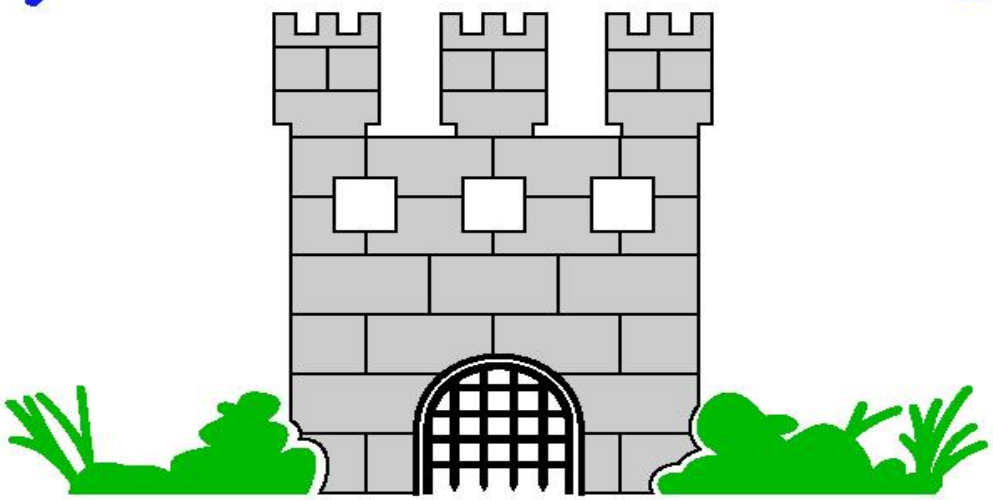
The Rofft School



Marford

Adopted October 2025

Next Review Date
October 2026

HEALTH AND SAFETY POLICY

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 14 as standard.

Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact 01978 853116

Health and Safety Policy Review Sheet

Date of Review	Reviewer(s)	Comments

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School Details

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Ultimate Responsibility for Health and Safety is The Head Teacher. However, all staff members and governors have a shared responsibility for this important aspect of school life.

Introduction

The Rofft Primary School understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation.

The Head Teacher is to maintain a safe and healthy working environment at The Rofft Primary School for all staff, pupils and visitors.

For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the health and safety policy statement, organisation and arrangements necessary to control all aspects of the school's operations on and off site.

Statement of Policy

This is the health and safety policy of The Rofft Primary School which should be read in conjunction with the health and safety policies of Wrexham County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- A healthy and safe environment throughout the school.
- Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe equipment used in school.
- Provision and dissemination of health and safety information which is received from the LA and other sources.
- The provision of adequate health and safety training to all employees as and when this need arises.
- Safe means of access and egress.
- Adequate welfare facilities for all staff.
- Procedures for emergencies such as fire, first aid and other school related incidents.
- Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- Access to specialist help with references to health and safety matters (LA).
- Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- This policy will be reviewed and updated as appropriate.

Organisation and Responsibilities

School Governing Bodies

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.

- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.

- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.

- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.

- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.

- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.

- To receive through the Head Teacher or school staff copies of health and safety reports noting the action taken to be taken to implement the recommendations or requirements.

- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.

- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

Health and Safety Co-ordinators

The role of the Head Teacher and the Designated Health and Safety Officer in The Rofft Primary School is to comply with LA policies with respect to his delegated responsibilities, and to prepare and implement local health and safety procedure for his area of control.

The Head Teacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc. The duties and responsibilities are defined as follows:

- Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LA (e.g. the requirement to carry out risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).

- Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe Working procedures at a local level.

- Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school).

- Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. Property Services) for remedial works.

- To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LA procedure, in order to comply with requirements of legislation. (These documents are held in the Head teacher's office.)

- To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LA guidance, and in order to comply with Health and Safety (First Aid) Regulations 1981. The names of the nominated first aiders are displayed in both departments.

- Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, and visitors) are given the appropriate information and instruction.

- To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data.

- Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LA policies, procedures and guidance and with local school site health and safety procedures.

- To ensure that health and safety issues are discussed at School Governor Meetings and appropriate action taken in respect of ensuring continuous compliance with LA policies, procedures and guidance.

- To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.

- To ensure that all contractors on site liaise with the Headteacher and follow the Authority and LA guidance on the "Control of Contractors".

- Ensure that the Head teacher Mr Geraint Morris and/or the nominated Health and Safety Officer participate in health and safety training courses arranged by the LA.

Administrative Staff / School Business Manager

Administrative staff are responsible for implementing safe working procedures in respect of their activities at The Rofft Primary School which should comply with the LA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

Caretaker

The caretaker is responsible for ensuring that he implements safe working practice in respect of their activities on and around The Rofft Primary School and complies with LA policies, procedures and guidance as appropriate.

Note: In general the caretaker's spectrum of activities is quite broad and in some instances failure to implement safe working practises could affect all persons on the school site.

Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk, and to ensure that staff, pupils and visitors to the school are safe and without risk.

General

This policy incorporates the aspects of the LA health and safety policy that are relevant to the school. However, the requirements of the LA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and/or trade union safety representatives and/or staff representatives, the governing body or a sub-committee of governors ratify the policy.

The policy addresses those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

Pupils

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation.
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Observe standards of dress consistent with safety and hygiene requirements.
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Head Teacher anything they believe to be harmful or dangerous.

Arrangements

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements which the governors of The Rofft Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Accident and Incident Reporting

The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting procedure.

Without exception, all employees are required to report work-related accidents and incidents to the head teacher or their respective line manager or other responsible persons as soon as possible, providing as much detail and information as possible.

Anyone who is notified of a serious accident/incident must inform the Head teacher **and** the WCBC Corporate Health and Safety Team by the quickest possible means so that the appropriate support and follow up can be arranged.

The latest version of the WCBC Local Authority's Accident/Incident Form must be completed with a copy forwarded to:

Corporate Health and Safety,
Finance Department,
Wrexham County Borough Council,
Lambpit Street,
Wrexham,
LL11 1AR.

Completed forms can also be emailed to corporatesafety@wrexham.gov.uk

Accidents Involving Pupils

The Local Authority's Accident/Incident Form must be completed for all incidents/accidents involving children/pupils, staff, visitors contractors etc. and signed off by the Head teacher or their respective line manager or other responsible persons.

The form, once completed, should be copied and held in school with the original sent to WCBC Corporate Health and Safety Team.

RIDDOR

The Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place a statutory duty on employers to notify the Health and Safety Executive (HSE) of all relevant specified injuries, diseases and dangerous occurrences.

Any accident or incidents which trigger RIDDOR reporting requirements **must** be sent to through to the WCBC Corporate Health and Safety Team by the quickest possible means.

WCBC Corporate Health and Safety Officers will check all submitted accident/incident forms and will report to the Health and Safety Executive on the school behalf if required.

Post-incident Investigation

The Head teacher is responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated.

Any investigation made will be proportionate to the seriousness of the incident and will be recorded in writing. It must address the circumstances surrounding any accident/incident in order to try and identify any unsafe conditions or unsafe acts which led to the incident.

An investigation may include obtaining witness statements, photographs and other relevant documentation. A copy of any completed investigation should be forwarded to the **WCBC Corporate Health and Safety Team**, who will ensure it, is held with the original accident report. This will also enable them to comment on the proposed measures to prevent a recurrence.

The immediate post-incident action taken by management to prevent a recurrence will be recorded on the Local Authority's Accident/Incident Form. They should also indicate where existing risk assessments, plans or procedures will be reviewed.

Near Misses

It is important that near misses are reported. Near misses might be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident. This can be done using the near miss reporting form.

Liability Claim's

Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, the school will:

- Immediately forward the letter of claim or CNF to Wrexham County Council Insurance Department or the Corporate Health and Safety Team, in order that they can acknowledge receipt of the letter of claim or CNF within one business day.
- The school will promptly provide information requested by the WCBC Corporate Health and Safety Team, who are required to investigate employee injury claims within 30 business days.

Administration of Medication

The school fully complies with the LA policy / guidance on the "Administration of Medication" The LA will monitor compliance. Where required, anyone requiring medication or medical support in schools will have an individual healthcare plan created with the support of key medical personnel.

Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional**.** Medicines are kept in a locked cupboard in the school office.

The only exceptions to this are asthma medication (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

Asbestos

It is the responsibility of WCBC Property Services to ensure a survey / risk assessment is carried out for The Rofft Primary School.

Where asbestos is present we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.

We draw to the attention of contractors, staff and other people who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our asbestos register.

Building / Premises Defects

The school will ensure that regular formal inspections of buildings, premises (including walls and fences) are undertaken and written records of defects noted and a programme for remedial measures drawn up.

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to a nominated person, head teacher, caretaker, or school office. That person will ensure that the necessary action is taken to rectify each defect without delay.

All staff are required to report accidents, incidents, near misses, defects and hazards.

Particular Matters Requiring Attention

School will ensure that all steps, stairs, and thoroughfare (hard-based areas and grassed areas) are maintained in a condition which is safe. Regular inspections of the school site are carried out (defects noted and remedial measures put in place). Matters such as e.g. spillage / wet floors / trailing cables etc. are identified and rectified.

Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc. Arrangements are in place for treating pedestrian thoroughfares when ice, snow, leaves, surface water etc. poses a slipping risk. The LA will monitor for compliance.

Cleaning and the Use of Substances Hazardous to Health

The Head Teacher and caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on the school site.

The associated procedures and control measures will be implemented and enforced.

School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition. All cleaning materials will be kept under locked storage.

Contractors

The Rofft Primary School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

The school will refer any problems regarding health and safety of the works to the LA Safety Officer.

Large-scale works will be undertaken under the control of the WCBC Property Services Department.

The LA will monitor for compliance.

Contractors will be referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any intrusive works are permitted to commence.

Children will be excluded from any work sites or areas where work is taking place, including areas where vehicle movements take place.

Design & Technology

The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document, if appropriate.

Display Screen Equipment

The school will ensure full compliance with WCBC guidance.

For members of staff with ‘desk based jobs’ the Council’s procedure for carrying out workstation self-assessments on an annual basis will be followed.

For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

Interactive white boards will be fixed and used in accordance with the manufacturer’s instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.

Educational Visits

The school uses the EVOLVE online system for educational visits approval. WCBC Outdoor Learning and Educational Visits Advisor assesses and approves school visits involving adventurous activities, residential stays and trips abroad, as well as providing advice to the school.

Electricity

The school will comply with the LA Health and Safety policy on Electricity at Work and will periodically monitor compliance.

School will ensure only "approved" appliances are used and a competent person carries out all repairs and maintenance. In school will ensure that:

- All portable electrical appliances are maintained in a safe condition and are inspected / tested by a competent person. Records are maintained.
- Fixed mains wiring is inspected and tested at least every 5 years.
- Only competent, trained persons are permitted to carry out work on fixed electrical installations (lighting, wiring, etc.). All installation, repair, modification and testing of fixed electrical systems is to be undertaken using competent persons.
- Staff to undertake 'before use' visual inspections of electrical appliances.
- Residual Current Devices (RCDs) are provided and used where applicable.

Emergency Situations

The Rofft Primary School has an emergency plan. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have term impacts on pupils staff, governors and parents.

The following are examples of emergency incidents, which may impact on the school and necessitate activation of the emergency plan.

- A serious accident involving children and/or school personnel, on/ off site.
- A terrorist attack or violent intruder on or nearby school premises.
- Chemical or toxic substance release on or off site.
- Firearms/weapons attack.

Equipment

All employees are required to inspect visually their work equipment, to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.

Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.

No personal equipment is to be used unless it has been deemed safe by a competent person.

Finger Traps in Doors and Gates

All doors / gates in the school will be risk assessed and appropriate safeguards put in as necessary.

Fire Safety and Evacuation of the Building

A documented fire risk assessment is in place, kept up to date and made available to all staff. WCBC Property Services has carried out a Fire Safety Risk Assessment for the whole school. A copy of this risk assessment is also held off-site within Property Services

Department. The risk assessment will be reviewed and updated annually or sooner should there be any significant alterations, incidents or changes in school.

The school will action any shortfalls resulting from the Risk Assessment.

The school will ensure compliance with:

- Termly fire drills in accordance with LA guidance undertaken.
- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually.
- Emergency lighting tested regularly.

Fire Safety Coordination

The Head Teacher or Deputy Head Teacher will act as the Fire Safety Coordinator and, with the support of all staff, ensure all fire safety checks are carried out. Fire evacuation exercises are held at the beginning of each new term and recorded in the fire log book.

In the Event of Fire

Raising the alarm any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual call points (break glass points) located around school (where present) and shouting “Fire”.

Fire Action Notices detailing the action to take in the event of fire are displayed next to each fire alarm manual call point. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms. These are also intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

Visitors a nominated member of staff is responsible for taking the **visitors book** to the assembly point to ensure that all visitors and contractors are accounted for by way of a roll call. Visitors must follow the instructions of members of staff in the event of an evacuation.

Assisting vulnerable people/people with disabilities where pupils or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

Similarly, should there be any disabled visitors to the school, a ‘buddy’ system will be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

Catering staff must ensure that, if the alarm is raised, they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so), e.g. deep fat fryer or oven, and evacuate the building by the nearest available exit.

Contractors/visitors all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. Any outside group hiring the school's facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

Lone workers people who might be lone working must be aware of the emergency actions they must take in the event of a fire.

Assembly point's children, visitors and staff will gather at their agreed assembly point(s) as outlined on **Fire Action Notices** displayed in school. Class teachers will act as Fire Wardens and ensure that roll call information is provided to the Fire Safety Coordinator.

Lunchtimes where an evacuation occurs at lunchtimes, Midday Supervisors are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

The Fire Safety Coordinator(s) will take overall control during the evacuation process. Their duties include:

- Ensuring the fire and rescue service is called where required;
- Coordination of people at assembly points;
- Ensuring the evacuation is conducted effectively;
- Delegating certain tasks to other suitable personnel;
- Liaison with the emergency services on arrival and provision of key information requested by the Fire Service, e.g.
    - Results of roll call, i.e. has everyone been accounted for?
    - Location of fire (if known);
    - Types and locations of highly flammable substances;
    - The nearest water supply fire hydrant;
    - Provision of information on locations of asbestos;
    - The gas and electricity main shut-off valve locations;
    - The Fire Risk Assessment;
    - Ensuring that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Fire Warden (class teacher) duties include:

- Helping children and others (i.e. visitors) to leave the premises;
- Checking their area to ensure everyone has left, undertaking sweeps of classes, toilets, cloakrooms etc.;
- Using appropriate firefighting equipment if trained and safe to do so;

- Reporting to the Fire Safety Coordinator;
- Shutting down dangerous equipment and operating emergency shut-off switches;
- Taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Head teacher and/or liaising with the Fire and Rescue Service.

Escape Routes, Final Exits and Fire Doors

All escape routes will be kept clear of obstruction and will be clearly marked with green 'running man' signs and directional arrows where appropriate. All staff must be aware of the location of final exits and alternative escape routes.

All exits will be readily openable from the inside without the use of a key (e.g. thumb turn locks, push pads or push bar) at all times including outside normal school hours, e.g. during evening performances or after school meetings.

The school operates a formal system for checking fire doors and fire exit doors to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc.

The Fire Safety Coordinator or nominated representative is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

Fire fighting Equipment

This equipment must only be used by trained staff to tackle small fires if it is safe to do so and to assist escape from fire**.** Means of escape must not be compromised when tackling a fire.

First Aid

The schools first aid requirements are based on risk assessment, and include:

- Designated workplace First Aiders (names displayed on posters in school);
- Adequate numbers of suitably qualified staff providing first aid provision for pupils;
- Identified locations of first aid boxes with complete and "in date" contents;
- A designated room for medical emergencies near to, or containing, toilet, wash basin etc.;
- Travelling first aid kits are taken on educational visits.

If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

First Aid Records

School will record any first-aid treatment given by First Aiders and appointed persons. This will include:

- The date, time and place of the incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first-aid was given;
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the First Aider or person dealing with the incident.

Furniture / Equipment

School will ensure that all new furniture is purchased in consultation with the LA Support Service staff to ensure compliance with the relevant British Standards etc.

The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

Liquid Petroleum Gas

The school will ensure in the event of flame failure, re-ignition must not be attempted by the Caretaker but referred to property services / competent LPG gas engineer.

School will ensure that all gas equipment is regularly inspected by a competent engineer as per LA policies.

The school ensures that clear instructions are in place for the procedures to be taken in the event of a gas leak (usually evacuation procedures).

Risk assessments will also be sought from LPG supplier with regards to delivery of the gas.

Gas Operated Boilers

The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner / caretaker but referred to WCBC Property Services / Competent Gas Engineer.

Other Gas Equipment

School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies and with WCBC Property Services.

Gas Leaks

The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak.

Glazing

A glazing survey / risk assessment will be arranged through the LA and a programme put in place by WCBC Property Services. The school (in liaison with the LA) will attend to any shortfalls identified.

Hot Surfaces (Radiators, heaters, pipe-work etc.)

All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in place as necessary.

The school will ensure measures are in place to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. This includes solutions such as thermostatic mixing valves to hot water outlets used by them, and using low surface temperature radiators or appropriate covers.

Inadequate Heating

School will ensure compliance with temperature and ventilation requirements as prescribed in the Education (School Premises) Regulations 1999 and other relevant legislation.

A comfortable working temperature will be maintained of at least 16°C.

In the event of the need for portable heating or cooling, any equipment provided to achieve this will suitable for use, free from defects, and safely sited so as not to create additional hazards.

Information Technology (IT)

The following precautions are taken in relation to IT:

- The layout of equipment will be appropriate with sufficient room for each student;
- IT rooms will be kept in good condition and tidy with no trailing leads;
- Seating will be suitable, i.e. height and comfort adjustable for individual users;
- Lighting levels will be adequate for the types of activities undertaken;
- Heating levels and ventilation will be adequate;
- Combustible items in the IT workroom will be stored appropriately;
- The server unit is housed appropriately, e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.

Kitchen Safety / Hygiene

School will ensure a close liaison exists with Area Catering Supervisors, The School Meals Service and the Cook in Charge will ensure that the kitchens are maintained in a safe and hygienic condition.

Legionella

HSL/ Hertal provide advice and have assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

Any infrequently used outlets, e.g. showers, will be flushed through every week in which they have not been in use. Shower heads will be removed and de-scaled at the beginning of each term. Written records of these checks will be held.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a monthly basis.

Lighting

The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.

Manual Handling

The Rofft Primary School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place.

The LA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.

School will ensure that a Care Plan / Individual Action Plan are in place, which has carefully risk assessed the moving and positioning of pupils and all the necessary control measures in place.

Out of Hours

The Rofft Primary School will ensure that the premises are safe for out of hours activities and the necessary security measures are in place.

Physical Education

The school will ensure that all PE activities fully comply with the standard as set out in the current BAALPE (British Association of Advisers and Lecturers in Physical Education) Safe Practice in Physical Education Guidance.

Risk assessments will be undertaken for all PE activities and suitable control measures implemented.

Clear written guidance, rules and procedures for use of equipment will be provided.

There will be adequate supervision of activities, and staff will be competent to lead activities in their given areas of expertise.

PE Equipment will be inspected before use, and outdoor fixed play equipment will be inspected regularly by staff to identify obvious hazards that can result from vandalism, wear, or weather conditions (e.g. broken parts, broken glass, exposed foundations, slippery surfaces).

Playground Equipment

All playground equipment will be maintained to relevant British Standards and approved by the LA.

A maintenance regime is in place to ensure equipment is kept in a safe and serviceable condition.

Playground equipment and its use are supervised during all breaks during the school day.

If the equipment is used during lesson time supervision is again maintained.

Staff will supervise the erection and dismantling of PE equipment and not allow children to do this on their own.

If at any inspection equipment is found to be in need of repair, it will be removed, replaced or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation, or erecting protective fencing. The repair will then be completed as soon as possible.

Playground Supervision

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Pregnant Members of Staff / Nursing mothers

When a member of staff notifies the Headteacher of their pregnancy, relevant risk assessments will be considered and an additional individual assessment carried out to ensure that throughout pregnancy, while at work and on return to work, risks to their health and safety are adequately controlled.

Risk Assessment

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.

They are all available on the school central server for staff to inspect and refer to as necessary.

The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

Risk assessments will be reviewed at least annually or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

For Educational Visits and Outdoor Learning the school will tailor model risk assessments supplied on the County Council **EVOLVE** system.

Staff should ensure they are aware of any risk assessments relevant to their roles, and completed risk assessments will be available at all times for staff to view and will be held as working documents.

Routine Maintenance and Servicing Requirements

The table below indicates the areas and frequencies of servicing and maintenance for school systems and equipment. All other servicing and maintenance will be carried out by competent contractors by WCBC Property Service Department. Records of servicing and maintenance will be filed within our Buildings Register.

AREA	ITEMS	FREQUENCY
Fire	Fire alarm system	· Serviced **6 monthly** · Call points tested **weekly**
	Emergency lighting	· Serviced at least **annually** · Tested **monthly**
	Fire extinguishers	· Visually checked **monthly** · Serviced **annually**
	Battery-operated smoke alarms (if relevant)	· **Annual** clean and battery change · Tested **weekly** (as fire alarm)
	Fire drills/practices	· **Termly**
	Fire doors	· Regular inspection
	Fire log book	· Kept up to date (all the above should be recorded in the **fire log book**)
Electricity	Mains installation (fixed wiring)	· Inspected every **5 years** by registered contractor
	Fixed electrical equipment	· Serviced **annually**
	Electrical heating boilers (if relevant)	· Serviced a**nnually**
	Fan convectors (if relevant)	· Serviced **annually**
	Lightening protection (if relevant)	· Serviced **annually**
	Water heaters (if relevant)	· Serviced **annually**

	Portable electrical appliances	· Inventory of equipment; · Regular user checks before use ; · All EARTHED equipment to receive Electrical Integrity Test **annually** (portable appliance testing); · Double-insulated (hand-held equipment) user checks before use, and formal visual inspection 6 months to 1 year dependant on use; · Double-insulated (not hand-held) user checks before use and formal visual inspection every 2-4 years.
Gas (or Oil)	Mains installation Gas-fired boilers/heating systems/water heaters Fixed gas appliances	· Serviced and certificated by Gas Safe Registered Engineer **annually** · Serviced **annually** by Gas Safe Registered Engineer · Serviced **annually** Gas Safe Registered Engineer
Gas cylinders (LPG)	Gas cylinder regulators	· Annual safety check · Regulators sent to specialist firm for a check every 5 years (good practice)
Security	Intruder alarm	· Serviced **annually**
Water	Water system Infrequently used outlets (showers, hoses etc.) Thermostatic mixing valves Scald risk (pupils/ vulnerable persons)	· Maintenance schedule as deemed appropriate in water hygiene (legionella) risk assessment · Flushed through hottest temp possible (every week not in use) · TMV maintenance in accordance with manufacturer's instructions · Monthly checks, recorded
COSHH	Portable air conditioning units	· Maintenance in accordance with manufacturer's instructions

PE equipment	All PE equipment	· Serviced **annually** · Inspected regularly (informal)
Outdoor play equipment	All	· Serviced a**nnually** · Inspected regularly (informal)
Lifting/ handling equipment	Wheelchair lifts and people-lifting hoists and Evac. chairs Goods lifts/hoists	· Thorough examination and test every 6 months · Thorough examination and test every 12 months
Working at height	Ladders/stepladder/scaffolds trestles	· Formal inspections every **6 months** (recorded on Ladder Register) · Regular inspections (informal)
Kitchens	Fixed gas equipment, i.e. ranges, fryers etc. Fixed electrical equipment, i.e. mains cookers etc. Oven canopies Pressure cookers, 'Espresso-type' coffee machines, pressure steamers, steamer ovens	· Serviced by Gas Safe Registered Engineer **annually** · Serviced **annually** · Cleaned professionally at least **annually** · Annual safety checks (unless items are in regular use, in which case it might be appropriate to make more frequent formal examinations)

School Ponds

School must ensure that a suitable and sufficient risk assessment has been conducted before embarking on the construction of a school pond and physical control measures have been put in place after construction to prevent drowning.

Slips Trips and Falls

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors,

absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions**.**

If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

Stress at Work

Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to Human Resources.

Supervision of Pupils

Risk assessment will be used to determine staff ratios for effective pupil supervision. During school hours pupils will not be left unsupervised, including at break times.

Sensible, safe behaviour will be promoted to pupils by all members of staff.

Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.

Pupils will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Before and After School

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

In the case of pupils arriving/leaving on school transport, staff will be available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Younger foundation age pupils will be kept in school and handed over to parents/carers once they arrive.

Pupils who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that, during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develops, the member of staff will attempt to intervene or to seek assistance as the situation requires.

Non-collection of Pupils

Where a pupil is not collected as part of the normal collection routine, the Headteacher or person nominated by them will contact the parents or other authorised person to collect the child.

The child will not be allowed to leave with anyone other than those named on the school list. The child must stay with two members of staff at school until they are safely collected by the parent/other authorised person.

The protocol below will be followed:

15 minutes after non-collection at the normal time	Call pupil's emergency contact numbers in hierarchical order.
30 minutes after non-collection at the normal time	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/ authorised person.

Sun Safety

The school provides a number of shaded areas for children to play under or use during outdoor activities on particularly sunny days. Children are encouraged to wear caps/hats during outdoor play/activities. Parents are reminded to ensure that sunscreen has been applied before children come to school in the morning, particularly during the warmer months and preferably sunscreen/block that only needs to be applied once per day. Children can bring their own sunscreen to school and re-apply themselves.

If a child requires assistance, this will be supported by a staff member in the presence of another member of staff, as part of our safeguarding policy. Any members of staff who do not agree to this request will notify the Head Teacher of that decision in order that other appropriate arrangements can be made.

Science

School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (As per LA policy). School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".

In the event of a health and safety issue school should refer the matter to the LA / or the Safety Officer.

Stage Performances

In the case of staging, the stage is put together following the manufacturer's instructions. Pupils are not permitted to assist, but are supervised at all times and given suitable safety instructions.

Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury.

Supervisors of performances and rehearsals are made aware of general emergency evacuation procedures and will ensure that suitable safety instructions are provided to audiences prior to the rehearsal or performance.

Supervisors will ensure that the set-up for performances and rehearsals employs suitable safety measures, especially in relation to the physical safety and ability of persons involved, and to include manual handling tasks, work at height, lighting and special effects, e.g. use of dry ice and smoke machines.

Where strobe lighting is employed this will be kept to a minimum, and clear signs will be displayed at all points of entry indicating that strobes will be used.

Any specialist equipment will only be used by experienced qualified personnel.

All electrical equipment will be used in accordance with the manufacturer's instructions and visual user checks will be made. RCD (Residual Circuit Devices) will be used where required.

Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.

Smoking

The Rofft Primary School operates a complete smoke-free policy which applies at all times. Smoking is NOT permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to any vehicle being used for school business.

The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

These rules apply to employees, parents, and visitors, members of the public, contractors and others working in or using the school's premises or vehicles. This will be clearly advertised and visitors to the school will be informed of it.

Pupils breaching smoke-free rules will be dealt with according to the school's behaviour policy.

Swimming

School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff is aware of the division of responsibilities between the school and the pool staff.

Traffic on School Sites

School must comply with the requirements of the LA Policy and compile a specific risk assessment on the management of traffic at the school site.

School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians. We aim to ensure that any vehicles accessing and leaving our site do so safely.
The school will liaise with the Local Authority Transport team and providers where required to ensure the safe operation of home to school transport arrangements.

We actively encourage parents/carers to act responsibly when dropping off and collecting pupils and where issues arise we take appropriate action to report and address problems.

Training

The school will ensure that staff is competent to perform tasks that may impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures shall take into account differing levels of responsibility, ability, literacy and risk.

Determining the health and safety training needs of the school will be considered in conjunction with staff members. These needs may be identified as part of personal learning and development procedures or through other means such as fulfilling legal obligations (e.g. first aid training), through risk assessment, following accidents or incidents, or following the acquisition of new equipment and machinery.

All new members of staff (including volunteers, students and pupils on work experience) will be given a formal workplace induction and will be encouraged to familiarise themselves with the health and safety procedures and arrangements in school.

A formal health and safety training matrix plan is maintained as a working document. This will list all health and safety training that has been carried out. The training matrix plan will highlight any statutory refresher training that may be required.

Trees on School Site

Where we have trees in our grounds, tree surveys are undertaken at appropriate intervals by the Local Authority and a copy of the Tree Survey Report is held in school.

Lone Working

The school does not recommend that staff work alone on school premises. However, there might be situations in which people may choose to or find themselves working alone. This might occur, for example, at the beginning and end of the working day, at night or weekends, and could apply to any member of staff or contractor.

Where it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place.

Lone working risk assessments will include consideration of:

- Any locations, equipment, tasks or workplace hazards that present a special risk to the lone worker;
- Safe access and egress for the lone worker and supervision/monitoring arrangements;
- Arrangements for emergencies, e.g. fire, first aid and security arrangements;
- Personal safety risks, e.g. potential risk of violence;
- Whether particular people are at an elevated risk, e.g. those with pre-existing conditions or young workers;
- Experience and training of the lone worker.

Violence or Aggressive Behaviour

The school takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all of its employees from acts of violence and aggression.

School will ensure that the information contained in the Authority policy “Violence at Work” is followed and brought to the attention of all employees.

A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

A system of reporting and monitoring incidents of violence and aggression using the WCBC accident/ incident form is adopted so that appropriate action can be taken to improve safety for employees in the workplace.

Ventilation

An adequate supply of fresh air will be maintained. Where possible this will be from natural ventilation from windows.

Volunteers

School will ensure the safety of all volunteers on site and where volunteers are to be supervising pupils, criminal record checks will be required.

Welfare Facilities

Suitable welfare facilities will be maintained in a safe and clean condition for all staff and pupils.

Window Cleaning

School must ensure that only competent window cleaners are engaged, and will ensure that the window cleaners supply risk assessment / method statements detailing how the windows will be cleaned safely. Schools should refer to the Authority guidance on Control of Contractors.

Working at Height

Wherever possible, work at height will be avoided. Where it cannot be avoided, suitable risk assessments, safety equipment and procedures will be put in place to minimise the risk.

All site/caretaking staff that undertakes working at height will only be allowed to work at height once they have been on suitable work at height training course.

Teaching and other staff that assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

Where high level access is necessary e.g. (light tube changing multi-purpose halls) school should contact WCBC Property Services who will arrange for competent staff to carry out the necessary works.

Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access. Staff using ladders and stepladders will be trained in their safe use.

Ladders and stepladders will not be used by pupils.

Ladders and stepladders will be subject to routine checks to ensure they remain in a safe

condition.

Young Persons / Work Experience

Where work placements are provided for young persons at the school, suitable and sufficient risk assessment will be carried out before the placement commences. Copies of the risk assessment must be made available to the parent or carer of young person on request.

The exact nature of the duties permitted to be undertaken by the student will depend on age, experience and coursework being undertaken by the work experience student.

A designated member of staff will supervise all work experience students. They will oversee the placement and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The work experience student will effectively become a member of the school staff for the period of their visit. A full health and safety induction will be carried out on day one of the placement.

All work experience students will be provided with their regular times of work. To ensure safety, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave and to observe signing in/out procedures.

Alcohol and Drugs

The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.

It is the policy of Wrexham County Council that anyone known to be or suspected of being under the influence of alcohol and/or drugs will not be allowed to work. Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

Updated Date ……..

Appendix 1 – Staff :

Health and Safety Lead - Mr. Geraint Morris – Head Teacher
Designated Health and Safety Coordinator – Mrs Linda Harrop – Teacher
Fire Safety Coordinator – Mr Geraint Morris – Head Teacher
Deputy Fire Safety Coordinator – Mrs Sue Parker Thomas – Deputy Head Teacher
Caretaker – Mr. Ian Roberts
First Aid Coordinator – Mrs Linda Harrop - Teacher
Health and Safety Governor – Mrs Karen Kilcoyne