



Pontypridd High School

Health and Safety Policy

'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'

Health and Safety Policy

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| Date of policy: | January 2023 |
| Adopted: | Full Governing Body Meeting, 13 th March 2013 Reviewed: 12 th November 2015, Premises Committee Meeting Reviewed : 19 th November 2019, Premises Committee Meeting Reviewed : November, 2022 by the Premises Committee Adopted : 14 th December, 2022 by the FGB Reviewed : 7 th February 2022, Premises Committee Meeting |
| To be reviewed: | Spring 2026 |
| Member of staff responsible: | Headteacher |
| Committee Responsible: | Premises |

This school policy is presented with consideration for RCT 'Workwell' Health and Safety policies. A list of these can be read as Appendix 1.

The Pontypridd High Policy will take account of updated RCT policy and guidance as appropriate through governing body review meetings.

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Part 1 : Health and safety statement of intent

The Governors and Headteacher of Pontypridd High School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and to ensure its activities are conducted in a safe manner. We will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

The school's main objectives are to:

- operate within the health and safety structure and framework laid down by Rhondda Cynon Taf Local Authority (LA);
- ensure senior staff develop and maintain a culture within the school supportive of health and safety;
- establish an effective safety management structure and arrangements;
- ensure a systematic approach to the assessment and control of risks;
- ensure employees are competent in the work that they are doing;
- ensure employees actively participate in identifying hazards;
- promote a culture, which recognises that controlling health and safety risks is an essential part of everyone's daily life.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these objectives. We will seek competent advice from the LA's Health and Safety Team, Premises and Facilities staff and others as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils, and others. Employees must co-operate with the Headteacher and Governors to achieve these objectives. Staff will be required to raise health and safety issues immediately when urgent attention is required or at regular staff meetings.

Any hazards to health and safety which may be apparent in the fabric of the buildings or grounds, machinery and equipment must be brought to the attention of all persons who may be affected by them and steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and well-being.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

The allocation of duties for safety matters and the arrangements which will be made to implement this policy are contained in this document.

The policy will be kept up to date as personnel change and new areas of care are found to be necessary. The policy will be reviewed annually.

The Governing Body is aware of the LA's Corporate Statement of Safety Policy.

Signed :  Headteacher

Signed :  Chairperson of the Governing Body

Date : December 7th, 2022

Part 2 : Organisational Responsibility

2.1 : Local Authority Policy

There is a shared responsibility for health and safety at school between the school and the LA. Day to day responsibilities for health and safety issues rests with the governors and the head teacher. The LA is responsible for strategic issues and for ensuring that the governing body meets its responsibilities. The LA, as the employer, is ultimately responsible for health and safety issues.

2.2 : The School Governing Body

The governing body, through the Premises and Health and Safety committee, will endeavour to ensure the health, safety and security of children, staff, parents/carers and other visitors to the school. The head teacher is delegated to manage Health and Safety issues on a day to day basis.

1. The governing body recognises the need to achieve and maintain a high standard of health and safety on its premises.
2. The governing body will take all reasonable steps to meet the requirements of the Health and Safety at Work Act.
3. The governing body expects staff at all levels to display a positive attitude to health and safety.
4. The Governing Body's Premises Committee will meet a minimum of once a term. The need to discuss and review issues related to the Health and Safety Policy is a standard item on each agenda.
5. The governing body will ensure adequate and accessible First Aid materials are provided. First Aid boxes are located in high risk areas (Science and Technology departments) and in Pupil Services.
6. The governing body and staff will follow the code of practice and advice given by the Fire Service in matters of fire safety and drills.

2.3 : The Headteacher

The Headteacher has overall responsibility for the day-to-day management of health and safety in the school.

The Headteacher must ensure they:

- develop a health and safety policy document and brings it to the attention of all staff;

- review the health and safety policy annually and when significant changes occur within the organisation of the school;
- develop health and safety procedures and ensures they are adhered to e.g. undertake risk assessments, in-house testing of fire alarm system;
- have arrangements in place for the routine maintenance and inspection of equipment and services e.g. gas boilers, fire fighting equipment, emergency lighting system, fire alarm system etc;
- have arrangements in place for staff to receive adequate health and safety training appropriate for their responsibility;
- develop an annual health and safety report for the Governing Body;
- ensure that health and safety is considered as an integral part of teaching;
- ensure health and safety issues associated with building and maintenance projects are complied with;
- ensure that premises health and safety inspections are carried out at specified intervals and that they are recorded and that necessary remedial action is carried out;
- ensures all work related accidents, injuries, diseases and dangerous occurrences as classified under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) , are reported to the Health and Safety Team in compliance with the Council's Accident reporting Arrangement Guidelines and that they monitor incidents to identify trends;
- ensure the necessary records are maintained in respect of work related accidents associated with the work of the school;
- have arrangements in place so that staff are adequately consulted on health and safety matters;
- ensure that the health and safety policy is brought to the attention of all staff; including any new member of staff and that specific sections are discussed to ensure that new members of staff are aware of their responsibilities and of any restricted tasks and activities;
- develop and establishes emergency procedures, and organises fire evacuation drills within the school;
- have arrangements in place so that health and safety is monitored and reviewed;
- have arrangements in place so that any off-site event or trip, organised by, or on behalf of the school, is properly planned and adequately supervised;
- have adequate arrangements in place for first aid, both on school premises and on school outings, or activities;

2.4 : Heads of Faculty

In addition to those duties expected of all other staff, Heads of Faculty:

- are responsible for health and safety in the Faculty
- are responsible for knowing the requirements of health and safety in their working areas and ensuring that they are met.
- Must report to the Headteacher any health and safety issues or omissions identified so that they can be rectified;
- Should attend any required health and safety training provided for themselves or colleagues in their Faculty

2.5 : All staff, teaching and non-teaching

Teachers and other staff have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers must ensure they:

- exercise effective supervision of their pupils;
- report all incident/accidents and near misses in compliance with the Council's Accident reporting Arrangement Guidelines;
- undertake lessons and school activities in accordance with any national, LA or school guidelines relevant to the health and safety of the staff and pupils;
- are familiar with the school fire procedure and their role in it;
- follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPSS;
- maintain good standards of housekeeping and cleanliness in the activities under their control;
- personally follow safe working procedures and ensure pupils follow good examples of safe working;
- report to the Headteacher any health and safety issues or omissions identified so that they can be rectified;
- attend any required health and safety training provided;
- undertake as required any formal health and safety monitoring or inspections.

2.6 : Site manager and caretakers

The Site Manager has responsibility for Health and Safety alongside the responsibility of the Headteacher for the whole school site. The Site manager and Caretakers are responsible to the Headteacher and for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified;
- acting as the school representative in any dealings with contractors who are to work at the school;
- ensuring that day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ensuring that inspections of ladders, stepladders, playground equipment etc. are undertaken in accordance with relevant standards and that records are kept;
- arranging any necessary corrective action identified by health and safety inspections;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up- to-date material safety data sheets, COSHH assessments, etc;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments:
- undertaking and recording monthly water temperature monitoring and weekly flushing of low used water outlets in compliance with the school Legionella Risk Assessment / Site Log Book;
- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

2.7 : Other School Staff

All school staff have a responsibility to undertake their work in accordance with any instructions or training provided by the school or the LA, and for bringing to the Headteacher's attention any equipment or situation which could create a danger to themselves or others.

2.8 : New Staff

All new members of staff are made aware of Health and Safety Policy document. Supply staff will receive a health and safety pack from the School Manager on arrival at the school.

2.9 : All students

All students at the school are required, having regard to their age, and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

2.10 : Specific monitoring and reporting responsibilities

| | |
|--|---|
| Reporting of Accidents | Site Manager |
| COSHH Regulations | RCT CBC Cleaning Department |
| Ionising Radiation Regulations | Head of Science Faculty |
| Fire Prevention and Precautions | Site Manager |
| School Trips | Headteacher |
| Work Experience | Data and Communications Manager |
| First Aid | Site Manager |
| Contractors on School Premises | Site Manager |
| Emergency Procedures, gas leaks etc | Site Manager |
| Dispensing of Medicine | Senior First Aider, Data and Communications Manager |
| Protective Clothing | Site Manager |
| Inclement Weather | Headteacher |
| Assault on Staff | Headteacher |
| Student medical conditions and disabilities | ALNCo |

Part 3 : School arrangements

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

As stated previously, health and safety is everyone's responsibility, so many of the actions contained within the arrangements mentioned below will be delegated by the Headteacher to appropriate and competent staff within the school.

The Headteacher in partnership with the Governing Body and Site Manager will ensure that arrangements are in place and that they are being followed. Furthermore, detailed arrangements and/or guides will be referenced where appropriate.

The specific arrangements that follow give consideration for RCT Health and Safety policy and guidance (Appendix 1). This includes the RCT HS1 'General Health and Safety' policy

3.1 : Accessibility

Our school mission of 'Learning and Achieving Together' and striving for excellence in all that we do is aligned with the principles of the Equality Act (2010) and ensures that diversity is celebrated in our community school.

Our school aims to treat pupils and the whole school community fairly and with respect. This involves providing access and opportunities for all without discrimination of any kind. Our school promotes equality of opportunity for persons with a disability and, by promoting a positive ethos, aim to eliminate discrimination related to disability.

Information and school procedures related to the management of critical incidents are included in the PHS 'Accessibility' plan.

3.2 : Accident / Incident reporting

These arrangements give consideration for the RCT HS5 'Reporting of injuries, Diseases and Dangerous Occurrence's' policy and the 'Reporting of Injuries, Diseases and 'Dangerous Occurrences Regulations 2013' (RIDDOR) and will be amended if appropriate as guidance is updated.

All staff are required to report incidents/accidents using the LA's HS5 (A) form which is available from the Finance and Resource Manager's office. The form will be used to record incidents/accidents involving students, employees, visitors and contractors.

Accidents involving students

The member of staff dealing with the accident will make out the initial report on form HS5(A), forwarding a copy to:-

- the Senior First Aider who will then liaise with the Deputy Headteacher
- the Health and Safety lead
- the Wellbeing Manager for the student concerned.

Details of the student's absence is to be passed to the attendance team. The Wellbeing

Manager will contact the parent / carer for an update on the student's condition and to collate work for the student to complete, if appropriate.

Accidents involving adults

The Deputy Head completes the report.

Subsequent action

Remedial measures may be deemed necessary from the Deputy Head's investigation. The Deputy Headteacher is responsible for advising the Headteacher accordingly.

Note for Specialist equipment and / or teaching areas:

When an accident in a high risk area occurs, the Head of Faculty will be involved in the investigation with the health and safety coordinator and a report will be produced for the headteacher.

The Headteacher and / or other senior staff will ensure that any reportable incidents/accidents falling within the scope of RIDDOR are reported to the Health and Safety Team in compliance with set timescales.

The Headteacher will monitor incident/accidents for trends. A file of the completed forms HS5 (A) and the Council's Accident Reporting Arrangement Guidelines will be kept in the Finance and Resource Manager's office.

The Site Manager will be responsible for ensuring that documentation and investigations are properly undertaken.

Information and school procedures related to accident and incident reporting are included in the PHS 'Accident and Reporting' policy.

3.3 : Asbestos Management

These arrangements give consideration for the RCT HS24 'Control and Management of Asbestos' policy and will be amended if appropriate as guidance is updated.

In order to manage the risk from asbestos, the LA has undertaken a survey of the school, where it has identified that Asbestos Containing Materials(ACMs) may be present in a number of areas. The LA has provided an asbestos register that includes the Asbestos Management Plan (AMP,) which outlines how the LA and school staff will manage the ACMs in place. The AMP is kept safe by the Site Manager and will be reviewed by the GB Premises committee annually.

Any contractor undertaking building works and/or maintenance tasks including surveys, will be instructed to read the register and AMP and sign to indicate they have done so. This is to ensure that they do not work in or near areas where ACMs are likely to be disturbed.

The Site Manager / Headteacher will ensure that any asbestos containing materials (ACMs) that may or have become damaged will be reported to the LA when any building works are planned, including refurbishments or demolition, as well as minor works such as running computer cables, electrical, plumbing etc. The Site Manager will periodically review the AMP to ensure there are contractors' signatures evident within it.

3.4 : Boiler houses

Boiler houses will not be used for storing any items other than those necessary for performing maintenance duties.

Storage of flammables, corrosive materials or any item liable to cause a risk of any kind will not be tolerated.

The boiler house will be kept as safe as possible for the person working there with no obstructions or trip hazards in the working area.

The boiler house will be kept locked when the Site management team are not working in that area.

Students are not allowed to enter the boiler house at any time.

The correct procedures will be followed as far as daily maintenance of boilers is concerned.

This school will actively support any relevant training for the site management team as arranged by the LA.

3.5 : Contractors on site

These arrangements give consideration for the RCT HS23 'Managing Contractors' policy and will be amended if appropriate as guidance is updated.

Contractors in school may be involved in long-term major refurbishment work, (such as that related to the new 3-16 school for September, 2024) or everyday maintenance such as servicing of the heating system, repairing damaged guttering or maintaining the fire alarm system.

Whatever work the contractor is undertaking will be managed appropriately by the school and the Site Manager and / or Headteacher will ensure effective communication is established and maintained with RCT Officers and / or the contractor including:

- regular workplace meetings;
- providing contractors with copies of appropriate hazard registers such as the asbestos register;
- have effective signing in and out procedures for contractors;
- informing contractors of emergency procedures;
- informing employees, pupils and visitors about possible interference with normal working practices and any hazards introduced by the contractor's work activities.

3.6 : Control of Noise

These arrangements give consideration for the RCT HS7 'Control of Noise at Work' policy and will be amended if appropriate as guidance is updated.

The Headteacher and / or Site Manager will ensure that the risk of exposure to 'harmful' noise levels is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as possible and reasonable.

Where possible all work relating to higher levels of noise that is not that normally expected in a school environment, such as where contractors are on site will be undertaken outside of normal 'working' school hours.

Staff should report any 'unusual' noises that may represent a fault or where it prevents work being undertaken effectively to the Site Management team

3.7 : Control of Substances Hazardous to Health (COSHH)

These arrangements give consideration for the RCT HS3 'Control of Substances Hazardous to Health' (COSHH) policy and will be amended if appropriate as guidance is updated.

An inventory of chemicals will be kept by the Science Faculty Technician and updated on a regular basis. COSHH risk assessments will be conducted and the outcome will be shared with relevant staff. Any new substances which are proposed to be used on the premises will first need to be approved by the Headteacher prior to use and storage.

All substances used on the site will be assessed to prevent staff / students becoming exposed to harmful substances. RCT subscribes to CLEAPSS on behalf of the school and school staff are expected to refer to, and use these guidelines to ensure that they are working in accordance with them at all times. The Headteacher will also ensure that any newsletters or updates of information are passed on to all relevant staff.

CLEAPSE risk assessments will be carried out in laboratories. The Heads of Science, Technology and Expressive Arts Faculties are responsible for the appropriate risk assessments regarding any chemicals used in their faculties.

Cleaning staff will use chemicals and these substances will be kept locked away when not in use. Cleaning staff are employed directly through RCT, therefore the LA will ensure that risk assessments are undertaken and that the information is given to the cleaners.

The LA identifies a radiation protection adviser who will support the school. The school follows the provision of AM 1/92 "The Use of Ionising Radiation in Education Establishments in England and Wales".

The regulations for the use of Ionising Radiation have been drawn up by RCT and the school log book showing the times that any sources are removed from and returned to their store is kept by the Science Technician in the Science Faculty.

Information and school procedures related to the management of critical incidents are included in the PHS 'Control of substances hazardous to health' policy.

3.8 : Critical incidents

Information and school procedures related to the management of critical incidents are included in the PHS 'managing Critical Incidents and Lockdowns' policy.

3.9 : Display Screen Use

These arrangements give consideration for the RCT HS11 'Display Screen Equipment (DSE)' policy and RCT HS 11A 'Eye and Eyesight tests' policy and RCT HS6 'Management of Health and Safety at Work' policy. All of these will be amended if appropriate as guidance is updated.

DSE means any alphanumeric or graphic display screen, regardless of the display process involved. It also includes screens used in work such as CCTV.

A 'user' refers to an employee or agency worker who habitually uses DSE for the purpose of a significant part of their work in school

Staff should report any matter which is of concern to them regarding their personal use and / or health related to DSE and the work they are expected to undertake in their specified role.

3.10 : Doors and Gates

As part of the general risk assessment or inspection process, a risk assessment will be undertaken by the Site Manager and / or Headteacher to identify any hazards which the current doors and gates within the school present to students and staff.

The risk assessment will highlight such areas as finger trapping, sheer points, sharp or rough edges, heavy doors closing quickly where small children are present, doors slamming as result of the wind etc.

Where required, appropriate remedial action will be taken or in the case of more significant issues, they will be reported to RCT Officers. Records of this maintenance will be kept by the Site Manager

3.11 : Driving vehicles for school purposes

Information and school procedures related to the procedures and expectations of any member of staff driving a vehicle for school purposes are included in the PHS 'School Trips and Visits' policy.

3.12 : Electrical Safety

These arrangements give consideration for the RCT HS210 'Electrical Safety' policy and will be amended if appropriate as guidance is updated.

The Site Manager and Headteacher will ensure that arrangements are in place via the GB Premises committee to ensure that the fixed electrical system within the school and any portable electrical equipment is inspected and tested by a competent person in accordance with the RCT approved frequencies.

All staff are responsible for the undertaking of a visual inspection of electrical equipment prior to use. If the equipment is found to be damaged it should be reported to the Site Management team and action taken such as the device being taken out of use, secured and labelled as defective until it can be safely disposed of.

The records and certificates relating to these tests and inspections are kept by the Site Manager.

Electrical equipment brought into school must be checked. Stickers have been fixed to all portable electrical equipment which indicates the date of the last test.

Electrical switch-rooms will be kept free from items such as furniture, equipment, combustible materials. Portable electrical appliances will be tested on a regular basis, at least annually.

3.13 : Fire Safety

These arrangements give consideration for the RCT HS20 'Fire' policy and will be amended if appropriate as guidance is updated.

Fire is probably the most serious hazard that most school staff and students will ever have to face. It can break out almost anywhere, at any time and affect everyone.

A fire safety risk assessment (FSRA) has been completed by the RCT appointed fire safety consultants. The FSRA identifies all significant findings following an inspection of the school and includes a prioritised action plan that identifies any work required. The latest FSRA was completed in October, 2022 and is due for formal review by the RCT appointed fire safety consultants by July, 2024

The FSRA and action plan will be reviewed annually by the Headteacher, Site Manager and through the GB Premises committee who will inform the governing body and LA of any ongoing fire related issues. Further reviews of the FSRA will occur when there has been significant building alterations or changes to the school activities or content or in the event of a fire.

Emergency plans have been drawn up taking into account the findings of the fire safety risk assessment and these have been discussed at staff meetings.

The Site Manager has responsibility for the fire log book which will be used to record tests, drills, training, defects etc. Fire evacuation procedures are clearly posted by call points. Fire exits are regularly checked and extinguishers annually inspected.

The Site Management team will ensure that:-

- fire alarms are tested and maintained
- fire extinguishers are tested annually and free from obstruction
- fire evacuation notices are displayed in prominent places
- required fire notices are displayed
- a minimum of one fire drill is carried out termly
- staff 'fire marshalls' are named and trained as appropriate
- weekly testing of the audibility of alarm bells will be undertaken.

Contractors and other visitors will be briefed on evacuation procedures as required. The collection points for all students, staff and visitors are shown as Appendix 4.

Information and school procedures related to the management of fire safety are included in the PHS 'Managing Fire Safety' policy.

3.14 : First Aid

These arrangements give consideration for the RCT HS9 'First Aid at Work' policy and will be amended if appropriate as guidance is updated.

A risk assessment has been made to determine the level of first aid provision and training required at the school and for educational/off-site visits and sport activities.

The names, telephone numbers or extensions of first aiders and the location of the first aid provision are displayed in various locations throughout the school.

A record will be kept of first aid administered on the incident / accident form.

The First Aider (or appointed person in the absence of a first aider) will:

- Ensure that First Aid boxes are located in high risk areas and are appropriately stocked.
- Contents of First Aid boxes will be checked at the start of each term.
- In the event of an injury or illness that necessitates the calling of an ambulance, doctor or nurse, provide help to preserve life and to minimise the consequences of the injury or illness, while waiting for the ambulance, doctor or nurse to arrive.
- Supervise the injured person to ensure that he/she is only moved in a safe way.
- In cases where it is not necessary to call an ambulance, doctor or nurse, administer First Aid as appropriate.

As all qualifications must be renewed every three years, staff will be encouraged to re-qualify as part of the school professional learning programme. All first aid training is RCT approved and child appropriate.

Information and school procedures related to the management of first aid incidents are included in the PHS 'First Aid' policy.

3.15 : Hiring or 'Letting' of school facilities

The following terms and conditions are applicable to the hiring of premises at Pontypridd High School as included in the 'Lettings' Policy and in documentation communicated through the booking and confirmation process:

- All cancellations must be made at least 24 hours prior to any booking, all charges will remain payable if this cancellation notice is not adhered to
- Invoices will be raised monthly. Payments can be made by cash or cheque during school hours. Cheques are to be made payable to Pontypridd High School
- Failure to pay within 21 days may result in the hire agreement being cancelled
- Use of premises is limited to term-time only unless agreed otherwise
- All damages must be paid for by the Hirer
- Indemnity insurance must be provided by the Hirer
- It is the responsibility of the person in charge of the 'activity' or event to have suitably trained staff available to administer first aid and / or call for emergency services as required whilst on the school premises
- The activity leader must ensure they understand fire safety procedures whilst on the school site and lead all those for whom they have responsibility to the appropriate collection point.
- Individual Clubs with members under the age of 18 are responsible for ensuring all their staff have a valid enhanced DBS certificate
- The activity leader should report and matter relating to health and safety to the member of staff on 'site management' duty and if necessary contact the school Finance Office to report the matter.

Information and school procedures related to the management of health and safety for those hiring an area of the school site are included in the PHS 'Lettings' policy

3.16 : Infection control

These arrangements give consideration for the RCT HS25 'Infection Control' policy and the RCT HS14 'HIV Infection and AIDS' policy and will be amended if appropriate as guidance is updated.

This school will follow all guidelines circulated by the LA in line with the advice issued by Public Health Wales.

Through the Headteacher and / or Deputy Headteacher, Public Health Wales and the RCT Health and Safety team will be informed of outbreaks of communicable diseases and appropriate actions taken.

3.17 : Legionella Management

These arrangements give consideration for the RCT HS27 'Control of Legionella' policy and will be amended if appropriate as guidance is updated.

In order to manage the risks posed by legionella bacteria the RCT Officers have undertaken Legionella risk assessments of the water systems within the school and developed a site specific Legionella Risk Assessment / Site Log Book.

The log book is kept by the Site Manager who has the responsibility to keep the log book updated, readily available and to ensure **monthly** temperature monitoring and **weekly**

flushing of low use water outlets as specified within the log book is carried out. The Headteacher and Site Manager will ensure that any faults or non-compliances with the required temperatures will be reported to GB Premises committee for further action.

Quarterly visits will also be undertaken by the LA's appointed contractors.

3.18 : Lone Working

These arrangements give consideration for the RCT HS22 'Lone Working' policy and will be amended if appropriate as guidance is updated.

There are occasions when staff will be working on their own, particularly the Site Manager, caretakers and cleaners. All staff are advised wherever possible to ensure that all external doors are locked whilst they are working alone in the building.

If there are occasions when what could be termed to be 'hazardous activities' are being undertaken e.g. using a ladder and there is risk of falling, two members of staff should be present.

School staff and contractors should always ensure that they 'sign-in' to confirm they are on the school site and where possible inform the Site team of their presence and where they are working. Staff should 'sign-out' accordingly.

Information and school procedures related to the management of lone working are included in the PHS 'Lone Working' policy

3.19: Maintenance of School Buildings

These arrangements give consideration for the RCT HS6 'Management of Health and Safety at Work' policy and will be amended if appropriate as guidance is updated.

All staff have a responsibility to report defects they identify and the Site Manager and caretakers have an important role to play in this. Where identified, the site management team and staff will make the area safe for students and staff. Where necessary these defects will be reported immediately to the appropriate Officer in RCT and an action plan agreed.

Checks will be made to see that these defects have been attended to. If for any reason defects cannot be attended to within a reasonable time, staff will be informed and areas will be made safe for the necessary period of time.

The Site manager will provide the GB Premises committee with a half-termly report on the condition of school buildings and the maintenance programme in place and / or being planned. This includes daily maintenance and more significant work that involves one or multiple contractors on-site. The template for this is shown as Appendix 6.

3.20 : Management and Communication of Health and Safety at work

These arrangements give consideration for the RCT HS6 'Management of Health and Safety at Work' policy and will be amended if appropriate as guidance is updated.

These arrangements are a response to the Management of Health and Safety at Work regulations (MHSWR), 1974. The duties imposed under the MHSWR are wide-ranging and create an overlap with duties contained in other legislation.

The arrangements in this policy outline the general procedures required to ensure that sound health and safety management is put into practice.

Sound management includes utilising all appropriate communication systems for sharing information on health and safety issues, including staff meetings, email, GB meetings. Health and safety will be a standard item on the agenda of leadership Team and Faculty meetings as appropriate.

The Headteacher will arrange the distribution of safety newsletters, circulars etc. and for such information to be prominently displayed on the health and safety notice boards.

Health and safety files will be maintained and contain all relevant policies, risk assessments etc. The Headteacher is responsible for ensuring that a copy of the current Health and Safety policy and 'Statement of Intent' is available to all employees.

3.21 : Manual Handling

These arrangements give consideration for the RCT HS4 'Manual Handling' policy and will be amended if appropriate as guidance is updated.

The school will complete risk assessments for all tasks or processes carried out by staff which involve **hazardous** manual handling operations and will ensure that any necessary controls identified are implemented.

So far as is reasonably practicable, staff are advised to avoid the need for hazardous manual handling operations.

Staff who carry out regular manual handling tasks are encouraged to rotate these tasks. Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task, the school will make this equipment available to staff. All users of this equipment will be given the required information and training before use to ensure they are competent.

All equipment used to aid staff with the lifting or moving of equipment will be checked and maintained to ensure that it remains fit for purpose. Any defective equipment will be taken out of use and be repaired or replaced as necessary.

3.22 : Medication

The school will support those students whose condition requires them to have medication within the school day. Protocols and procedures are in place in line with RCT Policy and medication is administered by appropriately trained staff and with full consent of each parent / carer.

3.23 : New and Expectant Mothers

These arrangements give consideration for the RCT HS8 'Pregnant Women at Work' policy and will be amended if appropriate as guidance is updated.

In accordance with RCT guidance, on notification by the employee that they are pregnant, the Headteacher will complete a risk assessment using the corporate checklist to identify possible risks to mother and baby.

The risk assessment will be reviewed and updated throughout the pregnancy. Records will be kept on record by the Finance and Resource's manager in liaison with HR Officers as appropriate.

3.24 : Personal Protective Equipment

These arrangements give consideration for the RCT HS22 'Use of Personal Protective Equipment (PPE)' policy and will be amended if appropriate as guidance is updated.

Overalls, gloves, goggles, face masks and protective footwear will be provided to staff and students and will be replaced as necessary.

Hearing protection will be provided for staff and students when carrying out tasks where the noise level may be considered to be a problem.

3.25 : Pressure Systems

Where appropriate pressure systems and transportable gas containers regulations 1989.

In accordance with this employer's Code of Practice the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company.

Records of examination are kept by the Site Manager.

3.26 : PE / Recreation equipment / Areas

These arrangements give some consideration for the principles of the RCT HS21 'Work Equipment' policy and will be amended if appropriate as guidance is updated.

Play equipment must only be used during school hours and under the supervision of a member of school staff. Suitable risk assessment will be carried out including for when the weather conditions are poor.

All PE equipment will have an annual safety inspection by an RCT approved equipment specialist.

Areas that are accessible to students will be monitored by staff where appropriate through CCTV when appropriate to do so. A break and lunch duty rota enables staff to supervise different areas of the school, outside and inside each building.

All external areas of the school site are surrounded by the perimeter fencing and no communal areas used by students or staff require access to or through the main car park at the front of the school.

3.27 : Risk Assessment

The Headteacher will ensure risk assessments are undertaken and reviewed as required. A team approach will be adopted which will involve relevant staff throughout the school as required and RCT Officers will be involved as appropriate to provide the correct advice and guidance.

RCT risk assessment guidance and forms will be used to complete the risk assessments.

3.28 : School Trips and Outdoor Learning Activities

These arrangements give consideration for the RCT HS16 'Young Persons Adventure Activities' policy and will be amended if appropriate as guidance is updated.

Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning and increases self confidence. It also helps students develop their risk awareness and prepares them for their future working lives. Those employees charged with organising trips will ensure that:

- all school visits must be arranged in accordance with the school policy, 'Planning and Approval for School Visits'. This policy adheres to the RCT Evolve system.
- risk assessments focus attention on real risks – not risks that are trivial and fanciful;
- sensible precautions are in place, and making sure these work in practice;
- they know when and how to apply contingency plans when they are necessary;
- they heed advice and warnings from others, for example those with local knowledge or specialist expertise;
- advice is sought from RCT officers where appropriate and at times of national health concerns such as Covid;
- proportionate systems are in place so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities are properly planned and assessed.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Deputy Headteacher and / or Headteacher.

Information and school procedures related to the management of education trips and residential visits are included in the PHS 'Education Trips and Visits' policy.

3.29 : Security

Provision is made at the school to ensure the safety and security of staff, students, visitors and contractors.

All teaching and support staff must 'sign-in' and 'sign-out' through the electronic tag system each day. The main school reception is signposted and a 'door fob' security system controls the main school entrance and reception area.

Staff should remain vigilant and not disclose security passwords or numbers to unauthorised persons.

Security of staff and students during the school day is monitored by CCTV. Cameras are strategically placed inside and outside buildings. Outside of normal school hours, the buildings are protected by the alarm system.

Members of the SLT and other staff patrol the whole school daily, especially at break times and lunchtimes through their duty rota.

All visitors to the site are directed to the reception area where door entry systems and a visitor booking-in system is in operation. Access can and is restricted where contractors are on the school site during a 'normal' school day. Where appropriate contractors work after 3pm, on weekends or in school holidays.

The security of lone workers whilst on the premises is covered in the Lone Worker policy.

The school site is surrounded by a perimeter fence. Gated entrances and exits are locked appropriately to restrict movement once on the school site. The PHS 'Traffic management' policy explains how visitors should access the site.

3.30 : Substance Misuse and Smoking / Vaping

These arrangements give consideration for the RCT HS17 'Alcohol and Substance Misuse' and RCT HS18 'Smoking in the Workplace' policies and will be amended if appropriate as guidance is updated.

In accordance with legislation, smoking, substance misuse and smoking / vaping are not permitted on the school premises. Further details are available in PHS policy documents.

Information and school procedures related to the management of substance misuse are included in the PHS 'Substance Misuse' policy.

3.31 : Stress at Work

These arrangements give consideration for the RCT HS19 'Workplace Stress' policy and will be amended if appropriate as guidance is updated.

In line with the Health and Safety Executive (HSE) Management Standards for Reducing Work Related Stress, the Headteacher will attend any meetings regarding stress management.

The Headteacher and all other senior staff will monitor indicators such as sickness absence and use supervision sessions to identify any stress related factors. The information gathered will be used as part of the risk assessment process.

Staff will be encouraged to determine the practical controls that may need to be put in place to reduce health issues related to the workplace. Where appropriate reasonable adaptations may be put in place and these will be discussed with RCT Officers (HR) and / or through referrals to the RCT Occupational Health service.

3.32 : Traffic Management on the school site

These arrangements give consideration for the RCT HS12 'Workplace Health, Safety and Welfare' policy and will be amended if appropriate as guidance is updated.

Every school day and also at weekends and in school holidays different vehicles are allowed on the school site. These include staff cars, motorbikes, school buses and taxis, visitors, parent and carer vehicles, delivery vehicles, refuse collection and contractors.

A risk assessment and PHS 'Traffic Management' policy provides a plan by which 'on-site' traffic is managed. This plan identifies appropriate traffic control measures specific to the school site. These control measures are communicated to all staff and other road users as appropriate.

The speed of vehicles is restricted by speed ramps in the school car park and vehicle movement is prohibited while students are exiting and accessing their buses / taxis at the beginning and end of the school day.

Contractors on site are expected to access and park vehicles safely in appropriate areas of the site depending on the job they are undertaking. This is managed by the Site Management team.

A perimeter fencing means students are kept away from the car parking area when arriving and leaving school, at break time and lunchtime. This will be supervised by appropriate staff through the duty rota.

Staff will be present at the beginning and the end of each school day in high visibility jackets to ensure the safety of all students, staff and visitors.

These procedures are monitored daily and will be amended accordingly and also in line with significant plans for school reorganisation and a new 3-16 school by September, 2024.

Information and school procedures related to traffic management are included in the PHS 'Managing Traffic on Site' policy.

3.33 : Training

A training needs analysis will be undertaken by the Headteacher to identify health and safety training required for each member of staff. All members of staff will receive a health and safety induction when they commence employment with the school, and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- inform staff of changes to this policy;
- assess the training requirements of the staff and integrate those needs into the school development plan to inform Governors;
- annually review the training needs of staff;
- assess the training needs of new members of staff.

3.34 : Visitors on Site

These arrangements give consideration for the RCT HS15 'Visitors in the Workplace' policy and will be amended if appropriate as guidance is updated.

Visitors **MUST** report to Reception when entering and leaving the premises. Visitors such as supply staff will be provided with all relevant documentation on arrival. This includes key staff and health and safety information such as a school map and fire drill procedures.

Parents and carers are required to wait in the main reception for an appropriate member of staff to escort them to the correct meeting space.

Contractors must work in accordance with this policy and specific procedures that follow school and RCT guidance

3.35 : Violence at Work

These arrangements give consideration for the RCT HS13 'Violence at Work' policy and will be amended if appropriate as guidance is updated.

The Headteacher will ensure that arrangements are in place to protect all staff.

Specific risk assessments will be prepared where necessary and access will be given to a training programme developed for managing conflict.

Incidents of physical violence or verbal abuse against staff will be recorded and investigated in accordance with the RCT HS13 'Violence at Work' Policy and recorded on the Violence at Work Form (HSV1).

3.36 : Waste Disposal

All classroom and external waste bins are emptied everyday.

All waste / recycling is collected in the identified 'waste' bin area and the Site management Team manages this and ensures it is an orderly space and safe in relation to preventing access for students.

Any issues relating to 'natural pests' are reported by the site management team to RCT Officers.

3.37 : Wellbeing support including the PHS ‘wellbeing dog’

Information and school procedures related to the management of support provided by the wellbeing dog are included in the PHS ‘xxxx’ policy (TBC)

3.38 : Working at Height

These arrangements give consideration for the RCT HS6 ‘Management of Health and Safety at Work’ policy and RCT HS21 ‘Work Equipment’ policy Control and will be amended if appropriate as guidance is updated.

In line with the Working at Height Regulations 2005, suitable and sufficient risk assessments will be carried out for any work at height activities undertaken at the school.

The first aim is to reduce the need to work at height, but where it is unavoidable, the task must be properly planned and appropriate equipment and control measures adopted. Risk assessments will be reviewed on a regular basis.

All equipment used must be suitable for the task and regular checks must be carried out on all equipment used. e.g. ladders, step ladders, tower scaffolds etc.

Staff involved in working at height must undertake appropriate training and no other staff should be undertaking such activities unless given authorisation to do so by trained staff.

3.39 : Work equipment

These arrangements give consideration for the RCT HS21 ‘Work Equipment’ policy and will be amended if appropriate as guidance is updated.

All staff that includes the Site management Team, cleaners and catering staff should ensure that the right equipment for carrying out the work and job intended is available, safe to use and done so according to instructions.

Staff should ensure that they have received adequate training to use equipment and that the environment in which they are using it is safe and appropriate.

Staff in specific Faculties such as PE, Science and Technology should be trained to a sufficient level and ensure all equipment is able to be used safely and competently by students.

All PE equipment will be inspected on an annual basis by an approved RCT external consultant. Visual inspections will also be undertaken by staff prior to use and any defective equipment reported to the Site Management team / Headteacher and will be taken out of use and no student given access to it.

Where concerns exist they should be reported to the Site Manager, Headteacher or immediate line manager and the job or task not undertaken. Any fault or perceived fault with any equipment should be reported in the same way.

3.40 : Young Persons and Work Experience Students

These arrangements give consideration for the RCT HS24 'Control and Management of Asbestos' policy and will be amended if appropriate as guidance is updated.

The law requires employers to assess risks to all employees including young workers. The Health and Safety (Training for Employment) Regulations 1999 have the effect of designating children on work experience as employees for the purpose of health and safety regulations.

Where a person under the age of 18 is employed, a risk assessment will be undertaken to identify any risks to their health and safety which are a consequence of their immaturity, lack of experience or absence of awareness of risks. The findings of the risk assessment will be communicated to the young person's parent or carer.

Where the school receive work experience students, the school will adapt the generic risk assessment identifying activities and relevant control measures. The outcome of the risk assessment will be communicated to the work experience student. The school will provide young persons and work experience students with an induction, providing clear instructions as to what they should or should not be doing and provide adequate supervision.

3.41 : Monitoring procedures

The governing body Premises (and health and safety) committee is responsible for monitoring and reviewing the contents of this policy. The Headteacher and Site Manager will be responsible for monitoring on a daily basis.

As part of the monitoring procedures an annual 'self-evaluation checklist' is presented to governors each Autumn term.

Half-termly site inspections will be undertaken by the Site Manager and a report will be provided for governors in the GB Premises committee half-termly meetings to ensure compliance.

The weekly Leadership Team meetings and half-termly Faculty meetings provide opportunity for health and safety updates.

All staff are expected to be aware of the contents of this policy and in doing so everyone has a responsibility to monitor health and safety matters and reports concerns as appropriate.

Appendix 1 : RCT health and safety operational policies

| Policy Number / Name | Version | Date | Review Date |
|--|-----------|------------|-------------|
| HS1 – General Health and Safety | Version 8 | March 2021 | March 2023 |
| HS2 – Use of Personal Protective Equipment (PPE) | Version 7 | May 2022 | May 2024 |
| HS3 – Control of Substances Hazardous to Health (COSHH) | Version 6 | March 2021 | March 2023 |
| HS4 – Manual Handling | Version 5 | March 2021 | March 2023 |
| HS5 – Reporting of Injuries, Diseases and Dangerous Occurrences | Version 7 | March 2021 | March 2023 |
| HS6 – Management of Health and Safety at Work | Version 5 | March 2021 | March 2023 |
| HS7 – Control of Noise at Work | Version 8 | March 2021 | March 2023 |
| HS8 – Pregnant Women at Work | Version 5 | March 2021 | April 2023 |
| HS9 – First Aid at Work | Version 8 | June 2022 | June 2024 |
| HS10 – Electricity at Work | Version 7 | March 2021 | April 2023 |
| HS11 – Display Screen Equipment (DSE) | Version 6 | March 2021 | April 2023 |
| HS11A – Eye and Eyesight Tests | Version 6 | March 2021 | April 2023 |
| HS12 – Workplace Health, Safety and Welfare | Version 6 | March 2021 | April 2023 |
| HS13 – Violence at Work | Version 6 | March 2021 | April 2023 |
| HS14 – HIV Infection and AIDS | Version 6 | March 2021 | May 2023 |
| HS15 – Visitors in the Workplace | Version 6 | March 2021 | May 2023 |
| HS16 – Young Persons Adventure Activities | Version 6 | March 2021 | May 2023 |
| HS17 – Alcohol and Substance Misuse | Version 6 | March 2021 | May 2023 |
| HS18 – Smoking in the Workplace | Version 7 | March 2021 | May 2023 |
| HS19 – Workplace Stress | Version 5 | March 2021 | May 2023 |
| HS20 – Fire | Version 3 | March 2021 | May 2023 |
| HS21 – Work Equipment | Version 5 | March 2021 | June 2023 |
| HS22 – Lone Working | Version 5 | March 2021 | June 2023 |
| HS23 – Managing Contractors | Version 6 | March 2021 | June 2023 |

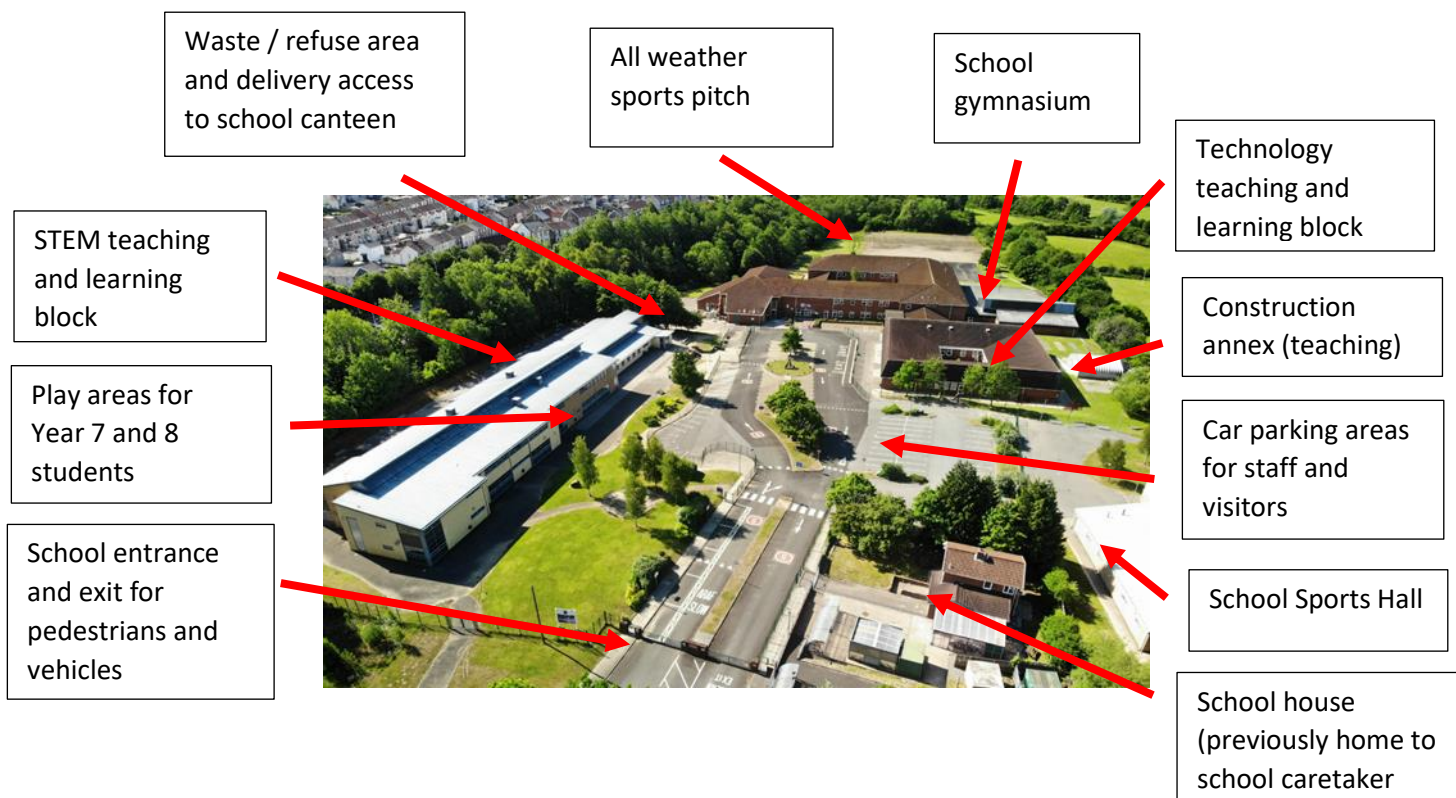
| Policy Number / Name | Version | Date | Review Date |
|--|----------------|-------------|--------------------|
| HS24 – Control and Management of Asbestos | Version 8 | March 2021 | June 2023 |
| HS25 – Infection Control | Version 6 | March 2021 | June 2023 |
| HS26 – Hand-Arm Vibration Syndrome (HAVS) | Version 8 | March 2021 | June 2023 |
| HS27 – Control of Legionella | Version 3 | March 2021 | March 2023 |

Appendix 2 : Pontypridd High School Health and Safety Policies and Procedures

| Main Policy and Guidance |
|--|
| General PHS Health and Safety Policy Statement |
| Health and Safety Compliance Audit |
| Health and Safety Site Inspection Guidance |
| Accident Reporting Arrangement Guidelines |

| Specific Policies and Procedures |
|---|
| Administration of Medication |
| First Aid |
| Managing Traffic on Site |
| Lone Working |
| Substance Misuse |
| Smoke Free |
| Accessibility Plan |
| Managing Critical Incidents |
| Inclement Weather |
| Education Visits and Trips |
| Fire Safety |
| Food and Fitness Policy |
| Healthcare Needs Policy |
| Safeguarding Policy |

Appendix 3 : Pontypridd High School – site map



Appendix 4 : PHS School reorganisation plans by September, 2024

