



TORFAEN COUNTY BOROUGH COUNCIL

**WEST MONMOUTH SCHOOL HEALTH AND
SAFETY POLICY**

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The Health & Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer who is required to have a written health and safety policy.
3. The model policy is based upon Torfaen County Borough Council's [Corporate Health, Safety and Wellbeing policy](#) and other policies and corporate arrangements which is relevant to schools where Torfaen is the employer. These policies are available on the Council's intranet. For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
4. For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body. It is for the governing body of these schools to determine whether to adopt such arrangements and schools should ensure this is customised to fit their individual circumstances.
5. Areas which will require customisation are highlighted in red, further customisation will be required for those schools where the Local Authority (LA) is not the employer.
6. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.
7. The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

Part 1 - Health and Safety Policy Statement for West Monmouth School

The Governing Body of West Monmouth School will strive to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for managing risk. Details of specific control measures are addressed in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff via email.

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

Other relevant policies that are in place in the school are: (hyperlinks below)

- [Guidance on the Administration of Prescribed Medicines or Medical Treatment in Schools](#)
- [Accident Reporting and Investigation.](#)
- [Corporate Asbestos Policy](#)
- [Display Screen Policy](#)
- Safe Practice in Physical Education and Sport
- [Fire Safety Policy & Procedures.](#)
- [Educational Visits policy](#)
- [Legionella Control Policy](#)
- [WorkingAlonePolicyStatementandGuidelines.doc](#)
- [Management of Stress at Work Policy](#)

Name of Headteacher	Signature	Date
Gareth Whitcombe		
Name of Chair of Governors	Signature	Date
John Killick		

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer.

Type of school	Who is the employer	Governance
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Torfaen County Borough Council as the local authority	Governors of schools in this category have an obligation to ensure that the Torfaen corporate HS & Wellbeing Policy and all other corporate policies and arrangements are implemented in their entirety. These schools are expected to develop their local arrangements in accordance with these.
Voluntary Aided (VA) Schools	The governing body	These schools are advised to formally adopt the corporate H S & Wellbeing policy and other corporate policies and arrangements. If they do not adopt then they must develop their own which must be agreed by the local authority. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.

Key Health & Safety Roles & Responsibilities

At a school level, duties and responsibilities have been assigned to staff and governors as detailed below.

School Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards. A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Neville Jones. The Health and safety governor will:

- Liaise between the head teacher and the governing body in respect of health and safety matters
- Carry out an annual check of health and safety management arrangements in the school using the corporate template.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues. Martin Cudlip(H&S Officer)/Michelle Jones/Adrian Hanks provide regular updates and report on any issues to AJH to inform Governors and Headteacher.

Where required the Governing body will seek specialist advice on health and safety from the Local Authority Education Health and Safety Advisor.

Headteacher

Overall accountability for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher. Certain tasks will be delegated as set out in the arrangements section of this policy.

Note: Delegated to Adrian Hanks - designated to Martin Cudlip day to day.

The Headteacher is responsible for:

- Co-operating with the LA and Governing Body to enable the health and safety policy and procedures to be developed, implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all employees and others which are required to implement it ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds or other measures.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to TCBC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring that the Forward Planning section are notified and consulted with regards any works to be undertaken or change of use of premises Torfaen County Borough Council own or occupy via the Landlord's consent process,
- Ensuring that all construction contractors engaged (including data cabling, security and carpets) are registered to one of the SSIP (Safety Schemes in Procurement) member schemes (use TCBC Property Services).

- Cooperating with the requirements, guidance or directions issued by the authority relating to matters concerning health and safety,
- Ensuring that sufficient assessments are conducted for significant risks arising from the school premises and activities,
- Acting as the Premises Responsible Person, in liaison with Property Services and the Corporate Health and Safety team
- Nominating a person to assist in discharging their premises manager duties as set out in corporate health and safety policy and ensure that they are trained to the corporate standard,
- Ensuring that health and safety is a core element at management meetings
- Ensuring that employees have access to the "Health and Safety Law – What you should know" poster or the associated leaflet. (Located in the Business Support Manager's Office)
- Ensuring jointly with the Service Area Health, Safety and Wellbeing Adviser that managers identify the training needs of their staff and ensure training needs are met on a risk prioritised basis.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Site Safety

The task of overseeing health and safety on the site has been delegated by the head to Martin Cudlip.

Person competent to undertake H & S risk assessments

The person/s that has/have been trained to the corporate standard to carry out risk assessments are:

- *Martin Cudlip*
- *Michelle Jones*

Employee Safety Representative

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The following are the representatives for the school:

- Employee safety representative (trade union rep) - Ian Jennings
- Representative of employee safety (non trade union rep) - Kelly Cooper

Radiation Protection:

The following persons have been trained and appointed to the specialist roles listed below to ensure compliance with Ionising Radiation Regulations 1999

- Officer – Maria Holborn
- Advisor – Pete Jewell
- Supervisor - Andy Bartlett

Machinery/Plant Inspection and Maintenance Reports

Our management arrangements for the action of duty of care reports received from Property maintenance in respect of plant and equipment are once we receive details of fault we act upon it and contact the relevant contractors.

Responsibilities of employees

The Health and Safety at work Act etc. 1974 requires all employees to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Staff Consultation and Communication

Regular termly Health and Safety meetings are held with representatives from all departments, the Health and Safety Officer (Martin Cudlip) and the Health and Safety Governor (Neville Jones) chaired by teacher's Health and Safety Representative (Kelly Cooper).

PART 3 - ARRANGEMENTS AND PROCEDURES

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to a reasonably practicable level and to comply with the Authority's Corporate Policy on Health, Safety and Welfare and related policies.

1. Performance Monitoring

The Headteacher will provide an annual report to the Governing Body outlining H & S performance. Assistance in drawing up this report will be provided by the H & S Advisor.

2. Induction

All new employees will receive health and safety induction by Martin Cudlip prior to them commencing work. The induction will cover the organisation and arrangements of health and safety as outlined in this policy.

3. Accident Reporting and Investigation

All accidents should be investigated and reported in line with the Corporate Arrangements on [Accident Reporting and Investigation](#).

The arrangements stipulate separate processes for work related and non work related incidents in school.

All accidents are reported via the 'Accident Book' and signed off as a true account by Michelle Jones/Adrian Hanks. This information is kept in the BSM Office. Any treatment administered is recorded on the form and also by the nurse and kept in the nurse's room.

4. Asbestos

The School has an Asbestos Management Plan and an Asbestos Register in place which outlines how asbestos containing materials will be managed in line with the [Corporate Asbestos Policy](#).

- The Asbestos dutyholder in the school is Adrian Hanks/Martin Cudlip.
- The deputy dutyholder in the school is Michelle Jones.
- Other persons nominated to assist the duty holder are: Adrian Parry/Mandy James
- Person responsible for termly inspection of asbestos containing materials on site: Rob Hoblyn (Asbestos Management Surveyor)
- The Asbestos Management Plan is located: BSM Office
- The Asbestos Register is located: BSM Office

Staff are reminded not to drill or affix anything to the walls without checking with the duty holder that it is safe in terms of asbestos to do so. This will also include the insertion of drawing pins into the wall.

Any concerns in relation to the management of asbestos at the school must be reported to Adrian Hanks/Martin Cudlip/Michelle Jones.

All staff will be made aware of the emergency procedure in respect of the inadvertent disturbance of asbestos, which can be found in the asbestos management plan and register.

5. Contaminated Waste

Any contaminated waste is disposed of by appropriate registered companies.

6. Contractor Management

Any school planning to:

- carry out any work on the structure of the building
- install any cabling
- change the use of an area of the building work

Must apply for [Landlord's Consent](#) from the Local Authority prior to commencing any work. The local authority will respond setting out any requirements to enable the work to take place.

No contractor is allowed to commence work on the fabric of the school building unless they have been issued with a daily authorisation to work form. One of the requirements is that they have received asbestos awareness training and have viewed the asbestos register and are able to determine that there is no asbestos present or presumed in the area that may be disturbed by the work.

The person authorised to issue the daily authorisation form is Michelle Jones.

Contractors engaged by the LA to carry out building maintenance and repairs, and servicing under Duty of Care arrangements will have already been vetted by Property Services to ensure:-

- They are qualified and have the necessary competences to carry out the work in question
- They are financially viable
- They have asbestos awareness training
- They are affiliated to a company registered through S.S.I.P
- They have been subject to Disclosure and Barring Service checks
- They have been issued with permits to carry out "hot work" on the site, if appropriate.

When engaging our own contractors to carry out work, the Head Teacher will ensure that details of the proposed works are submitted to the LA for approval via the LA Landlord Consent procedure. The works will be carried out in line with any advice received from the LA.

All contractors carrying out work on the fabric of the building MUST:-

- Sign in at reception
- Be affiliated to a company registered with S.S.I.P
- Have received asbestos awareness training
- Be shown and read the Asbestos Register and sign the Daily Authorisation to Work Form

7. Curriculum Safety

C.L.E.A.P.S.S provides information that can be used to inform the risk assessments in high risk areas such as Science and Design and Technology.

i. Science

The Head of Science is responsible for raising the awareness of all teaching and non-teaching staff to the health and safety risks that may arise from working in all science areas.

The Head of Science must ensure staff are fully aware of:-

- The control of Substances Hazardous to Health Regulations
- The Electricity at Work Regulations
- Appropriate monitoring techniques for fume cupboards
- The Ionising Radiation Regulations

Each laboratory should have a set of 'Hazards' which enable staff to carry out their own risk assessment prior to the commencement of practical lessons.

ii. D & T

The Head of Technology is responsible for the safety programme within all CDT areas. He/she must ensure that all staff are fully aware of:-

- The control of substances Hazardous to Health Regulations
- The Electricity at Work regulations
- The Abrasive Wheel Regulations
- Procedures to control machine dust
- Procedures to monitor fume extraction equipment
- The safe use and maintenance of machinery
- The safe use of portable power tools
- The Gas Welding regulation

Staff should also carry out a risk assessment before a practical activity takes place. They should also ensure that:-

- Children are supervised at all times
- Protective equipment/clothing is both provided and used where required
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched
- All tools are stored appropriately in the storage units
- Files and similar objects should have properly fitted handles
- Hammer heads are checked regularly
- Tools are only used for their intended purpose

iii. PE and After School Activities

- The guidance on "Safe Practice in Physical Education and Sport" is used to inform the risk assessments in P.E.
- Health and safety in PE is the responsibility of the Head of Department. It is his/her responsibility to ensure that all staff employed in PE areas are fully aware of safe

working practices and that they give due regard to equipment safety and maintenance.

- Staff who leading any outdoor activity must be qualified and be fully aware of the LEA's guidelines in the respect. No outdoor activity is to be undertaken without the Headteacher's prior approval.
- Safety must also be of primary concern where staff organise extra curricular activities, especially if these are outside their normal teaching experience. When organising school plays, concerts etc., the safety regulations for the premises must be headed to ensure the safety of the audiences and performers.
- Staff are reminded that where they are considering organising such activities:-
 - Where a parent of guardian has put a restriction on a child's activity on medical ground, it is only the parent who can remove it
 - Where a child is taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint such as asthma, epilepsy, cystic fibrosis etc. rigorous supervision should be maintained
 - A note must be received from the parent or guardian before a child may take part in swimming and after school activities
 - Parents or guardians must be notified in advance if after school activities have to be cancelled. If this is not possible, consideration will have to be given to retaining children in school until the time they would normally leave at the end of the activity
 - They should report any defects or damage to equipment

8. Guidance on the Administration of Prescribed Medicines

The Governing Body have agreed that PRESCRIBED medication and treatments, without which a child's life may be jeopardised. Staff would not be required to administer proprietary medicines bought in by parents – e.g. cough mixtures. Antibiotics etc can usually be taken before the child comes to school and at the end of the school day when the child returns home. Procedures for the administering of prescribed medications will fall within the parameters of the document 'Guidance on the Administration of Prescribed Medicines or Medical Treatment in Schools'.

9. Electrical Equipment

The school has entered into a contract with R J Elliott's for the 5 yearly testing of the electrical ring main.

Items of portable electrical equipment are tested on an annual basis by a specialist provider.

Visual checks of items of portable electrical equipment and its associated cabling are carried out before the appliance is used annually by a specialist provider.

Any defects with electrical items of equipment are reported to Adrian Hanks/Michelle Jones or a member of the site team. The items are taken out of use until the item has been repaired or replaced.

10. Fire Safety

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented as documented in the following guidance contained in the corporate [Fire Safety Policy & Procedures](#).

A fire risk assessment of the school premises has been carried out by Risk Monitor. The assessment is reviewed every 3 years by Risk Monitor (earlier if the school is extended, refurbished or remodelled).

The school uses R.A.M.I.S to record the actions it has taken to address the issues that were raised in the initial fire risk assessment and to keep an action plan of the outstanding defects. The person responsible for updating the RAMIS system is Adrian Hanks.

Fire evacuation procedures are in place. Fire Drills are carried out on a half termly basis; this involves full evacuation of the school.

Weekly tests on the fire alarm sounder points and weekly emergency lighting flick test are carried out on a rotation basis by the site team.

Six monthly tests are carried out by a competent engineer engaged by the Property Services team.

The fire fighting equipment is tested annually by a competent engineer engaged by the Property Services team.

Details of the above are all recorded in the Fire Log Book which is located in the BSM office.

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

Emergency contact and key holder details are:

1st	01495 447445 or 07970 631828 - Adrian Parry - (Caretaker)
2nd	01633 774029 or 07845 929781 - Mandy James - (Housekeeper)
3rd	07982 075051 - Deb Harvey - (resident in lodge)
4th	07899 707716 - Y M Jones
5th	07931 451704 - A Hanks

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been trained to do so. Persons trained in practical fire fighting are to be confirmed, assessment of skills and training required currently under review.

Details of service isolation points (i.e. gas, water, electricity) - separate document attached.

An inventory of flammable substances on site will be kept by Martin Cudlip.

An arson risk assessment is carried out by the local authority in accordance with corporate arson risk assessment template.

11. First Aiders

A first aid risk assessment has been undertaken to determine first aid provision. The first aiders for this school with the First Aid at Work qualification are:

- Dawn Hill, Pupil Welfare Officer, Nurse's Room
- Linda Collier, Cover Manager, W20
- Liz Coughlin, Teacher
- Julie Pitt, LSA

Martin Cudlip (Health & Safety Officer) will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

The first aid boxes are located: - one in each department.

All first aid arrangements made for school trips, visits and away sport matches adhere to the 'Torfaen Educational Visits' policy as set out on the EVOLVE system.

- At least one member of staff is first aid trained and carries a first aid kit and mobile phone
- Follow emergency procedures card carried by visit leader
- Staff helper (in addition to visit leader) understands emergency procedures
- Brief children of what to do in an emergency and how to summon help
- Visit leader is aware of medical conditions of group and is able to make contact with parent/carer in an emergency

Transport to hospital: via ambulance or parent (always with a member of our staff/parent).

- School Nurse/Welfare Officer – Dawn Hill Extension 313
- Nevill Hall Hospital, Brecon Road, Abergavenny, Monmouthshire NP7 7EG
01873 732732
- Royal Gwent Hospital, Newport. 01633 234234

12. Glass and Glazing

The LA has carried out a survey of the glazed areas assessed to be in vulnerable/critical areas. Safety film has been applied to any areas deemed to be in a critical area. When the glazing in critical areas needs to be replaced, arrangements will be made to replace the glass with safety glass. Our contractor is Pontypool Glazing, any broken windows are boarded up temporarily and made safe by our caretaker until the contractor is on site to repair.

13. Grounds

The school engages Morris of Usk to carry out maintenance to the school grounds. Before P.E., games activities, sports day activities are carried out, a visual check of the grounds are carried out by the teacher in charge to identify any hazardous objects – e.g. broken glass, used needles, dog excrement, etc.

14. Hazardous Substances

Substances hazardous to health may be chemical, biological, dust or any other substance classified as toxic, harmful, irritant, corrosive, oxidising, or dangerous to the environment as identified on the product safety data sheet. It also includes dust, fume and vapour arising from any products used or produced via a process.

Martin Cudlip (Health & Safety Officer) will ensure that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the hazardous substance.
- suitable personal protective equipment (PPE) has been identified and available for use for both employees and pupils where required by the assessment.

A copy of the COSHH Regulations, as they apply to schools, is kept by **the Estate Manager** Other copies appropriate to curriculum and others areas are held by:-

- Head of Science
- Head of Technology
- Canteen Staff
- Cleaning Staff

15. Handling and Lifting – inanimate loads

The competent person to carry out manual handling assessments is Adrian Parry/Martin Cudlip.

16. Paediatric Moving and Handling

Manual handling assessments in relation to paediatric handling are carried out by Martin Cudlip.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

17. Health Surveillance

Health surveillance is carried out by occupational health where required by a risk assessment of the work activity in accordance with the appropriate Regulations.

18. Jewellery

Jewellery, (except for small plain gold ear studs in the ears, one ring and a watch) must not be worn. Other body piercing is banned.

19. Lettings

We currently have an arrangement where we issue a document to be signed by the hirer, however this is currently under review the result of which will be a more robust agreement to ensure the school is not at risk in anyway by any organisation using our facilities, whether fee paying or not. All hirer must prove that they have a Safeguarding policy.

20. Lifts

The Premises Manager needs to know what procedures to have in place in the event of persons being trapped in a lift. Under our SLA the lift is serviced on a regular basis. In the event of a person becoming trapped in a lift, the trapped person picks up the phone or presses the button and follows any instructions. They will be answered by a Lift company. The lift is connected to OTIS who is our current lift contractor.

The lift company will dispatch an engineer and the call handler will stay in contact to reassure the person and update them on progress.

The above scenarios require another person to be in the building, either to call the lift company and reassure or to simply open the front door for the lift engineer in the case of an external telephone link. Lifts should not be used by the last person in the building, however, only a very few members of staff have a key to the lift.

21. Lone working

A Risk-Assessment is carried out by the Line-Manager and the results recorded. All hazards are assessed and adequate control measures put in place.

Special measures are put in place if staff have a medical condition that puts them at greater risk or may lack the necessary experience to work without supervision. For employees under 18 the Management of Health and Safety at Work Regulations 1999 impose special requirements.

Training is provided to enable individuals to deal with new or unusual circumstances e.g. dealing with Violence/Aggression. Employees should be given clear instructions as to when they should stop work and seek advice.

There should be suitable arrangements in place for supervision of Lone-workers. This may involve periodic site visits or occasional contact via the telephone. The level of supervision required will depend on the experience of the employee, the type of work and level of risk as identified by the risk assessment.

All employees engaged in lone-working activities are given information regarding any specific work related risk and emergency procedures including steps to be taken to report any problem.

22. Managing Pressure

Work related stress is managed via a risk assessment process as is other workplace risks in order to identify assess and reduce workplace stressors. Arrangements can be made to offer support to employees under stress. We adhere to the TCBC policy and guidelines for the "Management of Stress at Work".

23. New and Expectant Mothers

Risk assessments are carried out on members of staff that declare that they are pregnant. A risk assessment template is available on SWOOP.

24. Noise

The Corporate Health and Safety Team carry out noise assessments in accordance with the Noise at Work Regulations 2005 when requested in relation to noisy activities. They will provide a report on whether controls are adequate and make recommendations.

25. Smoking

Smoking, including electrical cigarettes and vaping, is prohibited on the school site including its perimeter. We have signage to reflect this.

26. School Visits/Off Site Activities

The school adheres to the current LA's Educational Visits Policy and uses the EVOLVE system – to approve visits and alert the LA of residential and visits abroad. Visits involving adventurous activities are approved by the Outdoor Education Adviser.

The school has appointed an Education Visits Co-ordinator – Linda Collier/Dawn Hill

27. School Transport

We have one minibus and it is routinely maintained and inspected in accordance with local authority requirements.

28. Use of Display Screen Equipment

West Monmouth School adhere to TCBC's Display Screen Equipment Policy.

Users complete online risk assessment and training for their Display Screen Equipment and Workstation area through Cardinus.

29. Vehicles on site

Traffic Management both on and approaching the school site is of particular concern to the governing body. Where members of staff, pupils, parents or other people visit the school site, they must observe low speeds and keep a watchful eye out for children. Speed retarders are/will be installed where required. Contractors/Canteen suppliers will also be expected to arrive at or leave the site at times other than when children are entering or leaving the school ground or are on break/lunch time.

Car parking is strictly restricted to the designated areas. Parents are not allowed on site to drop off their children.

30. Violence to Staff

Violence against members of staff whether it is by physical force, verbal abuse or gestures is not tolerated and where it occurs, any member of SLT must be contacted immediately.

The Headteacher will decide whether to report the matter to police and the CEO. Where staff intend bringing a prosecution against their assailant, both the LEA and the school will give them every support.

31. Hand Arm Vibration

The Control of Vibration at Work Regulations 2005 requires the Council to prevent or reduce risks to health and safety from exposure to vibration at work. In particular, we will:

- assess the vibration risk to our employees;
- take action to reduce vibration exposure that produces those risks;
- decide if employees are likely to be exposed above the:
 - daily exposure action value (EAV) and if they are, introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value;
- make sure the legal limits on vibration exposure are not exceeded;
- provide information and training to employees on health risks and the actions you are taking to control those risks;
- carry out health surveillance (regular health checks) where there is a risk to health;
- consult our employee representatives [or trade union safety representative] on proposals to control risk and to provide health surveillance;
- keep a record of our risk assessment and control actions;
- keep health records for employees under health surveillance; and
- review and update our risk assessment regularly.

32. Legionella control

Where water tanks are present, they are inspected on an annual basis by arrangements with the Duty of Care Contract arranged through the LA.

Weekly temperature testing and flushing of little use outlets in accordance with the council's policy Legionella Control is carried out by our caretaker and under our duty of care contract.

33. Toilets

All toilets are equipped with anti-bac soap and cleanser. Blue paper towels are available for drying hand when an electric dryer is not present. There are notices to inform people to wash their hands.

Housekeeper and her staff make sure toilet paper and paper towels are replenished.

34. H & S related Training

We are currently completing a needs assessment as requested by the local authority this will identify current and future training needs as they arise.

35. Work Experience

Where students are present on site as part of their teaching practice, they should be informed by their mentor of health and safety and evacuation procedures.

36. Working at Height

The relevant people have attended ladder safety training. The school has purchased a scaffolding tower, suitable training is provided.

37. Woodworking equipment

Inspection of machinery including guarding

Machines are inspected on an annual basis by Total Engineering Services, any repairs/ improvements are advised and passed on to the bursar who then sanctions any repairs/ replacements to comply with current regulations for safety and guarding. Guards are to be used on machinery at all times.

Housekeeping (minimising dust collecting on floors/surfaces)

Where possible dust collection is kept to a minimum by using extraction fitted to machines and hand power tools. Benches are swept down after practical sessions by the technician and the rooms are cleaned daily to prevent build-up of dust.

Dust extraction systems and their controls

Extraction systems are fitted and maintained by Roperhurst, all machinery is regularly inspected to ensure that extraction is working efficiently and within legislation.

Dust collection systems and their control

Extraction systems are cleaned out on a weekly basis by the technician, these are disposed of in sealed bags