



Milford Haven School

Health and Safety Policy

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PART A - GENERAL STATEMENT

This policy is produced in respect of Milford Haven School/Ysgol Aberdaugleddau only and is supplemental to the Pembrokeshire County Council Health Safety & Well-being Policy.

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site, and to all places of work on site, are maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.
8. The persons with specific responsibilities for health and safety are identified in this policy and the arrangements implemented to meet the above requirements are also detailed.

PART B – Roles and Responsibilities

Key responsibilities for managers and staff are summarised in the matrix below:

Key Health and Safety Responsibilities Matrix

Carry out	Ensure carried out	Assist with	N/A
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Key Responsibilities	Director	Head of Service	Head Teacher	Line Manager	Team Leader	Supervisor	All Employees
Take reasonable care of own health, safety and wellbeing	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Implement Corporate H&S Policy	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Ensure competent to carry out H&S duties	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out
Provide H&S resources	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Include H&S in improvement plans	Carry out	Carry out	Carry out	Assist with	N/A	N/A	N/A
Monitor and review H&S performance	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Assist with
Consult with and inform staff at all levels	Carry out	Carry out	Carry out	Carry out	Carry out	Carry out	Assist with
All accidents and incidents reported	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out
All accidents and incidents investigated	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Carry out risk assessments and load onto internal system	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with
Implement control measures from risk assessments	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with
Use correct equipment for the task	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Ensure carried out	Carry out	Carry out

Maintain work equipment in a safe condition	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Maintain workplace in a safe condition	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Carry out
Carry out regular inspections	Ensure carried out	Ensure carried out	Carry out	Carry out	Carry out	Carry out	Assist with

GOVERNORS

The Schools Governing Body shall:

- Give due consideration to health and safety when developing all school policies and strategies and when allocating associated responsibilities and resources.
- Ensure that all their decisions/actions are commensurate with Pembrokeshire County Council's Health, Safety and Wellbeing Policy.
- Ensure that school business is planned and delivered in an organised, responsible and safe manner, adopting health, safety and risk management arrangements and systems of work that are fully compliant with relevant legal and management standards and consistent with best practice.
- Ensure that the management of health and safety in the school is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performance.
- Ensure that all roles and responsibilities for delivering all aspects of the health and safety policy and arrangements are clearly defined and communicated throughout the school.
- Ensure that all risks associated with activities, workplaces or equipment, are being assessed and managed effectively.
- Provide adequate resources to ensure effective delivery of the health & safety management arrangements.
- Ensure that arrangements are in place so that all employees are competent to carry out their work without risks to themselves or others, by provision of adequate training, information and supervision with support of the Business Manager.
- Promote a positive health and safety culture throughout the school and ensure effective employee involvement and the recognition and support of safety representatives.
- Ensure that the health and wellbeing of employees and promotion of good health are monitored effectively.
- Ensure that appropriate arrangements are in place to check that the competence of partners, suppliers and contractors working for us can be demonstrated.
- Ensure regular monitoring and review of health and safety performance.

HEAD TEACHER

The Head Teacher accepts responsibility for the health, safety and wellbeing of employees, pupils and visiting members of the public, in respect of the activities engaged in, the services undertaken, and the workplaces occupied by the school. The responsibilities placed upon the Head Teacher are detailed below.

The Headteacher will:

- Prepare a health and safety policy for the school.
- Ensure they maintain adequate training to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to the school.
- Establish and maintain an effective structure and resources for the management of health and safety for the school.
- Arrange budgetary provision for the health, safety and wellbeing expenditure (personnel, training & materials) of the school.
- Ensure a management system of health and safety arrangements and procedures for the school is developed and maintained.
- Ensure any contractors employed on works supervised and/or ordered by the school, conduct their operations in accordance with relevant legislation, and that suitable procedures are operated to assess contractors for their health and safety management arrangements. (This is particularly relevant when employing contractors directly and not through a PCC SLA)
- Develop a whole school wellbeing plan.
- Ensure that health & safety roles and responsibilities delegated by the Head teacher are clearly identified and understood.
- Ensure compliance with DVLA guidance in regard to all driving for work activities undertaken or on behalf of PCC.
- Ensure the health and safety issues for all of the school's activities are identified and assessed; measures are taken to eliminate hazards, reduce risks and adequately control remaining risks; and that the findings and decisions are recorded on the school internal drive.
- Ensure the identification and provision of relevant health and safety training and instruction required by the school is identified.
- Ensure records are kept of relevant staff attendance at health and safety training.
- Ensure adequate health and safety provisions (e.g. PPE, work equipment) are provided and maintained at each workplace occupied by the school.
- Ensure all accidents, incidents and illnesses are reported, recorded, investigated and action taken where appropriate to prevent recurrence.
- Act as, or delegate someone to, lead on health and safety issues in the school.
- Ensure health and safety is included as an agenda item for all relevant school management team, school Governing Body and consultative group meetings.
- Review the school's health and safety arrangements, action plan and performance at least annually, or more frequently if circumstances dictate, to ensure they are fit for purpose. Revise and take action as necessary.
- Ensure health and safety inspections of area are undertaken at 'termly' intervals and that any outcomes from inspections are actioned accordingly and closed out.

MANAGEMENT TEAM

(The managers of learning/site are responsible for the day-to-day management of health and safety issues within a department.)

The Management Team accepts responsibility for the health, safety and wellbeing of employees and visiting members of the public, in respect of the activities engaged in, the services undertaken, and the workplaces occupied by the

manager's area/remit. The responsibilities placed upon the Manager are below.

The Management Team will:

- Ensure they maintain adequate training in order to be familiar with health and safety legislation, codes of practice, guidance, standards and procedures relevant to their department/area.
- Establish and maintain an effective structure and resources for the management of health and safety for the department/area they oversee.
- Identify to the Head Teacher the required budgetary provision for the health, safety and wellbeing expenditure (personnel, training, personal protective equipment (PPE) & materials) of the department and allocate agreed budget.
- Ensure the directorate's management system for health and safety includes arrangements and procedures for the department/area.
- Ensure contractors employed on works supervised and/or ordered by the department/area, conduct their operations in accordance with relevant legislation and that contractors are assessed for their health and safety management arrangements.
- Ensure that health and safety is a standard item on the agendas of departmental meetings.
- Ensure certain departments i.e. Science, PE and Design and Technology have specific statements and procedures relevant to their areas that include any precise health and safety responsibilities and any special arrangements or standards to be followed.
- Assist the Health and Safety Coordinator (currently the Business Manager) in identifying competent persons/carrying out risk assessments.
- Ensure that staff are made aware of health and safety information relevant to them and have access to the health and safety publications provided or referred to as standards.

EMPLOYEE (ALL)

All Employees, regardless of their position or their duties, have a legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Employees must also co-operate with Pembrokeshire County Council and Milford Haven School as their employer, so that all relevant employers duties under Health and Safety Law are met.

In particular, employees must:

POLICIES, PROCEDURES AND INFORMATION

Familiarise themselves with the relevant requirements of Milford Haven Schools Health and Safety Policy, as well as other policies which ensure the employees overall wellbeing within school.

WORKING PRACTICES

Carry out assigned tasks and duties in a safe manner and in accordance with instructions and approved safe working procedures and not interfere with or misuse anything provided in the interests of health, safety and welfare.

TRAINING

Assist their Line Manager in identifying specific safety training requirements and co-operate with

management in attending training provided for them.

EQUIPMENT

Only use the correct tools, plant, equipment, materials for the work undertaken and reject any that are in an unsafe condition or become unsafe during use; and carry out a visual inspection of equipment, etc., before, during and after use. Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment required.

VEHICLES

- a. Drivers need to ensure that they comply with DVLA, HSE legislation and Road Safety Best Practice at all times whilst driving for work purposes and hold business insurance if driving for work purposes. If there are any changes in driver status, they should immediately inform their Fleet Compliance Officer and Line Manager of these changes.
- b. The Authority carries out an annual driving licence check on all employees who drive as part of their work; drivers can either call into Thornton or be supplied with a link [Driver Registration \(edavis.co.uk\)](http://edavis.co.uk) to add their details.

WORKPLACE

Keep the workplace safe, clean and tidy at all times.

ACCIDENTS

Report to their immediate line manager and complete an accident/incident report via the EVOTIX software system for:

- Any accident resulting in personal injury, and any dangerous incident where serious injury was narrowly avoided.
- Any 'near miss' incident that could have caused injury or could have implications for safety (such as incidents that involve damage to plant or equipment but do not involve personal injury).

UNSAFE ACTS AND CONDITIONS

- Immediately report to SLT or Site Manager any work situation, which presents serious and imminent danger
- Report to or discuss with their immediate Line Manager any hazard, unsafe condition, unsafe practice, or fault that comes to their attention during the course of their work, or if they are in any doubt about the safety of any situation. The email address of sitehelp@milfordhavenschool.co.uk can be used to report if not urgent.
- Discuss concerns or queries regarding health, safety and wellbeing with Line Manager in the first instance. If the matter cannot be resolved, then the next tier of management should be consulted.

HEALTH AND SAFETY IMPROVEMENTS

Report to their immediate Line Manager any shortcomings in the Health and Safety arrangements to enable remedial action to be taken if required, and any suggestions they may have for improving existing working practices.

CONTRACTOR STAFF

- Have the same responsibilities indicated for all employees together with those indicated in supplemental safety policies.
- Must co-operate and communicate with Milford Haven School on all relevant health and safety matters
- Must meet the health and safety standards required of them in the performance of the work activities with, or on behalf of, the Council

VOLUNTEER HELPERS

- Have the same duties as those indicated for employees.

THE SCHOOL'S HEALTH AND SAFETY SUBGROUP

This subgroup is formed from members of the Resources Committee and will include the Site Manager, a union representative and a governor representative. The sub group will inspect areas of the school on a regular basis (at least termly) as part of the policy monitoring process and will report their findings to the Resources committee.

PUPILS

Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for health and safety, schools will have expectations as to what is appropriate behaviour.

Pupils are expected to:

- a) Comply with school rules relating to general behaviour
- b) Take note of and comply with information provided for safety with regards activities undertaken
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff
- d) Not misuse anything provided for health and safety reasons.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. Where an Area/Department has been deemed of higher risk, Risk Assessments will be carried out within their areas and attached as appendices.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard accident forms as provided by Pembrokeshire County Council (PCC)- these are kept in the First Aid room or with the Headteacher's PA hpa@milfordhavenschool.co.uk

In addition, all accident forms will be entered on to the Pembrokeshire County Council's accident report system (accessed via the PCC Intranet under the Health and Safety section) Evotix.

Reportable incidents are categorised as:-

- Accident
- Incident
- Near miss
- Assault

1.2 – STAFF – All accidents to staff are to be recorded using Evotix, PCC online recording platform - reporting process and categories are the same as above. In the event they are unable to do this, a paper copy will be made available.

1.3 – VISITORS – All accidents to visitors are to be recorded on the accident forms and reported via the PCC intranet module using the same process as for pupils and staff.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident form is to be completed. The form will be sent to the Site/Business Manager who will then decide if it needs to be forwarded to Pembrokeshire County Council Health & Safety unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

1.5 – BEHAVIOUR INCIDENTS TO STAFF– These include violence, bullying and harassment. These incidents are to be reported to your line manager or a member of the engagement team. Alternatively you can record the incident by the same means as the above.

2 – ASBESTOS

The asbestos register is compiled and completed by Pembrokeshire County Council under the local authority policy. Procedures are such that the register is kept centrally and not on site. Any major works planned must be approved by the local authority officer with responsibility for asbestos management.

Do not assume there is no asbestos present and always liaise with the local authority prior to commencement of any works on site. If a staff member believes an asbestos material/substance is visible or has come in contact with it, wash hands immediately and raise it with the Business or Site Manager.

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to the site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract (these would be under the local authority service level agreements so overseen by PCC). Such contractors' visits can vary from an annual visit to ad hoc requirements, e.g. to service boilers, check and ensure all fire extinguishers are fully charged and compliant, Portable Appliance Testing (PAT) testing, responsive requests etc. The PCC service contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods should take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its own risk assessments to the contractors where relevant. A copy of this policy will be provided to the PCC Building Maintenance Officer as well.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated. These types of works are generally organised via the local authority building maintenance department who would ensure contractors follow local authority processes and procedures.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;

- c) inhalation of smoke/fumes through heating substances or use of the same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Business/Site Manager.**
- b) Before any work is commenced, it is essential that the **Business/Site Manager** is made aware of -
 - what work is to be undertaken,
 - where the work is to be carried out,
 - an indication of the likely timescale,
 - what equipment is to be used,
 - which services are required.
- c) Before work is to commence, the contractors must be advised by the **Business/Site Manager.**
 - Where they can gain access to services,
 - What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **rear of the school / school assembly point**
 - Any particular problems with the work, e.g. access may still be required to the area.
 - The contractors must be issued with a visitors pass and advised that it must always be worn whilst on site.
 - The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually falls under the requirements of the Construction Design and Management Regulations and is overseen by the local authority building maintenance department under the school's SLA agreement.

For all large scale works a pre-meeting will take place and the **Business/Site Manager** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc).

4 – CONSULTATION WITH EMPLOYEES

The school complies with the Health and Safety (Consultation with Employees) Regulations 1996 by:

- a) having health and safety as a standard item on the staff briefing at the commencement of the academic year
- b) circulating any school safety news to all staff; and where appointed, consulting with the Trade Union Accredited Safety Representative /representative(s) of employee safety in good time on all health and safety issues.

5 – COMPETENCE

All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to health and safety, competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role, basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction.

6 – INTERNET USAGE / E-SAFETY

The school has a separate policy for Internet usage / e-safety and a copy of this policy can be found on the staff intranet. The policy indicates there is a whole school approach to internet safety and details the ways ICT facilities can and cannot be used by the network's users.

7 – FIRST AID

The school exceeds the basic recommendation for first aiders, which is for two persons to have a first aid at work certificate. A list of staff who hold a First Aid at Work certificate is available from the school's First Aider or Business Manager

7.1 - FOLLOWING AN ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury, the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken, but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay in obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

7.2 – RECORDING - Any accident where first aid is administered to students is to be recorded on the PCC accident forms and submitted on the PCC accident reporting module.

7.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site. The designated first aider with designated first aid responsibilities will periodically check and re-stock all the first aid boxes.

7.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept *in* the first aid box. Staff are advised to contact the site team who have a specific spillage kit for cleaning up spillages such as blood or vomit.

8 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

a) ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

b) FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by the contractor and on a termly basis the extinguishers are checked, by the Site Manager, to ensure that they are in position and that the pins are in place.

c) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use, and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment.

9 – INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.

10 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable, in line with the specific policies dealing with medical needs, i.e. Administration of Medicines Policy, and the Strategic Equality Plan.

11 – RISK ASSESSMENTS

The school risk assessment process is managed by the Head Teacher and Business Manager. Site specific risk assessments are held on the PCC Evotix system and reviewed in line with the guidance proposed. Risk assessments carried out for individuals are saved within their designated personal folders and ad-hoc risk assessments are saved onto the main drive.

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (this is one of the mandatory units on the Pembrokeshire Online Development (POD) system) for the workstation(s) where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time, more or less daily.

11.2 – FIRE – A fire risk assessment has been undertaken by the local authority Fire Safety Adviser in line with the requirements of the Regulatory Reform (Fire Safety) Order and this has identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire instructions are displayed in every classroom and are contained in the staff handbook. All staff must also complete the mandatory fire awareness module on the POD. The fire alarm system and emergency lighting is regularly maintained by a PCC approved contractor, currently OCON Fire and Security. The emergency lighting is tested on a rolling programme fortnightly. The fire alarm audio testing is tested weekly. Fire drills are conducted termly.

11.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments/Faculties or in the standards followed, e.g. Consortium of Local Education Authority for the Provision of Science Services (CLEAPSS) documentation for both Science and DT.

If staff have any questions on hazardous substances these should be raised with line managers or the Director of Learning.

11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations, and any involving even occasional movement of awkward or heavy items, must be covered by a written manual handling assessment. The site team have completed a manual handling course and there is an on-line manual handling course which all staff must complete on POD.

All staff must ask themselves the question when considering undertaking any manual handling operation “Can I move the objects where I need to safely and without risks to health?” Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4.2 – MANUAL HANDLING TRAINING

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students’ use, e.g. standing frames, wheeled chairs and hoists.

11.5 – NOISE – The Noise at Work Legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels, as well as Music.

If staff have any questions on noise levels, they should initially speak to their Line Manager or AOLE Director who will refer the matter on to the Headteacher if unable to resolve it.

11.6 – SECURITY – Security issues are regularly reviewed. If staff have any questions on security, they should initially speak to their Line Manager who will

refer the matter on to the Site Manager if unable to resolve it.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold-water systems and measures have been introduced to manage the risk of Legionnaires Disease. The legionella testing is undertaken by the site team in line with the guidelines and checklists provided by Pembrokeshire County Council.

11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premises) Regulations. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace. Staff are aware that any site-related issues should be logged using the Spiceworks site helpdesk email. (sitehelp@milfordhavenschool.co.uk)

11.9 - WORK AT HEIGHT – Working at Height Legislation identifies working at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so; accessing high level storage if not able to reach; and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of working at height, and any frequent operations and any involving use of equipment, must be covered by a work at height assessment.

11.9.1 – REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out, and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

11.9.2 – SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders. These are more likely to be undertaken by the local authority, and as such risk assessed and managed by the PCC building maintenance department.

12 – SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, and also the leaflet ‘Safeguarding Guidance for Staff Working with Children and Young People’.

13 - SCHOOL TRIPS

A school trips crib sheet is available to staff and can be found on the Google shared drive, which outlines further information on how to plan for a trip and how to adhere

to Health & Safety regulations.

13.1 – SCHOOL TRIPS - TRANSPORT

The school has adopted the Council guidelines for the transport of pupils. One of the following options will therefore be used.

1 - Staff transporting students/equipment in their own cars or driving to other venues during the working day must confirm that their insurance policy covers them for this purpose, as such cover is not provided by the Council. Where they have pupils present, they need to ensure they have consent from the parents/ carers.

NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use. Staff are reminded of this need periodically and the travel claim forms and guidance clearly stipulate this requirement.

2 - Transport and drivers are hired from a reputable source. This is the usual practice for school trips.

3 - The parent(s)/carer(s) of students are advised of the venue and time of activity and that their child is required to be there at that time.

4 - Use of the school minibus, providing the staff member has completed the MIDAS training (Minibus Driver Awareness Scheme) and this is still valid.

School trips are required to be risk assessed and must be submitted to EVOLVE for approval. The following trips must be submitted -

- Residential trips (at least 2 weeks before the date of the trip)
- Trips running outside of school hours
- Trips abroad (at least 8 weeks before the date of travel)
- Trips which are deemed to be of a high-risk nature
- Trips where travel may be by boat, ferry or plane

All staff members have an EVOLVE user account and should submit the forms to the Educational Visits Coordinator (currently the Business Manager). The Headteacher will be responsible for approving all submitted trip assessments and the local authority must approve any residential trips or travel abroad.

14 - WELLBEING

The wellbeing of staff is seen as an integral part of the school's health and safety responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or Line Manager but also have access to a confidential telephone counselling service provided by the Education Support Partnership. Sickness absence or health concerns will be dealt with under the school's absence policy.

The Governing body endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

Where an employee is experiencing "Stress at Work", in order to comply with the principles set out in the HSE's Management Standards, a Team Stress Risk Assessment is completed. This is a corporate template risk assessment that covers "Demands, Control, Support, Relationships, Role and Change".

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

DATA – Design and Technology Association

DSE – Display Screen Equipment (Computers)

H&S – Health and Safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

AOLE – Area of Learning Environment

PCC - Pembrokeshire County Council