



# LEARNING SERVICES HEALTH, SAFETY AND WELLBEING POLICY

## CONTENTS

1. STATEMENT.....	3
2. OBJECTIVES.....	3
3. ORGANISATION AND RESPONSIBILITIES.....	4
3.1 Chief Executive.....	4
3.2 Learning Services & Corporate Health and Safety Unit (CHSU).....	4
3.3 Strategic Leads and Heads of Services.....	4
3.4 Corporate Human Resources Services (HR).....	5
3.5 Educational Health and Safety Forum.....	5
3.6 Responsibilities of School Governors.....	5
3.7 Responsibilities of the Headteacher:.....	6
3.8 Appointment of employees who assist in the health and safety management arrangements.....	6
3.9 Premises Managers.....	7
3.10 Employees.....	7
3.11 Induction of new Employees.....	8
3.12 Iechyd Da Project Group.....	8
4. ARRANGEMENTS.....	8
4.1 SITE SAFETY AND SECURITY.....	8
4.2 SCHOOL ACCESSIBILITY & DISABILITY EQUALITY PLANS.....	9
4.3 Occupational health.....	10
4.4 Accident/INCIDENT reporting and investigation.....	11
4.5 Violence to staff and personal safety.....	11
4.6 Risk assessments.....	11
4.7 educational visits.....	12
4.8 Contractors/sub-contractors.....	12
4.9 Hazardous substances (COSHH).....	13
4.10 Asbestos.....	13
4.11 Permit to work.....	14
4.12 Legionella.....	14
4.13 Emergency WORKING PLAN.....	14
4.14 General fire/bomb threat precautions.....	15
4.15 Display Screen Equipment.....	16
4.16 Driving on Council business.....	16
4.17 Manual handling.....	17
4.18 Provision of first aid.....	17
4.19 Lone working/peripatetic workers.....	18
4.20 Noise at work.....	19
4.21 Personal protective equipment (PPE).....	19
4.22 Electrical safety and PUWER.....	19
4.23 Stress.....	20
4.24 Infection Control / hygiene and cleaning.....	20
4.25 Medicine in schools.....	21
4.26 Traffic Management.....	23
4.27 RISK ASSESSMENT OF WALKED ROUTES TO SCHOOL.....	24
4.28 WORK EXPERIENCE / PLACEMENTS OF PUPILS.....	25
4.29 OTHER MISCELLANEOUS GUIDANCE.....	26
5. Audits and Inspections.....	26
6. Revision of Policy.....	26

## 1. STATEMENT

In line with Health and Safety at Work Act 1974, Learning Services will ensure, so far as is reasonably practicable, through the delegation of responsibilities and the implementation of the arrangements contained within this policy, and in line with the **Corporate Health & Safety Policy**, the safety and wellbeing of all persons associated with the services undertakings.

We recognise the importance of ensuring a positive health and safety culture and we will conduct our services in such a way, to ensure all employees, pupils, trainees, contractors, service users, the general public and businesses are not placed at any foreseeable significant risk of harm.

Among our most essential assets are the people who assist in the delivery of our services to the community. For this reason we will be pro-active and innovative, will introduce holistic arrangements to safeguard and promote health, safety and wellbeing.

## 2. OBJECTIVES

The Service recognises the delegated responsibilities within the Corporate Health and Safety Policy, and will take all reasonable practicable steps to meet the aim of the policy statement by paying particular attention to: -

- the provision and maintenance of plant and systems of work that are safe and without risks to health;
- arrangements for ensuring safety, wellbeing and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances;
- the provision of such information, advice, instruction, training and supervision as necessary to ensure the safety, health and wellbeing at work of all employees;
- monitoring the maintenance of all premises and places of work, that are in the control of the Service, ensuring they are in a condition that is safe, without risks and maintaining means of safe access and egress;
- the provision and maintenance of a working environment that is safe, without risks to health and adequate as regards facilities and arrangements for welfare at work;
- raising awareness of health issues and promoting health and wellbeing initiatives.

The Service will monitor individual establishment's Health and Safety policies and arrangements by requesting:

- copies of policies and procedures
- dates of meetings and copies of minutes relating to health and safety
- details of training provided, received or needed, along with staff qualifications

### 3. ORGANISATION AND RESPONSIBILITIES

#### 3.1 CHIEF EXECUTIVE

The Chief Executive has the overall responsibility for ensuring that the Council's Health and Safety Policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- maintaining control by securing the commitment of employees to the health and safety plan;
- ensuring participation, commitment and involvement at all levels in the Council in health and safety activities,
- ensuring compliance with health and safety supporting policies and arrangements.
- introducing measures to ensure the competence of employees.

#### 3.2 LEARNING SERVICES & CORPORATE HEALTH AND SAFETY UNIT (CHSU)

Corporate Health and Safety Unit (CHSU) in conjunction with Learning Services will be responsible for the preparation and review of this policy and the coordination of health, safety, fire safety and wellbeing throughout the Service.

The CHSU comprises of a Manager, Health Safety and Back Care Advisor and Corporate Health and Safety Advisors providing the following services to all:

- inspection, monitoring and audit of health, safety and risk management policies, procedures and arrangements;
- general and specific health and safety training;
- administration of the incident reporting and COSHH systems;
- maintenance of health, safety and wellbeing policies and corporate working arrangements;
- corporate manual handling, support and back care advice;
- fire safety management advice and support;
- asbestos management services;
- issuing and managing the Permit To Work arrangements;
- personal safety advice and support;
- wellbeing and stress management advice and support.
- pre-Estyn inspection advice and guidance

#### 3.3 STRATEGIC LEADS AND HEADS OF SERVICE

Strategic Directors and Heads of Services have the general responsibility for compliance with the health, safety and fire legislation within their services.

### 3.4 CORPORATE HUMAN RESOURCES SERVICES (HR)

Corporate Human resources will collate ill health absence data for the purpose of identifying ill health trends that could be related to work activities and assist in organising health and safety training.

HR will maintain a record of Safety Representatives and also provide guidance where an act by an employee contravenes health and safety arrangements that could result in disciplinary action.

### 3.5 EDUCATIONAL HEALTH AND SAFETY FORUM

Representative from Learning Services, Corporate Health and Safety Unit and Municipal and Environmental Services MES (previously HPW) meet on a regular basis to develop and discuss policies and issues relating to health and safety within our services.

### 3.6 RESPONSIBILITIES OF SCHOOL GOVERNORS

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the Learning Services Health Safety and Wellbeing Policy, procedures and standards as detailed in the [Learning Services Health and Safety Manual](#).

A health and safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is:

Mr Dai Mason (Penrhyn-coch)  
Mr Richard Edwards (Penllwyn)

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues. Where required the Governing body will seek specialist advice from CHSU on health and safety which they may not feel competent to deal with.

### 3.7 RESPONSIBILITIES OF THE HEADTEACHER:

Overall responsibility for the day to day management of health and safety rests with the headteacher, in accordance with the Learning Services health and safety policies and procedures.

The Headteacher has responsibility for:

- Cooperating with the Learning Services and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including staff and contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Report to Learning Services any significant risks which cannot be rectified within the school's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Ensuring staff are aware of and follow relevant published health and safety guidance (e.g. CLEAPPS etc)
- Ensure staff undertake risk assessments for the activities for which they are responsible and that identified control measures are implemented.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on site has been delegated by the Head to:

(insert name)  
Cathy Jones

### 3.8 Appointment of employees who assist in the health and safety management arrangements

There will be a requirement to appoint employees to carry out specific health and safety functions e.g. Premises Managers, Fire Safety Duty Holders and First Aiders.

All such appointments should be in writing, unless the duty forms part of their contract of employment, with a copy given to the individual and further copies sent to HR and CHSU.

All employees appointed to these duties will be provided with the necessary time off to carry out those duties and maintain their competence. It is recognised that on occasion employees, who have a specific duty, will be required to assist, by agreement, other services or, external organisations/individuals.

### 3.9 PREMISES MANAGERS

Headteachers will appoint one or more competent person(s) to take on the duties of the Premises Managers. Employees appointed as Premises Managers shall be regarded as competent when they have received adequate training from the CHSU. The CHSU will provide all necessary assistance to Premises Managers.

The Premises Manager is:

N/A

For further detailed guidance refer to the [Guide for Contractors – Corporate Working Arrangements Premises Management Guidance](#).

### 3.10 EMPLOYEES

All employees are expected to co-operate with the implementation, review and monitoring of this policy and this will involve:

- assisting the development of safe systems for work;
- attending and participating in health and safety training;
- ensuring high standards of housekeeping in their place of work;
- initiating an incident report (IR1 hard copy or electronic) in the event of an incident/accident,
- failure to comply with policies or corporate working arrangements and any inadequacy within the health, safety and wellbeing arrangements, procedures and policies;
- assist in any investigation into the causes of incidents and in the process of risk assessment;
- use appropriate personal protective equipment.

**Section 7 of HASAWA states that employees must:**

- take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do',

- Co-operate with their employer on health and safety.

**Section 8 of HASAWA states:**

- no persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare,

Training needs should be identified through the annual health and safety audit or brought to the attention of Learning Services and CHSU where training will be organised as appropriate.

Any failure on the part of **any** employee to fulfil that responsibility will be considered to be a serious matter, and may be made the subject of **disciplinary action**.

### 3.11 INDUCTION OF NEW EMPLOYEES

As part of their induction all new Employees should be introduced to the school's policies and procedure in relation to health, safety and welfare, and a signed record of the discussions should be kept for audit purposes.

As part of the induction for new Headteachers, HR should arrange a specific time for them to spend with the CHSU unit, in order to discuss health and safety issues relevant to the specific site(s) and premises, as well as to go through the correct policies and procedures regarding health, safety and welfare of staff and pupils.

### 3.12 IECHYD DA PROJECT GROUP

The Corporate Health Standard is the national mark of quality for health and well-being in the workplace. Ceredigion County Council will introduce good practices to continually improve the health and wellbeing of its employees. A project group with representatives from all services assists with the development and promotion of these good practices.

## 4. ARRANGEMENTS

### 4.1 SITE SAFETY AND SECURITY



The school has a corporate responsibility to provide a safe and secure environment for children, employees and visitors. Each school/site should have their own specific **Site Safety Policy** which as a minimum should detail policies and procedures in relation to:

- responsibilities and nominated staff
- information and communication
- controlled access and egress
- building security
- ground security
- external play area security
- control of visitors
- supervision of pupils
- control of contractors
- physical security measures
- locking arrangements
- cash handling
- valuable equipment
- personal property
- monitoring and reviewing

All staff must be aware of the school's site safety policy, and arrangements communicated to all third parties that use the premises and grounds.

Further guidance or advice can be obtained from CHSU or use the template provided to create your own school policy.

## 4.2 SCHOOL ACCESSIBILITY & DISABILITY EQUALITY PLANS

### Accessibility Plans

Equality legislation places responsibilities on local authorities and responsible bodies of schools to improve access to their schools. The provision in Schedule 10 of the Equality Act 2010 places a duty on responsible bodies of schools to prepare an accessibility strategy. The Act stipulates that the purpose of an accessibility plan is to:

- increase the extent to which disabled pupils can participate in the schools' curriculum
- improve the physical environment of the school to increase the extent to which disabled pupils can make the best use of the opportunities available at the school
- improve delivery of accessible information.

Individual schools' accessibility plans should be designed to further these three objectives and should take account of the disabilities of the pupils attending the school and the preferences expressed by them and their parents. Both strategies and plans have to be regularly reviewed and, if necessary, revised and the local authority or school must consider the need to allocate adequate resources for their implementation.

The planning approach laid down in Schedule 10 requires local authorities and schools to respond to the challenge of improving the accessibility of school buildings in a strategic, phased way over

time. While these requirements sit within the Equality Act 2010, they predate the Act and have been in place since 2001.

The Accessibility Plans should contain:

- statement of how disabled people have been involved in developing the scheme;
- arrangements for gathering information on the effect of policies and practices;
- Details of how the information will be used;
- Methods for assessing the impact of policies/practices on disability equality and where improvements can be made;
- Plan – list of action points detailing school steps to meet the general duty.

### Disability Equality Plan

Since 1 April 2007 the Disability Discrimination Regulations 2005 require schools to also produce Disability Equality Schemes to show how they intend to fulfil their obligations under the general s.49A duty and take other steps connected with the promotion of disability equality.

The Disability Equality Duty requires schools when carrying out their functions, to have due regard to the need to:

- promote equality of opportunity between disabled people and other people;
- eliminate discrimination that is unlawful under the Disability Discrimination Act;
- eliminate harassment of disabled people that is related to their disability;
- promote positive attitudes towards disabled people;
- encourage participation by disabled people in public life;
- take steps to meet disabled people's needs, even if this requires more favourable treatment.

The **Strategic Equality Plan for Schools** will be individual to each school, designed to further the objectives above, and take account of the disabilities of the pupils attending the school and the preferences expressed by them and their parents. It is advisable that Schools should have an official record (for example, in the minutes of governing body meeting) that the school is aware of their duties under the Act. Schools are required to publish their disability equality schemes, and they should be reviewed every three years or when required if circumstances dictate. The schools Accessibility Plans should relate to the **Local Authority's Accessibility Strategy**.

<http://wales.gov.uk/dcells/publications/publications/circularsindex/04/disabledaccess/nafwc1504-e.pdf?lang=en>

<http://wales.gov.uk/docs/dcells/publications/111121disabilityequalityen.pdf>

## **4.3 OCCUPATIONAL HEALTH**

Each Service will notify HR of all new prospective employees. Each new employee must complete a pre-employment health questionnaire and forward the same directly to the Council's Occupational Health Services provider.

CHSU will assist in the provision of suitable and sufficient assessments of employees' occupational health needs. Further specialist advice may be sought from the Occupational Health Service provider on request to HR.

#### **4.4 ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

All significant accidents/incidents should be reported to CHSU and Learning Services on the same day. All other accidents/incidents should be reported within 3 days of the occurrence. The Headteacher or nominated representative will ensure that detailed accident reports are completed using the **IR1 form** or the electronic copy available on the health and safety intranet site in all instances. In the case of serious accidents/incidents it will be the responsibility of CHSU to report these to the Health and Safety Executive (HSE).

Guidance on form completion, investigation and the reporting requirements are contained within the IR1 Reporting Book and electronically on the intranet site. CHSU will provide training on the use of the system on request.

Link to the electronic system: <http://cardinet.ceredigion.gov.uk/index.cfm?articleid=9103>

#### **4.5 VIOLENCE TO STAFF AND PERSONAL SAFETY**

The Service recognises and accepts its responsibility to provide for all staff where required, with appropriate guidance and training in handling aggression or violent behaviour. Staff and elected Members must record and report all violent or potential violent incidents on the incident report form (IR1) available at work places. The CHSU, on request, will provide advice and training.

#### **4.6 RISK ASSESSMENTS**

Risk Assessments are the first step in controlling the incidents of workplace injury and disease by means of identification, analysis, evaluation and control of health and safety risks that have the potential to cause harm. Every school shall formulate the necessary arrangements and responsibilities, to ensure suitable and sufficient assessments of significant health and safety risks are carried out. Significant risks are risks that have the potential to cause harm and present a greater risk than a routine activity.

Headteachers or nominated representatives shall review and where necessary modify risk assessments and ensure that persons involved in any activity, that has had an assessment review, are made aware of the changes to the original assessment.

Examples of completed **Risk Assessments** can be found in the Learning Services Health & Safety Manual as well as further guidance at <http://www.hse.gov.uk/risk/risk-assessment.htm>

#### 4.7 EDUCATIONAL VISITS

The '**Educational Visit Pack – March 2013**' should be referred to in order to comply with the new common framework for the management of educational visits across all Local Authorities in Wales. The guidance is intended as a reference document for the Educational Visit Coordinator (EVC). Further guidance and advice regarding educational visits can be sought from the LA's Head of Educational Wellbeing.

The new National Guidance for Educational Visits is relevant to any occasion in which young people leave the school site or similar educational establishment for any activity or visit whilst legally in the care of a LA educational establishment.

Under the Management of Health and Safety at Work Regulations 1992, it is compulsory for all employers (Headteachers/EVCs) to:

- assess the risks of activities
- ensure that measures to control those risks are adequate

Teachers and any other staff in charge of young people also have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

The Head is responsible for ensuring that Governing Body and LA policy is implemented and that all activities are properly planned and appropriately supervised by a competent person.

Refer to the Guidance manual for detailed explanation of roles and responsibilities, procedures to follow, and documentation to complete when organising visits.

[..\H&S\Educational Visits Guidance English \(Cere new\)2 Jan2014.doc](#)

#### 4.8 CONTRACTORS/SUB-CONTRACTORS

Managing Contractors details are contained within the **Safe Use of Contractors Corporate Working Arrangements**. Where works have been procured by the School, prior to any works being carried out it is compulsory that the following is checked/obtained:

- Insurance and Public Liability Insurances (minimum of £2 million cover in the case of small Primary schools (50 or fewer pupils), and minimum of £5 million cover in the case of the larger Primary Schools (50+ pupils) and all Secondary schools)
- the contractors are suitably qualified and supported by a CSCS accreditation and a national vocational accreditation e.g. CHAS
- where there are more than 5 employees, a relevant health and safety policy

Any works arranged by Learning Services or the Municipal and Environmental Services (previously HPW) will have already been vetoed for the above and copies held centrally.

Any concerns should be addressed to the Chief Buildings Maintenance Officer via the:

- helpdesk 01970 633900, or
- out of hours emergency contact number 0300 1231199.

#### 4.9 HAZARDOUS SUBSTANCES (COSHH)

The Control of Substances Hazardous to Health Regulations 2005 (COSHH), places a duty on all services to ensure that suitable and sufficient assessments of risk of exposure to hazardous substances have been carried out, and appropriate risk control measures implemented which may include the need for health surveillance.

The CHSU provides a COSHH assessment system that can be accessed on the Council's intranet site. <http://cardinet.ceredigion.gov.uk/index.cfm?articleid=4358>

Further guidance can also be obtained at <http://www.hse.gov.uk/coshh/index.htm>

#### 4.10 ASBESTOS

The Council has adopted a Policy and Procedures for asbestos in all its premises. Where asbestos is present, an Asbestos Management Plan will have been prepared specifically for the named premises and will indicate how the policies and procedures are to be implemented for the local management of asbestos. The premises manager is the responsible person for the premises and is fundamental to the on-site control of work.

The purpose of the **Asbestos Management Plan** is to provide a summary of the type, location, risk rating and planned action relating to Asbestos Containing Materials (ACM's) known or presumed to be present within these premises. To safeguard staff, pupils, visitors and contractors working on the premises, it is essential that the information contained in the Plan is effectively communicated and that there are systems in place to control any maintenance or building works within the premises. For this reason it is essential to refer to the '**Purple File**' for the school's specific Asbestos Management Plan.

Welsh Government guidance on 'Asbestos Management in Schools':  
<http://wales.gov.uk/docs/dcells/publications/140228-asbestos-management-in-schools-en.pdf>

#### 4.11 PERMIT TO WORK

Wherever there is a special need to co-ordinate hazardous processes and/or there is a residual risk associated with a work activity, the line manager or supervisor responsible for the control of that process/work will seek advice from the CHSU as to whether that process or activity should be controlled by a Permit to Work. The CHSU will assume the responsibility for issuing and monitoring Permits to Work.

#### 4.12 LEGIONELLA

The Council has adopted policies and procedures for monitoring Legionella throughout its premises. A contractor has been recruited to carry out regular monitoring and risk assessments are in order to ensure that there are no concerns or issues. Documents produced through the regular checks should be available at the school and kept in your **White (with Yellow Spine)** file.

Further guidance: <http://www.hse.gov.uk/pubns/priced/l8.pdf>

#### 4.13 EMERGENCY WORKING PLAN

Headteachers/Premises Managers will identify and nominate Responsible Person(s) as detailed within the **Fire Safety Corporate Working Arrangement**, to assist with the management of any emergency arising within their work location (e.g. Fire/Bomb/Terrorist Threats/Utility failures/Flooding etc.).

The Responsible Person(s) for emergency procedures is/are:

(insert name(s)):  
Catryn Lawrence

The Headteacher/Premises Manager should ensure that safe systems and emergency procedures are established and made known to all staff through the **Emergency Working Plan** (EWP). The EWP will be individual to each school based on their particular circumstances and available facilities. This plan should clearly state the steps to take should an emergency occur (refer to the EWP template for further guidance).

It is advisable that alternative premises which could be utilised in the short term (e.g. village hall) has been identified beforehand, and noted in the (EWP) should evacuation be necessary.

Location of identified emergency evacuation alternative accommodation:

(insert location):  
Neuadd y Penrhyn

Should an emergency occur, prior to any evacuation, advice and approval should be sought from CHSU and Learning Services, as well as the Governing Body/Chair of Governors of the school.

In the event of an emergency occurring out of normal hours, incidents should be reported using the out of hours emergency contact number of: **0300 1231199**.

As part of the EWP, schools must also in the event of an emergency identify how they will contact and notify parents/guardians of pupils should they have to vacate the school premises.

Further advice and guidance to draw up a specific EWP can be sought from the CHSU.

#### 4.14 GENERAL FIRE/BOMB THREAT PRECAUTIONS

All employees, contractors, customers, members and visitors are obliged to adhere to and to facilitate the implementation of the LA's **Smoke Free Policy**, which states that smoking is prohibited in all areas, with the exception of designated external smoking areas.

General fire precautions and duties are contained within the **Fire Safety Corporate Working Arrangements** that support this policy. Each establishment shall appoint a 'Responsible Person(s)' as defined by the Regulatory Reform (Fire Safety) Order (RRO) 2005.

The Nominated and Deputy Fire/Bomb Officer is/are:

(insert name(s)):  
Catryn Lawrence  
Bethan Evans

The duties of the responsible person(s) are as follows:

- take such fire precautions to ensure, so far as is reasonably practicable, the safety of all persons associated with the undertakings of the Service;
- ensure that a suitable and sufficient assessment of fire risk that will identify the fire precautions that are required to comply with the RRO;

- establish appropriate procedures, including fire safety drills, to be followed in the event of serious imminent danger;
- not employ or provide work experience to a young person unless that young person has been considered within the fire risk assessment;
- ensure systems are in place for the effective planning, organisation, control, monitoring and review of the preventative and protective measures that are in place to manage the risk of fire;
- ensure the appointment of competent persons to assume the role of the Responsible Persons and duty holders within their work location in their absence.

Fire/bomb drills will be held at least once per term.

A record of all tests, training, drills and visits from the Fire and Rescue Service will be entered into the **Fire Log Book**.

The CHSU will assist the Responsible Persons to carry out their duties.  
<http://cardinet.ceredigion.gov.uk/index.cfm?articleid=9102>

#### **4.15 DISPLAY SCREEN EQUIPMENT**

Schools shall implement the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. This could require an assessment of the work station where the user is deemed to be a 'habitual user'.

Those employees, who are deemed 'habitual users' of display screen equipment in accordance with the Regulations, will be advised of their entitlement for 'eye' and 'eyesight testing'. CHSU will assist with the risk assessments on request.

Link to DSE policy and assessment form:

<http://cardinet.ceredigion.gov.uk/index.cfm?articleid=11244>

<http://www.hse.gov.uk/pubns/indg36.pdf>

#### **4.16 DRIVING ON COUNCIL BUSINESS**

Every employee must ensure that any vehicle they use whilst driving on Council business is roadworthy, taxed and that their Motor Insurance Policy includes cover for use on official business. Employees must provide evidence to their line managers that they are competent to drive the vehicle and that they hold a licence (especially the licence for the class of vehicle that they are required to



drive). Any person who drives a fleet vehicle/minibus should undergo MIDAS driver awareness training before use.

Employees must ensure that their vehicle is insured for business use, is appropriately taxed, and in addition, if the vehicle is over three years old they must ensure that the vehicle has a valid M.O.T Certificate.

It is important to note that it is **PROHIBITED** to use mobile phones whilst driving. Headteachers shall ensure that the risks associated with driving whilst at work are assessed and discussed with their employees, and that appropriate safe systems of work are implemented i.e. lone working arrangements, reporting of accidents, planning of journeys, communication methods, log in/out procedures developed and implemented.

Where pupils are transported in private cars, as well as complying with the Driving at work Policy, employees must ensure that:

- Parents' permission should be given if a child is to be carried in a private vehicle.
- The vehicle used should be safe and appropriate with adequate insurance. All drivers should own a current and valid driving licence.
- Drivers should contact their insurance companies to ensure that they have adequate cover to carry pupils.
- Safety belts should be available and worn at all times.
- The Head teacher or the teacher responsible for the trip should be informed immediately if any concerns arise regarding health and safety issues before or after the excursion.

Details regarding driving on Council business are contained within [the Driving at Work Policy](#).

#### 4.17 MANUAL HANDLING

The arrangements and responsibility to manage the risks associated with manual handling are contained within the [Manual Handling Corporate Working Arrangements](#) that supports this policy.

#### 4.18 PROVISION OF FIRST AID

Headteachers will ensure that adequate resources are available for the appointment and training of employees in relation to the Health and Safety (First Aid) Regulations 1981, and for the provision and maintenance of adequate first aid supplies. It is recommended that as a minimum one

competent person who is on site for the majority of the time is named as the Nominated First Aider, with a Deputy named to support them, or in their absence.

The nominated First Aider should complete the full First Aid at Work course, with their deputies or other staff completing as a minimum the one day first aid at work course.

Names of qualified First Aiders/Appointed Persons are to be displayed at prominent points within the workplace (i.e. notices on staff notice boards).

**Nominated First Aider(s) and their Deputy/deputies are:**

Nominated:  
**Sian Donnelly a Christine Williams**  
 Deputy/Deputies:  
**Lynwen Evans a Emma Parr-Davies**

Nominated First Aiders will ensure that colleagues are aware of their role, their contact details and be responsible for the maintenance of the First Aid Box/supplies.

Training for First Aiders is arranged by HR with CHSU providing Emergency Life Support training. Suggested number of first-aid personnel to be available at all times whilst pupils are at school:

<b>Degree of hazard</b>	<b>No of pupils:</b>	<b>Firs Aid personnel required</b>
Low:	Less than 25	At least one appointed person and one deputy
	25 – 50	At least one first aider trained in EFAW and one trained FAW deputy
	50 +	At least one first-aider trained in FAW for every 100 pupils
Higher hazard (e.g. workshop activities etc):	Less than 5	At least one appointed person and one deputy
	5 – 50	At least one first-aider trained in EFAW or FAW depending on the type of injury that might occur
	50 +	Ae least one first-aider trained in FAW for every 50 pupils

Further guidance from the HSE website: <http://www.hse.gov.uk/firstaid/>

**4.19 LONE WORKING/PERIPATETIC WORKERS**

There are a number of specific instances where lone working is not legally allowed such as confined spaces etc. Health and safety legislation requires any job/ task where a person works alone to be assessed for health and safety and personal safety risks. Line managers and supervisors shall ensure, where they supervise lone workers, that a suitable and sufficient risk assessment has been

carried out and the necessary control measures are identified and implemented. The CHSU will provide training and advice, when requested, on lone worker health and safety issues. <..\H&S\Lone Worker Guidance.docx>

#### **4.20 NOISE AT WORK**

Statutory requirements relating to noise at work are contained in the Control of Noise at Work Regulations 2005 (the Noise Regulations 2005). These regulations require employers to take reasonably practicable measures on a long-term on-going basis, to reduce employees' exposure to noise at work to the lowest possible level, and to lower noise exposure where employees are exposed to levels above the lower exposure action value of daily or weekly dose of 80dB and peak sound pressure of 135 dB. Noise at, or, above a lower exposure action value will require a suitable and sufficient assessment of the risk from noise to the health of employees. The CHSU will assist with the assessments and ensure staff within the area of assessment are informed of the results. <http://www.hse.gov.uk/noise/regulations.htm>

#### **4.21 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) will be provided by the Headteacher where a risk assessment identifies the need and to comply with the relevant statutory provisions. Personal Protective Equipment is to be regarded as a last resort in accordance with the hierarchy of risk control measures, elimination, substitution, engineering controls and administrative controls. Any subcontractors procured to carry out work on site, will be responsible for supplying their own PPE.

Examples of PPE risk assessments can be found in the LS H&S Manual. Link to further information regarding PPE: <http://www.hse.gov.uk/toolbox/ppe.htm>

#### **4.22 ELECTRICAL SAFETY AND PWER (PROVISION AND USE OF ELECTRICITY AT WORK REGULATIONS 1998)**

It shall be the duty of the School to comply with the provisions of the Electricity at Work Regulations 1989 (EWR). Competent Persons are required to regularly inspect electrical equipment. All employees are required to carry out a simple visual inspection as follows:

- Switch off and unplug the equipment before you start any checks;
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible;
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable should be replaced with a new cable by a competent person;

- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards;
- Check for burn marks or staining that suggests the equipment is overheating;
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

**No domestic appliances are to be brought into the workplace, unless they are Portable Appliance Tested (PAT) by a qualified Electrician and a certificate is produced.**

It is advisable that an inventory of electrical equipment be undertaken and updated on an annual basis for insurance and audit purposes. Advice on electrical safety arrangements can be obtained from the Senior Principle Services Engineer or CHSU.

Guidance on safe use of HSE work equipment: <http://www.hse.gov.uk/pubns/priced/l22.pdf>

Headteachers shall ensure that the requirements of these regulations and other related legislation are adhered to. It is important to remember that PUWER applies to all work equipment, including second hand, hired or leased equipment.

Managers within the services shall develop and implement systems for the monitoring, maintenance and inspection of equipment. Links to HSE guidance: <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

#### 4.23 STRESS

The arrangements and responsibility to manage the risks associated with stress are contained within the [Corporate Stress Management Policy](#).

#### 4.24 INFECTION CONTROL / HYGIENE AND CLEANING

On some occasions, schools will experience an epidemic of various outbreaks e.g. norovirus, or contagious infections. Parent/guardians telephoning the school to notify of pupils ill health with symptoms of sickness and/or diarrhoea must be informed of the 48 hour exclusion rule. If pupils arrive at the school within the 48 hour exclusion period, request that the pupil returns home until the 48 hour rule is satisfied.

If an incident or sickness or diarrhoea occurs during the school day, the pupil should be segregated from the rest of the class and parent/guardian contacted to collect. It is important that any abnormal circumstances e.g. a high majority of staff/pupils off ill for similar reasons, is reported to the CHSU and LS at the earliest opportunity.

Guidance on infection control in schools:

[http://cardinet.ceredigion.gov.uk/utilities/action/act\\_download.cfm?mediaid=16359&langtoken=eng](http://cardinet.ceredigion.gov.uk/utilities/action/act_download.cfm?mediaid=16359&langtoken=eng)

## 4.25 MEDICINE IN SCHOOLS

Local Authorities, schools and governing bodies are responsible for the health and safety of children and young people in their care. Teachers who have children and young people with medical needs in their class should understand the nature of the condition, and when and where they may need extra attention. Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for times when the member of staff responsible is absent or unavailable. Schools will need to assess their training requirements on a regular basis and work with Learning Services and health partners to ensure that these are maintained and met.

Many children and young people will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; for example to finish a course of antibiotics or apply a lotion. Medication should only be taken to school when essential.

Under the Health and Safety at Work Act 1974, schools and governing bodies must have a health and safety policy which incorporates managing the handling of medicines which includes administration by staff, storage, self-administration and carrying of medicines by children and young people. When staff volunteer to give children and young people help with their medical needs, the Headteacher should agree to their doing this, and must ensure that teachers receive proper support and training where necessary. If staff follow the school's documented procedures, they will normally be fully covered by their employer's public liability insurance should a parent make a complaint. Day to day decisions about administering medication will normally fall to the Headteacher.

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### CONTROLLED DRUGS

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1972 and its associated regulations. A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

Regulations require that parents give their consent to medicines being given to their child and that the provider keeps written records. Schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Schools should never accept medicines that have been taken out of their containers as originally dispensed nor make changes to dosages on parental instructions, unless agreed previously with parents and noted in the child or young person's individual healthcare plan.

Schools should keep controlled drugs in a locked non-portable container to which only named staff should have access. A record should be kept for audit and safety purposes.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. Schools should have a policy in place for dealing with drug misuse.

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. A child under 16 should never be given aspirin unless prescribed.

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#### SELF-MANAGEMENT

It is good practice to support and encourage children and young people, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. If children or young people can take their medicines themselves, staff may only need to supervise. The school policy should say whether children and young people may carry, and administer (where appropriate) their own medicines, bearing in mind the safety of other children and young people and medical device from the prescriber in respect of the individual child.

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#### ADMINISTERING MEDICINES

Any member of staff giving medicines to a child/young person should check:

- their name and date of birth
- written instructions provided by the parents or prescriber
- prescribed dose and
- expiry date if stated

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action. It is good practice for staff to complete and sign record cards each time they give medicines to a child or young person.

If a child or young person refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedure as note in the policy or child's health care plan. Parents should be informed of the refusal on the same day.

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#### RECORD KEEPING

Whilst there are no legal requirements for schools to keep records of medicines given to children and young people, nor to give details of the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Example of record sheets can be found in the link below.

## STORING MEDICATION

Medicines should be stored strictly in accordance with product instruction and in the original container in which dispensed. Children and young people should know where their own medicines are stored and who holds the key. The Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines such as asthma inhalers, adrenaline pens and glucogel, should be readily available to children and not locked away.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

Where a medical condition is on-going and/or likely to have a significant impact on the child's education, there are guidelines published by the Welsh Government to follow. It is recommended that the school in discussion with parents, medical officers and other professionals consider the long-term arrangements for developing individual health care plans to manage the condition, and whether the child or young person has special educational needs.

It is the school's responsibility to make sure that correct procedures are followed and to ensure that all staff are aware as appropriate, of the particular policies and procedures. All medical information should be treated as confidential, and the Headteacher should agree with the child or young person or the parent about whom else should have access to records and other information about them. A Headteacher may give a member of staff specific responsibility for co-ordinating and disseminating information on individual medical needs – this person can be a first contact for parents and staff, and liaise with external agencies.

Refer to the Welsh Government guidance '[Access to Education and Support for Children and Young People with Medical Needs](http://wales.gov.uk/topics/educationandskills/publications/guidance/medicalneeds/?lang=en)' for detailed instructions and exemplar forms <http://wales.gov.uk/topics/educationandskills/publications/guidance/medicalneeds/?lang=en>

## 4.26 TRAFFIC MANAGEMENT

The Learner Travel (Wales) Measure 2008 states that Local Authorities, schools and operators should work together to undertake risk assessments and follow up action to ensure that:

- there are appropriate levels of supervision of areas in school grounds where pupils congregate before embarking and disembarking school transport;
- there are appropriate levels of supervision of bus bays where pupils congregate off site to embark or disembark transport services;
- there are clear road markings for embarkation areas;
- there is, as far as practicable, segregation of pedestrians and vehicles;

- there are safe crossing points; and
- embarkation areas are kept clear of obstructions.

The school should have a traffic management policy in place to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site. This policy should be included as part of the schools prospectus as information for parents. The information must also be communicated to all relevant parties (e.g. parents/visitors/delivery drivers etc.) through newsletter/flyers/notices.

There are also statutory requirements to undertake a risk assessment on the traffic management of your site, in order to minimise and control the risk posed by vehicles.

There are three key areas to consider when carrying out your risk assessment:

- safe site (design and activity)
- safe vehicle
- safe driver

Significant hazards could include:

- pedestrian pavements used by parents and young children during the 'peak traffic' times
- deliveries (to kitchen, to schools)
- Limited parking spaces (taxis/minibuses, delivery vehicles, refuse collection vehicles, visitors, staff, parents etc).

Adequate control measures need to be implemented to manage all risks. These could include:

- Locked barrier access
- Controlled access to site (e.g. no deliveries during playtimes/lunchtimes),
- Traffic management advice given to parents via newsletter or prospectus

The Traffic Management Policy and Risk Assessments should be reviewed annually or when circumstances change <http://wales.gov.uk/docs/det/publications/091101hometoschoolen.pdf>

#### **4.27 RISK ASSESSMENT OF WALKED ROUTES TO SCHOOL**

The Learner Travel (Wales) Measure 2008 sets out that local authority have a duty to risk assess routes to school, including walked routes. The Authority will undertake risk assessments of walked routes to schools throughout Ceredigion.

The whole route from the child's home to school and the return journey should be assessed at the times that children would normally be travelling – that is, at the start and finish of the school day, taking into account seasonal changes when daylight hours change.



When determining how many routes local authorities need to risk assess, the following factors are taken into consideration:

- known 'danger spot' on a route
- issues raised by the Local Safeguarding Board
- a request from a concerned parent

Risk assessments will cover:

- Highways
- Traffic and vehicle risks
- Topographical features
- Lines of sight and visibility
- Social dangers (e.g. bullying, known areas where drug dealing takes place etc.).
- Environmental dangers (e.g. seasonable changes, flooding etc.)
- Children and young people's views

Specific guidance is available via the Welsh Government on the Risk Assessment of Walked Routes to School <http://wales.gov.uk/consultations/transport/131118-walked-routes-to-school/?lang=en>

#### **4.28 WORK EXPERIENCE / PLACEMENTS OF PUPILS**

Careers and the World of Work (CWW) forms part of basic curriculum for all registered pupils aged 11 to 16 at maintained schools and is also a requirement of the Learning Core of Learning Pathways 14-19.

The home learning base/school has the primary 'duty of care' for the learners at all times – including times when learners are involved in work experience, or other off-site work-related learning or work-focused experience. The home learning base/school has the responsibility to ensure that:

- placements are vetted by a competent person; this duty is discharged by solely promoting placements available through the Careers Wales National Work Experience Database
- their learners are prepared and briefed generally about health and safety and understand how to identify hazards, and the sort of control measures that can be put in place to reduce the risk of injury or accident.

Before being made available to learners, placements are vetted by trained, competent Careers Wales staff. Schools should only sanction work experience placements that appear on the National Work Experience database. Schools must not sanction a placement without a Careers Wales vetting visit being undertaken.

Further detailed guidance and referral paperwork is documented in the '[14-19 Work Experience Toolkit](#)'. [..\..\H&S\Work Experience Toolkit.doc](#)

#### **4.29 OTHER MISCELLANEOUS GUIDANCE**

- School Toilets: Good practice guidance for schools in wales
- School Lettings Policy
- Strategic Equality Plan for Schools
- Responsibility for repairs and maintenance in County Schools

#### **5. AUDITS AND INSPECTIONS**

Health and Safety auditing and inspections are only part of several essential aspects of health and safety management. All audits will measure the effectiveness of the complete system. The more effective the Service can make its health and safety management systems the less vulnerable it is to legal challenge and costs. It is compulsory that schools undertake an annual Health and Safety Audit each autumn term, and to return a signed copy to Learning Services and CHSU. Should circumstances change (e.g. major structural changes to the school) an updated audit should be completed.

Learning Services and CHSU will monitor audits and carry out inspections with the objective of measuring health and safety performance, and putting in place the appropriate support for Schools.

#### **6. REVISION OF POLICY**

The Service will ensure that this Health, Safety and Wellbeing Policy is reviewed as often as is necessary. Headteachers are responsible for reviewing the specific health and safety arrangements for their particular services.