



Health and Safety Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*



STATEMENT OF INTENT

Ysgol Dyffryn Conwy has a policy to adopt procedures for the health, safety and welfare of all persons within the workplace. The school will meet this goal by working in partnership with Conwy's Corporate Health and Safety Section, Conwy Education Services, Education Enterprise, Sodexo, Governors, Staff, Parents and Pupils to provide effective support, advice, guidance and appropriate enforcement relating to health, safety and welfare issues.

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YSGOL DYFFRYN CONWY STATEMENT OF POLICY

Rules, Regulations and Handbooks about safe work practice etc. cannot in themselves prevent or reduce accidents at work. To ensure safety, commitment is needed from everyone concerned. All too often Rules, Regulations and Safe Work Practice are ineffective because of carelessness and indifference which are stumbling blocks in attempting to implement any safety policy. Statistical records indicate that some accidents occur because of faults in equipment or planning detail, while others occur as the result of ignorance or flouting directions.

The purpose of this policy is to improve the safety aspects of Ysgol Dyffryn Conwy and to reduce as much as possible the possibility of accidents.

Safety at work is attained by a combination of measures which include observing and adhering to the safety arrangements and requirements. It is not only desirable but essential to ensure a safe working environment for all activities undertaken by school personnel on behalf of the school. Awareness and personal understanding of the rules and regulations (Health and Safety) must be essential whatever the category of worker or the nature of his/her position. Safety is a matter for every individual, regardless of position or status.

The implementation of safety standards and practices is central to any safety policy and the school managers acknowledge their responsibility to this.

The policy is published to define Health and Safety matters and it should assist staff to understand their position with regard to the school's responsibilities. This policy should also be a source of reference in organizing and supervising school staff activities. It is published as an appendix to the Health and Safety Policy Statement, Education Services, Conwy County Borough Council, revised March 2010.

RESPONSIBILITIES FOR HEALTH AND SAFETY IN YSGOL DYFFRYN CONWY

This section outlines arrangements for safety in Ysgol Dyffryn Conwy. The omission of a name/post in the following list does not however constitute exemption from the requirements of Section 7 of the Health and Safety in the Workplace Act. Every employee must pay attention to their own Health and Safety and likewise to that of their co-workers who are affected by the contents of the employees act or by matters excluded therefrom.

STATUTORY HEAD OF EDUCATION SERVICES

The Statutory Head of Education Services is generally responsible for every aspect of Health and Safety under his jurisdiction. This includes the provision of finance based resources, time and workforce to ensure the effective implementation of the policy. It is the responsibility of the Statutory Head of Education Services to provide and update the Education Authority's Health and Safety Policy and to ensure that the policy and any subsequent changes to it are brought to the attention of staff members.

The Statutory Head of Education Services will delegate certain aspects of Health and Safety to staff of the Education Service together with other members of Conwy County Borough Council. See the Education Services Statement of Health and Safety Policy, Conwy County Borough Council, which was revised September 2016, for specific details of these roles.

THE GOVERNING BODY

School Governors have a general responsibility for:

- Strategic management of Health & Safety – allocating staff / duties.
- Ensuring there is a Health & Safety Policy in place at the school that marries into the LEA & Corporate Policy.
- Ensuring there are arrangements in place to put health & safety policies, advice, information and guidance into practice.
- Ensuring that there are arrangements in place to carry out "Duty of Care" tests and other servicing and testing.
- Prioritising works that are to be funded from the school's budget.
- Assisting in carrying out inspections of school facilities.
- Monitoring to ensure action is taken.

The Governors of Ysgol Dyffryn Conwy support the above declaration of responsibility.

THE HEADTEACHER (or DEPUTY)

The Headteacher bears responsibility for daily aspects of Health and Safety, including accident prevention and risk management, when matters of this kind fall within his jurisdiction. The Headteacher must furnish school staff with information on Health and Safety matters, in particular their own Health and Safety responsibilities. The Headteacher is also responsible for delegating specific duties to specialist members of the staff. It is the Headteacher's responsibility to seek advice from professional specialists in the area of Health and Safety when dangerous / unhealthy situations are encountered and when a measure of specialist knowledge in Health and Safety is required. The Headteacher may also need advice in an emergency.

The Headteacher is also responsible for establishing systems in the school for the monitoring of Health and Safety Standards. This can be managed by the Health and Safety Officer and Sodexo with the assistance of Health and Safety Representatives.

It is the responsibility of the Headteacher (and Governors) of schools, with delegated budgets, to ensure that sufficient resources, in terms of finance and time, are allotted for matters of Health and Safety. The management team must decide on expenditure priorities for the funds which they manage.

The Headteacher (or Deputy) is responsible for reporting to Statutory Head of Education Services regarding any accidents, using the appropriate forms.

Also, to confirm with the requirements of Social Security Regulations (Applications and Payments) 1979, every accident to an employee must be recorded in the school accident file. When an accident occurs the Head must ensure that local enquiries are made and should further help be necessary, that the Health and Safety Officer of the Education Department is informed.

SCHOOL HEALTH AND SAFETY OFFICER

The Health and Safety Officer is directly accountable to the Headteacher.

Duties and responsibilities are defined as followed:-

1. Collect information and data from the Education Authority and other sources regarding current Health and Safety organizations and practice for presentation before the Governing Body and school's Senior Management Team.
2. With the assistance of Heads of Department, arrange and carry out regular checks in accordance with school policy. Ensure that all policies and procedures are current and report any deficiencies or problems that may arise to the Sodexo Helpdesk or LEA. Ensure that all staff are aware of and adhere to LEA, School and Local Procedures and Policies.
3. Bear responsibility for any Health and Safety budget allocated, including the preparation of orders, checking and approving invoices and bills, record keeping, ensuring that finance is well managed.
4. Establish a system whereby staff can report Health and Safety dangers and inform necessary departments, Sodexo Helpdesk or the Education Authority as appropriate to ensure that the matter receives attention.
5. Ensure that each department and independent part of the school has in place a system for dealing with accidents and recording sufficient detail, receive and record such accident forms from these sources, investigate cases, inform the Education Department and other external bodies as required, and recommend any necessary action to eradicate any hazards which could cause future accidents.
6. Ensure that all First Aid boxes are in site and have appropriate contents.
7. Ensure that sufficient first aid staff have been trained to meet the rules and guidelines approved by the LEA.
8. Ensure that First Aiders receive the most recent training at appropriate times to receive new certificates.
9. Ensure that the school carries out regular fire drills, at least once a term.
10. Advise and support teachers and staff regarding all matters of Health and Safety and circulate information to all relevant staff.
11. Encourage and arrange training and staff development concerning all aspects of Health and Safety.
12. Ensure that the Education Authority is advised of all accidents and hazardous incidents.
13. Undertake Annual review of school's Health and Safety Policy making any necessary changes.
14. Undertake Annual review of Site Conformity Assessment making any necessary changes.
15. Undertake a Buildings and Environment inspection of all school property on an annual basis in conjunction with the Governors Buildings Sub-Committee.
16. Ensure that all school staff are familiar with duties of care, current statutory responsibilities and new responsibilities.
17. Ensure the efficient working of school safety measures, supervisory arrangements, periodical inspections (or tests) of all school owned equipment.
18. Circulate and update Health and Safety material constantly, taking care to include signs and documents of a mandatory and directory nature.
19. Attend seminars, meetings and workshops concerned with Health and Safety on behalf of the school.

HEADS OF DEPARTMENTS

As far as is reasonably practical, every head of department must ensure that all school owned equipment, machinery and apparatus in the department is in good condition and can be safely used according to the directions and methods specified by the manufacturer. In practical departments, the head of department, where that person has received appropriate training, may be the person nominated to carry out assessments under the Control of Substances Hazardous to Health Regulations 2002. Heads of department are responsible for organizing departmental safety measures, safety regulations, codes of behavior, emergency measures etc. and they have been delegated to ensure that all hazardous material is used, handled, stored, transported and when necessary disposed of correctly.

The Health and Safety Policy of the department should appear in the departmental work scheme.

- See also Physical Education Department Health & Safety Policy
- See also Science Department Health & Safety Policy
- See also Technology Department Health & Safety Policy

TEACHERS & TECHNICAL STAFF & ALL SUPPLY STAFF

Teachers and technicians are responsible for implementing safe work practice and good housekeeping within the compass of their work. They are actively accountable to the departmental arrangement under the management of the head of department and the Headteacher regarding all other aspects of Health and Safety duties. Teachers and technicians will work as a team within their department under the management of the Head of Department.

ADMINISTRATIVE AND SUPPLY STAFF

Administrative staff are accountable to the Business Manager for undertaking their duties according to the Codes of Conduct found in this policy document. Each individual should ensure safe work practice and good housekeeping within their compass of work. Any damage or fault which affects structure of a building should be reported to the Sodexo helpdesk and any defect to school owned equipment/furniture should be brought to the attention of the Business Manager.

COVER SUPERVISORS, TEACHING ASSISTANTS & SUPPLY STAFF

Each individual will be the responsibility of the Head or nominated deputy. The work which is to be undertaken will be assessed before employing the individual to ascertain the effort, degree of skill and competency required to fulfill the school's requirements and the level of supervision necessary and available.

SODEXO

The Contractor will be responsible for the production of a written Health and Safety Policy Statement in accordance with Section 2(3) of the Health and Safety at Work Act 1974 (H&SAWA), and European Directives, and will adopt safe methods of work in providing the Services in order to protect the health and safety of its employees, Council and Council Parties.

The Contractor will review the Health and Safety Policy Statement and Risk Assessments on a regular basis in the light of changing or additional legislation. The Contractor will update this and submit copies to the Council.

The site/unit manager is responsible for implementing the company health and safety policies and procedures at Ysgol Dyffryn Conwy and for ensuring that the requirements of all health and safety legislation affecting the unit/site are established.

- See PFI ROLES AND RESPONSIBILITIES TABLE included in this policy.

SYSTEMS AND METHODS AT YSGOL DYFFRYN CONWY

Conwy Education Services' Health and Safety Policy is a very comprehensive document which describes in detail the implications and responsibilities for Health and Safety in schools. This county policy will be the foundation of all the safety arrangements of Ysgol Dyffryn Conwy and the guidelines of the Education Authority will not be noted in detail except in instances where Ysgol Dyffryn Conwy's arrangements differ.

THE PURPLE SITE FILE (Corporate Health & Safety Management System)

It is the school's responsibility to take steps to ensure that requirements/regulations pertaining to all aspects of Health and Safety within the school are fully compliant with the standards as set out by Conwy County Borough Council Corporate Health and Safety Management System. To this effect the Health and Safety Officer at the school will maintain compliance in the day to day management of all requirements and regulations as listed below, and the auditing of the site health and safety site file (purple file). The last step of this process will be the annual completion of a site conformity assessment survey. This return will be discussed with Senior Management Team, The Governors Buildings Sub-Committee and Sodexo before being signed off and submitted to Conwy.

Site Conformity Assessment Requirements/Regulations:

This list may be cross referenced with Conwy CBC PFI Project Roles and Responsibilities document. All requirements which are defined as a contractual agreement within the PFI Project come under the jurisdiction of Sodexo and are highlighted yellow in the list below, and the requirements which are shared by the School and Sodexo are highlighted orange in the list:

Requirement / Regulation	Annual Conformity Assessment			
	NOT APPLICABLE	NON COMPLIANCE	PARTIAL COMPLIANCE	FULL COMPLIANCE
1. Accidents & Incidents				√
2. Asbestos				√
3. Consultation Arrangements				√
4. Control of Substances Hazardous to Health				
4.1 Chemicals and Substances				√
4.2 Legionella				√
5. Display Screen Equipment				√
6. Electrical				
6.1 Electrical Installation (Periodic Certificate)				√
6.2 Lightning Protection System				√
6.3 Portable Appliance Testing				√
7. Environment				
7.1 Discharge of Trade Effluent				√
7.2 Display Energy Certificate				√
7.3 Environmental Policy				√
7.4 Hazardous Waste Licence				√
7.5 Waste Duty of Care				√
8. Fire				√
9. First Aid				√
10. Insurance				√
11. Ionising Regulations				
11.1 Radon				√
12. Lifting Operations and Lifting Equipment Regs.				
12.1 Lift(s) Inspection				√
12.2 Lifting Equipment (persons or inanimate objects)	√			
13. Management of Health and Safety Regulations				
13.1 Boiler Service and Inspection Records				√
13.2 Contractors				√
13.3 Educational (off site) Visits				√
13.4 Emergency Procedures				√
13.5 Induction				√
13.6 Minibus Drivers Assessment Standard (MIDAS)				√
13.7 Occupational Road Risk				√
13.8 Out of Hours - Key Holders				√
13.9 Panic Alarms	√			
13.10 Pregnancy				√
13.11 Roles and Responsibilities				√
13.12 Site Specific Risk Assessment				√
13.13 Winter Gritting Arrangements				√
13.14 Young persons	√			
14. Manual Handling				√
15. Personal Protective Equipment Regulations				√
16. Provision and Use of Work Equipment Regulations				√

CONWY CBC PFI PROJECT ROLES AND RESPONSIBILITIES

Service	Category	Responsibilities			Remarks
		PFI Service Provider	*School/Leisure	Conwy CBC Education Services	
Furniture, Equipment & Machinery (see PFI equipment schedule for full list of items included)	Condition	Undertake regular condition surveys	Report any defects found to the Contractor's Helpdesk	Monitoring	
	Training on use of equipment (commissioning rather than safe working practices)	Ensure appropriate training is provided in relation to equipment operation and features, as required	To advise Contractor of any training of school staff required	Monitoring	
	Training on use of equipment (safe working practices rather than commissioning)		To identify training requirements	To arrange for appropriate training to be provided, as identified by the school	
	General Workshop Safety management	Maintain in a safe, clean and hygienic condition	Responsible for the implementation of guidelines etc. in relation to workshop / specialist area safety arrangements	Provide details on guidelines and arrange training, as required	
	Safety & Operating instruction (s)	Provision and regular checking	Report any non-compliance	Monitoring	
	Electrical Testing (Portable Appliances)	Regular testing of any equipment owned by the Contractor	Arranging regular testing of equipment owned by the school / leisure service (if any)	Monitoring	

*All references to School would also apply to Leisure as appropriate

	Electrical Testing (Fixed Appliances)	Regular testing of any equipment owned by the contractor including PE apparatus, D & T equipment, food technology equipment, kilns, etc. (NOTE full details of contractor's equipment available at each site and with Education Services & Contractor)	Arranging regular testing of equipment owned by the school (if any)	Monitoring	
	Kitchen Equipment	Ensure all equipment meets appropriate standards & inspection/test certificates in place		Monitoring	
	Fume Cupboards	Ensure all equipment meets appropriate standards & inspection/test certificates in place	Ensure a monitoring regime is in place to ensure that equipment is being used to its optimum efficiency and to report any defects found to the Contractor's Helpdesk	Monitoring	
	Dust/Fume Extraction Equipment	Ensure all equipment meets appropriate standards & inspection/test certificates in place	Ensure a monitoring regime is in place to ensure that equipment is being used to its optimum efficiency and to report any defects found to the Contractor's Helpdesk	Monitoring	

Building/ Premises Maintenance	General condition and maintenance	Responsible for all building/premises maintenance & appropriate testing is in place, including:- Glazing, boiler maintenance, lifts, water quality, electrical infrastructure, gas pipes and outlets, lightning conductors, satellite and TV receiving equipment & infrastructure, stage lighting, telephone systems & infrastructure, condition of surfaces (internal and external)	Report any defects found to the Contractor's Helpdesk	Monitoring	
		Changing light bulbs, fluorescent tubes etc. including high level access	Report any defects found to the Contractor's Helpdesk	Monitoring	
		Asbestos management (duty holder)	Report any damage/deterioration or any other asbestos related matters	Monitor compliance with the asbestos management plan	
Grounds Maintenance	General condition and maintenance	Responsible for all Grounds Maintenance issues including, undertaking regular inspections of the site, removal of any debris / hazards	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	
	Maintenance of jumping pits	Safe running tracks, perimeter boards and sand levels maintained and hygiene standards maintained at all times	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	

	Setting up of Contractor's equipment	To undertake any manual handling of contractors equipment as required	To advise contractor, with sufficient warning, of any relocation of equipment required to deliver the service	Monitoring	
	Floodlighting	Responsible for activating, as required by the School / Leisure	Advise the Contractor of requirements	Monitoring	
	Tree Maintenance	Responsible for tree maintenance including regular inspection	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	
	Boundary fences & hedges	Responsible for maintenance including regular inspection ensuring the integrity of the boundary is maintained at all times	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	
Cleaning & Waste Management	General cleaning	Responsible for ensuring cleanliness of the site as detailed in the Contract (Schedule 12)	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	
	Cleaning equipment	Responsible for ensuring cleaning equipment is maintained and tested on a regular basis		Monitoring	
	Consumables	Provision of consumable items such as toilet rolls, soap, towels, sanitary provisions & all cleaning materials required to deliver the service	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	

	COSHH	Ensure COSHH assessments are available at all times for all chemicals/substances on site as applicable to contractors	School responsible for all curricular chemicals/substances	Monitoring	
	Disposal of sharps and contaminated materials	Will dispose of all sharps and contaminated materials in line with Education Services/PFI Service Provider guidance	Monitor compliance	Monitoring	
	Waste management	Safe storage of waste on site (Safe location of bins and skips) Responsible for collection and safe disposal of all waste from the site Bio hazardous waste is stored and disposed of safely i.e. PHS Hygiene	Report any defects / problems found to the Contractor's Helpdesk	Monitoring	
Catering	General	Provision of catering services for the school & Leisure, including provision of all heavy and light equipment required to deliver the service (For details see Schedule 12 of the PFI Contract)	Monitor quality and report any problems to the Contractor's Helpdesk	Monitoring	
	Supervision during break times, including lunchtime		Provide adequate supervision during break periods		
	EHO reports etc.	Responsible for addressing any issues raised during any external inspection of the catering operation & provide copies to the Council		Monitoring	

	Equipment inspection / testing	Responsible for ensuring all equipment meets appropriate standards & test/inspection certificates in place	Report deficiencies to the contractor	Monitoring	
General	Fire Safety	Preparation & maintenance of Fire Risk Assessment in accordance with the CCBC model		Monitoring Joint responsibility for Fire Safety risk assessment	
		Provision & maintenance of all fire detection/prevention equipment	Report any defects / problems found to the Contractor's Helpdesk	Monitor	
		Regular testing of systems in line with the Fire Risk Assessment	Co-operate with Contractor.	Monitor	
		Preparation & maintenance of fire evacuation procedure	Co-operate with Contractor School to initiate fire drill in liaison with Contractor	Liaise with Contractor re preparation of fire Risk Assessment	
		Undertake regular fire safety audits	Co-operate with Contractor	Monitor jointly with Contractor	
	School access & visitor management	Ensure that unauthorised persons on site are brought to the attention of the Headteacher, who will assess what action is to be taken e.g. summon police assistance, etc. N.B. service provider staff must not approach unauthorised persons on site before having spoken with the Headteacher	Ensure that all authorised visitors are logged in & out as appropriate during operating periods	Monitor	

		Ensure appropriate opening and locking up procedure is maintained	Advise Contractor of any changes to normal procedures that may be required to deliver the Service	Monitor	
		Ensure all pedestrian accesses are maintained in a safe condition at all times, including snow & ice clearance	Report any defects / problems found to the Contractor's Helpdesk	Monitor	
		Jointly produce a traffic management risk assessment and implement necessary controls	Jointly produce a traffic management risk assessment and implement necessary controls	Monitor	
	Pest Control	Provide preventative & reactive service to eradicate pests & vermin	Report any defects / problems found to the Contractor's Helpdesk	Monitor	
	First Aid	Ensure appropriate number of Contractors staff are trained to provide 1st aid to other Contractors employees	Ensure appropriate number of School / Leisure staff are trained to provide 1st aid to pupils & other school / leisure staff	Arrange training for school / Leisure staff as required	
	First Aid Equipment	To provide appropriate first aid equipment for the needs of Contractors staff	To provide first aid equipment to meet the needs of school / leisure staff, pupils and customers		
	Accident reporting	To ensure records are kept of any incident involving Contractors staff is documented and reported if necessary under RIDDOR	To ensure records are kept of any incident involving School / Leisure staff and Pupils & leisure customers are documented and reported if necessary under Education Services guidance (Accident Reporting Pack)	Monitor	

	Personal Protective Equipment	Provision of PPE to Contractors staff as required delivering the Contractors service obligations.	Provision of PPE to School / Leisure staff as required delivering their service obligation, as identified in the Risk Assessment.	Monitor	
	Animal on Site (Strays)	Ensure appropriate authorities are advised of any incident and arrange for attendance for removal. Arrange for removal of any animal faeces.	Report any incident to the Contractor and keep pupils / Customers away from the stray animal, until removal has taken place.		
	Sub-contractor vetting	Ensure only approved contractors are used	To advise the Contractor of any school / leisure sub-contractors that are to be invited onto the site	Monitoring	
	CRB checks	To ensure that all Contractors staff have CRB checks - all staff now to be upgraded to enhanced level of clearance.	To ensure that all relevant school/ leisure staff have the necessary CRB checks undertaken	Monitor	
	Out of hours	Responsible for attending to any out of hours call out to the site & responding accordingly	Responsible for providing Contractor with details of hours contacts & respond, as required by the Contractor	Responsible for providing Contractor with details of hours contacts & respond, as required by the Contractor and or school / leisure	
	Civil Claims PFI Contractors or contractor related activities	To investigate and report on incident and notify school.	Where appropriate liaise with PFI contractor	To have oversight of the incident report and provide advice and guidance where appropriate	
	Civil Claims - Non contractual staff and others e.g. pupils, visitors	To provide information to the school/leisure as appropriate	To compile incident/accident report in accordance with Education Services guidance	Monitor and where appropriate assist in the investigating process	

	Workstation assessment	To undertake and implement results of assessment relating to Contractor's workstations	To arrange for assessments to be undertaken for school / leisure workstations	To support / advise schools / leisure as required	
	Manual Handling / lifting	To provide suitably trained staff to assist school /leisure with portorage service, as required, including acceptance of deliveries etc.	To ensure any school staff required, as part of their normal duties to undertake such tasks, with appropriate training	To advise schools / leisure on Risk Assessment & training available	
	Emergency Procedures including Fire, Gas leaks: 1. Leaks from supply 2. High site gas levels, (methane) applies to YJB only. Bomb threats and receiving of suspect packages and dealing with confrontational visitors to site	In liaison with the school draw up emergency procedures	Liaise with PFI contractor in drawing up procedures	Monitoring and providing assistance as required	

YSGOL DYFFRYN CONWY LOCAL PROCEDURES, POLICIES & RISK ASSESSMENT

Physical Education Department

The school endorses and conforms to the guidance given in the DfES booklet Safety in Physical Education and also Safe Practice in Physical Education and Sport (AfPE) 2012 Edition. We also support guidance given in section 3.8 of the Conwy EA Policy on Health and Safety. These regulations are incorporated in the school's Physical Education Department Health and Safety Policy.

- See also Individual Departmental Policy on Health and Safety.

Science Department

The school endorses and conforms to the guidance provided by CLEAPSS which the school is a member of, the ASE publication 'Topics in Safety', the DES booklet 'Safety in Science Laboratories' and the DFEE publication Safety in Science Education (1996). We also support the guidance given in Conwy ES Health and Safety Policy. These regulations are incorporated in the school science department's Policy on Health and Safety.

- See also Individual Departmental Policy on Health and Safety.

Technology Department

The school endorses fully and follows the British Standard 4163: 2007 Health & Safety for Design & Technology in Schools Code of Practice. We also support the guidance in Conwy Education Service's Health and Safety Policy. These regulations are incorporated in the Health and Safety policy of the School's Technology Department.

- See also Individual Departmental Policy on Health and Safety.

School owned Furniture

The school buys furniture from companies who provide furniture specifically for schools and the standard of manufacture of everything bought is always ensured to British Standards.

Visitors on School Sites

All visitors must register with the school Reception on arrival and be given a suitable badge to wear throughout their stay in school. All members of staff should be prepared to challenge any person seen on the school premises who does not wear a badge or to report the matter to the Senior Management Team. Visitors must also check out at reception on leaving. On the reverse side of the badge there are guidelines regarding school fire precautions and other general rules.

See individual policies and risk assessments listed below for related Health and Safety procedures:

- E-Safety Policy
- Child Protection Policy (CRB checks and Safeguarding Training)
- Incident/Accident/Near Miss/Dangerous Occurrence & Violence Aggression Reporting Procedure
- First Aid Procedure
- First Aid Certificates
- Administration of Prescription and Non-Prescription Medicines Procedure
- Fire Management Plan
- Fire Evacuation Procedures

- Emergency Evacuation Procedures
- School Travel Policy
- Procedure for Supervising Pupil Safety and Vehicle Movement on the School Site.
- Traffic Management Risk Assessment
- School Visits Policy
- EVOLVE – Educational Visits Approval System
- School Policy Statement re: Driving of the School Mini-Bus
- Midas Training Certificates
- Careers in Education Policy (Information pertaining to Work Experience)
- Pregnancy Risk Assessments
- Site/Department/Activities Specific Risk Assessments

CONTACTS:

SCHOOL

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SODEXO

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PFI

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☎ 01492 575083

LICENCES (e.g. For Public Performances)

Conwy Licensing Section, Civic Offices, Colwyn Bay

✉ regulatory.services@conwy.gov.uk
☎ 01492 574036

FIRE SERVICE (Apart from 999)

Fire and Rescue Service Headquarters, St Asaph Business Park
Conwy and Denbighshire Safety Office
Colwyn Bay Fire Station, Abergele Road, Colwyn Bay.

☎ 01745 535250
☎ 01745 352777

OCCUPATIONAL HEALTH

Contact LEA Personnel Dept.

☎ 01492 575065