



*Work Hard, Aim High, Share and Care*



## City and County of Swansea Corporate Health and Safety Policy Arrangements for

*Waunarwydd Primary School*  
Jamie Evans: Premises Manager

### 1.0 Introduction

All departments across the City and County of Swansea have fully adopted the corporate health and safety policy. To assist with the safe operations it is necessary for, local arrangements to be drawn up and documented by using the pro-forma contained within this document.. On completion, the premises manager/managers must ensure that the Corporate Health and Safety Policy and the local arrangements is communicated to all employees and stakeholders where required. The Arrangements should be read in conjunction with the Corporate Health and Safety Policy

### **1.1 Health and Safety Committee/ meetings**

Health and Safety Committee/ meetings should be held regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. The Committee structure consists of Safety Groups and Directorate Health and Safety Committees. –

The committee structure will provide an essential Health, Safety and Wellbeing communication mechanism across all areas of the organisation

### **1.2 Local arrangements**

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements..

(Any additional local arrangements that is pertinent to the educational establishment must be included within this section)

## **2.0 Accident /Incident and Physical/Verbal Abuse Reporting**

All Managers will ensure that accidents and cases of physical or verbal abuse are reported to the Corporate Health and Safety section by completing the HS1, HS2 or HS3 form **as soon as is possible**. (These forms can now be completed on line)

Any serious injury or incident (including any “near miss” incident) must be reported **immediately** to the CHSWS and the appropriate HS form completed. The details will then be forwarded to the HSE. All “RIDDOR” reportable accidents/incidents will also be investigated by the CHSWS, and a written report will be sent to the affected person(s) line manager

Details of all accidents must be kept at all work locations and these must be available for audit purposes and inspection.

<http://www.healthsafetywellbeingswansea.co.uk/library/accidents/>

### **2.1 First Aid**

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

Mrs Sue Howells, Mrs Collette Cornish

The location of the first aid box/provisions are:

School Hall and classrooms

In the event where an ambulance needs to be called it will be necessary to inform CHSWS via the relevant HS form.

(In schools it is the responsibility of the school clerk to call for an ambulance).

## **2.2 Asbestos**

The City and County of Swansea will undertake a detailed and comprehensive survey and a report provided to the premises manager. The City and County of Swansea and the designated premises manager(s) are responsible for the management of asbestos. Information must be cascaded to all employees on the location of asbestos within the premises and how it will be managed. Also arrangements to ensure contractors and any other person who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises.

Information and instruction must be provided to employees and contractors to include the following:

- Not to drill or affix anything to walls without first obtaining approval from premises manager and checking the plan
- Reporting of damage to asbestos materials and emergency procedures.
- The location of the Asbestos Survey plan is located

Main office

Employees should report any concerns to the premises manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

Further guidance is available on the following link:

<http://www.healthsafetywellbeingswansea.co.uk/asbestos/>

## **2.3 Contractors**

When managing contractors at the premises/school, the following information should be provided at a minimum that includes:

- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and Out Procedures
- Arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, and duration of the visit

Employees should report concerns to the premises manager and if required Corporate Health Safety and Wellbeing services and Facilities management.

## **2.4 Curriculum Safety – Schools specific**

Curriculum safety includes out of school learning activity/study support. All employees/ teaching staff must where appropriate undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, cooking or science equipment. Documented arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT and reviewed at periodic intervals.

The corporate risk assessment template is available on the link:  
<http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/>

## **2.5 Drugs & Medications – Schools & Care Homes specific**

Schools need to include specific arrangements that include: Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus.

## **2.6 Inspections and servicing of Electrical, Water, Gas systems and equipment**

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

All portable electric equipment must be subject to testing by a competent person.

..... Please include details .....

Reference can be made to the following link or contact Facilities Management

<http://staffnet/index.cfm?articleid=33793>

**Electrical Equipment (fixed & portable)**

### **2.7b Visual Inspections**

Details of and the frequency of visual inspections, examinations must be carried out by a competent person. Information will be retained on site in the form of documentary evidence i.e. the records of inspection and any limitations on using personal items in the premises/ school must be kept on site.

## **2.8 Fire Precautions & Procedures**

A review of the fire risk assessment and arrangements will be undertaken by the Premises manager / Headteacher at least annually or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) will include the arrangements for periodic drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. The Fire Risk Assessment, NOP and EAP is located in Main office, Headteacher's office and on HWB.

All staff must ensure that they are fully conversant with the documentation.

## **2.9 Fire Risk Assessment**

The Premises manager/Headteacher will be required to undertake a Fire Risk Assessment, of the premises and undertake a review at least annually. Guidance and assistance in this undertaken can be sourced from Corporate Health Safety and Wellbeing Services and Facilities Management. The content of the risk assessment and development plan must be communicated to all employees, including temporary/ agency workers. The Fire Risk Assessment is located in Main office, Headteacher's office and on HWB.

## **2.10 Hazardous Substances (COSHH)**

Premises Managers/Headteachers need to be provided with full information of chemical substances present at their premises or facility. Records must be kept that will assist Managers with the related responsibilities – to themselves, their staff members and visitors to the Authority's premises. Information on site should include Substance Data Sheets provided by manufacturers or suppliers, an Inventory of Substances, and suitable and sufficient risk assessments.

Managers have the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances.

Staff will attend COSHH training as required and when deemed necessary

Any chemicals or substance used on the premises must be approved by the premises manager/Headteacher and where required Corporate Health Safety and Wellbeing Services.

<http://www.healthsafetywellbeingswansea.co.uk/coshh/>

## **2.11 3<sup>rd</sup> Party Letting /shared use of premises**

Any 3<sup>rd</sup> party letting of the premises must be registered with Facilities Management. 3<sup>rd</sup> party letting consent is available on the link below.

All premises managers must ensure that all operating procedures and risk assessments are reviewed as part of the 3<sup>rd</sup> party letting agreement. This includes fire risk assessment, lone working, building security etc.

Further guidance is available on:

<http://staffnet/index.cfm?articleid=26844>

## **2.12 Lone Working**

All reasonable steps will be taken to ensure the safety of staff and others working in isolation within the Service Unit. A policy and guidance will be developed that covers such working activities that involve lone working activity.

All works carried out in isolation need to be risk assessed by the manager/ premises manager/Headteacher and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone.

## **2.13 Maintenance/Inspection of Work Equipment (including selection of equipment)**

All work equipment within premises will be subject to inspection and testing. The equipment will vary from premises to premises and site to site. Therefore lists should be assembled to be site specific

Examples of what equipment requires periodic inspection, examination and testing might be contained in the sample below:

General premises - Electrical tools – Lifts & Lifting Gear - Ramps and loading bays – Bottle jacks – plant equipment – Ladders of all types – Boilers – fire alarm systems – extinguishers – emergency lighting etc

School Specific – the list could consist of ladders, fume cupboards, other extraction systems, PE equipment, D&T machinery (lathes etc), lifts & lifting equipment, pressure cookers and pressure systems (including boilers and heating systems), autoclaves, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc,

The type of checks required and frequency, who undertakes the checks should be documented together with what records must be kept. When new equipment is

required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly

## **2.14 New & Expectant Mothers**

Specific assessments for new and expectant mothers must be undertaken by the premises manager and reviewed at pre-determined intervals. Personal risk assessments will be stored securely with the premises manager and copies will be provided to the HR department. Further guidance on risk assessments can be found at:

<http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/>

## **2.15 Personal Protective Equipment (PPE)**

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

## **2.16 Reporting Defects**

All employees have a responsibility to report any defective equipment to the premises manager/Headteacher or their line manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

## **2.17 Risk Assessments**

The premises manager/Headteacher and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

Further guidance is available at: <http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/>

## **2.18 School Trips/ Off-Site Activities – Schools specific**

Any school trips or off site activities must be planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Educational Visits Coordinator (EVC). All documentation will be stored centrally at the school as a point of reference

## **2.19 Use of Transport vehicles – e.g. minibuses**

Any employee who is required to drive any minibus must be suitably trained and approved by the transport department. The premises manager/Headteacher will make arrangement to undertake annual inspections of driving licenses where required. Further guidance is available from the City and County of Swansea Transport Department.

## **2.20 Use of Display Screens (DSE)**

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

<http://www.healthsafetywellbeingswansea.co.uk/dse/>

## **2.21 Working at Height**

Restriction apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity.

## **2.22 Work Experience**

The premises manager/Headteacher/Line managers must ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

## **2.23 Instruction and Training**

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work. The Authority has put in place mandatory Health and Safety training for all levels of employment within organisation. Additional training and instruction is the responsibility of the line Managers, who will assess the Health and Safety training needs of the employee.

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary



- On the job H&S instruction and training
- Specialist H&S training according to need

### 3.0 Corporate Health Safety and Wellbeing Services

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

[healthandsafety@swansea.gov.uk](mailto:healthandsafety@swansea.gov.uk)

or

<http://www.healthsafetywellbeingswansea.co.uk/>

#### **Occupational Health -**

<http://www.healthsafetywellbeingswansea.co.uk/occupational-health/>

#### ***Additional General and School related arrangements that may need to be considered:***

Design/Technology  
 Science  
 Physical Education  
 Resources  
 Kitchens  
 Swimming Pools  
 School Grounds and playing fields  
 Play grounds / Play equipment / playground supervision  
 School Boundaries  
 Security / gates and fences  
 Traffic management  
 Winter maintenance / salting  
 Inclement weather  
 Glazing  
 Lighting/ internal and external  
 Heating / Ventilation  
 Stairs and Corridors  
 Major/Minor Building Maintenance Works  
 Furniture / equipment  
 Managing Legionella risk in buildings  
 Excessive Noise at work  
 HAVS / hand held vibratory tools  
 Waste disposal  
 Health and safety Instruction and Training  
 Manual handling

This list is not exhaustive

