



BRYN CELYNNOG

Comprehensive School

Nurturing Success

HEALTH & SAFETY POLICY

**LAST APPROVED BY GOVERNORS: JANUARY
2024**

DATE FOR REVIEW: JANUARY 2025

BRYN CELYNNOG COMPREHENSIVE SCHOOL

HEALTH AND SAFETY POLICY

1. PHILOSOPHY

The Governing Body of Bryn Celynnog Comprehensive 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.

2. PRINCIPLES

The Health & Safety Policy aims to:

- secure the health, safety and welfare of students, staff and visitors;
- promote the application of safe systems of work and safe use of machinery and equipment;
- provide adequate information on health and safety matters;
- provide adequate training for the work that staff are required to carry out;
- inform all personnel of hazards to health and safety which may be inherent in the school equipment or materials they use;
- encourage each individual to accept the responsibility to take reasonable care for the health and safety of themselves and any other person who may be affected by their actions.

All members of staff will be made aware of the Health & Safety Policy. The Health and Safety policy will be issued to staff via the Staff Handbook.

As the employer, RCT LA 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.

a) Responsibilities of the Governing Body

The Governing Body/management committee is responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher reports on health and safety matters and reporting to the LA 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 H&S culture and high standards of health and safety within the establishment.

b) Responsibilities of the Headteacher:

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

As manager of the establishment and of all the activities carried on within it, the Head 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:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

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.

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

Heads of Faculty/Department should:

- 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;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;

- 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 refer to them, or refer to the Headteacher 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 forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

The Health & Safety Coordinator / Site Manager should:

- Coordinate and manage all aspects of health and safety within the school.

d) Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment 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 to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3. PROCEDURES

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention, Testing of Equipment
- Appendix 3 - First Aid and Medication
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PERFORMANCE

This policy will be amended and updated annually in the light of additional guidance.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the Site Manager's Office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Staff Handbook.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Site Manager.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire Log Book.

Evac Chairs

- Evac Chairs are positioned in the buildings with more than one floor. These will only be used by trained staff.

Fire Fighting

- The safe evacuation of persons is an absolute priority.
- Ensure the alarm is raised BEFORE attempting to tackle a minor contained fire, no larger than a small waste bin.
- **Details of service isolation points** (i.e. gas, water, electricity)

Electrical	Main sub-station opposite the Headteacher's office Gym plant room N Block plant room Red Brick Medical Room
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Water

- 1 – store room main kitchen – Main Block
- 2 – Gym plant room
- 3 - N Block plant room
- 3 – Red Brick Medical Room

Gas

- 1 - main boiler house for main school
- 2 – main kitchen store room
- 3 - Red Brick boiler house
- 4 - Sports Hall back cupboard
- 5 – English Block plant room
- 6 – CDU plant room

- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the Head of Science and in the Site Manager's office, as appropriate, for consultation. The Fire Service are aware of the location of chemicals throughout the school.

NB: REFER TO SEPARATE POLICY.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by a caretaker and a record kept in the Fire Log Book. Normally, regular testing of fire alarms will occur weekly.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer (LA.)

A fire alarm maintenance contract is in place with the LA's appointed contractor and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by the LA's appointed contractor.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The LA's appointed contractor undertakes an annual maintenance service of all fire-fighting equipment.

Monthly, the caretaking staff check that all fire-fighting equipment is available for use and operational and for any evidence of tampering. Daily visual checks are also carried out.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the LA's appointed contractor.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked periodically by the LA's appointed contractor.

Test records are located in the site's Fire Log Book in the Site Manager's Office.

MEANS OF ESCAPE

Caretakers carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational.

FIRST AID AND MEDICATION

Each faculty has its own small first aid box for basic needs.

All first aid incidents are dealt with by qualified first aiders, who check for patients' allergies.

There is a fully stocked first aid box in Reprographics for external trips.

STAFF TRAINED TO FIRST AID AT WORK LEVEL:

- Owen Saunders

STAFF TRAINED TO PAEDIATRIC FIRST AID LEVEL:

- Kathryn Ellis
- Owen Saunders
- Anna Bensley
- Claire Balfry
- Bethan Dyke
- Sara Bell
- Jeremy Stock
- Samuel Mines
- George Howells
- Kian Withey

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave.

Members of staff using the school minibus for trips and visits will check that vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital

If the First Aiders or Headteacher consider it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with LA guidance.

Sharon Humphries' direct line: 503

Kathryn Ellis' direct line: 508

Emergency ambulance: 999

Blood Spillages

All blood spillages should be reported immediately to the Site Team.

LA guidance on protection from blood borne viruses and basic infection control will be followed.

Administration of medicines

All medication will be administered to pupils in accordance with the school's Administration of Medicines Policy.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher.

Records of administration will be kept by the First Aiders.

All medications kept in school are securely stored in the First Aid Office, with access strictly controlled.

Staff trained in First Aid have received specific training related to health conditions of pupils and the administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

ACCIDENT REPORTING PROCEDURES

In accordance with the LA Accident/Incident Reporting Procedure employees must report:

- accidents, dangerous occurrences, and near misses on the standard LA Incident and RIDDOR form (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations);

The Site Manager will countersign the report form before the original copy is sent. A copy will also be kept at the school with the Site Manager.

- A local accident book in the Site Office is used to record all minor incidents to pupils. Any more significant incidents should be reported to the Local Authority using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive

In the event of a fatality or major injury these incidents will be reported immediately to the RCT Health and Safety Executive.

In the event of an incident resulting in:

- students or other non-employees being taken to hospital
- employee absence, as the result of a work-related accident, for periods of 3 days or more (including weekends and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk-assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- obtain the Site Manager's / Headteacher's permission and notify him/her on each occasion when lone working will occur.
- ensure they do not put themselves or others at risk.
- ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- when working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

A system is in place to protect caretakers responding to alarm calls, as outlined below:

- The Site Manager receives the first call from the monitoring centre, who then contacts the caretaker who is on duty the following morning to attend the school. The on-duty caretaker telephones the Site Manager as soon as he enters the building where he can locate the area that has been activated. Communication is maintained until all areas are checked and secured. In the event that an intruder is in the school, the police are informed immediately by the call monitoring centre and the caretaker stays outside until the police arrive; the caretaker never attempts to deal with the intruder.

Fire alarm – outside school hours (22.00 – 05.00)

- A caretaker receives the initial call from the monitoring centre. On arrival at school and before entering the building the caretaker calls the Site Manager who maintains contact via telephone until the fire brigade arrives.
- The caretaker silences the alarm to help with noise pollution for the neighbours. He then remains by the panel at the main door until the fire brigade attends; only then will he enter the building.

NOTE: The caretaker does not enter the main building unattended.

- When the fire brigade has completed all checks, the caretaker will inform the Site Manager of the outcome and remain in communication until the building has been secured and the Site Manager is satisfied that all procedures have been completed.

NB: REFER TO SEPARATE LONE WORKING POLICY

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION**Consultation**

The Curriculum Committee has on its agenda health and safety issues and is the main forum for raising H&S issues formally. The team comprises of Heads of Faculty/Department, the Headteacher and other members of SMT. The H&S Officer attends by invitation. The group meets every half-term.

The Monitoring Sub-Committee of the Governing Body meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Union appointed Safety Representative on the staff is Dr Steve Murray (NASUWT).

Communication of Information

Detailed information on how to comply with RCT's health and safety policy is given in the RCT Health & Safety Manual.

The Health and Safety Law poster is displayed in all departments.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the Site Manager.

The Headteacher is responsible for ensuring that all members of staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. Employees will be provided with:

- induction training in the requirements of this policy
- 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

Training records are held by the Headteacher's PA, in staff files.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

WORK EQUIPMENT, INCLUDING PPE

All staff are required to report to the Site Manager, in writing, via the school's electronic communication system any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Protective Clothing

Instructions from local authority Health & Safety officers:

When any member of the site team is undertaking jobs that may cause spillage or splash backs, PPE must be worn. These jobs include the cleaning of drains, gutters, down pipes and any other jobs where stagnant water might be present.

PPE to be worn consists of the following:

1. Disposable overalls: these must only be worn once and disposed of in general waste on school property.
2. Masks with a filter: compulsory.
3. Disposable gloves.
4. Eye protectors: these can be re-used if they are not contaminated.

Electrical Safety

PAT testing is carried out by RCT contractors as part of the SLA.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Heads of Faculty / Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Head of Faculty will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site manager only	Site Team only	Site Manager and Site Team only	Ladders termly. Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Contractors	Contractors	Contractors	<i>School to determine following manufacturer's advice</i>
Grounds maintenance equipment	Contractors	Contractors	Contractors	<i>School to determine following manufacturer's advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)			Lorne Stewart	Annually
PE and play equipment			Sportsfix	Annually
LEV, dust extraction /fume cupboards			Vector Air & Water	Checked annually. Records of these examinations must be kept for a five-year period.
Technology Equipment	Head of Faculty	Teachers and Technician	Richie Machines	Annually
Portable electrical equipment			RCT Contractors	
Lifts/lifting equipment			Cardiff Lifts Vision Products	Lifts quarterly. Hoists/slings for people annually

CARE OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The COSHH Regulations 2002 (as amended) and approved code of practice require employers to evaluate and control the risks which employees and others may be exposed to from hazardous substances at work.

It applies to all workplaces and includes any substances, materials, processes or by-products that are hazardous to health e.g. clinical waste, microbiological agents, dusts of any kind in substantial quantities and all chemicals categorised as hazardous to health in any form i.e. solid, liquid, gas or vapour.

The health effect of hazardous substances is directly linked to:

- i) The nature of the substances
- ii) Duration of exposure
- iii) Quantity exposed to.

Definition of “Substance Hazardous to Health”

“Substance hazardous to health” means anything:-

- i) Listed as dangerous for supply within the Chemical (Hazard Information and Packaging for Supply) Regulations (CHIP Regulations) and which indicates specified dangers as: very toxic, toxic, harmful, corrosive or irritant
- ii) With a workplace exposure limit approved by the Health & Safety Commission (HSC)
- iii) Which is a biological agent
- iv) Which is dust of any kind in sufficient quantity (10mg/m³ over 8 hour period for inhalable dust or 4mg/m³ over 8 hour period for respirable dust.)
- v) Which is present in the workplace and which creates a risk to health e.g. micro-organisms, allergens etc.

COSHH Risk Assessments (CRA) for all materials that fall within the criteria will be carried out within faculties and recorded on approved CRA forms. These forms will be recorded and collated centrally by the school Health & Safety Manager and made available electronically as “read only” to all members of staff regardless of faculty.

Overall responsibility for this lies with the head teacher who will delegate the work to Heads of Faculty (HOF)

HOF will delegate the carrying out of CRA to line managers and/or nominated persons who will receive training to ensure they are competent.

CRA's will be reviewed annually by faculty as a matter of course though review will take place in the event of material changes, change in manufacturer (of product) and in the event of accidents.

Full details of the school COSHH policy is available on request.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager, who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

<p>HEALTH AND SAFETY MONITORING AND INSPECTION</p>

The Site Manager will complete a Health and Safety Audit Report in writing and submit this to the Head teacher and Monitoring Committee of the Governing Body half-termly.

Responsibility for following up items detailed in the Health and Safety Audit Report will rest with the Site Manager and Headteacher.

ASBESTOS

The asbestos register is held in the Site Manager's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The school's Asbestos Authorising Officer is the Site Manager.

The Authorising Officer will ensure:

- the asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **all** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- an annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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 an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the Asbestos Helpline.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Site Manager following guidance contained in RCT's Health & Safety Manual.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities have been assessed by the Site Manager and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Site Manager's Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new, expectant and nursing mothers will be undertaken by the Site Manager, as appropriate.

It is the responsibility of staff to inform the Headteacher as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Faculty / Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

OFFSITE VISITS

Offsite visits will be organised following guidance issued by the Local Authority.

The Local Authority must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator is Kath Ellis.

All Offsite Visit activities must be risk assessed. These assessments are monitored and reviewed by the Headteacher.

WORK AT HEIGHT

Work at height activities present a significant risk. All such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The school's nominated person responsible for work at height is The Site Manager.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

Most teachers and students are unlikely to use display screen equipment as a significant part of their normal work and therefore cannot be classed as 'users'.

All staff who use habitually use computers as a significant part of their normal work. ('significant' is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc, shall have a DSE assessment carried out by the Site Manager.

VEHICLES ON SITE

MANAGEMENT OF TRAFFIC ON SCHOOL PREMISES

- Staff cars are to be parked in the designated areas and extreme caution is to be used by staff during access.
- Staff and students are to be made aware that areas where vehicles are parked are out of bounds to students, except at the start and end of the school day in order to gain access to the school buildings.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles on to school premises and advanced warning of their visit must be received. The Headteacher / Site Manager will ensure that the appropriate visitor or contractor is made aware of the school's requirements as far as transport on site is concerned. (See Section: Times of Entry).
- The term "visitor" does not include parents transporting children to and from school and parents will be made aware of the school's policy relating to transport on site.
- If a vehicle has to be driven through the school grounds it should preferably be done whilst students are inside the school building. If this is not possible then, in exceptional circumstances, vehicles should be driven slowly through the school grounds and the horn should be sounded frequently to alert students and staff in the area. If possible, a person on foot should precede the vehicle and warn students etc, to clear the area.
- Students will not be asked to collect or put things into staff cars, unless they are accompanied by the member of staff.
- Students will not be allowed to open and close the school gates for vehicle access.
- All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.
- Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the Headteacher. Before giving permission, the Headteacher will perform a risk assessment to ensure that there is no danger to others using the site.
- Staff are again reminded that the safety of students and pedestrians is of paramount importance and no vehicles should be removed from the safe area until all students have left the site.
- Movement of parents' vehicles on site, where permitted, is subject to the same rules as set out above and will only be allowed on to school premises when absolutely necessary.
- Cyclists should dismount before entering the school premises and only enter by the top gate and park their cycle in the designated cycle bays in front of N Block. Cycles are left at the owner's risk
- Vehicles must not exceed the 5 mph site speed limit.

- Appropriate signage will need to be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

Time of Entry (Where Access is Across Playgrounds etc)

Specific times will be designated for the entry and parking of staff cars which will be before the normal morning arrival time for students.

There will also be a designated time for leaving the school site in a vehicle and this will be set at a minimum of ten minutes following the end of the school day.

All staff will be made aware of the designated times and will be expected to adhere to them wherever practicable.

All appropriate officers, contractors etc, will be made aware of the times of permitted entry onto the school site and will be made aware of the school transport on site safety policy (for specific times see Appendix A).

Any breaches of the policy by drivers of delivery or contractors vehicles will be reported immediately to the appropriate offices.

No movement of vehicles on site will be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, or any other vehicle being for emergency transport or with the prior permission of the Headteacher.

Where school minibuses are in use then the Headteacher will ensure that adequate safety measures are taken to ensure the safety of students and staff whilst the minibus is manoeuvred on site.

For additional information, see the Traffic Risk Assessment in the Site Manager's Office.

Specific Times of Entry/Exit to be customised to suit local needs

STAFF CARS

Arrive no later than 8.35am.

Depart no earlier than 3.15pm.

OTHER VEHICLES/CONTRACTORS/DELIVERY VEHICLES

During the following times, traffic is to be kept to a minimum:

- i. Before 8.15am
- ii. Between 9.00am and 11.00am
- iii. Between 11.20am and 1.20pm
- iv. Between 1.20pm and 1.45pm
- v. After 3.15pm.

LETTINGS / SHARED USE OF PREMISES

Lettings (for activities such as sporting events) are managed by the Site Manager, following LA guidance.

CONTRACTORS

All contractors must report to Reception where they will be asked to sign the Visitors' Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractors' work may directly affect staff and pupils and for keeping records of all contractor work.

MINIBUSES

Site Managers are responsible for the undertaking checks on and the operation of minibuses following guidance issued by the LA.

All minibus drivers should receive the appropriate training.

STRESS

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.

The Headteacher is the senior member of staff responsible for staff welfare issues.

<p>LEGIONELLA</p>

The school complies with Local Authority advice on the potential risks from legionella.

The Site Team will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

The Site Team will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

An annual inspection for legionella is carried out by Local Authority health & safety officers.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

<p>NOISE AT WORK</p>

The level of noise exposure has to be assessed. The EC figure for the 'first action level' is 85 decibels.

Members of staff at risk should be identified and made aware of the risk to health.

Staff working in conditions where the noise is above the 85 DB level must be provided with, and use, ear protectors.

Any area identified as an 'ear protection zone' must be identified and marked.

Confidential Waste Policy

References and legal obligations:

- Data Protection Act 1998
- Environmental Protection Act 1990
- Freedom of Information Act 2000
- Controlled Waste Regulations SI 1992/588
- Duty of Care Regulations SI 1991/2839
- Landfill Regulations SI 2002/1559
- Waste Management Licensing Regulations SI 1994/1056

Purpose

To define Bryncelynnog Comprehensive School's legal obligations and procedures associated with the management and disposal of confidential waste.

Scope

This procedure applies to all types of confidential waste generated by academic and administrative departments. It does not apply to confidential records held on computer hard drives which should be disposed of as WEEE following advice from the school IT department. A registered company, Restore Technology, holds a Level 5 Data Destruction Certificate. Copies of hard-drive destruction certificates and WEE Transfer Notices are provided for each collection.

Definitions

Confidential waste

Waste that needs to be disposed of as confidential waste falls into the following categories

- Records containing personal information,
- Records containing commercially sensitive information
- Records containing intellectual property rights

Records containing personal information

Any record that contains personal information about a living individual must be disposed of as confidential waste. Examples of records containing personal information include:

- Questionnaire or other data collected under an understanding of confidentiality.
 - Correspondence or other documents that reveal the contact details or any financial details of a named living individual.
 - Correspondence or other documents which reveal personal details or pass comments on a named living person.
- | | |
|---|---|
| <ul style="list-style-type: none"> • Staff personnel records • Admissions records • Sick pay records • Wages and salary records • Health records | <ul style="list-style-type: none"> Staff or student discipline or appeal records Redundancy records Maternity pay records Accident books and records Medical records |
|---|---|

- Student records
- Job applications
- Income tax and National Insurance returns
- Grant applications
- Interview notes

Records containing commercially sensitive information

Records that, if made public before a certain period, may breach commercial confidentiality should be disposed of as confidential waste. Examples of records containing commercially sensitive information include:

- Contracts
- Unpublished committee minutes
- Maintenance records
- Tenders
- Purchasing records
- Unpublished accounting records
- Insurance records

Records containing intellectual property rights

Records which may breach intellectual property rights e.g. unpublished research material, drafts and manuscripts should be disposed of as confidential waste.

Records that do not need to be disposed of as confidential waste

Records and documents produced by the school that contain information that is already in the public domain do not need to be treated as confidential waste and can be disposed of through the normal paper recycling route. Examples of records already in the public domain include

- Mission statements
- Constitutions
- Statutes
- Published directories
- Presentation materials
- Data which has been wholly anonymised (exam)
- Published surveys
- Published circulars
- Published reports
- Timetables
- Publicity material
- Charters
- Ordinances
- Regulations
- Internet websites
- Course guides and outlines
- Blank examination papers (post exam)
- Magazines
- Published minutes
- Press releases
- Prospectuses

Arrangements for collections of confidential waste

Where possible, confidential waste will be shredded throughout the term by departments using a cross cut shredder and the shredded remains disposed of in general waste. In the event that the amount of confidential waste to be shredded is too great, waste is to be held securely in locked compartments within departments until end of term when it can be disposed of offsite. Waste that is not shredded and deemed to be “confidential” will be stored in the school (in the Finance cupboard in Reception) and collected at the end of each term by specialised waste contractors.

In this case, the confidential waste is to be clearly marked as ‘confidential’ and is collected by Springfield Waste.

Bulk storage of confidential waste

Confidential waste must be kept secure and protected against accidental loss, damage or unauthorised access up until its final destruction:

- Confidential waste should be kept separate from other waste material and confidential waste bins used where possible, otherwise waste should be bagged and clearly labelled “confidential waste”.
- Bagged waste awaiting collection must be kept secure at all times.
- Only authorised personnel or an approved contractor should handle the waste.

Destruction of confidential waste

Destruction of confidential waste must be complete:

- Paper must be incinerated or shredded using a crosscut shredder
- Destruction of electronic records, storage devices and tape must be by incineration or the use of specialised equipment or software that will destroy the information;
- Floppy disks and CDs can be cut up and disposed as per paper waste;

Note: It is not necessary to incinerate crosscut shredded paper – shredding is an acceptable method of total destruction of confidential information and the remains are safe to be sent for general waste.

Transfer of waste

If destruction is to take place off site, the waste must be escorted and its destruction witnessed by an authorised member of staff unless the contractor is specialised in the secure destruction of confidential waste and will provide destruction certificates.

If a non-specialised waste disposal service is used, the following standards apply:

- An authorised member of staff must escort the waste off site and witness its destruction;
- A certificate of destruction must be provided;
- The confidential waste bags must be kept secure and separate from any other waste whilst waiting to be destroyed;
- The bags must not be opened prior to destruction.
- Hand sorting of the waste for recycling or for any other purpose is unacceptable practice.

Waste and Recycling Policy

References and legal obligations:

- Waste Electrical and Electronic Equipment (WEEE) and Restriction of Hazardous Substances in electrical and electronic equipment (RoHS) directives
- Environment Agency Landfill directive
- Environment Act 1995 Part V Miscellaneous, General and Supplemental Provisions
- Environmental Protection Act 1990
- Waste and Emissions Trading Act 2003 (Chapters 1 and 2)
- The Waste (England and Wales) Regulations 2011.
- Waste (Miscellaneous Provisions) (Wales) Regulations 2011
- EU Waste Framework Directive

1. Statement

The Governors and Head Teacher of Bryncelynnog Comprehensive School recognises the impact that the disposal of waste Bryncelynnog Comprehensive School [know from here as “the school”] may have on the environment, including resource consumption, pollution, and safety and legal compliance.

The school supports moving towards a resource efficient, climate friendly and socially responsible society. The school supports, therefore, reasonable waste recycling practices that seek to reduce where possible the school’s waste associated with the products and services purchased by the school.

A separate policy is laid down for the handling, storage and disposal of confidential paper waste.

2. Definitions

The definition of waste is embedded in the 2008 Waste Framework Directive (Directive 2008/98/EC). This set of guidance provides a legal analysis of Article 3(1) which defines “waste” as:-

“...any substance or object which the holder discards or intends or is required to discard...”

“Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste and returning them to the economic mainstream in the form of raw material for new, reused or reconstituted products that meet the quality standards necessary to be used in the marketplace.

“Hazardous Waste” is waste that is generally considered hazardous if it (or the material or substances it contains) are harmful to humans or the environment. Examples of hazardous waste include:

- Asbestos
- Chemicals, eg brake fluid or print toner
- Batteries
- Solvents
- Pesticides
- Oils (except edible ones), eg car oil
- Equipment containing ozone depleting substances, eg fridges
- Hazardous waste containers (sanitary waste/sharps boxes)

3. Scope, aims and commitment

This Policy has been authorised by the governors of the school. It is addressed to all employees

(Whether employed full-time or part-time, temporary, contracted or a volunteer) [The 'employees'] working at the school, and to those persons associated with the school (such as agents and other representatives, suppliers and contractors) [the 'Associated Persons'].

This Policy provides guidance for employees and Associated Persons wherever possible and practical not to waste valuable resources and to minimise the disposal of materials to landfill by encouraging as the purchase of recycled or part recycled products and the recycling of products and materials regarded as waste.

This Policy applies to all the school's activities.

The aims of this policy are to:

- Identify waste generated by the school.
- Set out a clear Recycling policy
- Set out a clear non-recyclable waste disposal policy
- Fulfil a social duty and support 'safeguarding the environment'
- Ensure legislative compliance
- Assist the most efficient use of the School's financial and material resources
- Make all employees, Governors and Associated Persons aware of this Waste Recycling Policy and their duty to make reasonable efforts to minimise the impact of waste on the environment

4. Recycling and general waste disposal

The School is committed wherever possible and practical not to waste valuable resources and to minimise the disposal of materials to landfill. To this end the School will promote and encourage purchase of recycled or part-recycled products and the reuse or recycling of materials regarded as waste.

5. Recycling Practice

The School will reuse and recycle or purchase appropriate recycling products where possible that do not that impact adversely on the effective and efficient operation and business of the School and the educational and community services it provides.

The following waste recycling matters should be considered when purchasing products:

- Is the product reusable, refillable or recyclable?
- Does the product use minimum packaging and assist waste reduction?
- What is the potential impact on the environment of the product as waste, including risk of pollution and disposal?
- The cost of disposal

The reuse and recycling or purchase of recyclable products by the School should not necessarily be a more costly exercise. All purchases by the School should be based on a value for money assessment.

6. Collection and internal control of recycling and non-recycling waste

The School will provide classrooms and offices with recycling bins which will be emptied regularly and the contents deposited in the recycling container awaiting collection by the recycling company.

The school has an internal recycling collection schedule. In addition, the recyclable waste from the commercial kitchen facilities is collected on a daily basis in order to minimise build up.

The disposal of light bulbs and strip lights, refrigerators and similar will be contracted for with a recognised recycling contractor.

Waste identified as non-recyclable, will be collected and placed in a contractors skip. This "general waste" is used by the contractor (where possible) to create "pellets" to be used in incinerators and generators to minimise the return to landfill of waste. The contractor will provide an annual report to the school of "returned to landfill" and "non-landfill" waste that has been generated and disposed of.

7. Hazardous Waste

All waste identified as hazardous will be removed by specialist waste removal contractors (this includes waste from sanitary bins, aerosols etc).

8. Monitoring of this Policy

The monitoring of this policy will be through the facilities/site manager who will present an Annual Report to board of Governors regarding the amount of waste to landfill produced by the school and the financial costs of the school recycling programme.

COMMUNICABLE DISEASE CONTROL

Guidance Notes

The information given in the following tables are meant to give advice to managers and supervisors in order control the spread of various infections that Council employees may encounter, to enable them to have a better understanding of the modes of spread, support individual employees and to advise on and manage absence appropriately.

The list is not definitive.

It is important to note the appropriate actions and not purely rely on the stay off/do not stay off columns.

Parents are often concerned, worried or frustrated when a child becomes ill and consideration must be given to this when responding to enquiries.

For further advice please contact the H&S Section on **01443 864865** or Occupational Health **01443 864375**

The Headteacher will take advice from the LA Health Board in the event of notifiable diseases reported to the school by parents.

COMMUNICABLE DISEASE CONTROL

If I am ill: Do I need to stay off work if I have any of the following?

Condition	Stay off	Don't Stay Off	Action
Measles	√		Notifiable disease. Infectious for 4-5 days after the rash appears. You are unlikely to get measles again, if you have had it in the past or if you have been vaccinated.
Rubella <i>(German measles)</i>	√		Notifiable disease. Infectious for about 4-5 days after the rash appears. You are unlikely to get Rubella again, if you have had it in the past or if you have been vaccinated.
Meningitis	√		Notifiable disease. Follow Public Health advice.
Hepatitis A	√		Ensure good hygiene. Spread by faeces to mouth.
<i>Chickenpox</i>	√		Infectious for about 5 days following the appearance of the pustules.
<i>Diarrhoea and/or Vomiting</i>	√		If working in catering or food handling - For about 48 hours, or until bowel motions are normal
<i>Impetigo</i>	√		Until treated with antibiotics and/or cream
<i>Scabies</i>	√		Until Treated. The whole household will need treatment.
<i>Hand foot & mouth</i>	√		Palms, soles and the inside of the mouth usually affected. <i>Nearly always affects only very young children only</i>
<i>Threadworm</i>	√		Until treated. The whole household may require treatment.
<i>Tuberculosis</i>	√		Notifiable disease. Until non infectious. Follow guidance of chest clinic and Public Health advice.
<i>Mumps</i>	√		You can't 'Carry' mumps – you have to have mumps yourself to give it to anyone.
<i>Whooping cough</i>	√		Notifiable disease.
<i>Shingles</i>	√		Until blisters have burst and dried
<i>Influenza</i>	√		Spread easily, by droplets from the nose and throat
<i>Hepatitis B/C</i>		√	Unless unwell. Only spread through direct blood to blood and sexual contact

COMMUNICABLE DISEASE CONTROL

If my child is ill: Am I contagious? Do I need to stay off work if my child has any of the following?

Condition	Stay off	Don't Stay Off	Action
Measles		Seek medical advice	<i>Notifiable disease.</i> You would have to have the disease yourself to infect anyone else.
Rubella (<i>German measles</i>)		√	<i>Notifiable disease.</i> You would have to have rubella yourself to infect anyone else.
Meningitis		√	<i>Notifiable disease.</i> Follow Public Health advice.
Hepatitis A		√	Ensure good hygiene. Spread by faeces to mouth.
<i>Chickenpox</i>		√	If you are pregnant you should see your GP about having a blood test to see if you have had chicken pox in the past.
<i>Diarrhoea and/or Vomiting</i>		√	Unless you have symptoms
<i>Impetigo</i>		√	Ensure good hygiene. Do not share flannels or towels with anyone.
<i>Scabies</i>	√		Until Treated. The whole household will need treatment.
<i>Hand foot & mouth</i>		√	This usually affects only very young children only
<i>Threadworm</i>	√		Until treated. The whole household may require treatment.
<i>Tuberculosis</i>		√	<i>Notifiable disease.</i> Follow Public Health advice.
<i>Ringworm</i>		√	Ensure good hygiene
<i>Mumps</i>		√	You can't 'Carry' mumps – you have to have mumps yourself to give it to anyone.
<i>Whooping cough</i>		√	<i>Notifiable disease.</i> You would have to have whooping cough yourself to pass it on to anyone else.
<i>Hepatitis B/C</i>		√	Only spread through direct blood to blood and sexual contact.

