



Health and Safety Policy

June 2017

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Responsible Officer	Business Manager
Sub-Committee	Health and Safety

1. Introduction

- Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
- The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances
- Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
- This document provides a customisable template for schools to adapt.
- Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
- The safety policy statement should be signed and dated by the head teacher / chair of governors
- When complete the school specific policy should be communicated to all staff and automatically issued to new staff as part of their induction process.
- It is recommended that the school specific policy periodically. The Authority recommends Policies are reviewed every two years.

Part 1: Statement of Intent

Heolddu Comprehensive School

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

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff (a reference copy is kept on the shared drive)

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements:

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

Part 2: Organisation

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. [In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]. At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended].
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Cooperating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Responsibility of the Business Manager

- The business manager will support the headteacher on all responsibility points above and be responsible for the co-ordination of health and safety across the school
- Responsible for effective site management in conjunction with the site manager
- Carrying out health and safety investigations
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training

Responsibility of the Site Manager

- Ensuring that the premises, plant and equipment are maintained in good working order
- Supporting the business manager in effective site management

Responsibilities of other teaching and non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate authority forms.

- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

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

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2. Part 3: Arrangements

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	All staff for each area	Staff encouraged to ensure all risk assessments are up to date.
Risk assessments are reviewed regularly/ following significant change.	All staff depending on RA	At least every two years, or in light of significant change.
Specialist risk assessments are completed under the Health and Safety SLA. This includes pupil assessment, employee assessment and return to work assessment.	Pastoral Support Officer, Business Manager, Deputy Head	Use templates provided through RAMIS for schools as best practice. Business manager has admin rights to authorise users. Training provided by Business manager when required.
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Business Manager	Pregnant worker risk assessment is available under the Health and Safety SLA. Copy retained on employee file for check-up and review throughout pregnancy
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Assistant Headteacher	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval. – documents retained on shared drive
The Authority's Offsite Visits Advisor must be notified of all Level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Assistant Headteacher	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Site Manager/ site team	General site inspection: termly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Business Manager	Any concerns documented via Business Manager and raised with Head.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Chair of Health and Safety Committee	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	Chair of Health and Safety Committee	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Business manager	Staff room
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Business Manager and HODs	Health and safety induction by Business Manager. Specific induction for areas, e.g., Science, by Head of Department.
<p>Programme of health and safety training All employees are provided with:</p> <p>induction training</p> <p>update training in response to any significant change.</p> <p>training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</p> <p>refresher training where required</p>		Insert details on how training needs are identified and how the training programme is delivered.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Deputy Head	All training information is stored on SLT drive in staff development record.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Site Manager/Business Manager	Maintained by site manager
Fire drills are undertaken termly and a record kept in the fire log book.	Site Manager	Also noted on RAMIS
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Pastoral Support officer/ Business Manager	Risk assessments carried out on pupils with injuries/physical constraints
The safe evacuation of persons is an absolute priority. Staff must only		Only staff with training of using fire equipment to use.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.		
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p> <p>Inspection/maintenance of emergency equipment:</p> <p>Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>		<p>Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use.</p> <p>Key staff are familiar with the location of service isolation points.</p>
<p>Statutory maintenance:</p> <p>The school has opted in to the Authority's statutory maintenance contracts.</p>		Please see guidance in appendix 1 regarding statutory maintenance arrangements If your school has opted out please insert these details.
<p>Portable Appliance Testing (PAT):</p> <p>The school has opted into the Authority's internal PAT testing arrangements.</p>	completed through County contract	PAT testing completed as required on rolling programme and undertaken by approved contractor: Caerphilly County
<p>Control of Legionella:</p> <p>The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.</p>	Site Manager	Insert arrangements for the weekly flushing of little used outlets and the monthly temperature checks.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Held by Heads PA	Emergency first aid course through County – signage identifying first aiders in each block.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.		Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Pastoral support officer	<p>Parents/Guardians are invited to site to assess their child's injury.</p> <p>In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be	Pastoral Support Officer/SLT	All staff aware of procedure

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.		
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Pastoral Support Officer	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Pastoral Support officer/ ALNCo	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Business Manager	Regular review of guidance and updates through RAMIS
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Pastoral Support officer	Form completed and reported to County
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Pastoral Support officer	Form completed and reported to Business manager or other SLT for review depending on nature of near miss
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.		The school will forward details of accidents or cases of work-related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.		Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division. High Level/Reportable Incidents: School will forward the completed accident form

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.		Follow County guidance
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.		Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors. Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	Managed by site manager	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school. Survey and log book in Site Manager office Site manager is Cat B trained Network Manager is Cat B trained from July 17.
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.	Site Manager	All contractors view the survey and sign the logbook before undertaking work.
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.	Managed through County via Site Manager	Asbestos condition monitoring is via the Health and Safety SLA.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	Site Manager	Any damage or deterioration is reported to Site Manager who will contact the Health and Safety Division: Asbestos Team – 01443864361

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Out of Hours Control Centre - 01443863445
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Site team who will contact the Health and Safety Division: Asbestos Team – 01443864361 Out of Hours Control Centre - 01443863445
Managing contractors: The school will adhere to the Authority's policy and guidance. Technical expertise: Where appropriate works are arranged through a technical department	Site Manager and caretakers	Contact with technical teams made by Site Manager
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.	Site Manager/Reception	All contractors must report to Reception to see Site Manager Visitors badges provided and signing in book for all visitors Signing in books on reception. Asbestos register and other H&S information on RAMIS and in Site manager office
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.		These are managed by business manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Business Manager/Site Manager/ County project Manager if applicable	Where possible school will use Authority registered contractors. Where contractors who are not registered are used insert name / position / insert agents name will undertake appropriate competency checks prior to engaging a contractor
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Business Manager/Site Manager	Risk assessments and method statements are discussed and agreed prior to work commencing.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority	c/o County	
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	County Grounds Maintenance	Caerphilly County Council Grounds Maintenance
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.		Do not encourage working alone. If necessary, risk assessment to be carried out by site/business manager in advance
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.		Working at heights Access to roof Tackling an intruder Ladders
Working at height: All working at height should be risk assessed, and appropriate controls introduced.	Site Manager	This mainly affects the caretaker – use correct ladders and ensure someone footing them (if not step ladders)
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	LRC officer	Class 1 step ladders used.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	n/a	No play equipment in school
Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Head of Science/ (appendix 2 science) Head of Technology/ Site Manager	Consider the types of hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray. Insert arrangements for completing COSHH assessment
Inanimate manual handling: Manual handling operations are risk	Business Manager	Generic risk assessments for regular manual handling operations are

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
assessed, and staff have received appropriate information instruction and training.		undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	SENCO	Under the Health and Safety SLA a school can request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Network Manager/ Business Manager	DSE assessments are available under the Health and Safety SLA
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Business Manager/ Site Manager/ Headteacher	Vehicles restricted at peak times. Deliveries before 8am and after 3pm wherever possible. Parking allocated in loading bay. Parents advised regularly NOT to park on school grounds. Entrance to car park physically blocked and manned by Site team from 8.15am to 8.40am. Signage to front of school states car park is for staff use only during school hours.
Minibuses: The school maintain and operate a minibus. Only authorised nominated divers are permitted to operate the minibus	Site Manager	maintaining minibus – service checks and MOT advised by County under fleet care All staff required to pass minibus test or have valid licence for driving minibus. Insurance is arranged through County
Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	SLT in rotation/business manager	LA Schools have access to CAREFIRST
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in	Business Manager	Refer to relevant policy

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
accordance with the Authority's guidance.		
Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum.	Head of PE	Sport safe complete an annual inspection of all equipment. We have a risk assessment in place - between school & leisure centre regarding movement around the leisure centre. PE lessons follow guidelines set out by sport's governing bodies.
Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.	Head of Science	CLEAPs
Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Head of Technology	All tools and equipment are stored and maintained under guidance from both CLEAPs and COSHH. Cupboards storing harmful substances are labelled and locked. Risk assessments have been conducted for all machinery and are visible near each machine. Protective equipment is available for pupils as required. Emergency exits are visible, and all emergency exits and walkways are kept clear. The department has a first aid kit and a trained first aider. Technical support staff are actively used during lessons to support pupils when using machinery.
Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Head of Art	Head of Dept follows guidelines and regulations of National Society of Education, Art and Design (NSEAD)
The Kiln (if relevant)	Head of Art	Not used
Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Head of Performing Arts	All electrical equipment (in both the studio and music room) to be regularly tested. Sides of the room to be cleared and mats to be used during physical activities. There must be always lighting on and no pupil is to enter the space without a member of staff.
Stage equipment: All stage equipment is maintained in good working order and periodically inspected.		Note type of stage equipment - portable Used periodically and inspected by the Head of drama prior to use.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Work Experience for pupils: Detail the arrangements for arranging work experience placements.		None currently undertaken
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Business Manager	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

3. Appendix 1

Statutory maintenance of:	Current contractor	Frequency
Boilers	Gibsons	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire Alarm systems (5-year test)	Ambassador	Every 5 years
Firefighting equipment	Ambassador	Annually
Electrical testing – Fixed wiring	County	Every 4 years
Legionella testing	Aquasafe	Quarterly, six monthly and annually

4. Appendix 2 – Science Health and Safety Policy

Health & Safety Policy for Science Departments

CLEAPSS Guide G223, September 2013

Introduction

Under the Health & Safety at Work etc Act, it is the duty of an employer to have an up-to-date written statement of health and safety policy, and the Management of Health & Safety at Work Regulations require the arrangements for carrying out that policy to be included, all of which must be brought to the attention of employees. The general policy statement of the employer is often complemented by a policy statement issued by each school under that employer (if more than one) and by policy statements from those departments, such as science, with particular risks. This document is intended to help a school science department construct such a policy, which should be endorsed by the employer(s) of teaching and technical staff so that it forms part of the employer's health and safety policy. Thus, a copy of the policy should be lodged in the school office and, where relevant, another passed to the employer.

Summary Guidelines for Staff

All teachers, technicians and support staff.

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g., over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the eye wash station; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. [At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.]
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed

for senior students doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.

8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.] Pupils must never be allowed into preparation rooms [unless 100% supervision can be guaranteed]. [Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training] / [or if the laboratories have been specially cleared]. Laboratories must be available for teacher-supervised club activities only by special arrangement.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student laboratory rules [see section 10] and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out practical's, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after considering a further risk assessment, checking with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education, [using the CLEAPSS Student Safety Sheets, where appropriate].
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the [Head of Science] / [subject specialist].
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.

5. Science Department Health & Safety Policy

Updated May 2017

1. The role of this policy

This Science Department Health & Safety Policy should be read in conjunction with the employer's general Health & Safety Policy and the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the science department to implement the policy in accordance with the Code of Practice or Guidance issued by the employer.

This document is maintained by the science department. It is copied to all new members of staff, i.e., teachers, technicians, trainees, etc., working in the department. Staff are expected to sign the list kept with the senior technician to show that they have received a copy. A reference copy, together with various Appendices, is kept with the senior technician and is available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been lodged in the school office and another passed to the senior leadership team.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The science department will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2. General aims

Science teaching has an excellent health & safety record, and this department is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. It is the duty of all members of the science staff who work in the department:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work.
- to be familiar with this health & safety policy by periodic reference to it.
- to look out for any revisions.
- to follow its provisions, and to cooperate with other members of staff in promoting health and safety.

3. Health and safety roles

3.1 Duties, functions, and tasks

The employer has the ultimate duty to ensure the health and safety of employees and others on the site.

This employer has not currently issued any local instructions specific to science. The task of overseeing health and safety on this site has been delegated by the employer to the senior leadership team specifically the business manager. Within the science department, this task is further delegated to the Head of Science who has the particular function of maintaining this

policy document. See section 10 for the names of the staff members currently with specific H&S functions.

3.2 Communications

Communication of health & safety information is of the greatest importance and is the task of the Head of Science with the assistance of subject specialists, teachers and technicians.

In this department, all staff are issued with this policy. A reference copy is kept in the main prep room together with any appendices.

Any new instructions, restrictions or rescinded restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and checking

The employer expects the science department to monitor the implementation of this policy and the employer's Code of Practice for Science. Records of monitoring are kept by the Head of Science.

Checklists on resources and facilities for annual use by technicians are customised from those suggested in CLEAPSS Guide L248 Running a Prep Room. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the Senior Technician in the Safety Check File.

4. Training

The person with the task of seeing that training is provided is the Head of Science.

Generally, this department follows guidance in the CLEAPSS documents G238, Health and Safety Induction and Training of Science Teachers and L234, Induction and Training of Science Technicians, suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 10).

Health & safety aspects of the work of newly qualified teachers and other new teachers	The Head of Science
Health and safety of trainees on teaching practice	The Head of Science
Induction of newly appointed technicians	The Senior Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	The Head of Science
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides G238 and L234, as customised)	The Head of Science, appropriate subject specialist, or Senior Technician
Health & safety training of non-science support staff	The Head of Science or Senior Technician
Health and safety of non-science teachers using laboratories	The Head of Science
Manual handling for all staff using laboratories	The Head of Science
Healthy and safe procedures for laboratory cleaners	The Head of Science or Health & Safety Officer

Regular update training (covering new or changed regulations, new equipment etc)	The Head of Science
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Records of the training received by members of the science staff are kept with the health and safety documentation.

5. Risk Assessments

Every employer is required under various regulations¹ to supply employees with a risk assessment before any hazardous activity takes place. Common hazardous activities carried out in science departments are listed in the publications below. Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model risk assessments.

- [CLEAPSS² publications generally]
- [CLEAPSS, Hazards, current edition]
- [CLEAPSS, Laboratory Handbook, current edition]
- [CLEAPSS, Recipe Book, current edition]
- [CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances]
- [ASE, Safeguards in the School Laboratory, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5]

Whenever a new course is adopted or developed, all activities including preparation and clearing-up work are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e., the scheme of work and technicians notes. See section 10 for the member of staff with the task of overseeing this process³.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. To assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

¹ Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*, the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and many others.

² Current versions of all CLEAPSS publications for secondary schools are available to members on the CLEAPSS website.

³ See CLEAPSS guide L196, *Managing Risk Assessment in Science* and the guidance leaflet GL90 *Making and recording risk assessments in school science*.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models or agreed with the Head of Science.

We encourage the development of new practical activities including on open evenings, at science clubs, etc but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, Model Risk Assessments for Laboratory Technician Activities have been customised to this site and are stored with the senior technician available to be viewed by any member of staff or HSE.

6. Equipment and resources

6.1 Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards maximum interval 14 months with a quick check before use. Testing normally takes place each year in September. The Senior Technician has the function of seeing that this happens. This employer has arranged a contract with HME technology who will be allowed access to carry out the tests. The records of the tests are available upon request from HME technology reference numbers and date of inspection are attached to the fume cupboard in room 18.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Smoking cigarettes is not permitted in the school. However, demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories. The following laboratories fitted with efficient fume cupboards, or in which an efficient mobile fume cupboard could be used, are so designated: Room 18

6.2 Electrical testing

To meet the requirements of the Electricity at Work Regulations, this employer requires portable electrical equipment to be inspected and tested regularly. The Head of Science has the function of seeing that this happens within the science department. Testing normally takes place each year in August.

This employer has arranged a contract with an outside contractor that completes all pat testing of the whole site during summer leave in August. Completed schedules are kept with the site manager and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

6.3 Radioactive sources

The employer's Radiation Protection Adviser (RPA), Radiation Protection Supervisor are identified in section 10. Liaison with the RPA is normally via the RPS, not direct.

This school follows the guidance in CLEAPSS Guide L93 Managing Ionising Radiations and Radio-active Sources 2013 edition.

The Standard Operating Procedures or Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in Charge to see that they are adhered to. Staff using ionising radiations has been issued with their own copies, as a part of their training, and a reference set is filed and stored with the senior technician.

The Radioactive Sources History ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the science department with a copy in the school office.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept with the radioactive sources for reference when necessary.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Radiation safety File with the radioactive sources. Testing normally takes place each year in April.

It is the function of the RPS to ensure these records are kept up to date.

6.4 Pressure vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations. Due to the cost of inspection of pressure vessels and the fact that we are a very small centre it is cheaper and creates less work for the department to systematically purchase new vessels when the manufactures warranty runs out. Old vessels that run over inspection are removed off site and recycled. This centre uses a pressure cooker in place of an autoclave. The only pressure cooker suitable for sterilisation agreed by both CLEAPSS and the HSE is the 6L Hi-dome pressure cooker. The pressure vessel is bought new (check it carries the CE mark) which then has a manufacturers safety guarantee of 12 months.

6.5 Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in section 5 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology (see section 10).

6.6 Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose to comply with the Provision and Use of Work Equipment Regulations. Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from directly.

Equipment restricted to those users who have received special training (see section 4, Training) is labelled accordingly and given warnings in texts in daily use.

Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician.

6.7 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Prescription safety spectacles are to be ordered from any optician and the employer will meet the extra cost of the safety features. Laboratory coats are supplied by the employer and the cost of laundering is claimed against the school.

The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.

The condition of the eye protection is checked regularly (see section 3.3, Monitoring and checking).

6.8 Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals and, where necessary, disposal, including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) is given to the Senior Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

See section 10 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, Training) are identified in the texts in daily use as part of the risk assessment (see section 5, Risk assessments).

6.9 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazards (2007 edition or later). Other disposal follows relevant CLEAPSS guidance.

7 Activities and procedures

7.1 Outdoor activities

When planning any field trips etc, staff consults one or more of the following the employer's code of practice and the CLEAPSS Laboratory Handbook.

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by a team consisting of the Head of Science, the Safety Coordinator and the technical staff.

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the Manual Handling Operations Regulations and under the Regulatory Reform (Fire Safety) Order and will always use two people, one to hold open the door, the other to carry the items. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional i.e., one-off manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Science or the Senior Technician.

See section 10 for the names of the staff members currently with these functions.

Following risk assessments under the Work at Height Regulations, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

7.3 Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations. All store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty, and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher comes to an end. No class is allowed to be in a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures.

Any non-science staff who must supervise any class in a laboratory will receive brief training in laboratory rules.

7.4 Concern for others

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

8. Emergency procedures

8.1 Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the business manager. See section 10 for the name of the staff member currently with this function.

Advice on firefighting is given in sections 4 of the CLEAPSS Laboratory Handbook].

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose in accordance with section 7 of the CLEAPSS Laboratory Handbook. Spill kits are kept in each prep room available for each classroom.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the business manager. See section 4 for the name of the staff member currently with this function.

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after accidents which occur in science. See the most recent edition of the CLEAPSS Laboratory Handbook section 5.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (RIDDOR) can be complied with, the report form must be returned to senior leadership as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the head of department in writing. These will be analysed and discussed at departmental meetings.

9 Laboratory rules for students

The rules for students during science lessons are as follows.

Laboratory Rules

The biggest danger in the lab is **YOU!** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident or breakage to your teacher.

- Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
- Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.

- Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
- When using naked flames (e.g., Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
- Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
- Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
- Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
- If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
- Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
- Wipe up all small spills and report bigger ones to your teacher.

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts (Updated on: May 2017)	
Advice on health & safety and all aspects of practical science generally	CLEAPSS Helpline 01895 251496. Email: science@cleapss.org.uk
[Local authority science [adviser] / [inspector] / [consultant]]	01443 864858 Terry Phillips phillt2@caerphilly.gov.uk
[Local authority health & safety adviser]	01443 864858 Terry Phillips phillt2@caerphilly.gov.uk
Overseeing health and safety [in this school] / [on this site]	Donna Rogers
Overseeing health and safety in the science department	Head of Science Deb Nind
Senior technician	Matthew Antoniazzi
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in biology	Paula Poole
Subject specialist for consultation over health & safety matters in chemistry	Leah Brinkworth
Subject specialist for consultation over health & safety matters in physics	Deb Nind
Overseeing the checking of activities against the model risk assessments and recording significant findings	Matthew Antoniazzi
The teacher in charge of radioactive sources (Radiation Protection Supervisor)	Deb Nind
The local authority's Radiation Protection Officer, RPO	01443 864858 Terry Phillips phillt2@caerphilly.gov.uk
The person in charge of chemical storage and disposal	Matthew Antoniazzi
The person in charge of manual handling	Matthew Antoniazzi

Emergency contacts	
Emergency advice	CLEAPSS Helpline 01895 251496
Serious accident: Ambulance service	999
Serious accident: School first aiders	Labelled by department, Science: Leah Brinkworth and Matthew Antoniazzi
Serious accident: School health & safety officer	Donna Rogers
[Serious accident: Employer's health & safety officer]	Barry Miller 01443 864921
Major chemical spill: Fire & Rescue Service Chemical Incident Unit	999
Gas leak: Gas company	Adam Hudson 01443 864968
Radiation accident: Hospital able to deal with radiation incidents	Merthyr A&E
[Radiation accident: Local authority's RPO]	Terry Phillips (phillt@caerphilly.gov.uk) 01443 864858
[Radiation accident: Employer's RPA]	...
Animal welfare: Veterinary practitioner	01443 813137