



St Richard Gwyn Catholic High School

Health & Safety Policy

Approved by Governors in 24/03/2015

Signed _____ (Chair)



Introduction

The Governing Body of St Richard Gwyn Catholic High School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Governing Body will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified for any preventative and protective measures to be put in place as far as is reasonably practicable.

The School Leadership Team will take all reasonable steps to ensure that the School's Health and Safety Policy is implemented and that guidance documents are followed and monitored throughout the School.

The Governing Body is committed to ensuring a high standard of health, safety and welfare within the school. This will be achieved by:

- Assessing and controlling risks arising from curriculum and non-curriculum activities;
- Maintenance of a healthy and safe working and learning environment with safe means of access and egress;
- Safe working practices, along with the provision and maintenance of safe plant and equipment;
- Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used;
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision;
- Ensuring adequate emergency procedures are in place;
- The consultation with staff on matters affecting health and safety;
- Provision and dissemination of health and safety information received;
- Monitoring and review of health and safety standards and accident statistics;
- Encouragement for staff to participate in the promotion of health and safety standards in the School;
- Access to competent advice with reference to health and safety matters.



This Policy and referenced documentation is available to all staff. A copy is accessible via the school website which all staff have access to. This Policy will be reviewed on a bi-annual basis.

ORGANISATION AND ARRANGEMENTS

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the Governors' Health and Safety Policy:

Safety Responsibilities – Management

(For this purpose, a manager is any person who exercises a supervisory function over employees.)

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment that are safe and without risk to health. To this end the Governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed.

Safety Responsibilities – Staff & Students

It is the duty of all staff and students to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

HEALTH AND SAFETY DUTIES

Governors

The Governing Body, as the employer of staff, has overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with the safety policy statement. The Governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy. Governors are responsible for keeping up to date with changes in legislation, which can be obtained from the Welsh Government's "Governors Guide to the Law" and from LA guidance. This policy will be reviewed and updated as necessary on an annual basis.



The Headteacher

Without limiting the responsibility of the Governors, the Headteacher will oversee the day-to-day management of safety and implementation of this policy within the school. The Headteacher will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He will

- Make himself familiar with documentation and instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements;
- Take account of any advice and guidance set out in the LA's Health and Safety Information System, organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures;
- Ensure that all statutory registers and records are accurately kept;
- Ensure that all staff in his/her control are adequately trained and fully aware of the hazards involved in their work;
- Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures;
- Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure;
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken;
- Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned;
- Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn. If during an inspection variations from this policy are observed, immediate and effective steps must be taken to rectify the situation;
- Take appropriate action under the disciplinary procedures against anyone under their control found not complying with the letter and spirit of this statement.

The Headteacher may nominate a deputy or senior member of staff to undertake some or all of these roles. He/she will be responsible for assisting the Head to



achieve their duties. It may also be advisable to organise a line of communication through senior members of staff. It is essential that all staff be made aware of the arrangements which apply.

School Leadership Team and Heads of Department

With their special knowledge of the area of work for which they are responsible, these persons have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented. To this end they are expected to ensure that all employees under their supervision know the relevant safe working practices and that the arrangements for working are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected by the work supervised.

Health & Safety Officer

- Responsibility for day to day Health & Safety has been delegated to the Assistant Headteacher. At St Richard Gwyn Catholic High School this is Chris Barnes.

All Staff

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work;
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting;
- Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided;
- Report all accidents, damage, hazard and defects to the Site Manager and/or Caretaker and take immediate measures to protect persons from risk where this is significant and imminent;
- Conduct their activities so that their own and others' risks are minimised appropriately;
- Contribute to future development of this policy.

Students

Whilst the Governing Body and Staff have a responsibility to ensure the health, safety and wellbeing of students within the school, the students themselves also



have a collective responsibility to ensure their actions are safe and cause no harm to others.

They are expected to:

- Exercise personal responsibility for themselves and others in their class;
- Observe standards of dress consistent with safety and hygiene;
- Observe all safety rules of the school, in particular the instruction of any staff member given in an emergency;
- Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

Management Guidance

Where appropriate, when national codes of practice, Health and Safety Executive guidance and other formative documents, are put to the Headteacher, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to students and other visitors to the premises. In liaison with the Governing Body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

Specific Arrangements

The detail of the organisation for communication and managerial responsibility are set out in later within this policy.

A Commitment to training

The Governors, through the Headteacher, are responsible for ensuring that members of staff, voluntary helpers and students are trained so that the activities of the school are carried out safely. The Headteacher is responsible for developing training procedures within the school. He/she will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and safety training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

Safety Consultation

Recognised trade unions may appoint safety representatives by statutory right. They will function in accordance with the Health and Safety Commission's 'Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the Head and the Governing Body.



Contractors

Any contractor or sub-contractor employed to do work for, or in, the educational establishment, will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or child, visitor etc at risk of injury is to notify the Business Manager who will raise the matter with the contract supervising officer, or directly with the contractor.

Monitoring of Health & Safety in the school

Key Individuals :

Chair of Governors	Jim Quinton
Headteacher	Ronald Keating
Deputy Head	Bernard Sciambarella
Assistant Head	Julie Green
Assistant Head	Chris Barnes
Assistant Head	Paul Rowlands
Link Governor	Josey Snowden

The Governing Body has adopted the local authority Health and Safety reporting system. It recognises that the LA has addressed many of the major risks that schools face and has issued policies and codes of practice. Part C of this policy demonstrates how this advice is implemented, considering in particular access to this information by all who need to use it and any training needs.

Risk Assessments are undertaken by competent members of staff to evaluate the health and safety risks to staff and students at a local level. These assessments will be stored in a Health & Safety file kept by Chris Barnes, Assistant Headteacher. In accordance with the Management of Health and Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing.

The Governing Body shall receive reports at each termly meeting on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular procedure reviews shall be undertaken in the light of operational practice, new laws and policy/directives from the LA. Operational practices and procedures shall be constantly monitored by the Head and Health & Safety Officer. Accident reporting forms will be analysed periodically to identify any increase or trends in particular types of accident.



Specific Arrangements

The following arrangements demonstrate how the School will implement its Health and Safety Policy in conjunction with Flintshire County Council's Health and Safety Policy for the Schools & Lifelong Learning Service. Links to other documents which form part of this policy are shown. Any further guidance required can be obtained from the Headteacher or the Health and Safety Officer.

Accident / Incident Reporting, Recording & Investigation

Accidents and incidents should be reported immediately to Chris Barnes, Assistant Headteacher in the first instance. An accident form will be fully completed by a member of staff detailing the accident, full circumstances surrounding the incident including times and persons involved. Any serious breach of this health and safety policy will be immediately investigated by the Headteacher and the Health and Safety Officer (this form is passed to the departmental line manager for their comment and completion of a risk assessment). This form is returned to the Headteacher's PA before being sent to the Health & Safety team at County Hall within 2 days of the incident. Any remedial works required should be reported to Chris Barnes, Assistant Headteacher for inclusion in the planned works schedule.

Reporting Forms:

Activity / Provision Safety [including those taking place out of School]

All staff undertaking extra-curricular activities should ensure that an appropriate risk assessment has been completed by themselves or their Curriculum Leader. As part of the risk assessment procedure, it should be identified that the person running the activity is suitably qualified, aware of potential health and safety concerns arising from the activity and a thorough understanding of the school's health and safety policy and procedures. If handling hazardous substances or by-products, staff should be fully aware of their responsibility in ensuring the wellbeing of participants.

Asbestos

The Assistant Headteacher, Chris Barnes and the School Site Manager have day to day responsibility for the Asbestos Management Plan. The Asbestos Log is located in the Site Manager's Office. All contractors commencing work in the school should check the Asbestos Log. Any work that could affect the fabric of the building should not commence until approval is obtained from the Assistant Headteacher, Chris Barnes or School Site Manager in the form of a completed permit to work. These forms are held in the Asbestos Log.



Regular surveys of the school will be arranged by Flintshire County Council. Should any suspect material be discovered, the area will be vacated immediately and a report made Flintshire County Council's Asbestos Controlling Officers on 01352 752121

Blood/Bodily Fluid Spillages

Spills of this kind can easily lead to the swift spread of infections and disease, such as Norovirus. A risk assessment will be undertaken on an annual basis to acknowledge and minimise the risks to staff and students from bodily fluid spillages.

Upon a spillage being discovered, the School Site Managers should be notified immediately. He will use a spillage kit to cover the spill to aid cleaning and reduce the risk of airborne transmission. Once the spill has been cleaned away it will be immediately disposed of securely. The area of the spill will be thoroughly cleaned to remove any residual risk.

Contractors

Wherever possible, contractors should only be selected if they appear on Flintshire County Council's Approved Contractor List. By appearing on this list they have satisfied the LA that they can competently discharge their health and safety legal duties to protect their employees and others affected by their undertaking. If contractors are selected who do not appear on this list, the school will require sight of their Health and Safety Policy, as well as obtaining references on previous work as part of the tendering procedure.

All contractors working on site are required to sign the visitors book at Reception and wear a Visitor badge at all times. They will be greeted by the Assistant Headteacher, Chris Barnes or the School Site Manager on a daily basis and escorted to their place of work. On their first day they will be introduced to the Health and Safety policy of the school, with specific regard to fire evacuation procedures, Asbestos, Permit to Work and safe working arrangements.

The Assistant headteacher/School Site Manager is the appointed person within the school to manage contractors. Any concerns should be raised to him/, so that it can be progressed with the contract manager.

Electrical Equipment [fixed & portable]

The Electricity at Work Regulations 1989 requires all electrical systems to be maintained in a safe condition. In order to comply with this all electrical equipment owned or used by the school will be checked on an annual basis for Portable Electric Testing + 5 years for Fixed Electrical Testing.



Prior to use all equipment should be checked to ensure it is in a useable condition. An item should not be used **under any circumstance** if there is a problem with the power cord or plugs. This should be notified to the Assistant Headteacher/School Site Manager, who will arrange for a qualified electrician to examine and rectify the issue.

Under no circumstance should personal electrical items be used in school unless they have been tested and have a valid test sticker on the plug.

Emergency Procedures

Emergency procedures are well established within the school, developed by the Headteacher in conjunction with LA guidance.

In the event of an emergency that requires evacuation, the schools evacuation procedures will apply.

Staff must take every precaution to prevent the outbreak of fire and be aware of the fire alarm procedures which are published in the staff handbook, and notices displayed in every room.

Emergency exit routes will be clearly displayed and kept clear at all times.

The Fire Officer is responsible for the overall evacuation of the building.

It is the teachers' responsibility to ensure that all students in their care vacate the building in an orderly manner and as quickly as possible. Teachers should direct the students to the Top Yard, which is the designated assembly point. Tutors will check all registers to ensure that all students marked are present. They will then inform the Directors of Learning, who will notify the Fire Officer/Headteacher.

If a fire has been established, the Assistant Headteacher/School Site Manager will be responsible for notifying the emergency services.

Groups must remain at the assembly point until they receive an instruction from the Fire Officer that it is safe to return.

All staff and students will take part in fire drills which take place at least once per term.

First Aid

The nominated First Aiders within St Richard Gwyn Catholic High School are:



Nicola White
Suki O'Neill
Kate Foster-Noble
Miranda Hayes

These staff have been fully trained in first aid and are the only people permitted to administer first aid to staff, students and visitors to the school. They all have access to first aid boxes and stock, and notify the Assistant Headteacher when replenishment orders are necessary.

Where an accident requires the attendance of an ambulance, reception staff will attempt to contact the student's nominated family members to attend. Should they be unable to get to the school, then they will be asked to make their way to the appropriate hospital. If necessary a member of staff will accompany the student to hospital until such time as a family member can attend.

Those trained in first aid will receive an allowance of a small allowance each year, paid in monthly instalments. In order to retain this they must make themselves available whenever they are needed, and commit to refresher training every two years prior to the expiry of their current training certificate.

Use of display Screen Equipment (Visual Display Units)

Purpose

The aim of this policy is to ensure compliance with the Display Screen Equipment Regulations, to enable employees to carry out their work on display screen equipment safely.

Employees have a legal right to request an appropriate eye test if they are required to use display screen equipment as a significant part of their job. Eye tests are normally carried out annually.

Procedures

Managers of the school are responsible for ensuring that:

- Display screen equipment and workstations are safe and fit for purpose.
- Employees have adequate training and information to operate the display screen equipment provided, including the need to take appropriate breaks from screen work and changes of activity.
- Workplace assessments are carried out and recommendations arising from these are implemented to ensure that health and safety considerations are taken into account.



- Employees are aware of their own responsibility to correct or report any problems they have with their workstations or medical problems they experience as a result of their work (e.g. shoulder pain, eyestrain, headaches, etc).
- Employees are referred to the Occupational Health Unit (OHU) for medical assessment if there is reasonable cause to believe that an employee has medical problems related to the workstation.
- On the request of the employee, an appropriate eye test is authorised.
- The full cost of the NHS eye test will be reimbursed if carried out by a suitably qualified optician.
- A contribution will be made for any glasses / lenses prescribed by a suitably optician for the purpose of DSE (VDU) work, up to a maximum of £70, including the cost of the eye test.
- Receipts/proof of purchase must be submitted to claim reimbursement.

To apply for an eye test and reimbursement of the cost of glasses / contact lenses

- The employee must complete the 'Application for an eye test form' and pass it to the Headteacher to complete.
- If the requirements of the policy have been met the form should be passed back to the employee to take to the optician.
- Where the application is approved, the employee should take the form to an optician and have an eye test and, where appropriate, purchase of the necessary glasses / lenses. The optician must complete the form and receipts must be obtained.

In order to claim reimbursement, the employee must complete an Expenses Claim Form. This is then signed by the Headteacher and forwarded to the finance department, with receipts and the application for eye test form attached. Payment, up to a maximum of £70, will be made through the payroll.

Manual Handling

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

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

- ensure all handling risks are covered by risk assessment



- provide mechanical handling aids if appropriate to the task
- develop work schedules to minimise instances of manual handling
- provide manual handling training for those employees identified as requiring it.

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

Procedures

3.1 Manual Handling Risk Assessments

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

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

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

3.2 Controlling Handling Risks

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

Risks will be addressed according to their risk level with high level risks having preferential treatment.

Manual handling controls may require capital investment and where this is the case St Richard Gwyn Catholic High School will undertake this via the Governors Finance Committee.

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

Option 1: Elimination of risk

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

Option 2: Mechanise

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



Option 3: Reduce the weights

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

Option 4: Education

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

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

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

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

Hazardous Substances [COSHH]

All hazardous substances will be kept secure and locked away at all times, except when it is being used. Under no circumstances should students have access to these items. If students come into contact with them as part of the curriculum, they should always be fully supervised by staff who are aware of the risks posed by the substance. Where possible dangerous substances used as part of curriculum delivery will be exhibited within controlled environments, such as fume cupboards.

Hazardous Substance Assessment records will be completed for all substances held on school premises, along with a risk assessment. Substance data sheets from manufacturers should be held together in an easily accessible location within the department, should there be an accident with the substance. Any additional LA guidance should be followed at all times.

Ice & Snow

Where ice is affecting the school site, the School Site Manager will commence gritting as soon as possible. The priorities are the driveway from the gate to the bottom car park; the main entrance.

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

Legionella

The school's Water Log Book is located in Reception. This log book includes a risk assessment for the water system. As part of the water servicing contract, shower heads are cleaned and sterilised at least 4 times per year to minimise risk. All disinfection reports and certificates are held on file for inspection.



Maintenance / Inspection of Equipment

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

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

Minibus

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

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

The minibus is serviced and put through its MOT annually.

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

New and Expectant Mothers

Upon request, the school will complete a risk assessment for expectant mothers working within the premises. This is completed in conjunction with the LA's Health and Safety Adviser.



Any risk to the health of an expectant mother or baby from disease, infection or other dangerous occurrence will be notified to staff via briefings and notices in the staff room.

Off-Site Organised Activities [including Duke of Edinburgh]

Staff organising trips and activities off site during the school day are required to comply with the School Trip Guidance and Policy, available from the Assistant Headteacher. Staff are required to complete online, the appropriate documentation within 'Evolve Edufocus'. This website programme gives further details about risk assessments, procedures, policies and approvals which must be adhered to.

Personal Protective Equipment [PPE]

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

Risk Assessments

Risk assessments will only be completed by competent and trained members of staff. This will include the Headteacher, Assistant Headteacher, Curriculum Leaders, Health and Safety Officer and School Site Manager. Generic Risk Assessments are available from the LA and can be customised to the school and the department to which it relates. Risk Assessments should be held centrally as part of the school's Health and Safety file, with a copy retained within the department for staff reference. Assessments should be reviewed at least annually in order to ensure they remain valid and applicable.

Smoking

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

Staff Health & Safety Training / Competence

Whilst a health and safety tour is given to new staff by the Health and Safety Officer, individual departments should provide new staff with arrangements that relate directly to their work within their role. Attention should be given to completed Risk



Assessments, need to order PPE, how PPE should be used, control of hazardous substances and training available to support these individuals in their role.

Staff with specific responsibilities for Health and Safety should receive adequate training in order to help them fulfil their role.

Stress/Staff Well-being

The Governing Body are committed to the wellbeing of all staff employed at the school. Staff should all be made aware of the counselling and welfare services that are available to them. This includes the LA's Employee Counselling Service, Teacher Support Network and specific union facilities.

Flintshire County Council Occupational Health 01352 752121.
Teacherline Cymru 08000 855 088

Traffic Management on Site

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

Visitor Management

All visitors to the school, including those working in the grounds and peripatetic staff, should sign in at Reception prior to commencing work. Visitors are required to wear an identification badge at all times, which should be surrendered at Reception when signing out from the school. Visitors should always be accompanied by a member of staff around the school.

School staff are required to sign out at reception if they are leaving the site during part of their normal working day.

Working at Height

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

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



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

Review

This policy will be reviewed by the Governors as part of a three year cycle and will be reviewed in April 2017.

Rev.No	Date	Authorised By	Details of Revision
V1	24/03/2015	Governing Body	Update/Format

Workload Impact Assessment Checklist

This policy has been assessed against the agreed system to monitor the workload and working hours of teachers and the Headteacher.

This policy complies with and is consistent with the teachers' contractual entitlements.

This policy and any related procedures were introduced following full consultation with the teacher trade unions.

This policy and any related procedures include a specific statement regarding workload impact.

This policy and related procedures will not add additional hours of working.

This policy does not duplicate any other existing policy.

The resources necessary to support this policy, including staff time, any additional staffing and appropriate equipment, have been identified.

The implementation of this policy will not result in any additional meetings/activities that have not been identified within the school calendar, published and revised in consultation with teacher trade unions.

All staff (including the Headteacher) will be trained to ensure that this policy and any related procedures are carried out without increasing workload burdens.

This policy and related procedures will be reviewed annually to ensure that additional workload burdens have not been added over time.