



Health and Safety Policy

February 2026

Last Review Date	February 2023
Date Adopted by the Governing Body	February 2026
Review Date	February 2029
Headteacher – Mr. Joshua Jones	<i>J. Jones</i>
Chair of Governors – Mr. Paul Croston	P. Croston



Health and Safety Policy Review Sheet

Date of Review	Reviewer(s)	Comments
14 th February 2023	Laura Thomas Dion Griffiths Sarah Morris	Policy amendments: <ul style="list-style-type: none"> • Administration of medication • Storage of Medication • Facilities Management
30 th January 2026	Joshua Jones	Policy amendments: <ul style="list-style-type: none"> • Name updated for new headteacher <ul style="list-style-type: none"> • Addition of Educational Visits • Redaction of responsibility for Cambrian Cleaning Services <ul style="list-style-type: none"> • Addition of event of fire



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Health and Safety Policy

School Details

Name	Ysgol Sant Dunawd
Address	Sandown Road, Bangor-on-Dee, Wrexham LL13 0JA
Telephone Number	01978 780757
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Ultimate Responsibility for Health and Safety is: Mr. Joshua Jones

Introduction

Ysgol Sant Dunawd understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation.

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

Signed: J. J. S.

Headteacher

Date: 26.02.26

Signed: P. Croston

Chair of Governors

Date: 26.02.26



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.
- Ensure that policies relating to health and safety are in place and updated regularly.
- 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.
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Head teacher.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.



- New members of staff receive health and safety information as part of the induction policy.

Health and Safety Co-ordinators

The health and safety coordinators for Ysgol Sant Dunawd is:

- Mr. Joshua Jones (Acting Headteacher)

The role of the Headteacher Mr. Joshua Jones in Ysgol Sant Dunawd is to comply with LA policies with respect to her delegated responsibilities, and to prepare and implement local health and safety procedure for her area of control.

The Headteacher Mr. Joshua Jones 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 undertake risk assessments as and when required and review regularly.
- To report matters of health and safety to the governing body.
- To report on any audits/ inspections to the governing body and follow-up any necessary actions.
- To ensure that all firefighting 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 logbook 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 Headteacher Mr. Joshua Jones and/or the nominated Health and Safety Officer participate in health and safety training courses arranged by the LA.

Responsibilities of Individual Class Teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have. The duties and responsibilities are defined as follows:

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and/ or hygiene.



- Know and apply the procedures in respect of emergencies.
- Co-operate with other employees and the safety representative in promoting health and safety measures.
- Report any hazard or breakage.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- Report any incidents, assaults or 'near misses'.
- Supervise pupils and ensure that they know about emergency procedures and safety measures.
- Ensure that pupils' bags, coats and belongings are safely stowed away.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area.
- Give clear instruction and warning as often as necessary.
- Ensure that relevant risk assessments are completed and followed.

Administrative Staff / School Business Manager

Administrative staff (including staff dealing with dinner monies) is responsible for implementing safe working procedures in respect of their activities at Ysgol Sant Dunawd 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 Ysgol Sant Dunawd 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 practices 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.



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.

Contractors and visitors

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping in school will be made aware of the health and safety arrangements by the teacher who they are working with.

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 Ysgol Sant Dunawd will implement to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Accident 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. All



accidents that occur on the school site should be recorded on a Local Authority AIR1 form. Where necessary, parents/ guardians or other persons should be notified of the accident.

Administration of Medication

The school fully complies with the LA policy / guidance on the "Administration of Medication" The LA will monitor compliance. Medication is only administered to pupils when the parental consent form has been completed. This form is called 'Administration of Medicines Agreement Form'. It can be downloaded from the school website, or printed copies are available in the school office. The medication will be administered by one nominated member of staff for each pupil and witnessed by another. Appropriate records kept in the 'Medication Log Book' which can also be found in the office.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. The only exception to this is Calpol. The 'Administration of Medicines Agreement Form' will need to be completed by the parent and kept on record. In the rare occasion that Calpol is required in the future (as the last resort), parents will be contacted via telephone, in the first instance, to obtain verbal consent. If parents cannot be contacted, the HT and/or DHT should be informed. If Calpol is administered, appropriate records will be kept in the 'Medication Log Book' and an 'Administration of Medication slip' will be sent home.

All medicines are kept in a locked cupboard in the Headteachers' office. Should medicines need to be kept cold, the fridge in the staffroom will be used.

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 the WCBC Facilities Management to ensure a survey / risk assessment is carried out for Ysgol Sant Dunawd. The school holds a central register of asbestos and always kept accessible.

An asbestos register must be made available and shown to contractors prior to work beginning. This should be signed to confirm.



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 program for remedial measures drawn up.

All defects are reported to either caretaker, or school office and an electronic log is completed and monitored.

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the caretaker or Head teacher.

The caretaker, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by contacting Facilities Management.

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 Headteacher 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.

Employees will be given relevant information, instruction and training on the risks from the hazardous substances that they may be exposed to and how these risks are to be controlled.



Contractors

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 Facilities Management Department. The LA will monitor for compliance.

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.

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.

Emergency Situations

Ysgol Sant Dunawd has an emergency plan. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long 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.

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

The school will ensure a competent person (Facilities Management) has carried out a Fire Safety Risk Assessment for the whole 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.
- Test fire alarm systems and record in fire logbook.
- Fire exits to display 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.
- Check door closers all in order.
- Emergency lighting tested regularly.

Fire Safety Coordination

The Head teacher or nominated person 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 sign in roll 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. Pupils, 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 with support from senior staff 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.

First Aid

School ensures that the provision of First Aid is in accordance with LA guidance that covers the number of Certificated First Aiders / Appointed Persons etc. Portable first aid kits are taken on educational visits.



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 WCBC Facilities Management/ 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.

Glazing

A glazing survey / risk assessment will be arranged through the LA and a program put in place by Facilities Management. 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.

Inadequate Heating

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



Kitchen Safety / Hygiene

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

Catering staff at the school are managed by the School Meals Catering Service, who will be responsible for safety of catering staff and maintenance of kitchen equipment.

Legionella

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

All scheduled tests and upkeep as recommended by the legionella risk assessment are carried out and recorded. These include tests carried out by the service provider (HSL) and checks undertaken by the caretaker at the school.

Manual Handling

School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from the Safety Officer and the model Risk Assessment for Primary schools.

Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action, they are involved with is influencing their physical health and well-being.

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.

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

Out of Hours

School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place.



Out of School Visits

School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

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, (Millennium Ed.) and that this be brought to the attention of all staff.

These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Arrangements are in place with competent contractors to inspect PE equipment on an annual basis. Pre-use visual checks of equipment are also recommended to identify obvious defects. A visual sweep of sports surfaces/areas prior to use will help to ensure any hazardous objects are identified and removed.

Playground Equipment

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

A maintenance regime must be 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.

A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

Playground Supervision

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



Pregnant Members of Staff / Nursing mothers

The school will ensure that in the event of an employee notifying the Headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken, and the necessary control measures put in place.

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 staffs are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Reporting Incidents

WCBC incident form should be used to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter.

Slips, Trips and Fall

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

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.

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 Headteacher 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.

Smoking

Smoking is not permitted on the school grounds.

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 are 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.

Training

Health and Safety Training Needs are assessed as part of individual's annual review and recorded within a suitable training matrix.

Employees training analysis should consider training requirements such as induction training (for both full time and part time staff) and skills training (so that equipment is operated in accordance with a safe system of work). Training to be considered for example:

- Manual handling
- Fire safety
- Working at height
- Use of chemicals
- First aid

Training records and copies of certificates should retained future reference.

Violence at Work / Lone Working

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.

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.

Working at Height

Work at height risk assessment(s) are required where a person is working above floor level and could fall a distance likely to cause injury. This includes:

- Access displays or banners in classrooms and other parts of the school.



- Access to stored materials/equipment.
- Maintenance activities, such as gutter clearing.
- Use of ladders, step ladders and safety steps.

Information, instruction, and training on safe use of equipment and safe work practices must be given to staff that may need to work at height.

Members of staff who use a ladder/ stepladder should carry out a pre-use safety check beforehand to make sure that it is safe for use. A system of formal annual safety checks should also be introduced, and the results recorded.

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

Young Persons / Work Experience

Where the school has a work experience placement then a specific Risk Assessment must be undertaken by the employer offering the work placement and the hazards to the individual identified and the risk controls measures put in place. Copies of the risk assessment must be made available to the parent or carer of young person on request.

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.

In the event of an abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any

way.

