off and the LEA contacted.

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- All contractors will consult the register and sign before commencing work.

If you have any concerns about asbestos, please see the Estates Manager immediately

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to estates manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed (DT Department)
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates manager
- Annual testing of equipment to take place and certification logged.

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Students are prohibited from using ladders

- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Kitchen and Cleaning Facilities and Equipment

Generally kitchen areas and equipment and cleaning equipment are the responsibility of the external contractor responsible for the service.

The School has responsibility for some of the plant in the kitchens and the Headteacher can give permission of such equipment to be used, provided the potential operators have appropriate training. All cleaning equipment should be operated only by cleaners or caretakers – but in case of emergency consult with the Headteacher.

Risk assessment should be regularly carried out in the kitchens, by the Contract Company and catering staff, likewise on cleaning by relevant contractors. Records of such procedures and other Health and Safety issues should be discussed with the Headteacher who will work with the outside agencies to reduce risks to other users of the School.

Contractor

All contractors to the School will register at reception, sign responsible contractors form, wear ID badges and be accompanied by a member of staff during their stay. Contractors on site must liaise with the estate manager to receive information on Health and Safety issues and to agree to keep within these regulations. A written record of the latter must be kept.

The Estate Manager, will co-ordinate the activities of contractors. Together with the Headteacher will discuss the working practices which the contractor intends to follow prior to the contractor starting work and arrange for the Caretaker and contractor to carry out a risk assessment.

It is practical that Health and Safety arrangements form an integral part of any tender document and therefore contract. Activities which significantly increase the risk of Health and Safety include:

- Introduction of dangerous substances
- Breaching of the fire alarm system when installing wiring
- Temporarily blocking off escape routes
- Restricting the time when work can be carried out
- Providing storage areas for hazardous materials

It is the responsibility of all staff and students to follow the guidance laid out in reducing the risk. Staff do not have access to restricted work areas and must co-operate with contractors.

Staff who observe contractors carrying out practice that seems to be detrimental to good Health and Safety must report this immediately to the Premises Manager

Glazing

There is no significant risk of issues associated with glazing. All issues relating to broken glazing or concerns for staff must be reported immediately to Estate Manager.

Teaching staff occupying classrooms on the upper floors of the building should not open the window's beyond the manufacturers permitted aperture.

Gates

Gates are controlled via an electronic access system

The school gates are closed at all times throughout the school day from 8.40-3pm access is controlled via the reception staff

The gates are opened at the end of the school day for buses to access site via rear entrance and students to leave site at both entrances.

- They will remain locked at all other times

Lift

Emergency Lift procedures

Cyfarthfa High School has three lifts located at:-

Block A

- Off reception

Block B

- Main reception area

Block C

- Main entrance

The LEA are responsible for this monitoring process, any issues must be reported immediately to the Estate Manager.

Lift Use

Only authorised person/s or students are permitted to use the lift under the following conditions:-

- Students or staff with medical conditions necessitating its use
- Staff when moving heavy loads.
- Recommended maximum loads permitted at all times.
- Emergency door release devices should not be routinely operated during non-emergency situations.
- Emergency unlocking should be undertaken only in exceptional circumstances and by suitably trained and authorised staff.

In case of Fire or the activation of the Fire Alarm the lifts must **NOT** be used.

Entrapment

- The alarm button in the lift should only be pressed in an emergency
- When the alarm button is pressed, the alarm alerts school staff for assistance.
- Only competent or trained persons are allowed to rescue trapped occupants
- If for any reason the lift stops, and it is not possible to leave in the normal way the external control panel should be accessed via the metal walkway to manually release those trapped. This should only be undertaken by caretaking staff.
- The estates manager will take action to ensure that the nearest available engineer will attend site as soon as possible.

Monitoring and review

Health and Safety is an on-going operation and needs to be monitored to ensure that risk control measures are still part of custom and practice and also to improve upon measures currently implemented.

Without regular monitoring, people's acceptable standards alter imperceptibly. Regular reviews can therefore prevent the decline of once effective risk control. All staff need to be both proactive and reactive in our monitoring procedures. Monitoring and review programmes are the responsibility of every member of staff with Health and Safety responsibility, and overall of the Health and Safety Co-ordinator (overseen by the Headteacher).

Proactive Measures of monitoring and review

These can be achieved by:

- Ensuring the effective implementation of risk assessment measures;
- Confirming that risk assessment has not changed;
- Modification of control measures if the pattern of risk assessment has changed;
- Highlighting defects and deficiencies of both practices and premises.

Therefore, a full monitoring and review process should be carried out each year.

Monitoring triggered by incidents (reactive measures)

Accidents happening between reviews should trigger reactive monitoring so that lessons can be learnt from those occasions when events did not go to plan. Such occasions are:

- injuries;
- School-related sickness;
- dangerous occurrences;
- "near misses";
- failure to reach performance standards;
- accident investigation;

This will be carried out at the discretion of the Headteacher and concentrates on causes of the accident and measures required to prevent a re-occurrence.

In the case of a serious accident the Health and Safety Executive must be informed, which the Head or Deputy will do. They may assist in the investigation.

Emergency and Contingency

Major Emergency

In the case of a major emergency, the Headteacher and Deputy will organise and enact plans as appropriate. All staff who may be required to act outside their normal sphere of responsibility, but in any emergency, the prime duty is to the welfare of students. Staff observing a potential major issue developing should contact the Deputies immediately.

Major incidents, which are possible, include:

- widespread fire;
- explosion;
- potential contamination with dangerous fumes/nuclear radiation;
- flash flooding;
- war.

With all of these widespread loss of life, critical injuries and multiple minor casualties are the possible outcomes. Apart from the necessity to save life and prevent injury there is a need for:

- one person to assume control – e.g. a Fire Officer or the Headteacher;

- collecting information; all available information should be given to the person in command so that he/she can make decisions and if normal communication methods are available, then advice can be received from specialists.

Under such conditions, staff are likely to be requested to carry out a function within an emergency situation and must do so quickly and efficiently, reporting back to the control centre (probably the Head's Office) on its completion. The prime responsibility of staff will be to impose order and direction, and to maintain the welfare of students and colleagues.

Critical incident protocols

- In the case of a critical incident on site, during the school day, the following protocols must be followed without exception.
- Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building/ premises
- The Headteacher (or deputy in his absence) will issue lockdown procedures by instructing the office staff to continuously ring the school lesson bell for one minute (Not the fire alarm)
- The word "Lockdown" will be used for all drills, direct all students, staff and visitors into classrooms/offices.
- A calm manner should be kept at all times. Where appropriate nervous students should be reassured.
- The students will be told that a critical incident has occurred and the protocols that follow.
- Teachers should close their classroom door locking it from the inside also using the wedges provided.
- Students & teacher should sit in the middle of the classroom away from windows and doors.
- **No one** is allowed to leave the classroom until all clear signal is given by the Headteacher or his deputy.
- The all clear signal will be four sharp rings on the bell followed by a knock on the door from a senior member of staff.
- After the all clear students must remain with that teacher in the room, until further instructions have been given. This instruction may be in person, text form or email.
- The only staff outside of locked classrooms or offices during a "lockdown" situation is the Headteacher, Deputy Headteacher, and Estate Manager. (meeting in the Heads office)
- During the "lockdown" and on any instructions given by the emergency services you must evacuate the building as directed.
- Following the cessation of the critical incident teachers are to report on the welfare of students to the SLT.

In the case of a critical incident happening at lunch, break or after school. All students and staff will go to the nearest classroom and follow the procedures above. Yr 11 offsite during lunchtime will be contacted using personal mobile phone and instructed not to return to school but return home.

Accident reporting record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the students 's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the Health and Safety Executive Via the LA

The School Manager will report these to the LA Health and Safety Team as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Notifying parents

The individual first aider will inform parents of any accident or injury sustained by a students, and any first aid treatment given, on the same day, or as soon as reasonably practicable. A curtesy email will be sent to Progress Leaders for follow up calls when required.

Monitoring

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Headteacher and Governing body.

General

The Headteacher and ALENcO with Estates team co-ordinate the assessment of the needs of disabled persons in the event of an emergency evacuation of a building and to co-ordinate the preparation of Emergency Evacuation Plans where required.

Preparation of Emergency Evacuation Plans (PEEPS)

An Emergency Evacuation Plan will be provided for each disabled person with significant mobility problems (particularly for those who will be using first floor school accommodation). Students whose speed of egress (due to sensory or physical needs) presents a risk to other students and/or staff will also have a PEEP, even if educated on the ground floor of their school campus.

As far as it is practicable to do so, the disabled person/student and/or their carers will be involved in the generation of the Emergency Evacuation Plan and provided with a copy (see Appendix).

Wherever it is practicable to do so, the plans will be Personal Evacuation Plans (PEEPS). i.e. tailored to the individual's needs and circumstances. In areas where disabled visitors are likely to arrive at short notice or where information may not always be obtainable in advance, then a Generic Emergency Evacuation Plan will be in place, with final minor adjustments made when the individual arrives.

Where an offer of appointment has been made to a disabled person, the appropriate person responsible is informed so that a PEEP can be prepared prior to the commencement of employment.

The Headteacher will ensure that PEEPS are periodically reviewed to ensure that they remain up to date. When the school offers its facilities to conferences, group etc., it will ensure that the booking system requires hirers to provide advance information about any disabled persons.

If the school is booking facilities for other organisations they (the other organisation) must indicate if a member of staff with mobility impairment is involved and thus select appropriate facilities to use.

Organisation and Premises Issues

The school will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.

Wherever practicable, disabled persons will be located on or as near as possible to ground floor level and fire exits.

The means of escape from the ground floors of all buildings used by disabled persons is such that they are able to make their own way of the building unaided.

Where a member of staff/student with physical disabilities needs assistance with emergency egress from the building, arrangements are made for a "buddy" or "buddies" to accompany them and for such persons to be prepared to assist the disabled person in the event of an emergency.

The arrangements for disabled persons enable evacuations to be carried out successfully by the building occupiers without dependence on assistance from any Fire Crew that may subsequently be in attendance.

Where Evacuation Chairs are to be used to assist in the evacuation of disabled persons, then the person assisting the students /staff member will have been trained in its safe use. Regular refreshments of training will take place. Training in the use of evacuation chairs is coordinated by the Business Manager. The servicing of all EVAC chairs is completed on an annual basis.

New disabled access will not be provided to buildings until appropriate emergency evacuation arrangements are provided.

The PEEP will be developed between Business Manager, SENCO and the family. It will describe the evacuation procedures to follow in each, risk-assessed eventuality. The Evac chair key trainer will lead the development of all PEEPs, whether on the main school site, off-site units or satellite class provisions.

Definitions

Disabled persons:

- Physical or Mobility Impairment which affects a person's ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.
- Hearing Impairment which affects a person's ability to hear or react to emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).
- Visual Impairment which affects a person's ability to identify escape routes, directional information, instructions, objects or hazards that reduce the evacuation time of these persons
- Developmental/Learning Skill Problems which affect a person's ability to understand the danger of an alarm situation or the need to evacuate when requested by Fire Marshals.

NB: Existing members of staff may develop impairments at any time and come within the definition.

Fire Refuge: An area that is both separated from a fire by fire resisting construction and provided with a safe route to a storey exist, thus constituting a temporarily safe space for disabled persons to await assistance for their evacuation.

Evacuation Chair: A purpose-designed proprietary device intended to enable disabled persons, with assistance, to use staircases for means of escape i.e. Evac-Chair.

This policy will be monitored on a yearly basis by the business manager to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES

Cyfarthfa High School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

Cyfarthfa High School aims to:

- Provide equal opportunity for all
- To foster good relations and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

Links with other policies

This health and safety policy links to the following policies:

- Fire Policy
- Accessibility plan
- Mini bus policy
- Site Security
- CCTV Policy
- Supporting students with medical conditions
- Lone worker
- Behaviour for Learning
- Safeguarding

Merthyr Council – Health and Safety Policies (all staff should be familiar with these policies, which are accessible via Merthyr’s Council web site)

Alcohol at work
Control and Management of Asbestos
Control of Substances Hazardous to Health
Display Screen Equipment
Domestic Violence
Drug Misuse at Work

Drug and Alcohol Policy
General Health and Safety Policy
Electricity at Work
Eye and Eyesight Tests
First Aid at Work
HIV Infection and Aids
Infection control
Management of Health and Safety at Work
Managing Contractors
Manual Handling
Noise at Work
Pregnant Women at Work
Reporting injuries, diseases and dangerous occurrences
Smoking in the Workplace
Use of Personal Protective Equipment
Vibration White Finger
Violence at Work
Visitors
Work Equipment
Workplace Health, Safety and Welfare
Workplace Stress
Young Persons

Appendix

Health and safety checklist for Classrooms

How this checklist can help you

School premises are a valuable resource for local communities and are increasingly being used for extended services.

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and students.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks. Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Classroom Risk Assessments

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or student referral rooms.

Further information

HSE's homepage (www.hse.gov.uk/) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance on the common types of risks within the sector (www.hse.gov.uk/services/education).

Questions you should ask:		Yes	Further action	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			

Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have students been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		Further action needed		
		Yes	N/A	

Further action needed

Hazards noted:		Action taken and when:	
Name (and position):		Signature:	Date:
Location/name of classroom:			

Cyfarthfa High School Violent incident report form

Personal details of the person reporting incident	Full name: Job title: Cyfarthfa High School
Personal details of injured person	Title: Mr/Mrs/Miss/Ms/Other Name: Home address: Postcode: Daytime telephone: Age: 0-10 <input type="checkbox"/> 11-16 <input type="checkbox"/> 17-25 <input type="checkbox"/> 26-45 <input type="checkbox"/> 46-60 <input type="checkbox"/> 60+ <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Other (eg contractor, passer-by) <input type="checkbox"/>
Date/Time of incident	Date: _____ Time: _____
Location of incident (including a sketch if possible) and any other relevant information	
Type of incident	Verbal abuse/threat <input type="checkbox"/> Physical attack <input type="checkbox"/> Theft <input type="checkbox"/> Anti-social behaviour <input type="checkbox"/> Near miss <input type="checkbox"/>
Please indicate the nature of the injury you are reporting	Cut <input type="checkbox"/> Burn <input type="checkbox"/> Bruise <input type="checkbox"/> Scald <input type="checkbox"/> Strain <input type="checkbox"/> Other (specify) _____
Please state in detail what happened. Give an account of the incident, including any relevant events leading to the incident and individuals involved including full description of aggressor/assailant(s)	Damage to property:
Who assisted the injured person?	Name: _____
What action has been taken?	Injury related <input type="checkbox"/> Security <input type="checkbox"/> First aid <input type="checkbox"/> Police called <input type="checkbox"/> Ambulance <input type="checkbox"/> Other (specify) <input type="checkbox"/>

Was the injured person taken to hospital and off work for more than 7 days?		Yes <input type="checkbox"/>
		No <input type="checkbox"/>
Were there any witnesses at the time of the incident?	Name: Name:	Contact#: Contact#:
	Name:	Contact#:
What action has been taken to ensure that this type of incident does not reoccur, eg have risk assessments been reviewed? <i>Record actions.</i>		
For Management/HR use only:		
RIDDOR Reportable? Yes <input type="checkbox"/>	No <input type="checkbox"/>	Followed up by Management/HR on (date)

Cyfarthfa High School – Near miss incident report

Name		Role/student/visitor	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	



Cyfarthfa High School

PARENT'S PERMISSION

I hereby give my permission for my child, _____, to receive medication during school hours.

This medication has been prescribed by a doctor.

Medication name _____

Dose _____

Administration times & method _____

I will supply all medication for use at school in a container properly labelled by a pharmacist with identifying information (name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

_____ (Child's name) is/is not able to administer this medication independently and therefore will/will not require assistance from a nominated member of staff.

I hereby give my consent for the above to take place during school hours and while my child is under school supervision I release the Governors and employees from all liability that may result from my child taking the prescribed medication.

I agree to take responsibility for the delivery of the medication to the school and ensuring that all medication is within the expiry date.

This consent is valid for the school year, unless revoked.

Parent/Guardian Signature: _____

Member of staff: _____ Designation: _____

Date: _____

