

Danescourt Primary School Policy

Health and Safety Policy



This policy should be read in conjunction with the mission statement and aims of the school.

Nurturing, Growing, Thriving Meithrin, Tyfu, Llwyddo



Nurturing, Growing, Thriving Meithrin, Tyfu, Llwyddo

Danescourt Primary aspires to be:

- a pioneer in education with high aspirations
- at the heart of our community working in partnership to provide a welcoming, motivating learning experience for all
- a provider of a vibrant, relevant curriculum where everyone is challenged and inspired to shine

Our aims for pupils as learners are that they are:

- culturally and socially accepting and tolerant, making positive contributions to Danescourt Primary and the wider community
- globally and ethically informed, ready to adapt to an ever-changing world and respectful of their local and global environment
- emotionally resilient and confident, able to face challenges with assurance, learn from mistakes and take responsible risks
- mindful of and responsible for their own health and wellbeing
- flexible and creative with a positive attitude to life and learning
- organised and inquisitive, taking responsibility for their own learning
- collaborators, who build positive relationships based on mutual respect
- numerate, literate and technologically skilled, have high expectations of themselves and their work
- equipped for the technological age and use technology responsibly
- aware that their actions have consequences and are able to take responsibility for the impact on the school community, on-line and on the wider world

Danescourt Primary School Health and Safety Policy

Our school ethos is one that promotes:

- the child at the core of everything

Our non-negotiable aspiration as a school is that:

Danescourt Primary is a happy school where everyone is valued and inspired to give of their best.

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. A reference copy is kept in the staffroom, within the school and also within staff handbooks.

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

This policy statement supplements

- Cardiff County General Statement of Health and Safety at Work Policy ;
- Cardiff Council 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 intranet.

Signed:

Signed:

Rowena Criddle, Chair of Governors

Karen Wathan HT, Head Teacher

Date: Autumn 25

Date: Autumn 25

Danescourt Primary School
Health and Safety Policy

Contents

2.0PART TWO – ORGANISATION AND RESPONSIBILITIES	PAGE
2.1 Organisation Chart	5
2.2 Governing Body Responsibilities	6
2.3 Headteacher Responsibilities	7
2.4 SLT Responsibilities	8
2.5 Teaching Staff Responsibilities	8
2.6 All Staff Responsibilities	9
2.7 Estates Staff Responsibilities	10
2.8 Pupil Responsibilities	11
2.9 Volunteer Responsibilities	11
 3.0PART THREE – ARRANGEMENTS AND PROCEDURES	
Accident / Near Miss / Disease Reporting and Investigation	12
Administering Medication	13
Adverse Weather	14
Asbestos Management	14
Body Fluid Spillages	16
Catering	17
Cleaning	17
Communicable Diseases	17
Contractors	18
Display Screen Equipment (DSE)	19
Educational Visits	19
Electrical Equipment (fixed and portable)	20
Fire Precautions and Procedures	20
First Aid	22
Forest Schools	23
Glazing	24
Hazardous Substances (COSHH)	25
Health and Safety Advice	25

***Danescourt Primary School
Health and Safety Policy***

Health and Safety Monitoring and Inspections	25
Health and Safety Training	27
Legionella	28
Lettings	28
Lone working	29
Manual Handling & Lifting	30
New and Expectant Mothers	30
Personal Protective Equipment (PPE)	30
Pest Control	31
Playground Safety	32
Premises Security	32
PTA (Parent Teacher Association) and Other Events	32
Pupils with Medical Needs	33
Risk Assessments	33
Slips, Trips and Falls	34
Staff / Trades Union Consultation	34
Stress / Staff Wellbeing	35
Traffic Management	35
Violence to Staff	36
Work Experience	36
Working at Height	37

Danescourt Primary School Health and Safety Policy

Part Two: Organisation

2.1 As the employer, the Authority has overall responsibility for Health and Safety in Community Schools. At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Danescourt Primary School Health and Safety Policy

2.2 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;
- 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.

The Governor who has been nominated to act as Health and Safety Governor in Danescourt Primary School is **Mark Vaughan**. This Governor will not be any more responsible for health and safety within the school than any other Governor.

Danescourt Primary School Health and Safety Policy

2.3 Responsibilities of the Head Teacher:

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

Karen Wathan HT 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.

The Governing Body must ensure that, in the absence of the Headteacher, the above responsibilities will fall to his/her immediate deputy, and they will be made aware of what these responsibilities entail including the reporting of accidents

2.4 Senior Management Team Responsibilities

The Senior Management Team are specifically responsible for:

- Ensuring suitable and sufficient risk assessments are carried out and reviewed by a competent person;
- Ensuring appropriate the findings of the risk assessment and any safe working procedures are brought to the attention of all staff under their control;
- Day to day management of health and safety in accordance with the Health and Safety Policy, and the Corporate Health and Safety Policy;
- Providing staff with health and safety information.

2.5 Responsibilities of Teaching Staff

Teaching staff are responsible for:

- Applying the school's health and safety policy to their area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertaking regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arranging for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolving 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;
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;

Danescourt Primary School Health and Safety Policy

- So far as is reasonably practicable, arranging 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;
- Implementing procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.;

2.6 All Employee Responsibilities

Under the Health and Safety at Work etc. Act 1974, every employee is responsible for their own acts or omissions that effect the health and safety of themselves or others. In addition all employees must:-

- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 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 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 interest 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.

Danescourt Primary School Health and Safety Policy

2.7 Estates Staff Responsibilities

Gareth Kofoed EM is the Estates Officer and is specifically responsible for:-

- Ensuring that fire evacuation drills are carried out at least once every term, in conjunction with the Headteacher;
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month;
- Ensuring that legionella monthly temperature monitoring and weekly flushing is undertaken;
- Ensuring alarm/security systems are monitored and attend call outs;
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out;
- Ensuring that statutory inspections are undertaken;
- Ensuring the testing and any subsequent maintenance of equipment is carried out;
- Advising the Headteacher of any defect identified as being unsafe, or repairs identified as being required to the sites, buildings and grounds. Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged;
- Ensuring that suitable and sufficient risk assessments are carried out for their activities, for general activities and for specific legislative requirements, e.g. COSHH;
- Advising the Headteacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and site users are kept to a minimum;
- Following procedures detailed in the Asbestos Management Plan for the school;
- Ensuring that any contractors, or operatives, working on the fabric of the building complete, and sign, the relevant sections of the Permit to Work sheet within the site's Asbestos Management Plan;
- Completion of the Asbestos Permit to Work if they carry out work on the fabric of the building;
- Ensure, if appropriate, that contractors are effectively managed in accordance with Council and legal requirements;
- Attending pre- contract meetings for all works on site prior to commencement;
- Ensuring contractors follow the site specific agreed procedures for contractors working on site, as identified within the Education Service Contractor documentation.

Danescourt Primary School Health and Safety Policy

2.8 Pupil Responsibilities

Staff will ensure that pupils will:-

- Follow instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect the safety of anyone.

2.9 Volunteer Responsibilities

Danescourt Primary treats volunteers in the same way as employees and 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

**Danescourt Primary School
Health and Safety Policy**

Part Three: Arrangements and Procedures

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
Accident Reporting, Recording & Investigation		
Any accident that results in injury will be recorded and reported (where appropriate).	Karen Wathan HT	All accidents to staff, pupils and visitors will be recorded on the school's accident report form (4.C.043). Copies of the reporting forms are available on CIS or Ramis. Minor accidents to pupils will be recorded in the first aid book. Accident forms are generally completed by a member of staff who witnessed/was involved in the accident and Karen Wathan HT. These forms are sent to the Health and Safety Liaison Team. Information is gathered by those who witnessed the accident to provide more detail on the accident forms. All report forms will be sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours. Health and Safety Bulletins are sent to Danescourt Primary School, highlighting when there is a change in the way accidents should be recorded, reported or investigated.
Any miss, with the potential to cause harm, will be reported to the management team and investigated.	Karen Wathan HT	All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified and accurate statistics can be collated for discussion at Senior Management Team meetings / Governors meetings. Any near miss, or incident with the potential to cause harm is recorded on the school's accident form and sent to; SchoolsAccidentsHandS@cardiff.gov.uk
Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Karen Wathan HT	Serious incidents must be reported immediately to the Health and Safety Liaison Team on Tel: 029 2087 2949. Accident forms are sent to the Health and Safety Liaison Team within 48 hours. They are responsible for ensuring the Health and Safety Executive are notified of any accidents reportable under RIDDOR. Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and

Danescourt Primary School Health and Safety Policy

		investigate as necessary. Karen Wathan HT is aware of what needs to be reported under RIDDOR.
Accidents and incidents are investigated to an appropriate standard.	Karen Wathan HT Karen Wathan HT &/or Health and Safety Officer Health and Safety Liaison Team	Low Level investigation: This will involve a short investigation. Medium level investigation: The Authority's accident investigation form will be completed by Karen Wathan HT or the Health and Safety Liaison Team. Copies will be forwarded to the 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.
Administering 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.	Karen Wathan HT	Department of Health document 'Managing Medicines in Schools and Early Years Settings' provides the framework for the management of medicines in the school. The school has developed a procedure on the management of pupils with medical needs. The procedure is located in the staff handbook. Medication is securely stored in the medical room or office apart from asthma pumps and epi pens which are kept in the pupil's classroom (back up epi- pens are kept in the school office.) Only prescription medication will be administered. Parents are required to provide the medication (including the prescription label) and sign paperwork providing information relating to the frequency and dose. Medication is stored either in specific fridges (unless storage instructions dictate otherwise). The pupil either self-administers the medication (supervised) or a First Aider will administer. Once the medication has been administered the form is completed with the date, time and the dosage given and signed.
Adverse Weather		
		A plan has been developed establishing that adequate arrangements are made to ensure that risks from ice and snow are minimised.

Danescourt Primary School Health and Safety Policy

During adverse weather conditions, control measures are put into place to ensure pupils and staff are safe.	Gareth Kofoed EM	A risk assessment has been undertaken for adverse weather conditions. This is kept in the risk assessments folder located in the administration office. During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open and if so, what measures will be undertaken to ensure the safety of pupils, staff and visitors, including areas not to be used etc. All efforts are made to ensure the school can remain open as normal. Gareth Kofoed EM commences gritting and snow clearing as soon as possible. This is done in accordance with the arrangements specified in the risk assessment and plan. Parents are notified of the school closure by means of a Text Alert System, on the school website and use of other social media.
Asbestos Management		
The school will adhere to the Authority's policy and guidance.	Karen Wathan HT Gareth Kofoed EM	An asbestos survey was undertaken in 2006 and is kept in the Administration Office for viewing. The school has asbestos containing materials onsite. The duty holder responsible for the asbestos management plan is Karen Wathan HT. Gareth Kofoed EM has been assessed by the duty holder as being competent to act on her behalf. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from Gareth Kofoed EM or checking the survey for the school. The duty holder must ensure that - The asbestos management plan is consulted prior to any work affecting the fabric of the building; - Ensuring the asbestos permit to work form is completed correctly (in sufficient detail) by the relevant people, if any work disturbs the fabric of the building (whether or not asbestos is present); Advice from the Asbestos Control Team is sought if work affecting the fabric of the building is planned. The Asbestos Control Team can be contacted on 02920 873467 should there be any

Danescourt Primary School Health and Safety Policy

		concerns. Health and Safety Bulletins are sent to Danescourt Primary School in relation to asbestos management onsite.
All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.	Gareth Kofoed EM	All contractors to view the management plan and sign a Permit to Work <u>before</u> undertaking work. Any work being undertaken on the fabric of the building must be requested through one-front door and asbestos request advice forms are completed as necessary.
Any changes to the asbestos containing materials are noted and the Inspection Programme / Management Plan are updated.	Asbestos Control Team (or Competent Contractor)	A competent person must check the condition of the asbestos every 3 years and note any changes to the condition in the Inspection Programme. If asbestos is encapsulated or removed documentation must be kept and the Asbestos Control Team will update the Management Plan. Where asbestos is removed, a waste transfer notice must be kept within the Management Plan. If asbestos containing materials were to be found during any additional sampling or refurbishment and demolition surveys, the asbestos control team would update the asbestos register and asbestos management plan.
A visual inspection of the condition of asbestos containing materials is periodically completed.	Gareth Kofoed EM	Asbestos condition monitoring is available under the Health and Safety SLA. The condition of the asbestos is checked every 6-12 months and recorded in the Inspection Programme. Any damage/ deterioration will be reported.
Any damage/deterioration in asbestos containing material must be reported and documented.	Gareth Kofoed EM Karen Wathan HT All Staff	All staff should be aware of the asbestos containing materials locations and the reporting procedure should they suspect it is damaged. The damage must be reported to the Asbestos Control Team 029 2087 3467.
Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing or damaging asbestos containing	Gareth Kofoed EM Karen Wathan HT	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Asbestos Team 029 2087 3467

Danescourt Primary School Health and Safety Policy

materials will be reported and documented.		
Bodily Fluid Spillages		
A risk assessment for the cleaning up of body fluid spillages has been undertaken and communicated to all staff.	Gareth Kofoed EM	A risk assessment for cleaning up of blood and other bodily fluid spillages has been undertaken and communicated to all relevant staff. Body fluid spillages are cleaned up as soon as possible by Gareth Kofoed EM as soon as possible, using the appropriate spillage kit. These spillage kits are kept in the First Aid room. If required the Education Cleaning Services Rapid Response Cleaning Team from Services and Compliance are called in to undertake a 'deep clean'. They can be contacted on Tel: 029 2078 8212/8003/8209.
Catering Arrangements		
Danescourt Primary opts into the Education Service Catering Services Service Level Agreement.	Cardiff Catering	The school's Food Hygiene Rating Certificate is 5 and is prominently displayed in the School Lobby and Nursery Entrance. Education Service Catering Services manages all activities relating to catering and the kitchen facility. Education Service Catering Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the school also advises the catering staff of the information regarding emergency procedures, etc.
Cleaning Arrangements		
Danescourt Primary opts into the Education Service Cleaning Services Service Level Agreement	Cardiff Cleaning	Education Service Cleaning Services communicates and organises relevant information and training relating to staff- including risk assessments. Waste must be stored in waste containers that are disposed of everyday and all spillages cleaned immediately.
Communicable Diseases		
Danescourt Primary follows the procedures outlined in the Health	Karen Wathan HT	Strict exclusion periods are adhered to (as set out in guidance). .

Danescourt Primary School Health and Safety Policy

Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.		Health and Safety Bulletins are sent to Danescourt Primary School providing the school with up to date Norovirus information.
In the event of an outbreak, or to gather more information about infectious illnesses, Danescourt Primary contact the relevant parties.	Karen Wathan HT	The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on: 02920 873832/02920 873033/ 02920 872780. Public Health Wales can be contacted for guidance relating to infectious diseases on: 0300 00 300 32.
Contractors		
All contractors must sign in using the visitor's system and adhere to the school site rules.	Administration Staff &/or Gareth KofoedvEM	All contractors must sign in using the visitor's electronic sign in system located at the Reception desk. This must be done during any arrival and departure at the school (even for short breaks offsite). A visitor's badge will be provided to them. This must be worn for the duration of their stay.
Contractors will be provided with the relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements	Karen Wathan HT &/or Gareth Kofoed EM	Contractors will be provided with relevant health and safety information.
Where Danescourt Primary undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.	Karen Wathan HT &/or Gareth Kofoed EM	The school ensures landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought. Contractors must look at the Asbestos Management Plan and Fire Plans if they are undertaking work to the fabric of the building.
To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Gareth Kofoed EM	Any contractors directed by the Council's Facilities Management department have been vetted by Building Services. Any contractors employed directly by the school will be subject to thorough vetting prior to work being carried out by the Estates Manager. A 'contractor vetting form' must be completed by the contractor. A minimum of £5,000,000 public liability insurance is required by all contractors.

Danescourt Primary School Health and Safety Policy

Contractors are asked to provide risk assessments and method statements relating to specific works. This should include the measures taken to reduce the risk to pupils and staff.	Building Services Facilities Management (if they are used to arrange contractors). Gareth Kofoed EM if the school employs a contractor directly.	For work organised by Schools Organisation Planning (SOP), Facilities Management (FM) or PDD, the management of the contractors is managed by SOP, FM or PDD. They will liaise with the school and will ensure liaison between contractors on site. When the school engages contractors directly, (i.e. acts as a client), the school is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2015 (as appropriate) and post contract review. Risk assessments and method statements are discussed prior to commencing work. The school ensure that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.
Display Screen Equipment		
The school will adhere to the Authority's policy and guidance.	Health and Safety Liaison Team	Staff that use computers daily as the main part of the job can have a workstation assessment. Assessments can also be completed as part of the Health and Safety SLA.
Educational Visits		
A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Karen Wathan HT Melany Rees	The role of Educational Visits Co-ordinator (EVC) is undertaken by Mel Rees & Karen Wathan HT. The EVC is responsible for ensuring that all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council. Karen Wathan HT & Mel Rees attended Educational Visits Co-ordinator training on x
Dave Golding must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open 'wild' country and all trips overseas.	Karen Wathan HT	Evolve online notification and approvals system will be used for planning and approval of all offsite visits. Dave Golding will be notified of all level 3 trips via Evolve. The person responsible for the trip will ensure that relevant risk assessments have been completed, including information such as the participant's names. This will be electronically attached on Evolve as required.

**Danescourt Primary School
Health and Safety Policy**

Electrical Equipment		
Danescourt Primary arranges portable appliance testing.	Gareth Kofoed EM	Portable electrical equipment is inspected and / or tested by a competent person, at a frequency determined by risk assessment. The school will ensure that all electrical equipment will be subject to the appropriate testing. The records of the portable electrical equipment inspections and tests are kept by Gareth Kofoed EM and on Ramis. Stickers are affixed onto the plugs of portable electrical equipment to indicate when the last tests were carried out and when the next test is due.
The fixed electrical installation is tested every 5 years.	Building Services Facilities Management	All C1/C2 defects are immediately rectified and the inspection report is uploaded to Ramis.
Electrical equipment is visually inspected prior to use.	All staff	Staff are not to use any visually damaged equipment and all equipment should be checked prior to use. Any defects should be reported immediately to Gareth Kofoed EM or Karen Wathan HT. An item should not be used under any circumstances if there is a problem with the power cord or plug. Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected and / or tested by a competent person.
Fire Safety		
Fire notices and instruction are posted throughout the school.	Fire Officer	The school has an Evacuation Plan which is available as a hard copy in the Fire Log Book which is located in the administration office. Fire action notices are displayed conspicuously in every classroom and also at various locations so that everyone knows what to do in the event of a fire or other emergency. Designated assembly points are located on the Key Stage 2 and Foundation Phase Playgrounds and indicated by clear signs.
A fire risk assessment is undertaken three yearly.	Local Authority	The school has a Fire Risk Assessment (FRA) which is carried out by the Local Authority Fire Officer. This is undertaken every 3 years, unless there are changes in use or layout of an area, in which case the FRA is reviewed at the time of the change. The last fire risk assessment was carried out in February 2018. A copy of the FRA is on Ramis. The FRAs are reviewed annually by the school. Remedial actions generated from the review are uploaded onto Ramis and actioned by the

Danescourt Primary School Health and Safety Policy

		School.
Fire drills are undertaken termly and a record kept in the fire log book.	Fire Officer	Fire evacuation drills are carried out every term and the dates are recorded within the fire log book. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in any way.
Measures are in place to identify persons who may have difficulties evacuating the building and personal emergency evacuation plans (PEEPs) are implemented for any person requiring assistance.	ALNCO's &/or Gareth Kofoed EM	A Standard Evacuation Plan (SEP) is available and is displayed in the main reception area. This outlines the fire evacuation procedures for visitors with a disability. PEEP's are put into place for any pupil or staff member that needs assistance during evacuation.
Safe evacuation of person is an absolute priority. Staff must only attempt to deal with a small fire if safe to do so, without putting themselves or others at risk.	All staff	Staff must ensure that the alarm is raised in event of discovering a fire, and the fire evacuation plan is followed. All persons must evacuate prior to staff attempting to tackle a <u>small</u> fire. Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points. Nominated members of staff have specific roles during an evacuation and have had fire warden training.
Arrangements are in place to ensure all fire systems are in good repair.	Gareth Kofoed EM	Gareth Kofoed EM tests the fire alarm call points weekly, ensuring all call points are tested within a 13 week period. The fire alarm system is tested by a competent person every 3 months. Gareth Kofoed EM inspects the emergency lighting monthly. The emergency lighting system is tested by a competent person annually. A competent person inspects the firefighting equipment annually. The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book. The inspections of the fire extinguishers are recorded on stickers on the extinguishers. Smoke control doors are not wedged open, and if held open by means of electro-magnetic

**Danescourt Primary School
Health and Safety Policy**

		devices, these are regularly maintained.
Escape routes are checked daily.	All staff	Staff ensure that fire escapes are kept free from obstructions, equipment is easily accessible and that fire doors are not wedged open.
First Aid		
A suitable number of first aiders/first aid trained staff are located throughout the school.	First Aiders	A first aid needs assessment has been undertaken and communicated to all relevant staff. Most school staff have received the one day emergency first aid training. Six members of staff hold the Emergency First Aid at work qualification or the paediatric first aid certificate; The school's first aiders who hold this training are listed below First aid boxes are located in the first aid room and classrooms. There is a reminder to replenish supplies in the first aid room and a reminder label inside each first aid kit. There are adequate first aiders to ensure adequate coverage for all times the school is open, including during breakfast and after school clubs. Responsibility for checking and restocking the first aid boxes is delegated to First Aiders. First aid training dates are monitored by Karen Wathan HT- Headteacher to ensure that first aiders carry out refresher training before their certificates expire. .
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Karen Wathan HT	Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.
If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Cath Lewis-Davies SBM	If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.

Danescourt Primary School Health and Safety Policy

Where appropriate pupils will be transported to hospital (usually by ambulance).	Karen Wathan HT	If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in the ambulance, and who notifies the relevant parent / guardian. An accident report form will be duly completed and submitted to the Health and Safety Liaison Team.
Forest Schools		
Arrangements are in place to ensure the safety of all those affected by Forest Schools activities,	Karen Wathan HT & Forest School Leaders	All Forest School Leaders have a duty to do their best to keep the participants involved in the session safe. They should carry out a risk assessment of the site on which the activities will be taking place. If this is off the school premises this will include the grid reference of the site, directions to the site, the location of the nearest phone and houses and any possible hazards, for example, uneven ground. The risk assessment should be carried with the group and all members of staff should be familiar with it. A copy should be left behind at school. The risk assessment should be updated annually or sooner if the site changes. Forest School Leaders would carry out a risk assessment for each activity that will take place during a session. These should identify hazards identified with each activity such as tool use, fire lighting etc. Risk assessment should be site specific and updated annually if necessary. Forest School Leaders should carry out a simple daily risk assessment at the start of every Forest School Session. This should take the form of a simple tick list checking for new hazards or changes such as fallen branches, vandalism etc. This should be signed by the Forest school Leader or Deputy Leader.
A suitable provision of first aid is provided.	Karen Wathan HT	There should be at least one qualified first aider with the group who should hold a qualification with a bias towards working outdoors. A suitable first aid kit would be carried with the group during every session.
Pupils and staff will be provided with suitable equipment to ensure that they are kept as safe as can be reasonably expected.	Karen Wathan HT	This will be detailed in the risk assessment process for Forest schools which will start the type of PPE needed. E.g. waterproof clothing, hats, goggles etc. The equipment should be accessible and in a fit state to be used when needed.
Glazing		
All windows on site should be made	Gareth Kofoed	A survey has been completed by Durex, highlighting glazing which is not made of a safety material or not safely filmed. Records are kept by Gareth Kofoed EM.

Danescourt Primary School Health and Safety Policy

of safety material or safety filmed.	EM	Any replacement work will be updated within the glazing log.
Hazardous Substances (COSHH)		
Where possible hazardous substances are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments are completed.	Gareth Kofoed EM	Manufacturers' safety data sheets are obtained by Gareth Kofoed EM for any substances which are classified as hazardous to health. COSHH assessments are completed by Gareth Kofoed EM for any activities which involve the use of hazardous substances. Hazardous substances are substituted with less hazardous ones, where possible. Hazardous substances used by Gareth Kofoed EM are stored in locked containers. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store. Chemicals are stored in appropriate chemical store cupboards within Science Prep Rooms. Staff from the Science Department use the advice and guidance issued by the Consortium of Local Education Authority Provision of Science Services (CLEAPSS). Records of the COSHH assessments are kept by Gareth Kofoed EM.
Health and Safety Advice		
The school obtains competent health and safety advice from a number of sources.	Health and Safety Liaison Team	The school obtains competent health and safety advice from the Council's Corporate Health and Safety Advisers (Tel: - 029 2087 3967). Contact details are available in the school's staff handbook and also on the staff noticeboard, which is displayed in the staffroom. Our Health and Safety Officer is Cerys Adams-Jones 07505060604. General health and safety information is available on the Corporate Health and Safety intranet site, Cardiff Information System (CIS) and the Health and Safety Executive (HSE). Education specific health and safety information is available on CIS and RAMIS.
Health and Safety Monitoring & Inspections		
General inspections of the site will be conducted periodically and	Karen Wathan HT	It is the responsibility of the Headteacher to ensure that there are suitable documented procedures in place to ensure evidence of timely monitoring of:-

Danescourt Primary School Health and Safety Policy

where appropriate, forwarded to the Headteacher.		• Implementation of the Health and Safety Policy • Suitability, and review of, risk assessments and appropriate control measures • Achievement of objectives in the Education Service Annual Health and Safety Action Plan • Carrying out of recommendations made by Health and Safety Advisers in Inspection Reports or otherwise • Accidents and violent incidents (and any resultant investigations) • Workplace/activity inspections by managers and supervisors. These Health and safety inspections are carried out (<i>insert frequency of inspections</i>) and documented using, for example, the School Building / Site Inspection Checklist. • Health surveillance procedures, e.g. audiometry testing, hand arm vibration • Manual handling operations • Building and premises management • Management of asbestos • Health and safety training needs analysis (via Performance Reviews) and provision of training • Contractors work activities • Other issues as appropriate Danescourt Primary school's monitoring arrangements include:- Consideration of the following at full Governing Body / Sub Committee Meetings / Senior Management Team (or equivalent management meeting):- • Health and Safety Policy • Health and Safety Action Plan • Health and Safety Inspection Reports provided by Health and Safety Advisers • Health and Safety Inspection Reports provided by Estates Manager • Other health and safety issues as appropriate including monitoring information Health and Safety Advisers, Corporate Resources, carry out inspections/audits of school health and safety management. These inspection reports are reviewed and the recommendations are actioned by the Headteacher. Workplace / work activity inspections by managers which are planned and documented.
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**Danescourt Primary School
Health and Safety Policy**

		Consideration of specific health and safety responsibilities and training needs in Personal Performance and Development Reviews. The school has a risk assessment review process in place which outlines stages following requirement to review risk assessment.
Health and Safety Training		
Health and safety induction training is provided and documented for all new employees	Karen Wathan HT	Karen Wathan HT has a briefing with all new members of Teaching staff, who are taken on a tour around the school to ensure clarification of policy /potential risks and hazards. Topics covered are: • Accident/ Defect Reporting; • Emergency Incident Procedures; • Fire Evacuation Procedures; • First Aid Arrangements; • Job and site specific health and safety issues; • Risk Assessments; • School Health and Safety Policy. Supply staff are briefed on the school's emergency procedures and other relevant health and safety information by Karen Wathan HT.
The health and safety law poster is displayed in school.	Karen Wathan HT	Posters are displayed in the PPA room and staffroom.
Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.	Karen Wathan HT	Relevant staff are provided with specific health and safety training depending on their role. Staff training needs are assessed by Karen Wathan HT. Update training is provided in response to significant changes to legislation. Refresher training is provided at suitable intervals to ensure staff competency. The time period for which refresher training is required may be dictated by legislation and/or guidance. Members of staff attend appropriate courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses. Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness. This is recorded by Governor Services.

Danescourt Primary School Health and Safety Policy

		All training attended is recorded in training log in the headteacher's office.
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.	Gareth Kofoed EM	A risk assessment of the hot and cold water systems has been undertaken by external contractors. This survey has been organised by Facilities Management Cardiff Council. The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in the Estates Office. These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid. If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service. Annual and six monthly legionella inspections are arranged by Facilities Management. The school is responsible for monthly temperature monitoring and weekly flushing.
Lettings		
An agreement between the school and the hirer is signed prior to the hire taking place.	Karen Wathan HT & Gareth Kofoed EM	The agreement details whom is responsible for what and includes written information detailing the school's health and safety information. A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff. This agreement details whom is responsible for what and includes written information detailing the school's emergency procedures. Appropriate checks are made by Gareth Kofoed EM including: • Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy. • A clear audit trail for all income generated and payment to staff in connection with the booking. • Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that where someone is employed / volunteers to 'work/supervise' at

Danescourt Primary School
Health and Safety Policy

		a party, they are satisfied that they have a valid DBS check.
Lone Working		
Staff are encouraged not to lone work around the school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate control measures.	Karen Wathan HT & Gareth Kofoed EM	Lone workers include: • Only one person works on the premises • People who work separately from others* • People who work outside normal hours • Peripatetic employees working away from their fixed base. *Note: This includes people in isolated areas of sites or premises where other people are present elsewhere A specific risk assessment lone workers has been undertaken and in the process of being reviewed. Notifying another person of the time when they expect to finish lone working & informing them when they finish. No high risk activities are carried out when lone working. The school is secure and locked when whilst lone working. Mobile phone must be carried whilst lone working.
Manual Handling & Lifting		
Manual handling operations are risk assessed and staff have received training, information and instruction.	Karen Wathan HT Gareth Kofoed EM	Manual handling of objects risk assessments are completed and reviewed by Karen Wathan HT, for any tasks where there is a risk of injury and where manual handling cannot be avoided. These risk assessments are kept in the administration office. Staff are provided with the information, instruction and training on safe handling technique. Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids. Manual handling training, in accordance with the All Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling. To ensure that manual handling activities are carried out correctly and in accordance with the risk assessment, the activities are monitored by the Estates Manager using the Manual Handling

Danescourt Primary School Health and Safety Policy

		Monitoring Checklist Manual Handling Monitoring Checklist. If monitoring is not undertaken, manual handling refresher training is required every year. If monitoring is undertaken it is required every three years unless it is needed more frequently by the individual. Monitoring records are kept in the Office. Where pupils are required to be lifted or moved, where possible, this will be by means of mechanical aids, e.g. hoists, etc. If it is necessary to lift a pupil, this is done as a last resort and those members of staff have received appropriate training in the handling of people.
New and Expectant Mothers		
A specific risk assessment is completed once a member of staff informs Karen Wathan HT she is pregnant or breastfeeding.	Karen Wathan HT	All new and expectant mothers are expected to inform Karen Wathan HT of their pregnancy in order that a specific risk assessment may be carried out. This is reviewed throughout the pregnancy.
Personal Protective Equipment (PPE)		
Staff are provided with personal protective equipment as required.	Karen Wathan HT	Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken and it will be issued following other means of controlling the risk in the first instance. Risk assessments will identify who requires PPE and what is required. It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair. The relevant risk assessments are kept in the school office and are person specific. PPE is maintained or replaced, in the case of disposable items of equipment, in accordance with the manufacturers' instructions. Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee. A record of the PPE used will be recorded using the Issue of Personal Protective Equipment form

Danescourt Primary School Health and Safety Policy

		4.C.481. The records are kept <i>in the Estate Manager's Office</i>. PPE has been identified as being required for: Changing pupils: Protective gloves and aprons; Forest schools: Appropriate footwear and waterproof clothing.
Pest Control		
Sightings of pests are reported to the Estates Team.	Karen Wathan HT & Gareth Kofoed EM	The Headteacher is responsible for ensuring that a pest management contract in the form of a <i>Service Level Agreement with Cardiff Council's Pest Control</i> is in place at the school. It is the responsibility of Gareth Kofoed EM to make the necessary arrangements for call outs. A risk assessment has been carried out for any potential access to leftover bait.
Playground Safety		
All play equipment is maintained in a safe condition.	Supervisory Staff	External play equipment should only be used whilst supervised.
All equipment is periodically inspected.	Supervising staff Gareth Kofoed EM	Equipment should be inspected daily prior to pupils using it. Gareth Kofoed EM or delegated member of staff will conduct formal weekly inspections. PE equipment is inspected by a competent person. External play equipment is inspected annually by a competent person.
Recreational breaks have been risk assessed.	Karen Wathan HT	A risk assessment for pupils' recreational breaks has been undertaken and communicated to all relevant staff. The risk assessment is located <i>in the staffroom and in the staff handbook</i> .
Premises Security		
Measures are in place to ensure the school site is secure throughout the day	All Staff	A risk assessment for the security of the site and buildings has been undertaken and communicated to all relevant staff. The boundary of the school is secure at all times. Access to the school is controlled by a magnetic access system, the design of the building to prevent access to the school except through the main entrances, signs directing visitors to the reception area are in place and the perimeter fencing is complete.

Danescourt Primary School Health and Safety Policy

		All visitors, including Council staff and contractors must to sign- in using the electronic Inventory system upon arrival at and departure from the school, are asked for identification and are escorted to and from their destinations. Members of staff challenge strangers. The exterior of the school is adequately lit.
Parent Teacher Association (PTA) & other Events		
Measures are taken to ensure that all events are safe.	Karen Wathan HT	The Headteacher has overall responsibility for ensuring that the chair of the Parent Teacher Association (PTA), (or the person organising the event) is responsible for, and carries out, risk assessments for any PTA or other organised events. The chair of the PTA (or the person organising the event) is responsible for ensuring that there is adequate insurance in place for the event. All specialist equipment hired for events, for example, bouncy castles, are supplied and erected by competent persons. Relevant documentation is requested to ensure that the equipment is safe and the provider insured. Adequate numbers of staff and members of the PTA are available at events to supervise and direct people in the event of an emergency. Adequate first aid facilities and qualified first aiders are provided at events.
Pupils with Medical Needs		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.	Karen Wathan HT	The DfES / Department of Health document 'Managing Medicines in Schools and Early Years Settings' provides the framework for the management of medicines in the school. See the school's Healthcare Needs Policy. The school has developed a procedure on the management of pupils with medical needs. The procedure is located in the staff handbook. Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually.
Risk Assessments		

Danescourt Primary School Health and Safety Policy

Risk assessments are completed and relevant information provided to staff.	Karen Wathan HT	Generic risk assessment templates are available on Ramis for Schools. Karen Wathan HT undertakes risk assessments, discusses the findings with the staff and retains the assessment in the administration office. Pupil assessments, employee assessments and return to work assessments are available under the Health and Safety SLA.
Risk assessments are reviewed regularly/ following significant change.	Karen Wathan HT	Risk assessments are reviewed annually, following an accident or when circumstances to which the risk assessments relate to change.
Specialist risk assessments are completed by a competent person.	Cardiff Council Fire Officer. Facilities Management	A fire risk assessment is undertaken every three years and reviewed by the school annually. The Legionella risk assessment is reviewed every three years or when there has been a significant change to the water system.
Slips, Trips & Falls		
Slips, trips and falls are one of the main causes of accidents in schools.	All Staff	Managers have specific responsibilities in ensuring the physical premises and environment and workplace layout is suitable, but all employees have responsibilities to ensure the risk of slips, trips or falls are eliminated or reduced by: • Ensuring good housekeeping • Using suitable equipment e.g. when accessing high shelves • Cleaning up spillages • Not obstructing areas e.g. with redundant furniture, computer equipment. • Wearing suitable footwear • Reporting any hazards which they cannot address, e.g. condition of playground / play areas • Paying attention to what they are doing.
Staff/ Trade Union Consultation		

Danescourt Primary School Health and Safety Policy

	Karen Wathan HT	Premises Committee Meetings / Governing Body meetings, at which health and safety, including accident statistics, building issues, etc. is discussed, are held termly (Premises sub- committee meetings and half termly- full governing body meetings.) Health and safety is an agenda item at staff meetings which are held weekly. Items for discussion include Health and Safety Policy, Risk Assessments, Monitoring, Accidents and Near Misses) Members of staff raise health and safety concerns by informing Gareth Kofoed EM using the electronic logging system in school or, if an urgent need by mobile telephone.
Stress/ Staff Wellbeing		
The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.	Karen Wathan HT	Stress risk assessments are completed for teams of employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues. Members of staff are made aware of the Employee Counselling Service (Tel: - 029 2046 8565) and the Teacher Support Network (Tel: - 08000 855 088).
Traffic Management		
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.	Karen Wathan HT	A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. It is kept in the staff handbook, in the administration office and on Ramis. There are no vehicles allowed on the school site, with exception of staff vehicles parking in the designated car parks. The car parks are physically segregated from the rest of the school site by high fencing. Electronic, access control barriers have been installed at both car park entrances to prevent unauthorised vehicle movements on site. Collection of Rubbish vehicles are permitted to be on the school site before 8am and between 9am and 3pm.
Violence to Staff		

Danescourt Primary School Health and Safety Policy

All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to the School Health and Safety Liaison Team	Karen Wathan HT	Any instances of violence at work are recorded on the Schools ALERT violence at work form, taking accounts from those involved and any witnesses. The form is completed by the Business Manager and forwarded to SchoolsAccidentsHandS@cardiff.gov.uk Signs are displayed in reception areas requesting members of the public to not be abusive towards staff. Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present. If pupils require the use of physical restraint by members of staff, those staff attend Team Teach training (see separate training log in Head Teacher's office.) Risk assessments for violence at work have been undertaken and communicated to all staff.
Work Experience		
Risks and site information are communicated to the person and/or their parents prior to the placement commencing.	Karen Wathan HT	The Headteacher is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff. Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser. The member of staff responsible for forwarding the information is Karen Wathan HT. Children / young people on work experience placements are inducted by Karen Wathan HT. Children / young people on work experience placements are trained and supervised the class teacher of the class in which they are placed.
Working at Height		
All work at height should be		All activities must be risk assessed. When working at height, appropriate equipment must be provided and used. Ladders and step ladders must conform to safety standard BS EN131, be checked before each use and only be used for short durations. If longer use is required, then the tower platform must be used. This

Danescourt Primary School
Health and Safety Policy

adequately risk assessed and appropriate control measures introduced.	Karen Wathan HT	must be erected by a competent person and inspected before use. All equipment is stored appropriately to ensure that it is not accessible. Pre-use checks are carried out on step ladders and ladders before they are used. No chairs are permitted to be stood on, stepladders are available if needed. All equipment is stored appropriately ensuring that lighter objects are placed higher on shelving than heavier objects. Staff are reminded not to carry or move heavy equipment and not to overload boxes.
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