Swansea Council Corporate
Health and Safety Policy Arrangements



Sketty Primary School
Health and Safety Policy
September 2025

Article 6: Every child has the right to be alive. Governments must make sure that children survive and develop in the best possible way.
Erthygl 6: Mae gan bob plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.

Corporate Health, Safety, Emergency Management & Wellbeing Service

Corporate Health and Safety Policy

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1. Introduction

1.1 Swansea Council (Authority) is fully committed to its responsibilities under the Health and Safety at Work, etc. Act 1974 and all other relevant statutory provisions.

1.2 This policy will set out objectives for health, safety and wellbeing for employees. It provides general information regarding the organisation structure, roles and responsibilities.

1.3 The Authority fully accepts that effective health and safety management, with full employee engagement, has a critical role to play in the process for identifying hazards, evaluating risks and ensuring appropriate controls are applied for employee, and public safety.

1.4 The Authority regards the management of health and safety to be an operational priority equal to asset protection, and the provision of quality services.

1.5 This policy has been written in consultation with employees and trade union representatives. It will be kept under review and updated to reflect any changes within the organisation or arrangements.

Signed: _____ Signed: _____

Chief Executive Leader of Council

Date: 8/7/19 Date: 8/7/19

2. Policy Statement

2.1 The Authority recognises and accepts its duties and responsibilities to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees and others who may be at risk from its activities.

2.2 This corporate policy is the Authority wide overarching health and safety policy. Service Units are expected to set in place arrangements, procedures and guidelines, which reflect the principles of this policy.

2.3 Professional, competent advice and support will be provided to assist all Authority employees in all aspects of health, safety and wellbeing.

2.4 Health, safety and wellbeing will be imbedded into all management systems and processes across the Authority.

2.5 All Authority employees and contractors will be provided with information, instruction and training with regards to hazards and risks they may face in their job role, and appropriate control measures to reduce such risks. Control measures are to be adhered to at all times.

2.6 The Authority will have adequate systems in place to allow for the communication of all health, safety and wellbeing information to all levels of employee.

2.7 The Authority will have a corporate health, safety and wellbeing action plan in place for risk management. It will focus on life, property, and operational risks.

2.8 All Directorates and Services within the Authority must be able to demonstrate compliance with this policy via audit.

2.9 Serious and deliberate violation of this policy, health and safety rules and standards may be viewed as gross misconduct under Swansea Council's Disciplinary Policy.

2.10 Managers may choose to delegate their duties but cannot delegate their responsibilities.

3. Scope

3.1 This policy applies to all employees, volunteers (including those supplied through projects), agency staff, work experience; contractors engaged by Swansea Council or its representatives and elected members who are all required to comply.

3.2 Agency workers are also employees. However, through procurement specifications, managers can require the originating Agency to deliver certain aspects e.g. health surveillance, training, protective clothing etc.

3.3 When considering the terms on which work, services or supplies should be provided to the Authority, the procuring officer will ensure specific provision is made in the contract concerning the health, safety and wellbeing of the contractor, its staff, Authority employees and the public.

4. Definition of Manager

4.1 For the purpose of this policy a manager can be any of the following (this list is not exhaustive):

- Leadership
- Head of Service
- Head Teacher
- Department Head
- Business Manager
- Section or Department Manager
- Service Manager
- Operations Manager
- Premises Manager (*see Premises Managers Guidance*)
- Deputy Manager
- Project Manager
- Any Officer given manager responsibilities in full or in part (such as Supervisors and Team Leaders) by their Head of Service and/or their Managers.

4.2 Any person appointed in the role of 'manager' by a senior officer, group or body, on behalf of Swansea Council must, in all cases, comply with the requirements of this policy, all subordinate policies and arrangements.

5. Responsibilities

5.1 **Cabinet**

5.1.1 The Cabinet will nominate one of its members as the portfolio holder for health, safety and wellbeing issues. The Cabinet will promote this policy and comply with its provisions.

5.2 **Cabinet Member for Health, Safety, Emergency Management & Wellbeing**

5.2.1 Will ensure Cabinet are aware of the key health, safety and wellbeing issues that affect the Authority and liaise regularly with the Authority's Health, Safety and Wellbeing Champion.

5.2.2 Will undertake appropriate health and safety training provided through the Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.2.3 Will support the Authority's health, safety and wellbeing targets for accident and ill-health prevention. Evaluate and contribute to the corporate health, safety and wellbeing reports where necessary.

5.3 Chief Executive

5.3.1 The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and others who may be affected by the Authority's undertakings.

5.3.2 Will be accountable to Cabinet for the Authority's health, safety and wellbeing performance, overall policy compliance and review processes.

5.3.3 Will nominate a member of the Corporate Management Team to be Health, Safety and Wellbeing Champion.

5.3.4 Will ensure health, safety and wellbeing as an agenda item at regular meetings of the Corporate Management Team.

5.3.5 Address any health, safety and wellbeing issues identified by the Corporate Management Team, the Health, Safety and Wellbeing Champion or the Corporate Health, Safety, Emergency Management & Wellbeing Manager.

5.3.6 Ensure that the Corporate Health and Safety Policy, subordinate Policies and associated documents are regularly reviewed and updated as and when necessary.

5.3.7 Ensure that Health, Safety & Wellbeing reports are prepared for presentation to members as required.

5.3.8 Ensure the resource needs for the Health, Safety and Wellbeing statutory obligations are identified for consideration by Cabinet.

5.3.9 Attend any mandatory health, safety and wellbeing training identified for their job role and any health, safety and wellbeing training identified through training need analysis.

5.3.10 The Chief Executive, may choose to delegate health, safety and wellbeing delivery to the Deputy Chief Executive/Director of Resources but retains ultimate responsibility.

5.4 Corporate Management Team (CMT)

5.4.1 CMT will be collectively responsible for strategic health, safety and wellbeing planning and for periodic review of health and safety performance, under the advisement of the Corporate Health, Safety,

Emergency Management & Wellbeing Manager as the Authorities competent person.

5.5 Health, Safety & Wellbeing Champion

5.5.1 To promote a positive health, safety and wellbeing culture throughout the Authority.

5.5.2 To discuss and monitor issues placed on the corporate risk log and other high risk incidents with the Corporate Health, Safety, Emergency Management & Wellbeing Manager, the relevant Director and Chief Executive as appropriate.

5.6 Directors/Chief Officers

5.6.1 Ensure Heads of Service deliver in line with their responsibilities under this policy and report any failings or barriers that may affect compliance to the Corporate Management Team.

5.6.2 Ensure that the Heads of Service and all managers comply with procurement procedures for equipment or specialist services.

5.6.3 Establish a Directorate Safety Committee system. The frequency of the meetings to be determined by the health and safety risks presented but no less than twice a year.

5.6.4 Attend mandatory health, safety and wellbeing training identified for the job role and training identified through training need analysis.

5.7 Heads of Service

5.7.1 Ensure managers are aware and deliver in-line with their responsibilities under this policy and report any failings or barriers that may affect compliance. Heads of Service are to ensure this applies where approved bodies appoint employees on behalf of the Authority (e.g. school governors).

5.7.2 Ensure premises managers are informed of their roles and responsibilities for the health and safety in their premises. Premises managers will be informed in writing and will be required to attend the mandatory training course provided by the Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.7.3 Ensure managers are competent to deliver their duties by providing suitable information, instruction, training and supervision to ensure their health, safety and wellbeing.

5.7.4 Ensure suitable and sufficient arrangements, funds and resources are in place to manage health, safety and wellbeing within their Service Unit.

5.7.5 Ensure risk assessments are undertaken and risks are minimised.

5.7.6 Ensure adequate monitoring systems are in place to evaluate the effectiveness of local arrangements to minimise the risks with reference to health, safety and wellbeing.

5.7.7 Review health, safety and wellbeing data, identify trends and take action as appropriate.

5.7.8 Identify and note key health and safety risks in the Service business plan, and ensure control measures are implemented to reduce the risks.

5.7.9 Ensure there is effective consultation, and communication between management, trade unions and staff to address risks, and raise awareness of risks e.g. SMT, Team Briefs.

5.7.10 Ensure service managers attend all mandatory health, safety and wellbeing training.

5.7.11 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.

5.8 **Manager** *(as defined in section 4 of this policy)*

5.8.1 Managers are responsible for ensuring that suitable and sufficient arrangements are in place to implement this policy within their sphere of responsibility.

5.8.2 Ensure risk assessments are undertaken and that suitable and sufficient control measures are put in place to control the risk.

5.8.3 Ensure employees are aware of this policy and understand their roles and responsibilities with regards to health, safety and wellbeing.

5.8.4 Provide clear direction and take responsibility for the work environment. Set high standards of health and safety and encourage the development of risk assessments and safe systems of work.

5.8.5 Will not, without authorisation, undertake alterations to any facility, property or asset without first securing Head of Service authorisation.

5.8.6 Establish arrangements for the undertaking of risk assessments. Where such duties are allocated to employees, they must be provided with the necessary training and are competent to do so. Those responsible for carrying out risk assessments must be given sufficient time and resource to undertake this role.

5.8.7 Ensure that preventative and protective measures are identified in the risk assessments, and are appropriately delivered via the provision of physical, engineered and safety management systems. The manager will be expected to liaise and engage with the employees, and their representatives, on the process of hazard identification and risk control, and encourage employee involvement.

5.8.8 Provide induction sessions for all new persons employed or visiting, which will cover normal access and egress routes, emergency fire and first aid arrangements, and welfare facilities.

5.8.9 Managers are responsible for financing any health and safety control measures identified through risk assessment for those employees who are not on the Swansea Council payroll. e.g. PPE for volunteers or work placements

5.8.10 Promote and conform to the corporate accident, incident and near miss reporting system.

5.8.11 Inform Corporate Health, Safety, Emergency Management & Wellbeing Service of any visit, inspection or formal request for interview, or information by any enforcing authority (e.g. Health and Safety Executive; Fire & Rescue Service) without delay.

5.8.12 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.

5.8.13 Ensure employees attend health, safety and wellbeing training identified for their role.

5.9 **Employee**

5.9.1 Be aware of and understand their responsibility for reducing the risks of injury and ill-health in the workplace. Employees will cooperate and comply with any instruction given by management regarding health and safety.

5.9.2 Employees will comply with this policy, related policies and procedures.

5.9.3 Employees have a duty to work in a safe manner in relation to themselves, their colleagues and members of the public who may be affected by their acts or omissions.

5.9.4 Where identified through risk assessment as a control measure, employees will attend any health and safety training provided and adopt the working practices.

5.9.5 Employees will be responsible for familiarising themselves with their service's risk assessments which are applicable to their job role.

5.9.6 Employees will be responsible for incorporating the control measures into their working practice and if unable to do so, discuss with their manager how this can be resolved.

5.9.7 Employees have a responsibility to inform their manager if they think that existing risk assessments are not sufficient for a particular working situation that has emerged. This may be particularly relevant for working in an environment with a specific client rather than equipment.

5.9.8 Wear the Personal Protective Equipment (PPE) provided to minimise associated risks when carrying out their duties. They are further responsible for the reporting of damaged PPE or unsuitable for use.

5.9.9 Have a duty to report to their manager in the first instance, a work situation where there is a risk to themselves or others which has not been adequately addressed. They may also opt to raise the issue with their trade union representative.

5.9.10 Employees will not engage in unsafe practices and take unnecessary risks which have the potential to harm themselves, colleagues or members of the public.

5.9.11 Employees will immediately inform their manager of any visit, inspection or formal request for interview, or information made by any enforcing authority.

5.9.12 Attend mandatory health, safety and wellbeing training identified for the job role and any training identified through training need analysis.

5.10 **Trade Union Safety Representatives**

5.10.1 To be formally appointed in writing by their respective trade union before undertaking the role of trade union safety representative.

5.10.2 To independently investigate workplace incidents, near misses, complaints and potential hazards, presenting the findings to the manager and the Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.10.3 To undertake independent inspections of the workplace, presenting the findings to the manager and Corporate Health, Safety, Emergency Management & Wellbeing Service.

5.10.4 To represent employees if necessary when dealing with the HSE Inspectors or other regulatory bodies.

5.10.5 To attend health and safety committee meetings to represent members and feedback outcomes.

5.11 Representatives of Employee Safety

5.11.1 To be elected by the workforce unless nominated by Head of Service as a management representative.

5.11.2 To liaise with the employer on behalf of employees raising health and safety concerns that may affect employees or other parties.

5.11.3 To attend any health and safety committee meetings they are elected to attend within their service.

5.11.4 To communicate and feedback to employees they represent by appropriate means.

5.12 Corporate Health, Safety, Emergency Management & Wellbeing Manager

5.12.1 Provide professional, competent advice to the Chief Executive, CMT, Chief Officers and Heads of Service on their responsibilities under the Health and Safety at Work, etc Act, 1974, and all subordinate regulations. including the provision of fire safety advice to ensure compliance with the legal requirements of the Regulatory Reform (Fire Safety) Order 2005 are met in relation to Authority owned/operated premises and events.

5.12.2 Advise and support any independent manager appointed by Human Resources, to investigate a serious breach of health and safety rules and standards.

5.12.3 Liaise with HM Inspectors of the Health and Safety Executive, Fire & Rescue Services, Welsh & National Government and other regulatory agencies on behalf of the Authority, and coordinate any response to a request for information in relation to Health, Safety & Wellbeing.

5.12.4 To promote a positive culture for health, safety and wellbeing across the Authority.

5.12.5 Will ensure the provision of advice and guidance via the Corporate Health, Safety, Emergency Management & Wellbeing Service to those identified as having responsibilities under this policy including fire safety.

5.12.6 To deliver any mandatory, or generic Health, Safety & Wellbeing Training required by this policy.

5.12.7 Collate all data submitted by managers as a requirement of this policy, and ensure its analysis and interpretation as required or requested by the Chief Executive or Corporate Management Team.

5.12.8 To ensure that all accidents/incidents/near misses reported to the Corporate Health, Safety, Emergency Management and Wellbeing Service which are notifiable under RIDDOR are referred to the Health and Safety Executive and investigated as appropriate.

5.12.9 To bring to the attention of the, Chief Executive, Corporate Health, Safety and Wellbeing Champion or the Corporate Management Team any known serious, or uncontrolled risks.

6. Committee Structure

6.1 Each directorate/theme will develop a suitable health, safety and wellbeing committee structure. By doing so it will provide a two-way communication flow for all health, safety and wellbeing related topics. It should consist of senior managers, employees, Trade Union Safety Representative or nominated employee safety representatives, with a view to developing a consistent approach for the dissemination of health and safety information.

6.2 The Committees will provide the structure for information flow to all levels of employee across the Authority, to encourage employees to become engaged and empowered with regards to all things health, safety and wellbeing related.

6.3 The health, safety and wellbeing committees are to be made up of management, employees and trade union representatives equally; with the aim of working together to identify and resolve health and safety problems in the work place. The primary purpose of the committee is to facilitate and standardise the communication process for health, safety and wellbeing across the Authority.

7. Arrangements

7.1 Arrangements made under this policy must be complied with by all Directorates and Services. Roles and responsibilities identified in the policies must be delivered by the identified officers.

8. Review and Monitoring

8.1 The requirements of this policy will be monitored. All Service Units within the Authority must be able to demonstrate compliance with this policy.

8.2 The training of employees will be monitored by the Authority through its management and appraisal processes.

8.3 Where necessary the Authority will take appropriate action to ensure that this policy is adhered to.

8.4 This policy will be reviewed by the Corporate Health, Safety, Emergency Management & Wellbeing Manager every 3 years or if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.

9. Reference

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005
Safety Representatives and Safety Committees Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013

APPENDIX: A

Swansea Council
Corporate Health and Safety Policy
Arrangements for

SKETTY PRIMARY SCHOOL
MRS B PHILLIPS: Premises Manager

1.0 Introduction

All departments across Swansea Council have fully adopted the corporate health and safety policy. To assist with the safe operations it is necessary for, local arrangements to be drawn-up and documented by using the pro-forma contained within this document. On completion, the premises manager/managers must ensure that the Corporate Health and Safety Policy and the local arrangements is communicated to all employees and stakeholders where required. The Arrangements should be read in conjunction with the Corporate Health and Safety Policy

1.2 Health and Safety Committee/ meetings

Health and Safety Committee/ meetings should be held regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. The Committee structure consists of Safety Groups and Directorate Health and Safety Committees. –

The committee structure will provide an essential Health, Safety and Wellbeing communication mechanism across all areas of the organisation

1.3 Local arrangements

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

(Any additional local arrangements that is pertinent to the educational establishment must be included within this section)

2.0 Accident /Incident and Physical/Verbal Abuse Reporting

All Managers will ensure that accidents and cases of physical or verbal abuse are reported to the Corporate Health, Safety, Emergency Management & Wellbeing Service (CHSEMWS) by completing the HS1, HS2 or HS3 form **as soon as is possible**. (These forms can now be completed on line)

Any serious injury or incident (including any "near miss" incident) must be reported **immediately** to the CHSEMWS and the appropriate HS form completed. The details will then be forwarded to the HSE. All "RIDDOR" reportable accidents/incidents will also be investigated by the CHSEMWS, and a written report will be sent to the affected person(s) line manager

Details of all accidents must be kept at all work locations and these must be available for audit purposes and inspection.
http://www.healthsafetywellbeingswansea.co.uk/library/accidents/

2.1 First Aid

The following staff members at the premises/school are the named first aiders and will be responsible for the maintenance and upkeep of the first aid provisions:

Rocio O'Leary, Lynda Davies, Nina Cartwright, Jodie Ralphs

The location of the first aid box/provisions are:

IN EACH CLASS, THE OFFICE, AND A BACK PACK IS

AVAILABLE FOR SCHOOL TRIPS

In the event where an ambulance needs to be called it will be necessary to inform CHSEMWS via the relevant HS form.

It is the responsibility of the school clerk to call for an ambulance.

2.3 Asbestos

Swansea Council (Authority) will undertake a detailed and comprehensive survey and a report provided to the premises manager. The Authority and the designated premises manager(s) are responsible for the management of asbestos. Information must be cascaded to all employees on the location of asbestos within the premises and how it will be managed. Also arrangements to ensure contractors and any other person who may be exposed to asbestos are made aware of its location and have sight of the plan prior to starting any work(s) on the premises.
Information and instruction must be provided to employees and contractors to include the following:

- Not to drill or affix anything to walls without first obtaining approval from premises manager and checking the plan
- Reporting of damage to asbestos materials and emergency procedures.
- The location of the Asbestos Survey plan is located

THIS IS NOT APPLICABLE TO SKETTY PRIMARY SCHOOL

Employees should report any concerns to the premises manager and if required Corporate Health Safety, Emergency Management & Wellbeing Service and Facilities management.

Further guidance is available on the following link:
http://www.healthsafetywellbeingswansea.co.uk/asbestos/

2.4 Contractors

When managing contractors at the premises/school, the following information should be provided at a minimum that includes:

- Asbestos
- Fire Risk Assessment and Arrangements
- Signing in and Out Procedures
- Arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, and duration of the visit

Employees should report concerns to the premises manager and if required Corporate Health Safety, Emergency Management & Wellbeing Service and Facilities management.

2.5 Curriculum Safety – Schools specific

Curriculum safety includes out of school learning activity/study support. All employees/ teaching staff must where appropriate undertake suitable (written) risk assessments prior to commencing high risk activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, cooking or science equipment. Documented arrangements for the control of safety in specific subjects such as PE,

Science, Technology/CDT and reviewed at periodic intervals.

The corporate risk assessment template is available on the link:
http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/

2.6 Drugs & Medications – Schools & Care Homes specific

Schools need to include specific arrangements that include: Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus.

2.7 Inspections and servicing of Electrical, Water, Gas systems and equipment

The Authority will undertake detailed inspections of the fixed installations at the agreed set scheduled frequency by suitably qualified persons. The premises manager/Headteacher must ensure that all related documentation is maintained on site as a point of reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc

All portable electric equipment must be subject to testing by a competent person.

The caretaker – **Mr Ian Dalling**, is trained to PAT test and maintains all records.

Reference can be made to the following link or contact Facilities Management
http://staffnet/index.cfm?articleid=33793

Electrical Equipment (fixed & portable)

2.7b Visual Inspections

Details of and the frequency of visual inspections, examinations must be carried out by a competent person. Information will be retained on site in the form of documentary evidence i.e. the records of inspection and any limitations on using personal items in the premises/ school must be kept on site.

2.8 Fire Precautions & Procedures

A review of the fire risk assessment and arrangements will be undertaken by the Premises manager / Headteacher at least annually or in the event of change in level of risk or operations of the building. The Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) will include the arrangements for periodic drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. The Fire Risk Assessment, NOP and EAP is located in the Head Teacher

office.

All staff must ensure that they are fully conversant with the documentation.

2.9 Fire Risk Assessment

The Premises manager/Headteacher will be required to undertake a Fire Risk Assessment, of the premises and undertake a review at least annually. Guidance and assistance in this undertaken can be sourced from Corporate Health, Safety, Emergency Management & Wellbeing Service. The content of the risk assessment and development plan must be communicated to all employees, including temporary/ agency workers. The Fire Risk Assessment is located in the Head Teachers office.

2.10 Hazardous Substances (COSHH)

Premises Managers/Headteachers need to be provided with full information of chemical substances present at their premises or facility. Records must be kept that will assist Managers with the related responsibilities – to themselves, their staff members and visitors to the Authority's premises. Information on site should include Substance Data Sheets provided by manufacturers or suppliers, an Inventory of Substances, and suitable and sufficient risk assessments.

Managers have the duty to give suitable and sufficient information, instruction and training to employees exposed to substances hazardous to health. This must include the safe handling and storage of the substances.

Staff will attend COSHH training as required and when deemed necessary

Any chemicals or substance used on the premises must be approved by the premises manager/Headteacher and where required Corporate Health Safety, Emergency Management & Wellbeing Service.
http://www.healthsafetywellbeingswansea.co.uk/coshh/

2.11 3rd Party Letting /shared use of premises

Any 3rd party letting of the premises must be registered with Facilities Management. 3rd party letting consent is available on the link below.

All premises managers must ensure that all operating procedures and risk assessments are reviewed as part of the 3rd party letting agreement. This includes fire risk assessment, lone working, building security etc. Further guidance is available from the office manager and on:
http://staffnet/index.cfm?articleid=26844

2.12 Lone Working

All reasonable steps will be taken to ensure the safety of staff and others working in isolation within the Service Unit. A policy and guidance will be developed that covers such working activities that involve lone working activity.

All works carried out in isolation need to be risk assessed by the manager/ premises manager/Headteacher and a safe working procedure developed for all such tasks. Information will be provided for all staff who may work alone.

2.13 Maintenance/Inspection of Work Equipment (including selection of equipment)

All work equipment within premises will be subject to inspection and testing. The equipment will vary from premises to premises and site to site. There-fore lists should be assembled to be site specific

Examples of what equipment requires periodic inspection, examination and testing might be contained in the sample below:

General premises - Electrical tools – Lifts & Lifting Gear - Ramps and loading bays – Bottle jacks – plant equipment – Ladders of all types – Boilers – fire alarm systems – extinguishers – emergency lighting etc

School Specific – the list could consist of ladders, fume cupboards, other extraction systems, PE equipment, D&T machinery (lathes etc), lifts & lifting equipment, pressure cookers and pressure systems (including boilers and heating systems), autoclaves, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc,

The type of checks required and frequency, who undertakes the checks should be documented together with what records must be kept. When new equipment is required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly

2.14 New & Expectant Mothers

Specific assessments for new and expectant mothers must be undertaken by the premises manager and reviewed at pre-determined intervals. Personal risk assessments will be stored securely with the premises manager and copies will be provided to the HR department. Further guidance on risk assessments can be found at:
http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/

2.15 Personal Protective Equipment (PPE)

Where required and through the process of risk assessment, PPE will be provided to all employees where required. Any user must ensure that PPE is inspected prior to use, maintained in good repair. Defective equipment must be reported to the premises manager/Headteacher and decommissioned where applicable. All PPE must be used in conjunction with instruction and training. Necessary PPE will be provided free of charge where risk assessment determines to be necessary.

2.16 Reporting Defects

All employees have a responsibility to report any defective equipment to the premises manager/Headteacher or their line manager. Where defective equipment has been identified, this must be taken out of use and isolated to ensure future use is prevented.

2.17 Risk Assessments

The premises manager/Headteacher and nominated employees will undertake risk assessments where and when required. Risk assessments will be reviewed at a minimum annually or where there has been a significant change. Significant change may include a change to a work process, work equipment' work practices or a change in staff which may have introduced new hazards or increased the risk of existing ones.

Further guidance is available at: http://www.healthsafetywellbeingswansea.co.uk/risk-assessment/

2.18 School Trips/ Off-Site Activities – Schools specific

Any school trips or off site activities must be planned and undertaken in conjunction with the Welsh Government Educational Visit guidance documents. All visits must be approved by the Educational Visits Coordinator (EVC). All documentation will be stored centrally at the school as a point of reference

2.19 Use of Transport vehicles – e.g. minibuses

Any employee who is required to drive any minibus must be suitably trained and approved by the transport department. The premises manager/Headteacher will make arrangement to undertake annual inspections of driving licenses where required. Further guidance is available from the City and County of Swansea Transport Department.

2.20 Use of Display Screens (DSE)

Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ ergonomic assessment. The assessment will be reviewed at regular intervals and held centrally with the premises manager. All employees must ensure that they are fully conversant with the Authorities policy and procedures and further guidance is available on the following link:
http://www.healthsafetywellbeingswansea.co.uk/dse/

2.21 Working at Height

Restriction apply to working at height and these include the use of steps and ladders where required. Only employees who have received appropriate training will be permitted to undertake these tasks and detailed risk assessments will be undertaken for each activity.

2.22 Work Experience

The premises manager/Headteacher/Line managers must ensure that suitable and sufficient arrangements are in place for assessing potential work placements and these are communicated to all appropriate personnel. Arrangements must include a process of induction; identify training requirements and supervision of all work placements when engaged. Detailed risk assessments must be completed and communicated to appropriate persons.

2.23 Instruction and Training

Health and Safety legislation requires employers to provide training, information, instruction, and supervision to ensure, the health, safety and wellbeing of its employees at work. The Authority has put in place mandatory Health and Safety training for all levels of employment within organisation. Additional training and instruction is the responsibility of the line Managers, who will assess the Health and Safety training needs of the employee.

- Induction
- On being exposed to new or increased risks i.e. employees transferring, or taking on new responsibilities
- A change in their work equipment or systems of work used.
- Refresher training will be given as and when deemed necessary
- On the job H&S instruction and training
- Specialist H&S training according to need

3.0 Corporate Health, Safety, Emergency Management & Wellbeing Service

Competent Health & Safety Advice is available for Swansea Council, via the Corporate Health, Safety, Emergency Management & Wellbeing Service on 01792 636210 Email address: healthandsafety@swansea.gov.uk

or

http://www.healthsafetywellbeingswansea.co.uk/

Or for Occupational Health or Stress Management & Counselling via:

Occupational Health: http://www.healthsafetywellbeingswansea.co.uk/occupational-health/

Stress Management & Counselling: http://www.swansea.gov.uk/staffnet/stress

Additional General and School related arrangements that may need to be considered:

Design/Technology
Science
Physical Education
Resources
Kitchens
Swimming Pools
School Grounds and playing fields
Play grounds / Play equipment / playground supervision
School Boundaries
Security / gates and fences
Lockdown Procedures
Traffic management
Winter maintenance / salting
Inclement weather
Glazing
Lighting/ internal and external
Heating / Ventilation
Stairs and Corridors
Major/Minor Building Maintenance Works
Furniture / equipment
Managing Legionella risk in buildings
Excessive Noise at work
HAVS / hand held vibratory tools
Waste disposal
Health and safety Instruction and Training
Manual handling
Personal Emergency Evacuation Plans (PEEP)

This list in not exhaustive