

ST ILLTYD'S CATHOLIC HIGH SCHOOL

HEALTH AND SAFETY POLICY 2020

PART 1: STATEMENT OF INTENT

The Governing Body of St Illtyd's Catholic High 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. A reference copy is kept on the Policies shared drive, and a paper copy in the PA to the SLT's office.

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

This policy statement supplements

- Cardiff Council 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

Fr Brian Gray, **Chair of Governors**

David B Thomas, **Headteacher**

PART 2: ORGANISATION

As the employer, the Governing Body has overall responsibility for Health and Safety.

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 Headteacher 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 Headteacher:

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

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

The Headteacher 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 Headteacher 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 Headteacher 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:

Posts with a more specific responsibility for health and safety are:

Assistant Headteacher (Business Manager)
Estates Manager

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 Headteacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are 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 Headteacher 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;
- Ensure, so far as is reasonably practicable, 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;
- Ensure 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.
- 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.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools 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

Employees should check and follow the latest guidance and working documents issued by the Health and Safety team and placed onto Cardiff Docs, RAMIS and the Staff intranet

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Assistant Headteacher (BM)	Assessments completed where key risks identified that need to be controlled.
Risk assessments are reviewed regularly/ following significant change.		Assessments are reviewed 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.		Completed in conjunction with the school's H&S Officer
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.	Assistant Headteacher (BM)	Customisable pregnant worker risk assessment are available under the Health and Safety SLA
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Assistant Headteacher (BM)	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and approve or forward to the 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.		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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	Estates Manager	<p>Insert detail of the inspections and appropriate frequency e.g. General site inspection: termly Visual inspection of chairs and furniture: Annually</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Headteacher.</p>		
<p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p>	Governing Body	<p>Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc</p>
<p>A nominated Governor will be responsible for monitoring management systems.</p>		
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school</p>	Assistant Headteacher (BM)	Reception office and staff room
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	Assistant Headteacher (BM)	Induction training is given to all new starters on their first day
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • 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 	Assistant Headteacher (BM) Estates Manager	<p>General induction is taken during the first day of employment. Staff meeting time is used to give whole team training. Specialist guidance is used in some areas (SYPOL, CLEAPSS etc) Training can be given by school's H&S Officer</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Assistant Headteacher (BM)	Records of training attended are held in the H&S files in the BM's office
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Estates Manager	In all rooms and by all call points.
Fire drills are undertaken termly and a record kept in the fire log book.	Estates Manager	Drills recorded, timed and logged.
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.	Assistant Headteacher (Inclusion)	PEEPs are written by the AHT Inclusion and shared with all inclusion staff. Key staff identified and issued with timetables to assist with evacuation.
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.	Assistant Headteacher (BM)	Staff instructed in all information that their priority is to safely exit the building with pupils.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Assistant Headteacher (BM)	Staff will be made aware of the type and location of portable fire fighting equipment within their departments and/or classroom, along with receiving basic instruction on its correct use. Key departmental and Estates 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.	Estates Manager	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Assistant Headteacher (BM)	The school does not use the FM SLA, and arranges all maintenance and servicing itself. All records are uploaded onto RAMIS.
Portable Appliance Testing (PAT): The school has trained its Estates staff to undertake this work	Estates Manager	Tests conducted on high risk appliances every two years.
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.	Estates Manager	Weekly flushing of little used outlets are conducted and recorded by the school's Estates Officer every Friday after school. Monthly temperature checks undertaken by the Estates Manager and uploaded to RAMIS.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Assistant Headteacher (BM)	Signage around school and First Aid Policy outlining staff trained to deliver first aid. All have First Aid at Work qualification
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Assistant Headteacher (Inclusion)	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.		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)

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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 accompany a pupil where parents/guardians cannot attend immediately.	Deputy Headteacher	Where possible the treating member of staff will travel with the child. This would usually be the child's Assistant Head of Year.
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.	Assistant Headteacher (BM)	<p>Managing Medicines Policy in place to manage storage and issue of prescribed medication to pupils.</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p> <p>Pain relief medication is not given to pupils.</p>
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Assistant Headteacher (Inclusion)	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Assistant Headteacher (BM)	
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Assistant Headteacher (BM)	Accident is recorded on LA form. Incident investigated by HT or AHT. Form sent to LA H&S team.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Assistant Headteacher (BM)	Incident reported to SLT and investigation completed. Risk assessment completed if necessary and risk reduced.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>RIDDOR reporting: 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.</p>	<p>Headteacher</p>	<p>The school will forward details of accidents or cases of work related ill health to the Health and Safety Division.</p> <p>Where appropriate the health and safety division will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Headteacher</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>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 Headteacher and Health and Safety Division.</p> <p>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.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Headteacher</p>	<p>VAW form completed by staff member. Incident is investigated by SLT and reported to HT. Appropriate sanction made (where possible) and incident reported to LA H&S team.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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.</p>		<p>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.</p>
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Headteacher</p>	<p>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 Building Manger or checking the survey for the school.</p> <p>Survey and log book are held on Reception. There is no recorded asbestos in the school.</p>
<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Estates Manager</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p>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.</p>	<p>Estates Manager</p>	<p>There is no recorded asbestos in the school.</p> <p>Any suspect materials will be visually inspected and reported to the LA Asbestos team to investigate.</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.		Any damage or deterioration is reported to Assistant Headteacher (BM) who will contact The Council Asbestos Team – 029 2087 3467
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.	Estates Manager	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Assistant Headteacher (BM) who will contact The Council Asbestos Team – 029 2087 3467
<p>Managing contractors: The school will adhere to the Authority’s policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical departments</p>	Estates Manager	
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	Assistant Headteacher (BM)	<p>All contractors must report to Reception</p> <p>A valid visitors badge must be displayed at all times whilst on school premises. They will be issued with a school information booklet regarding H&S, facilities and safeguarding</p>
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the ‘client’ and therefore have additional statutory obligations.	Assistant Headteacher (BM)	These are managed by Assistant Headteacher (BM) who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Assistant Headteacher (BM)</p>	<p>Where possible school will use Authority registered contractors.</p> <p>Where Contractors who are not registered are used Assistant Headteacher (BM) will undertake appropriate competency checks prior to engaging a contractor</p>
<p>Contractor risk assessments and method statements: Contractors are 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.</p>	<p>Assistant Headteacher (BM) Estates Manager</p>	<p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority.</p> <p>The school must ensure they select a competent contractor as detailed above.</p>	<p>Grounds Maintenance – Landscape Wales</p> <p>Cleaning Contract – In house team managed by Estates</p>	<p>Method statements and company health and safety policy kept on file, along with copies of insurance certificates</p>
<p>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.</p>	<p>Assistant Headteacher (BM)</p>	<p>LA procedures on lone working are followed. Staff should sign in and out of the building during school closure periods. Estates staff to complete regular checks of building. Doors remain on maglocks to prevent unauthorised entry.</p>
<p>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</p>	<p>Assistant Headteacher (BM) can write or provide advice to Heads of Department.</p>	<p>Detail any tasks that should not be completed whilst working alone and those affected.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
heights and other tasks involving significant risk should not be undertaken whilst working alone.		
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Assistant Headteacher (BM)	Working at height risk assessment is completed and shared with Estates staff. Regular checks of tower equipment and ladders prior to use. Training undertaken.
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.		Suitable equipment is available within departments, Estates or Reprographics.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Assistant Headteacher (BM)	PE Equipment annual inspection is completed by Gymnasium Services
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	Estates Manager	Some hazardous materials include cleaning materials, glues adhesive spray. COSHH assessment is undertaken by the Estates Manager using SYPOL online system
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Assistant Headteacher (BM)	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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.</p>	<p>Assistant Headteacher (Inclusion)</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>
<p>Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.</p>	<p>Assistant Headteacher (BM)</p>	<p>Workstation/DSE assessments can be undertaken by the Assistant Headteacher (BM).</p> <p>DSE assessments are available under the Health and Safety SLA</p>
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site.</p> <p>Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	<p>Headteacher</p>	<p>Main school gates are closed 8:15-8:30 and 14:50-15:00 daily to minimise movement of traffic. Cars encouraged to drop off at front of school and not drive to Sports Hall area. Traffic management risk assessment completed by Health & Safety. Deliveries asked to avoid break and lunch times. Pastoral Centre should also avoid driving through site at these times.</p>
<p>Minibuses: The school maintain and operate a minibus.</p> <p>Only authorised nominated drivers are permitted to operate the minibus</p>	<p>Assistant Headteacher (BM)</p>	<p>Minibus maintained by SJC Motors with annual checks by Central Transport. Assistant Headteacher (BM) undertakes all driver checks and arranges tests where necessary.</p> <p>Insurance is arranged through LA policy.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Assistant Headteacher (BM)</p>	<p>The school actively encourages staff to use all support networks available, such as counselling services and Care First. These are advertised in the staff room.</p> <p>Monthly wellbeing newsletters from LA are circulated to all staff.</p> <p>Wellbeing is discussed as part of return to work interviews.</p> <p>LA Schools have access to CAREFIRST</p>
<p>Shared use of premises/ hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Assistant Headteacher (BM)</p>	<p>Arrangements are laid out in the school's Lettings Policy.</p>
<p>Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum</p>	<p>Head of Department</p>	<p>Activities will be risk assessed and clear instructions given to pupils at the start of each activity.</p>
<p>Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.</p>	<p>Head of Department</p>	<p>Activities will be risk assessed and clear instructions given to pupils at the start of each activity.</p> <p>Use of PPE as and when necessary.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Head of Department	Activities will be risk assessed and clear instructions given to pupils at the start of each activity. Use of PPE as and when necessary.
Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Head of Department	Activities will be risk assessed and clear instructions given to pupils at the start of each activity. Use of PPE as and when necessary.
The Kiln (if relevant)	Head of Department	Activities will be risk assessed and clear instructions given to pupils at the start of each activity.
Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Head of Department	Activities will be risk assessed and clear instructions given to pupils at the start of each activity.
Stage equipment: All stage equipment is maintained in good working order and periodically inspected.	Estates Manager	Portable staging and curtains are checked monthly. Visual inspection undertaken for lights and other equipment
Work Experience for pupils: Detail the arrangements for arranging work experience placements.	Deputy Headteacher	These are ad-hoc and undertaken by the Deputy Headteacher and Safeguarding Lead, with support from LA Officers and H&S.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Assistant Headteacher (BM)	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

