



Cwmaber Junior School Health & Safety Policy



PART 1: STATEMENT OF INTENT

Cwmaber Junior School

The Governing Body of Cwmaber Junior School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff.

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

This policy statement supplements

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

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the

Chair of Governors Cllr J.Taylor

Head Teacher B.Davies



PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.
[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]
At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

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

Responsibilities of the Head Teacher:



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

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

The Head Teacher has responsibility for:

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

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment



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

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

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

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe



Responsibilities of employees

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

All employees have responsibility to:

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



Responsibilities of volunteers

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

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

All volunteers have responsibility to:

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



PART 3: ARRANGEMENTS

Further information and guidance is available from Health and Safety Division

Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	B.Davies HT/ SLA Health and Safety Officer	SLA Agreement in situ to support school in completion of assessments. Headteacher to share relevant information individually with staff where required. All school risk assessments are stored on the shared drive.
Risk assessments are reviewed regularly/ following significant change.	B.Davies HT/ Governing body SLA Health and Safety Officer- S.Wilson	Risk assessments are reviewed at least every two years.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	B.Davies HT/ ALNCO – L Howells SLA Health and Safety Officer	Headteacher contacts H&S Division. SLA Health and Safety Officer in situ on a fortnightly basis. Headteacher to inform SLA Health and Safety Officer if specific risk assessments required
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	B.Davies HT/ Expectant Mother SLA Health and Safety Officer	Pregnant worker risk assessments are available under the Health and Safety SLA. Headteacher to inform SLA Health and Safety Officer of required assessment.
Educational and offsite visits: A nominated Educational Visits Coordinator	A.Williams EVC	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
(EVC) is responsible for coordinating educational and offsite visits.		the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	A.Williams EVC B.Davies - HT	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Governors Caretaker – J.Richards All school staff SLA Health and Safety Officer – S.Wilson	General inspections are completed Bi-annually by SLA Health and Safety Officer. All school staff are responsible for reporting hazards/ defects. Staff report to caretaker and Headteacher. This is recorded in the caretakers log book located in School Clerk's office. The caretaker will visual inspect external areas/ boundaries/walkways/exits, school hall etc. Class staff will visually inspect classroom daily. Playground equipment, forest schools, allotments, ponds etc are checked prior to use. General site inspection: termly Visual inspection of play equipment: termly and prior to use



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	All school staff Caretaker – J.Richards B. Davies Head Teacher SLA Health and Safety Officer Governors	Records kept in caretakers log book located in the Headteachers office and Caretakers room. General site inspection findings are recorded on Authorities site inspection checklist.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	J.Taylor - Governor	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	J.Taylor - Governor	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	All Staff	A copy of the Health and Safety Law poster is located in Staffroom for all members of staff to view.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	B.Davies	All staff are given a copy of the latest Health and Safety Policy (Located in staff room). All new employees are shown around the premises, informed of welfare facilities/ fire exits/ site rules/ procedures etc. Fire awareness training annually Fire drills are undertaken regularly - Within first term for new employees.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Individual staff/B. Davies HT	Records are kept in minutes of meeting A record of attendance for fire awareness training is kept in the Fire Log book and on RAMIS. Copies of certificates are kept for First aid / Food Safety



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		A list of staff trained in specific medical conditions/ use of emergency medication is kept with the medical care plan Headteacher keeps a matrix of training undertaken.
Programme of health and safety training All employees are provided with: • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required	B.Davies HT	Specific training needs identified with individual or if significant change. Headteacher contacts Health and Safety Division/ SLA Health and Safety Officer for advice on specific Health and Safety Training. Specialist Nurse/ School Health Nurse to be contacted in regards to specific medical training. E.g. epipen Staff receive regular health and safety information via staff meetings.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	B.Davies HT J.Richards Caretaker	Map of fire escape route displayed in each classroom. All Fire action notices are located adjacent to call points.
Fire drill are undertaken termly and a record kept in the fire log book.	B.Davies J. Richards	Record kept in fire log book in caretakers health and safety file. RAMIS updated as required.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	B.Davies J. Richards	Headteacher to contact Health and Safety Division/ SLA Health and Safety Officer. PEEPs completed by competent person/ implemented as required. All pupil assessments detail emergency evacuation procedures for individual children. Fire awareness training has been delivered to all staff Oct and Nov 2015.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		Fire Wardens – attend specific training in relation to their duties.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	B.Davies - HT J.Richards- Caretaker	Caretaker checks all final exit doors are operational – Records kept in fire log book. Fire Safety Maintenance checks are made and recorded on the log sheet: All records kept with the fire log book.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.		Please see guidance in appendix 1 regarding statutory maintenance arrangements If your school has opted out please insert these details.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	LEA	School to arrange any remedial works as arranged on RAMIS
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	J.Richards- Caretaker SLA Health and Safety Officer	Caretaker flushes little used outlets. Caretaker to complete and monitor water temperature checks alongside SLA officer where necessary. Any non-compliances reported to Headteacher. All records



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		uploaded on to RAMIS. SLA Officer to assist and oversee. Caretaker to report any non-compliant temperatures to Headteacher. Specialised contractor Aquasafe provided through Statutory maintenance contract.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Miss T McNamara (FAW) All staff - EFAW	All teaching and support staff trained in emergency first aid in April 2020. T McNamara has attended the 3 day FAW in April 2019. All staff have received EpiPen training del
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	All Staff First aiders should assess HT	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epiPen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	All staff First aiders should assess	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will	Nominated first aiders B. Davies HT L. Howells DHT	All injured persons to be transported to hospital accompanied. Ambulance to be called where required. Parents/guardians called.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
accompany pupil where parents/guardians cannot attend immediately. Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.		Medication will not be administered for acute medical conditions by staff members e.g. antibiotics or pain relief. Parents or close relative to come onto school site and administer medication for short term, acute illnesses. Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	School with support of H&S if requested under SLA	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually by the school nurse. Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	LA	Copy of the infection control guidance is located on RAMIS4Schools.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate submitted to the LEA.	B. Davies – Headteacher Nominated First Aiders LTS.	Accident report completed either kept in school accident forms (minor bumps and bruises) or sent to LA for more severe accidents or those where an item can be attributed to the causal factor.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All staff	Any incidents must be brought to the attention of the Head Teacher for investigation.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
		The school will forward details of accidents or cases of work related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	B. Davies Head Teacher SLA Health and Safety Officer	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division. High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation. See RAMIS4Schools
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's	B. Davies Head Teacher	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
VAW report form and forwarded to Health and Safety Division.		
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	B. Davies Head Teacher	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors. Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	B.Davies - HT J.Ralph /C Jones– School Clerks J. Richards - Caretaker	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher checking the survey for the school. All necessary paperwork, survey and log book can be found in the main office. All relevant information should be available and given to contractors and visitors to site. Contractors are to fill in the Asbestos Log book.
Work to the fabric of the building: All works to the fabric of the building or fixed	B.Davies - HT J. Richards - Caretaker	All contractors view the survey and sign the logbook before undertaking work.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
equipment must be entered into the asbestos log book.		
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.	J.Richards - Caretaker B.Davies- HT	The caretaker conducts a visual inspection of the condition of asbestos containing materials whilst undertaking daily tasks. Asbestos condition monitoring is available under the Health and Safety SLA. Annual conditions survey will be carried out by the designated SLA Health and Safety Officer and RAMIS updated accordingly. Any issues will be reported to the Asbestos Team.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	All staff	Any damage or deterioration is reported to Bethan Davies - Headteacher. The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	B.Davies- HT	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Managing contractors: The school will adhere to the Authority's policy and guidance.	B.Davies – HT J.Richards - Caretaker	All contractors must report to main office in the reception.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Technical expertise: Where appropriate works are arranged through a technical department		All contractors and visitors must sign the visitor's book and wear a visitor's badge. Safeguarding information on the reverse of the badge. Where appropriate contractors are asked to sign the asbestos log book.
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	B.Davies J Ralph/C.Jones J. Richards	All contractors must report to Admin. Office. Sign the relevant visitor/asbestos logbook and wear a contractor's badge which outlines who the designate child protection officer is. Contractors will have a point of contact while on site and be informed of peak periods e.g breaktimes, location of toilets and emergency assembly points.
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	LA	Where possible school will uses Contractors who have been vetted by the Authority. Where Contractors who are not registered are used school will undertake appropriate competency checks prior to engaging a contractor
Contractor risk assessments and method statements: Contractors are		Risk assessments and method statements are discussed prior to work commencing with the



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.		Headteacher and confirmed during course of the works.
Ground maintenance: The school have opted in to the contracts operated by the Authority	LA	The school have no grounds to maintain and therefore do not opt in.
Cleaning Contracts: The school has opted into a contract with Building Cleaning.	LA	Cleaning contracts are organised through the Authority.
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	B.Davies	See lone working and caretaker risk assessments.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	B.Davies	See Caretaker risk assessment.
Play equipment; All play equipment is maintained in safe condition.	B. Davies – Headteacher SLA Health and Safety Officer J.Richards- Caretaker	The external play equipment should only be used when supervised. Equipment will be checked daily before use for any apparent defects, and will be



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
All equipment is periodically inspected		reported and recorded in the "Maintenance /Communication Log Book" PE Equipment annual inspection is completed by Sportfix. Play equipment is inspected annually by an RPII accredited Annual Inspector.
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	B. Davies – Headteacher SLA Health and Safety Officer	Where possible the school uses non-hazardous materials where use of a hazardous substance is unavoidable the SLA Health and Safety Officer will complete a basic COSHH assessment.
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	B. Davies – Headteacher SLA Health and Safety Officer	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	B. Davies – Headteacher SLA Health and Safety Officer	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	B. Davies – Headteacher SLA Health and Safety Officer	DSE assessments are available under the Health and Safety SLA. The designated officer will carry out DSE assessments as and when required.



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	B.Davies - Headteacher	See traffic management risk assessment Mar'15
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	School	Wellbeing cases are reported to school management team and forwarded to the school SLA Health and Safety Officer to progress. Staff are aware that they can access the Carefirst Counselling service. Contact details for Carefirst are located in the staff room. LA Schools have access to CAREFIRST
Science: The school uses Be Safe! Health and Safety in Primary School Science and Technology as its guide for teaching science. The school also has access to CLEAPSS which it uses to obtain risk assessments and for general advice where necessary. The school will seek specialist advice from their SLA Health and Safety	HT- B. Davies	Staff are aware that Be Safe! Health and Safety in Primary School Science and Technology is available and should be consulted when planning science and technology activities. Staff are able to access CLEAPPS as required. Head Teacher monitors compliance through lesson observations



Specific health and safety arrangements	Responsibility	Action/Arrangements (insert local arrangements)
Officer/Health and Safety Division if required.		
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	B.Davies Headteacher	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Gas Boilers	Gibsons	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire alarm systems	Ambassador	Annual and every 5 years
Fire fighting equipment	Fire Safety Direct Limited	Annually
Electrical testing – Fixed wiring	Nu Tech/Fusion	Every 5 years
Legionella testing	Aquasafe	Quarterly (if showers present) Six monthly (if cold water storage tanks present) Annually – all water systems.