



Create Your World

# Cardiff West Community High School Health and Safety Policy

Established September 2017  
To be reviewed annually



An artist's impression of our new Cardiff West Community High School in Trelai Park, opening April 2019

**Ambition**

**Resilience**

**Trust**

## 1.0 PART ONE – STATEMENT OF POLICY

1.1 This is the health and safety policy of Cardiff West Community High School, which should be read in conjunction with [Cardiff Council's Health and Safety Policy](#) and the [Health and Safety Policy of the Education Service](#).

1.2 The school accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who maybe affected by its activities.

1.3 The Senior Management Team and the schools Governing Body will take all reasonable steps to ensure that Cardiff Council's Health and Safety Policy, the Health and Safety Policy of the Education Service and their own Policy are implemented and, that guidance documents are followed and monitored throughout the school.

1.4 The school is committed to ensuring a high standard of health, safety and welfare. This will be achieved by the following:

- Assessing and controlling risks arising from curriculum and non-curriculum activities
- Maintenance of a healthy and safe working and learning environment with safe means of access and egress
- Safe working practices and the provision and maintenance of safe plant and equipment
- Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
- Consultation with staff and trade union representatives on matters affecting health and safety
- Provision and dissemination of health and safety information which is received from the Education Service and other sources
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision
- Ensuring that adequate welfare facilities exist at the School
- Having procedures for emergencies
- Monitoring and review of health and safety standards / accident statistics
- Accessing competent advice from Health and Safety Advisers in relation to health and safety matters
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

1.5 This Policy and referenced documentation is available to all staff. A hard copy of the Policy document can be found displayed in the reception office within the School and also within referenced in the staff handbooks.

1.6 This Policy will be reviewed as necessary at regular intervals and at least annually.

Signed ..... Signed.....  
(Head Teacher) (Chair of Governors)

Date: Date for Next review:

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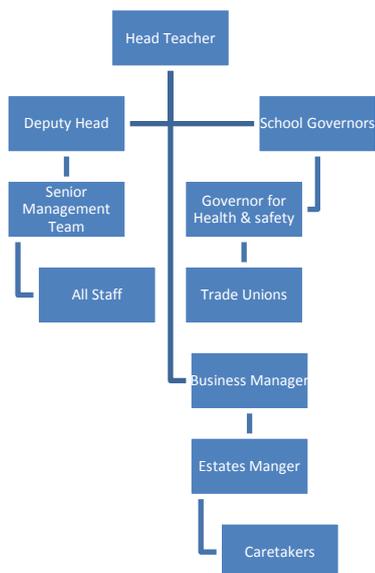
## 2.0 PART TWO – ORGANISATION AND RESPONSIBILITIES

2.1 The responsibilities of the Council and Education Service are set out in both the Council Health and Safety Policy and the Education Service Health and Safety Policy. Specific health and safety responsibilities of School Governors and Headteachers are referenced in 2.11 of the Council Policy and 4.3b and 4.3c respectively of the Education Service Policy. The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer. The legal status of 'employer' varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units, the employer is the Local Authority (LA).
- For foundation schools, foundation special schools and voluntary aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the Governing Body or proprietor.
- In Voluntary Aided Schools, Governing bodies are the employer and consequently have a legal obligation to produce their own Health and Safety Policy and comply with all relevant health and safety legislation.

An organisation chart for the School and the health and safety responsibilities of School staff and the Governing Body is detailed below. For specific health and safety responsibilities of identified staff please refer to Part Three - Arrangements and Procedures.

### Organization Chart



## 2.2 Education Service Responsibilities

2.2.1 Section 197 of the Education Act 2002 (Wales) enables the LA to form an agreement providing a formal legal basis that makes clear how the authority and the governing body of a school will discharge their respective statutory functions on specific matters, including health and safety. To ensure schools, regardless of their type, have a consistent and appropriate understanding of their health and safety responsibilities, each school is required by the LA to adopt the Education Maintained Schools Partnership Agreement. In signing the Agreement, the governing body acknowledges the school's legal responsibility and a defined number of actions to ensure legal compliance.

2.2.2 Each school is expected to produce and review a local Health and Safety Policy that is consistent with the Policy of the Education Service.

2.2.3 The LA must provide health and safety guidance to those schools and services where it is the employer. It must ensure that staff are trained in their health and safety responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessment) are competent to carry them out. If a LA risk assessment shows that training is needed, the LA must make sure that this takes place.

2.2.4 Education employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff;
- The health and safety of pupils in school and on off-site visits;
- The health and safety of visitors.

### **2.3 Governing Body Responsibilities**

2.3.1 The Governing Body, with the Head Teacher, will:-

- Ensure compliance with all health and safety legislation;
- Appoint a governor to act as the governing body's contact point for all matters relating to the School health and safety policy;
- Have in place a health and safety policy for the school that complies with legislation and follows guidance provided by the authority
- Monitor the operation of the policy and procedures;
- Be responsible for developing and allocating resources to ensure effective management of health and safety;
- Ensure health and safety is an integral part of management practices;
- Monitor management practices;
- Ensure that appropriate action is taken to address any shortcomings in any aspect concerning health and safety;
- Work with recognised trade unions to secure the health and safety of staff; and
- Contribute as appropriate to consultation on health and safety issues.

2.3.2 In schools with delegated budgets, if the Governing Body fails to carry out essential work for which it is responsible to ensure the Health and Safety of its staff, pupils and other people using the site, the Education Service, after consultation with the Head Teacher, can carry out essential work and charge it to the school's budget.



- Liaising with the Governing Body and the Education Service on matters relating to health and safety.
- Informing the Governing Body of action required to comply with health and safety legislation.
- Supporting the Governing Body in monitoring the centre's health and safety performance.
- Co-operating with, and providing necessary facilities for, trade union safety representatives.
- Ensuring that contractors working on site are appropriately managed.
- Reviewing the health and safety management of contractors employed directly by the centre.
- Following the Education Service's guidelines on health and safety

2.4.2 The Governing Body must ensure that, in the absence of the Head Teacher, the above responsibilities will fall to his/her immediate deputy, and they will be made aware of what these responsibilities entail.

## **2.5 Senior Management Team**

2.5.1 As detailed in 2.10 of the Council Health and Safety Policy, and 4.3d of the Education Service Health and Safety Policy, Managers and Supervisors are responsible for ensuring that the health and safety arrangements in relation to the areas under their control are effectively implemented, maintained and monitored.

The Senior Management Team is specifically responsible for:-

- Day-to-day management of health and safety in accordance with the Education Service Health and Safety Policy and this Health and Safety Policy
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy.
- Ensuring that suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff.
- Where appropriate, carrying out regular inspections, communicating the results to the Head Teacher and ensuring action is taken to implement any recommendations made as a result of the inspections
- Arranging staff training
- Providing staff with health and safety information.

## **2.6 All Other Staff Responsibilities**

As detailed in 2.12 of the Council Health and Safety Policy, and 4.3e of the Education Service Health and Safety Policy, other staff have specific responsibilities:-

### 2.6.1 Teaching Staff Responsibilities

Teaching staff are specifically responsible for:-

- Day-to-day co-ordination of health and safety, and compliance with legislation in accordance with the Education Service Health and Safety Policy and this Health and Safety Policy
- Checking classrooms and workrooms are safe
- Ensuring that equipment is safe before use.
- Reporting any defects or health and safety issues
- Ensuring safe procedures are followed
- Ensuring that protective equipment is used, where appropriate
- Reading and complying with risk assessments for specific tasks.
- The safety of any pupils under their supervision during any organised activity or programme
- Recording any accidents on the Council's accident / incident report forms and returning them to their line manager for manager's comments.
- Leading their class to the designated assembly point for the building or other agreed place of safety, in the event of fire alarm activation and undertaking a roll call.

### 2.6.2 Estates Team Responsibilities

Estates team is specifically responsible for:-

- Ensuring that fire evacuation drills are carried out at least once every term, in conjunction with the Head Teacher.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Ensuring alarm/security systems are monitored and attend call outs, as required.
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out.
- Ensuring that statutory inspections are undertaken
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Advising the Head Teacher / Line manager of any defect identified as being unsafe, or repairs identified as being required to the sites, buildings and grounds. Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged.
- Ensuring that suitable and sufficient risk assessments are carried out for their activities, for general activities and for specific legislative requirements, e.g. COSHH
- Advising the Head Teacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and site users are kept to a minimum.
- Following procedures detailed in the Asbestos Management Plan for the school
- Ensuring that any contractors, or operatives, working on the fabric of the building complete, and sign, the relevant sections of the Permit to Work sheet within the site's Asbestos Management Plan.

- Completion of the Asbestos Permit to Work if they carry out work on the fabric of the building
- Ensure, if appropriate, that contractors are effectively managed in accordance with Council and legal requirements
- Attending pre contract meetings for all works on site prior to commencement.
- Ensuring contractors follow the site specific agreed procedures for contractors working on site, as identified within the Education Service Contractor documentation.

### **2.6.3 All Employees Responsibilities**

As detailed in 2.12 of the Council Health and Safety Policy, all employees, regardless of position, have a legal duty to take care of their own health and safety, and that of other people who may be affected by their acts or omissions, and to co-operate with Cardiff West Community High School and Cardiff Council to enable it to fulfil its health and safety obligations.

### **2.7 Pupils**

As detailed in 4.3f of the Education Service Health and Safety Policy, pupils, and where relevant, parents or carers, will be made aware of arrangements, policies and procedures in respect of health and safety and pupils must follow all safe working practices and observe all Schools safety rules. Teaching staff will ensure that pupils will:-

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers, etc.
- Inform any member of staff of any situation which may affect the safety of anyone.

### 3.0 PART THREE – ARRANGEMENTS AND PROCEDURES

Contents are listed on Page 5

The following arrangements detail how the School will implement its Health and Safety Policy and also the Policy of the Education Service and should be read in conjunction with the Council and Education Service Policies

#### 3.1 Accident / Near Miss / Disease Reporting and Investigation

The Head Teacher and other Senior Managers are responsible for ensuring that the appropriate accident report forms are completed:-

- Employee Accident Report Form [4.C.043](#)
- Pupil Accident Report Form [4.ED.WC.006](#)
- Member of the Public/Service User Accident Report Form [4.C.045](#)
- Violence at Work Report Form [4.C.046](#)).

Accident report forms should be printed off the Cardiff Improvement System (CIS) as required, ensuring the most up-to-date version is used.

The above listed senior managers are responsible for forwarding the completed forms to the following:-

- Pupil Accident and Service User/Public Report Forms *to the Services and Compliance Team, Education Service, Bessemer Close, Cardiff CF11 8XL*
- Employee Accident Report Forms/Violence at Work Forms *to the Health and Safety Section, Corporate Resources, Room 413, County Hall, Atlantic Wharf, Cardiff CF10 4UW*

***Serious incidents must be reported immediately to the Corporate Health and Safety Team on Tel: 029 2087 2635 or 029 2087 3967 and/or Services and Compliance on Tel: 029 2087 3715***

The Services and Compliance Team is responsible for ensuring that the Health and Safety Executive (HSE) Incident Contact Centre is notified of any reportable accidents (including major injuries, absences over 7 days as a result of an accident at work, or if a pupil/member of the public is taken to hospital from the scene of the accident) on the F2508 form. This is in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified and accurate statistics can be collated for discussion at Education Service Senior Management Team meetings / Governors meetings.

The Head Teacher is responsible for carrying out accident investigations in using the Cardiff Council Accident/Incident Investigation Form (see Appendix A of 1.CM.122 Council Code of Guidance for Accident Investigation)

**For further information refer to:-**

Council Code of Guidance for Accident Reporting

[1.CM.012 Code of Guidance - Accident Reporting.](#)

Council Code of Guidance for Accident Investigation

[1.CM.122 Code of Guidance - Accident Investigation](#)

### 3.2 Asbestos Management

An Asbestos Management File has been issued to premises containing details of the location, type and condition of asbestos is kept in all individual Education Service premises, where asbestos has been identified. The procedures therein and the Council Asbestos Policy and the procedures in the Asbestos Management Plan (AMP) must be followed by all Education Service premises.

In respect of all buildings occupied by the Education Service, implementation of the Asbestos Management Plan will be the responsibility of the Dutyholder, or their selected competent deputy. The responsible persons must have attended the Asbestos Awareness Training Session, organised by the Education Service.

The following information is conveyed to Governors at attendance at the Health and Safety Roles and Responsibilities of School Governors training facilitated by Governor Services.

All schools have been surveyed and have either an Asbestos Management Plan (AMP). The responsibility for ensuring compliance with the AMP is primarily that of the Dutyholder i.e. the Head Teacher.

The Duty holder must ensure that all procedures are followed, including:-

- Consulting the AMP if any work disturbs the fabric of the building
- Consulting the Asbestos Controlling Officers (ACOs) if any work involves disturbing any asbestos containing materials or if there are any other queries
- Ensuring no one enters any area, e.g. ceiling / roof voids where it is stated that an asbestos survey has not been carried out, UNTIL the ACOs have been consulted. This includes external contractors and Council or centre employees.
- Ensuring that the Asbestos Permit to Work Sheet is completed correctly, by the relevant people, if any work disturbs the fabric of the building, whether or not asbestos is present. There must be clear and sufficient detail of the work being undertaken and its location.
- N.B. *The relevant people will depend on the work concerned but will be the named duty holder, a competent person nominated by the duty holder, the Cardiff Council competent person managing the contractors (if Facilities Management or Projects, Design and Development are managing the contract), the contractor or Cardiff Council supervisor and operatives of the contractor or employees of the Council.*
- Notifying the ACOs, using the Notification of Asbestos Remediation / Removal Work Form, when the work is completed so that record can be amended.
- Carrying out, and recording, the 6 or 12 monthly inspections detailed in the Asbestos Inspection Programme (AIP)
- Ensuring that all staff know the emergency action to be taken in the event of damage to asbestos containing materials.
- Ensuring that all staff are aware of the location of asbestos containing materials and the procedure detailed in the AMP.
- Keeping the AMP and AIP in a safe and easily accessible place

The Asbestos Controlling Officers can be contacted on Tel: 029 2078 5473/5475. The Services and Compliance Team has arranged a number of Asbestos Awareness for Dutyholders training sessions for Headteachers and other relevant staff. Please contact the Services & Compliance Team on Tel: 2087 3715 or e-mail [educationhs@cardiff.gov.uk](mailto:educationhs@cardiff.gov.uk) for details

The Duty holder responsible for the Asbestos Management Plan in the school is Mr Martin Hlland, email address; [martin.hlland@cardiffwestchs.cardiff.sch.uk](mailto:martin.hlland@cardiffwestchs.cardiff.sch.uk) Estates Manager has been assessed by the Dutyholder as being competent to act of his/her behalf. The Asbestos Management Plan is located in the Estates office.

All staff, including staff who visit parts of the building on an impromptu basis, e.g. to access switches, are aware of the location and condition of any asbestos containing materials. All staff must know that they are not to 'pin' anything onto the walls if the walls contain asbestos.

The Asbestos Permit to Work must be completed by the relevant people before any work which disturbs the fabric of the building is undertaken. All Administration and Estates Staff are aware that this procedure must be followed.

The Estates Manager is responsible for ensuring that inspections, detailed in the Asbestos Inspection Programme, of the condition of asbestos are undertaken either every 6 months or 12 months, as identified within the AIP. If any asbestos containing materials are found to be damaged, or remedial work to an area containing asbestos is being considered, the Asbestos Controlling Officers must be notified. They can be contacted on Tel: 029 2078 5473 / 5475.

**For further information refer to:-**

Asbestos Management Plan

[1.CM.177 Asbestos Management Plan](#)

Council's Asbestos Policy

[Council's Asbestos Policy](#)

### **3.3 Body Fluid Spillages**

A risk assessment for cleaning up of blood and other bodily fluid spillages has been undertaken and communicated to all relevant staff.

[4.SC.COMP.010 - Cleaning Up Blood and other Bodily Fluid Spillages](#)

Body fluid spillages are cleaned up as soon as possible by any member of staff dealing with the incident using the appropriate spillage kit. These spillage kits are kept in the store cupboard of the Estates office. If required the Education Cleaning Services Rapid Response Cleaning Team from Services and Compliance are called in to undertake a 'deep clean'. They can be contacted on Tel: 029 2078 8212/8003/8209.

The Estates manager has attended the Norovirus Training Course on the 29<sup>th</sup> January 2016 run by the Public Protection's Health Improvement Team. All suspected cases of Norovirus are reported to the Services and Compliance Team on Tel: - 029 2087 3714, who, in turn, will notify other relevant parties.

**For further information refer to:-**

Council Codes of Guidance for Hygiene Precautions - Blood and Other Body Fluids

[1.CM.021 Code of Guidance - Hygiene Precautions - Blood and Other Bodily Fluids.](#)

### 3.4 Breakfast / After School Clubs

A breakfast club is held daily between 8am and 8:45am for up to 32 children and is located in the main food hall. The breakfast club is led by and specific responsibilities are detailed below:-

Name	Specifically responsible for
Mrs Joanne Howell	Supervision and deployment of staff. Provision of healthy breakfast and all matters pertaining to health and safety during club times.

The Food Hygiene Rating Certificate for the breakfast club is 4 and is prominently displayed at entrance points to the School. A risk assessment for the use of the breakfast club has been undertaken and communicated to all relevant staff.

### 3.5 Catering

The School has opted into the Education Service Catering Services Service Level Agreement. The schools Food Hygiene Rating Certificate is 4 and is prominently displayed in the kitchens and at entrance points to the School. Education Service Catering Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the e also advises the catering staff of the information regarding emergency procedures, etc.

### 3.6 Cleaning

The School has opted for Cardiff Council Cleaning Services to undertake this function.

- Cleaning staff are supervised and monitored by Mr Mark Hull – Cleaning Services, to ensure that they undertake their duties safely. Evidence of the monitoring is documented and kept in the Cleaners log book
- Cleaning Services have ensured that Cleaning staff has attended health and safety training that has covered legal requirements, including Control of Substances Hazardous to Health and Accident Reporting .Cleaning staff attend other relevant training courses, for example, first aid, manual handling, COSHH training as organised by Cleaning Services.
- Enhanced Disclosure and Barring Service (DBS) checks are carried by Cleaning Services out for cleaning staff.

### 3.7 Communicable Diseases

The procedures outlined in the Health Protection Agency document '*Guidance on Infection Control in Schools and Other Child Care Settings*' are followed for any pupil or member of staff with a prescribed illness or condition.

[Guidelines on Infection Control in Schools](#)

If it is suspected that there is an outbreak of any type of infection, the Head Teacher contacts the Services and Compliance Team, Education Service on Tel: 029 2087 3714 in the first instance to inform them of the situation.

The Services and Compliance Section will inform the Council's Health Improvement Team and/or, if appropriate, the Consultant in Communicable Disease Control in Cardiff on Tel: 029 2040 2478. The appropriate team will then make contact with the school to inform them of the next stage to

follow. All members of the school staff are advised and aware of this procedure.

### 3.85 Contractors

All contractors must sign the Visitors Book located at reception on arrival, and departure from the school. The School will provide the contractor with any relevant information e.g. emergency evacuation procedures. The duty caretaker will ensure this is done.

Cardiff Council's Health and Safety Policy on the Management of Contractors applies to all contracts let by the Council and LA maintained schools and is recommended to non LA maintained schools. The Maintained Schools Partnership Agreement states that Governing Bodies will "work within Cardiff Council's or, where appropriate, the Welsh Government's approved Contractors Policy and ensure that contractors have been assessed in accordance with the authority's or, where relevant, the Welsh Government's, procedures."

A **contractor** means any contractor, supplier or provider with whom the Council enters into a contract for the carrying out of Works, provision of Services or the supply of Goods. The Health and Safety Executive defines a **contractor** as "anyone you get in to work for you who is not an employee." Work activities carried out by contractors for Cardiff Council include, but are not limited to construction work, grounds maintenance, maintenance and servicing of buildings and equipment (e.g. lifts, boilers, electrical equipment, photocopiers, etc.), cleaners, caterers, training providers, locksmiths, skip hire, taxi services, furniture removal and storage and any external consultancy services.

A **'contract'** means any form of agreement (including, without limitation, official purchase orders) for the supply of Goods, (where this Policy applies), provision of Services or carrying out of Works.

The **'client'** is the officer or Directorate / Service Area or individual school who authorises the carrying out of work, provision of services or supply of goods by a contractor.

The **'competent officer'** is the person designated by the Directorate / Service Area or individual school to ensure compliance with health and safety duties and implementation of this Policy. The person must, in respect of the contract concerned, have appropriate knowledge, experience, skills and relevant training, and awareness of their own health and safety technical limitations.

The **'contract manager'** is the person managing the contract. It may or may not be the **'competent officer'**.

The School uses Facilities Management (FM) Building Services and Education Service Schools Organisation Planning (SOP), for Projects, Design and Development (PDD) when building work is undertaken at the school. For work organised by FM, SOP Officers or PDD, the management of the contractors is managed by FM, SOP or PDD. They will liaise with the school and will ensure liaison between contractors on site. When the School engages contractors directly, (i.e. acts as a client), the School is responsible for the management of the contractors.

This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2007 and post contract review. In the School the 'competent officer' for managing contractors employed directly by the school, is the Estates Manager, and has received appropriate training. Site Managers Safety Training Scheme carried out on the 18<sup>th</sup> September 2012. A record of this training is kept.

**For further information refer to:-**

- Visitors Books - Issuing of Permits [4.SC.COMP.901](#)
- General permit to work [4.SC.COMP.902](#)
- Contractors visitors log [4.SC.COMP.903](#)
- Pre-contract meeting pro-forma [4.SC.COMP.904](#)

Council Policy on Health and Safety Management of Contractors [1.CM.114.](#)]

Health and Safety Checklist for Management of Contractors – [available on CIS](#)

Code of Guidance on Construction (Design and Management) Regulations 2007 ([1.CM.200](#))],

### **3.9 Display Screen Equipment (DSE)**

Display Screen Equipment assessments are carried out by Estates Manager using the DSE risk assessment form.

[4.C.048 - DSE Risk Assessment Form](#)

DSE assessments are reviewed annually and if anything changes. DSE assessments are kept The Estates Office. If the DSE assessor has a problem, they should seek advice from the Health and Safety Adviser/s after carrying out an initial, recorded assessment. If it is necessary for medical advice relevant to the DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service by the Headteacher.

‘Users’ of display screen equipment are made aware of their entitlement to free eyesight tests and, if appropriate, glasses. The eyesight tests are undertaken by Specsavers, Queen Street, Cardiff, Albany Road, or Penarth. All staff must request an eyesight test through the Council’s Shared Admin Service Desk on the Council’s Intranet site.

The completed assessment forms are sent to the head teacher for recommendations to be actioned and a copy sent to Compliance and wellbeing.

**For further information refer to:-**

Council Code of Guidance Display Screen Equipment

[1.CM.016 Code of Guidance Display Screen Equipment Assessment](#)

### **3.10 Driving at Work**

The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own or Council vehicles as part of their employment with the Council. The form is completed by the Estates Manager when employees start their employment and on an annual basis and is kept in Estates Managers office. Risk assessments are carried out in respect of driving activities undertaken as part of employment within the school.

Further information is also contained within Section 3.39 School Minibus

**For further information refer to:-**

Driver Assessment Record and Authorisation to Drive – Guidance Notes, Work-Related Driving Policy.

[4.C.477 Driver Assessment Record and Authorisation to Drive](#)  
[5.C.178 Driver Assessment Record and Authorisation to Drive – Guidance Notes](#)  
[1.CM.201 Work-Related Driving Policy](#)  
[1.CM.017 Code of Guidance on Driving](#)  
[Driver Handbook and Safe Driving Guidance](#)  
[1.CM.148 Use of Private Vehicles for Council Business](#)  
[1.CM.111 Use of Council Vehicles](#)  
[1.CM.028 Code of Guidance - Mobile Phones and Driving](#)

### 3.11 Educational Visits

The role of Educational Visits Co-ordinator (EVC) is undertaken by Mrs Joanne Howell she is a senior member of school staff with substantial experience of organising visits. The EVC is responsible for ensuring that all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.

As laid down in the Education Service Health and Safety Policy, the other responsibilities of the EVC are:-

- To Champion learning outside the classroom
- Cascade central messages from EVC Training to colleagues
- Ensure that correct procedures are being followed
- Circulate important information as and when received from the Council
- Ensure Risk Assessments are in place for all visits
- Arrange induction and provide support for younger staff
- Occasional monitoring of provision
- Promote a culture of Sensible Risk Management

The EVC attended Educational Visits Co-ordinator training on 16<sup>th</sup> November 2016. The approval of low risk visits is delegated to either the EVC or the Head Teacher. There is no requirement to inform Cardiff Council of such visits, although if the visit includes adventurous activities or a trip abroad, **the Education Visits Advisor (EVA) must be informed and approval obtained.**

The Educational Visit Approval System (EVOLVE) is used to plan and approve all visits involving adventure activities and all residential visits.

The school's Educational Visits Policy is uploaded on *EVOLVE* and stored in the Staff Drive.

#### For further information refer to:-

EVOLVE website - [EVOLVE](#) or from Dave Golding, Strategic Advisor Outdoor Education, Central South Consortium [Dave.golding@cscjes.org.uk](mailto:Dave.golding@cscjes.org.uk) Telephone: 01443 827546 Mobile: 07880 044407.

### 3.12 Electrical Equipment [fixed & portable]

Arrangements are in place for fixed electrical installations to be inspected either via a Service Level Agreement (SLA) with Building Services, Facilities Management once every five years. Any remedial work identified is undertaken by the School or, if LA responsibility, and included within a planned programmed of works. Certificates of testing are kept by the Estates Manager and kept in Estates Office.

Portable electrical equipment is inspected and tested by a competent person. The school will

ensure that all electrical equipment will be subject to the appropriate testing. Catering and cleaning electrical equipment have opted into the Education Service SLA. The records of the portable electrical equipment inspections and tests are kept by the Caretaker and stored Estates office. Stickers are affixed onto the plugs of portable electrical equipment to indicate when the last tests were carried out and when the next test is due.

Portable electrical equipment is visually checked by the users of any equipment before the equipment is used. The equipment is checked, for example, for damage to the cable sheath, plug, external casing and for evidence of overheating. Any damaged equipment is taken out of use and labeled "DO NOT USE - ELECTRICAL FAULT" and reported to the Caretaker to be made safe or disposed of.

Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected by a competent person.

**For further information refer to:-**

Council Code of Guidance on Portable Electrical Equipment

[1.CM.032 Code of Guidance on Portable Electrical Equipment](#)

### **3.13 Emergency Procedures**

The school uses the Emergency Management Unit's 'Emergency Incident Response Plan Template' to record the arrangements for dealing with foreseeable emergencies. This is communicated to staff via the Health and Safety noticeboard in Reception.

### **3.14 Fire Precautions & Procedures**

The school has a Fire Risk Assessment (FRA) which was carried out by the Area Planning Officer Martin Burrows. This is undertaken every 3 years by an Area Planning Officer, unless there are changes in use or layout of an area, in which case the FRA is reviewed at the time of the change. A copy of the FRA is kept in Head of Centre office. The FRAs are reviewed annually by the school. The date of the last FRA was carried out Mr Martin Burrows (SOAP Team) August 2018.

A Fire Risk Assessment for the kitchen is carried out annually by Richard James, Catering Services 30<sup>th</sup> July 2018. Where the school employs the kitchen staff, the FRA is undertaken by the Area Planning Officer, as part of the school's FRA. Fire evacuation drills are carried out every term and the dates are recorded within the fire log book.

Fire action notices are displayed conspicuously in every classroom and also at various locations so that everyone knows what to do in the event of a fire or other emergency.

Designated assembly points are located in the back yard playground and Michaelston school car park for examination segregation. All members of staff are responsible for ensuring the fire escape routes are kept free from obstructions.

Smoke control doors are not wedged open, and if held open by means of electro-magnetic devices, these are regularly maintained.

Fire fighting equipment is located in key locations in the school. It is inspected by a competent person, Fire Rite annually. The fire alarm system is inspected by a competent person, Cardiff Council Facilities Management biannually.

The emergency lighting system is inspected by a competent person, Facilities Management biannually. The fire alarm is function tested once a week by Caretakers, using a different call point for each test.

The emergency lighting is function tested once a month by a member of the estates team using a different test switch for each test.

The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book. The inspections of the fire extinguishers are recorded on stickers on the extinguishers. The Fire Log Book is located in the Estates office. The Evacuation Procedures for the school are displayed in prominent locations

A Standard Evacuation Plan (SEP) is available and is displayed in the main reception area. This outlines the fire evacuation procedures for visitors with a disability. If a pupil or member of staff has a disability which requires them to have assistance in evacuating the building, then a Personal Emergency Evacuation Plan (PEEP) will be completed by the ALNCo and Business Manager.

**For further information refer to:-**

Council Codes of Guidance - Regulatory Reform (Fire Safety) Order 2005, Fire Extinguishers, Means of Escape for Disabled People

[1.CM.174 Code of Guidance - Regulatory Reform \(Fire Safety\) Order 2005](#)

[1.CM.018 Code of Guidance - Fire Extinguishers](#)

[1.CM.180 Code of Guidance - Means of Escape for Disabled People;](#)

Government guidance [Fire Safety Risk Assessment Educational Premises Guide.](#)

**3.15 First Aid**

A first aid needs assessment has been undertaken and communicated to all relevant staff.

[4.SC.COMP.020 - Provision of First Aid](#)

The school’s first aiders are listed below

Name	Contact
Amy Kehoe	Loric – Ext. 1018
Carwyn Evans	In Class Support
Chris Cox	Outreach - Radio
Dave Swain	Welfare – Radio / Ext. 1017
Elena Jamieson	In Class Support
Hannah Moger	In Class Support
Jo Howell	Business Manager – Ext. 1055
Joel Meredith	In Class Support
Jon Watkins	PE – Radio / Ext. 1031
Lauren Holloway	PE – Radio / Ext. 1031
Lexi Greenslade	Welfare – Radio / Ext. 1017
Madi Burt	ALN – Radio
Natalie Stockwell	Welfare – Radio / Ext. 1006
Sarah Burt	ALN – Radio
Sarah Shardlow	Welfare – Radio / Ext. 1006
Sharon Brown	Revolving Door - Radio

Sue Farragher-Downes	In Class Support
Susanne McDonough	Outreach - Radio

There are adequate first aiders to ensure sufficient cover at all times when the school is open, including breakfast clubs and after school clubs. First aid boxes are located in the following areas, Main Reception, MAC Office and the First Aid Station in the key stage 4 office.

First Aid boxes are checked and restocked regularly. First aid training dates are monitored by Mrs Joanne Howell (Business Manager) to ensure that first aiders carry out refresher training before their certificates expire.

If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in the ambulance, and who notifies the relevant parent / guardian. The Pupil Accident Report Form will be duly completed and submitted to the Services and Compliance Section, Education Service.

**For further information refer to:-**

Council Code of Guidance First Aid at Work

[1.CM.019 Code of Guidance First Aid at Work](#)

### 3.16 Glazing

Regulation 14 (1) of the Workplace (Health, Safety and Welfare) Regulations 1992 states that 'every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety:-

- (a) be of safety material or be protected against breakage of the transparent or translucent material; and
- (b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

Where necessary, for reasons of health and safety, any glazing which is not made of safety material is replaced with 'safety glass', e.g. laminated or toughened glass or is filmed to prevent / reduce shattering on impact.

### 3.17 Hazardous Substances – Control of Substances Hazardous to Health (COSHH)

Manufacturers' safety data sheets are obtained by the estates team for any substances which are classified as hazardous to health. COSHH assessments are completed by the estates manager for any activities which involve the use of hazardous substances. Some of these assessments are produced from the SYPOL system.

Hazardous substances are substituted with less hazardous ones, where possible. Control measures, for example, local exhaust ventilation and personal protective equipment, are provided, used and maintained where they have been identified as control measures in the COSHH assessment. Members of staff are informed of the hazards associated with the substances they use and trained in the correct use of control measures, including personal protective equipment as specified within the COSHH assessment. Hazardous substances used by the Estates team are stored in appropriate containers within the Estates outside store. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store. Chemicals are stored in appropriate chemical store cupboards within Science Prep Rooms. Staff from the Science Department is to use the advice and guidance issued by the Consortium of Local Education Authority Provision of Science Services (CLEAPSS). Records of the COSHH assessments are kept in the Estates Manager's Office.

## **For further information refer to:-**

Council Code of Guidance – Use of Substances, Hazardous Substances Assessment Record.

[1.CM.033 Code of Guidance - Use of Substances](#)

[4.C.057 Hazardous Substances Assessment Record](#)

### **3.18 Health and Safety Advice**

The School obtains competent health and safety advice from the Council's Corporate Health and Safety Advisers (Tel: - 029 2087 3967). Contact details are available in the school's staff handbook and also on the noticeboard in the Main reception. General health and safety information is available on the Corporate Health and Safety intranet site and on Cardiff Information System (CIS). Education specific health and safety information is available on CIS.

[Corporate Health and Safety Site](#)

[Education Service Health and Safety Information on CIS](#)

[Education Service Health and Safety Intranet Site](#)

### **3.19 Housekeeping, cleaning & waste disposal**

All staff are responsible for ensuring that good standards of housekeeping are maintained. The school is cleaned by cleaners employed by Cardiff Cleaning Service. Suitable and sufficient risk assessments and accompanying work instructions are carried out for relevant housekeeping activities. Wet floor cleaning is carried out (the times when wet floor cleaning is carried out is 15:30 to 20:00hrs Monday to Friday). Warning signs are displayed and positioned when wet floor cleaning is carried out.

Rubbish bins are emptied daily by the Cleaning Department and rubbish is disposed of into the external waste bins located at the bin compound at the back of the School. The waste bins are sited at least six metres from any part of the school building and secured the compound and gate padlocked. Spent fluorescent tubes are stored in steel container until a sufficient number are accumulated prior to their appropriate collection and disposal by Cardiff Council.

Glass or sharp objects are wrapped in newspaper, placed in a strong container and disposed of in the school's external waste bins. Gloves are worn to dispose of any glass or sharp objects.

### **3.20 Induction**

New members of staff are instructed in the School's health and safety arrangements by the Business Manager. The following topics are included

- i) Council, Education Service and School Health and Safety Policies
- ii) Accident / Violent Incident Report Procedures
- iii) Violence at Work, Stress, Alcohol and Drug Misuse, Smoking Control and Manual Handling Policies
- iv) Emergency evacuation procedures
- v) First aid arrangements
- vi) Risk assessments (general, display screen equipment, manual handling and COSHH)
- vii) Job and site specific health and safety issues and information
- viii) Employee Counselling Service and stress management courses
- ix) Safety representatives

- x) Employee Health and Safety Handbook
- xi) Occupational Health Service
- xii) Where to get further Health and Safety Information
- xiii) What to do if there is a problem

Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident, violent incident reporting system and other relevant health and safety information by the Mrs Susan Price, Administrative Assistant.

**For further information refer to:-**

Council Code of Guidance – Induction of New Employees

[1.CM.022 Code of Guidance Induction of New Employees](#)

### **3.21 Legionella**

A risk assessment dated of the hot and cold water systems has been undertaken by external contractors Dantek. This survey has been organised by Facilities Management Cardiff Council. The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in the Estates Office.

These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid, by Dantek. If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service or Facilities Management. The water temperatures are tested by Dantek monthly.

**For further information refer to:-**

Council Code of Guidance – Legionnaires Disease

[1.CM.124 Code of Guidance Legionnaires Disease](#)

### **3.22 Lettings / shared use of premises**

An agreement between the school and the hirer is signed prior to the hire taking place (Application for hire of school premises (4SC.LL.0060)). This agreement is kept by the Estates Manager in the Estates office. This agreement details that who is responsible for what and includes written information detailing the school's emergency procedures.

A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff. [4.SC.COMP.004 - Hire of School Premises](#)

Appropriate checks are made by the Estates Manager regarding the following:-

- Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy.
- Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that all\* persons over 16 present in connection with the hire will have a current DBS certificate.

\*This excludes parents/grandparents attending a children's birthday party or similar event. However, where someone is employed / volunteers to 'work/supervise' at a party, it is up to the event organiser to be satisfied that they have a valid DBS check.

- A clear audit trail for all income generated and payment to staff in connection with the booking.

#### Booking Forms

4.SC.LL.006 Hire of School Premises by external users / non directed

4.SC.LL.006W Hire of School Premises by external users / non directed (Welsh version)

4.SC.LL.007 Hire of School Premises by internal users / directed

4.SC.LL.007W Hire of School Premises by internal users / directed (Welsh version)

4.SC.LL.023 Hire of School Premises by Neighbourhood Learning / Youth Service

4.SC.LL.023W Hire of School Premises by Neighbourhood Learning / Youth Service (Welsh version)

### **3.23 Lone Working**

Lone workers are those who work by themselves at any time without close or direct supervision. They are found in a wide range of situations and include:

- (i) People in fixed establishments where:
- Only one person works on the premises
  - People who work separately from others\*
  - People who work outside normal hours

(ii) Peripatetic employees working away from their fixed base.

A risk assessment for estate staff lone working has been undertaken and communicated to all staff lone working.

4.SC.COMP.012 - Estates Staff Lone Working

The following precautions are adopted by members of staff who work alone at the school:-

- Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working.
- Access to mobile telephones and / or two way radios.
- Making the school secure by locking the external doors when lone working.
- Not carrying out high risk activities, such as, working at height when lone working.

#### **For further information refer to:-**

Council Code of Guidance – Lone Working

1.CM.025 Code of Guidance - Lone Working

### 3.24 Location of Isolation Points / Maintenance / Inspection of Equipment

SERVICE	TEL / CONTACT	LOCATION OF ISOLATION POINT / DETAILS
Water	0800 052 0130	Main Gate
Electricity	0800 052 0400	Gym corridor Switch Room
Gas	0800 111 999	Caretakers house in the garden

The following equipment is inspected.

Equipment:-	Inspected By	Date of last inspection at time of issue of Policy	Frequency of inspections	Where records are kept:
Gas boilers	Kier	Sept 2018	12 monthly	Estates Manager
Gas cooking appliances	JLA	Oct 2018	12 Monthly	Kitchen staff
Kitchen extraction equipment	Lorn Stewart	Oct 2018	Annually	LEA
Local exhaust ventilation	Roperhurst	Oct 2018	Annually	Estates Manager
Fume cupboards	Facilities Management	Oct 2010	Annually	Estates Manager
Lifts	Alliance	Sept 2018	12 monthly	Caretaker
Lifting equipment, for example, passenger lifts or hoists	N/A			
Roller Shutters	Facilities Management	May 2018	Annually	Estates Manager
Kilns	N/A			
Design and technology equipment	Technology Suppliers	Dec 2017	Annually	Tech area
PE and gymnasium equipment	Gymnasium Services	August 2018	Annually	Estates Manager
Step ladders and other access equipment	Equipment User	Before use	Before Use	N/A
Fall arrest equipment	N/A			
Window cleaning cradles	N/A			
Stage lighting	Stage Lightning Ltd			
Outdoor play equipment	N/A			
Sprinkler systems	N/A			
Fire extinguishers	Fire rite	Mar 2018	Annually	Caretaker
Fire alarm systems	Tremorfa	Aug 2018	12 monthly	Estates Manager
Emergency lighting	Tremorfa	Aug 2018	3 monthly	Caretaker

Dry risers	N/A			
Methane alarms	N/A			
Intruder alarm systems	Sonic alarms	Sept 2018	Annually	Estates Managers
Premises CCTV	Sonic alarms	Sept 2018	Annually	Estates Manager
Fob Access systems	Sonic alarms	Sept 2018	Annually	Caretaker
Gates or barriers	N/A			
Automatic bollards	N/A			
Fixed electrical installations	FM	Feb 2017	Every five years	Estates Manager
Portable electrical appliances	Estates manager	August 2018	Every two years	Estates Manager
Automatic doors	N/A			
Air conditioning systems	SW Heating	Sept 2018	Annually	Caretaker
Generator maintenance	N/A			
High Voltage Switchgear Testing	N/A			
Plasma Screens Maintenance	N/A			
Electric Projector Screens	N/A			
Swimming Pools	N/A			

### 3.25 Manual Handling & Lifting

Manual handling of objects risk assessments are completed and reviewed by the Estates Manager (with regards to caretakers) for any tasks where there is a risk of injury and where manual handling can not be avoided. Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids, such as, trolleys, trucks, hoists and lifting aids. Manual handling training, in accordance with the All Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling. The training is organised by the Services and Compliance Section, Education Service. The following people have undertaken object manual handling training – Caretaking Team and the training records are kept the estates office.

Where pupils are required to be lifted or moved, where possible, this will be by means of mechanical aids, e.g. hoists, etc. If it is necessary to lift a pupil, this is done as a last resort and those members of staff have received appropriate training in the handling of people. Training on people handling has been provided by, Pupil Handling Trainer, based at Ty Gwyn School) for 1:1 LSAs as necessary and records are kept in Personnel Files.

#### **For further information refer to:-**

Council Manual Handling Policy and Council Code of Guidance – Manual Handling

[1.CM.112 Manual Handling Policy](#)

[1.CM.026 Code of Guidance - Manual Handling](#)

### 3.26 Monitoring of Health and Safety

It is the responsibility of the Head Teacher to ensure that there are suitable documented procedures in place to ensure evidence of timely monitoring of:-

- Implementation of the Health and Safety Policy
- Suitability, and review of, risk assessments and appropriate control measures
- Achievement of objectives in the Education Service Annual Health and Safety Action Plan
- Carrying out of recommendations made by Health and Safety Advisers in Inspection Reports or otherwise
- Accidents and violent incidents (and any resultant investigations)
- Workplace and activity inspections by managers and supervisors. These Health and safety inspections are carried out termly and documented using the School Building Site Inspection Checklist.
- Health surveillance procedures, e.g. audiometry testing, hand arm vibration
- Manual handling operations
- Building and premises management
- Management of asbestos
- Health and safety training needs analysis (via Performance Reviews) and provision of training
- Contractors work activities
- Other issues as appropriate

The School monitoring arrangements include:-

Consideration of the following at full Governing Body / Sub Committee Meetings / Senior Management Team:-

- Health and Safety Policy
- Health and Safety Action Plan
- Accident statistics report
- Health and Safety Inspection Reports provided by Health and Safety Advisers
- Health and Safety Inspection Reports provided by managers
- Other health and safety issues as appropriate including monitoring information

Health and Safety Advisers, Corporate Resources, carry out inspections/audits of school health and safety management. These inspection reports are reviewed and the recommendations are actioned by the Head Teacher and the Estates Team.

Consideration of specific health and safety responsibilities and training needs in Personal Performance and Development Reviews. The School has a risk assessment review process in place which outlines stages following requirement to review risk assessments.

#### **For further information refer to:-**

School Building / Site Inspection Checklist

[4.SC.COMP.3002 - School Buildings Site Inspection Checklist](#)

### **3.27 New and Expectant Mothers**

All new and expectant mothers are expected to inform their manager of their pregnancy in order that a specific risk assessment may be carried out.

4.SC.COMP.013 - New and Expectant Mothers

#### **For further information refer to:-**

Council Code of Guidance - New and Expectant Mothers at Work

1.CM.030 Code of Guidance - New and Expectant Mothers

### **3.28 Personal Protective Equipment [PPE]**

Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken by the Estates Manager. It will be issued as a last resort measure, following other means of controlling the risk in the first instance. Risk assessments will identify who requires PPE, what PPE is needed, such as helmets, overalls, gloves, footwear, goggles, hearing protection and the specification of PPE required.

It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care. A record of the training given will be kept and held in the estates office. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair. The relevant risk assessments are kept in the estates office. PPE is maintained or replaced, in the case of disposable items of equipment, in accordance with the manufacturers' instructions.

Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.

#### **For further information refer to:-**

Council Code of Guidance – Personal Protective Equipment

1.CM.031 Council Code of Guidance - Personal Protective Equipment

4.C.481 Issue of Personal Protective Equipment

4.C.481 PPE Issue Record

### **3.30 Pest Control**

The Head Teacher is responsible for ensuring that a pest management contract in the form of a Service Level Agreement with Cardiff Council's Pest Control is in place at the School. Sightings of pests are reported to Estates Team. It is the responsibility of this member of staff to make the necessary arrangements for call outs. A risk assessment will be carried out for any potential access to leftover bait.

### **3.31 Playground Safety**

A risk assessment for outdoor play has been undertaken and communicated to all relevant staff. The risk assessment is located Estates office.

#### 4.SC.COMP.006 - Recreational Breaks

### **3.32 Ponds / Water features**

Pond and water features are not present in the School garden. A risk assessment for the pond or water feature has not been undertaken or communicated to all relevant staff. If a risk assessment was required, it would be located in the Estates office.

#### 4.SC.COMP.022 - School Ponds / Water Features

### **3.33 Premises Management**

The Estates Manager is responsible for managing the building. He will ensure that appropriate systems and documentation are in place in respect of the following:-

- Building/premises related risk assessments
- Day to day management of the health and safety management of the building/premises, including regular inspections / checks
- Asbestos
- Contractors
- Fire safety
- Fixed electrical installation
- Legionella
- Heating, gas and other mechanical systems
- Lifts
- Maintenance work
- Monitoring (documented) of health and safety arrangements including formal, at least quarterly, inspections to ensure risk controls are effective
- Security
- Statutory checks/inspections
- Physical condition of the building and environment
- Traffic management
- Compliance with Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Co operation with other building/premises occupiers as appropriate

The health and safety management responsibilities for managing buildings are outlined in the Council Code of Guidance on Buildings and Premises Management. A separate booklet outlining the responsibilities of Facilities Management, Education Service and the school is used as a reference tool.

#### **For further information refer to:-**

Council Code of Guidance on Buildings and Premises Management.

1.CM.210 Building and Premises Management - Code of Guidance

### **3.34 Premises Security**

A risk assessment for the security of the site and buildings has been undertaken and communicated to all relevant staff. The risk assessment is located Estates Office

4.SC.COMP.007 - School Security The boundary of the school is secure at all times.

Access to the School is controlled by a controlled access system, the design of the building to prevent access to the School except through the main entrances, signs directing visitors to the reception area. All visitors, including Council staff and contractors must sign the visitor signing in book upon arrival at and departure from the school. Members of staff must challenge strangers by asking for identification and escorted to reception if not booked in. The exterior of the school is adequately lit.

### **3.35 Events**

The Head Teacher has overall responsibility for ensuring that event organisers are responsible for, and carry out, risk assessments for any organised events. The person organising the event is responsible for ensuring that there is adequate insurance in place for the event. All specialist equipment hired for events, for example, bouncy castles, are supplied and erected by competent persons.

Adequate numbers of staff are available at events to supervise and direct people in the event of an emergency. Adequate first aid facilities and qualified first aiders are provided at events.

### **3.36 Pupils with Medical Needs**

The Department of Health document 'Managing Medicines in Schools' provides the framework for the management of medicines in the school. The School has developed a procedure on the management of pupils with medical needs. The procedure is located in the ALN file. Medication is securely stored in locked cabinets.

#### **For further information refer to:-**

Department of Health 'Managing Medicines in Schools and Early Years Settings'  
[Managing Medicines in Schools and Early Years Settings](#),

### **3.37 Reporting Defects**

Members of staff report hazards to the Estates manager by email. Health and safety walkabouts to identify hazards are carried out by Caretaker, Estates Manager and periodically by the Governors Safety Committee using the School Building Site Inspection Checklist. The Caretaker arranges any remedial works.

#### **For further information refer to:-**

School Building / Site Inspection Checklist  
[/4.SC.COMP.3002 - School Building Site Inspection Checklist](#)

### **3.38 Risk Assessments**

Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 states that every employer shall make a suitable and sufficient assessment of

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

The purposes of identifying the measures he needs to take to comply with the requirements and

prohibitions imposed upon him by or under the relevant statutory provisions. Risk assessments are undertaken by the Estates Manager of the school and are kept in the Estates Managers Office. The Estates manager has attended assessment training which is organised by the Services and Compliance Section on the 24<sup>th</sup> November 2015. Generic risk assessments are available on the Council's CIS system.

Education Service Health and Safety Information on CIS The generic risk assessments should be adapted to the specific circumstances at the school. Members of staff refer to curriculum specific guidance to assist them in completing risk assessments for specific departments. For example, guidance produced by organisations, such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Design and Technology Association (DATA), Association for Physical Education (AfPE) and National Society for Education in Art and Design (NSEAD). The risk assessments are reviewed annually or when the circumstances to which the risk assessments relate changes. Completed risk assessments are brought to the attention of relevant staff by the Estates Manager for the school.

Risk assessments carried out for school are listed below.

### **Estates Team Risk Assessments List**

<b>Reference</b>	<b>Assessment</b>
MCC 01	Lone Working
MCC 02	Moving Office Equipment
MCC 03	General Manual Handling
MCC 04	Moving Furniture
MCC 05	Step Ladders
MCC 06	Knives
MCC 07	Cleaning Maintenance
MCC 08	Classroom Decorations
MCC 09	Cars (Students)
MCC 10	First Aid
MCC 11	Litter Collection
MCC 12	Playground Clearing
MCC 13	Window Cleaning
MCC 14	Removing Balls from Flat Roofs
MCC 15	Securing Grounds and Locking Up
MCC 16	Preparing for Lettings and Securing Afterward
MCC 17	Replacing Caretakers Cleaning Supplies
MCC 18	Unlocking and locking building
MCC 19	Intruder On Site
MCC 20	Painting Playgrounds
MCC 21	Broken Glass
MCC 22	Removal of Graffiti
MCC 23	Painting and Decorating
MCC24	Replacing Low Level Light Bulbs/Fluorescent Tubes
MCC 25	Cleaning up Spillages of Body Fluids
MCC 26	Use of Hand Tools
MCC 27	Carpentry and minor operations
MCC 28	Clearing Paths of Snow and Ice

MCC 29	Emptying Bins
MCC 30	Reading Meters
MCC 31	Minor Repairs around College
MCC 32	Replacing Plugs and Fuses
MCC 33	Mini Bus Trips
MCC 34	Using Stepladders for Displays
MCC 35	Violence at Work
MCC 36	Legionella
MMC 37	General Manual Handling Snow Clearance and Handling Rock Salt
MMC 38	General Manual Handling Snow Clearance
MCC 39	Move equipment or tools
MCC 40	Kitchens
MCC 41	Mikita Surface Cleaner
MCC 42	Alarm Callouts
MCC 43	Fire Door Glass
MCC 44	Industrial Action
MCC 45	Alarm callouts
MCC 45	Traffic Management
MCC 46	Roller shutters
MCC 47	Hire of school building (MAC)

**For further information refer to:-**

Council Code of Guidance on Risk Assessment

1.CM.060 Code of Guidance on Risk Assessment

4.C.219 Risk Assessment Form

Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

Design and Technology Association (DATA)

Association for Physical Education (AfPE)

National Society for Education in Art and Design (NSEAD)

**3.39 Council Minibus**

The following members of staff are authorised to drive the school minibus:-

Member of staff	Driver licence entitlement	Date of driver assessment training
Anne Chivers	A-B-C-C1-C+E	Nov 2016
Timothy Curtis	A-B-C-C1-C+E	Dec 2017
John Gauci	B,BE,C1,C1E,D1,D1E	Nov 2016
Rhyddian John	B,BE,C1,C1E,D1,D1E	Dec 2017
Norman Ryan	A,B,BE,C1,C1E,D1,D1E	Sept 2017
Michael Knight	B,B,E,C1,C1E,D1,D1E	Sept 2017
Joanne Rubery	B,B,E,C1,C1E,D1,D1E	Sept 2017
Amy Kehoe	B,B,E,C1,C1E,D1,D1E	Dec 2017
Gemma Williams	B,B,E,C1,C1E,D1,D1E	Sept 2017
Jon Watkins	B,B,E,C1,C1E,D1,D1E	Sept 2017
Stephen wood	A,B,BE,C1,C1E,D1,D1E	Nov 2016
Joanne Howell	B,B,E,C1,C1E,D1,D1E	Dec 2016
Sara Burt	B,B,E,C1,C1E,D1,D1E	Nov 2016

Ceri Ellis	A,B,BE,C1,C1E,D1,D1E	Nov 2016
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A Section 19 permit has been obtained for each minibus used at the school. The minibuses are checked by Cardiff Council to ensure that they are road worthy. Arrangements are made for the minibuses to be serviced and tested by Cardiff Council. The Driver Assessment Record and Authorization to Drive Form is completed for all employees who use their own or Council vehicles, including the school minibus as part of their employment with the Council. The form is completed by Estates Managers when employees start their employment and on an annual basis thereafter. It is kept in Estates Managers Office.

**For further information refer to:-**

Instructions for use of Council Owned or Hired Vehicles, Work Related Driving Policy – Driver Assessment Record and Authorisation to Drive

1.CM.166 Instruction for use of Council Owned or Hired Vehicles.

Work Related Driving Policy - Driver Assessment Record and Authorisation to Drive

Work Related Driving Policy - Guidance - Driver Assessment and Authorisation to Drive

RoSPA - Minibus Safety - A Code of Practice.

### 3.40 Slips, Trips and Falls

Slips, trips and falls are one of the main causes of accidents in schools. Managers have specific responsibilities in ensuring the physical premises and environment and workplace layout is suitable, but all employees have responsibilities to ensure the risk of slips, trips or falls are eliminated or reduced by:

- Ensuring good housekeeping
- Using suitable equipment e.g. when accessing high shelves
- Cleaning up spillages
- Not obstructing areas e.g. with redundant furniture, computer equipment.
- Wearing suitable footwear
- Reporting any hazards which they cannot address, e.g. condition of playground / play areas
- Paying attention to what they are doing.

**For further information refer to:**

Council Code of Guidance on Slips, Trips and Falls

1.CM.063 Code of Guidance Slips, Trips and Falls.

### 3.41 Smoking

No smoking is permitted on the site. Welsh Government signage is displayed at the entrance to the school.

### 3.42 Snow and Ice

A Plan has been developed establishing that adequate arrangements are made to ensure the risks from snow and ice are minimised. All efforts are made to ensure the school remains open as normal. A risk assessment for Extreme Bad Weather – Snow and Ice has been undertaken and communicated to all relevant staff. 4.SC.COMP.015 - Snow and Ice Risk Assessment

The Plan and any relevant risk assessments are located in the Health and Safety file.  
Snow clearance and ice gritting is carried out by the caretaking team in accordance with the arrangements specified in the risk assessment and the Plan. Parents are notified by means of a Text Alert system and the use of the local media e.g. local radio stations. Parents are also advised to check the Cardiff Council website. [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

**For further information refer to:-**

Council Code of Guidance – Snow and Ice, WAG Guidance – Opening Schools in Extreme Bad Weather – Guidance for Schools.

1.CM.211 Code of Guidance Snow and Ice

WAG Guidance - Opening Schools in Extreme Bad Weather - Guidance for Schools.

**3.43 Staff / Trades Union Consultation**

Health and Safety Committee Meetings / Governing Body meetings, at which health and safety, including accident statistics, building issues including items for discussion on the Health and Safety Policy, Risk Assessments, Monitoring, Accidents and Near Misses etc. are held termly. Health and safety is an agenda item at staff meetings which are held termly. Members of staff raise health and safety concerns by informing the Head Teacher / Caretaker / Estate Manager by email.

The following are Trade Union Safety Representatives at the school:-

Member of Staff	Trade Union
Dr Paul Brooks	NEU
Sam Lomasney	NASUWT
Sarah Sharddow	UNISON

**For further information refer to:-**

Council Code of Guidance on Safety Representatives:-

1.CM.045 Code of Guidance on Safety Representatives.

**3.44 Stress / Staff Well-being**

Stress risk assessments are completed for teams of employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues. Members of staff are made aware of the Employee Counselling Service (Tel: - 029 2046 8565) and the Teacher Support Network (Tel: - 08000 855 088) via posters and leaflets, which are also pinned to the staff noticeboard, located in the general office. Stress Awareness Training for Managers and Employees, and Stress Risk Assessment Training, can be arranged by the school or via Services and Compliance.

**For further information refer to:-**

Council Stress Management Policy

Stress Management Policy

Council Code of Guidance on Stress – Risk Assessment

1.CM.113 Code of Guidance on Stress - Risk Assessment

**3.46 Traffic Management on Site**

A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. It is kept in the estates office. 4.SC.COMP.008 - Traffic Management

Vehicles on the school site are segregated from pedestrians by means of separate access for vehicles and pedestrians, designated walkways and safe crossing places on the school site, clearly marked internal roadways, lines painted in the car park to designate parking spaces.

### 3.47 Training and Competence

The training needs of staff are assessed by the Headteacher and the Senior Leadership Team as an on-going process and as part of the Council's Personal Performance and Development Review Scheme.

Members of staff attend appropriate courses, some of which are detailed in a health and safety Education Mandatory Toolkit training programme administered by the Services and Compliance Section (Tel: 029 2087 3714); or other courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.

The training is provided by approved external health and safety training providers. The approved providers are detailed on the Council's Health and Safety intranet site. Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness. All training attended is recorded in the staff training log.

**For further information refer to:-**

[Corporate Health and Safety Site - Training Providers](#)

### 3.48 Violence to Staff

Risk assessments for Violence at Work have been undertaken and communicated to all relevant staff [4.SC.COMP.017 - Violence at Work](#). Incidents of verbal and physical violence are reported via the Council's Violence at Work Report forms to the Services and Compliance Section. The incidents are then recorded on the Persons to be Aware of Corporate Database (PACD). Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present. If pupils require the use of physical restraint by members of staff, those staff attends Team Teach training.

**For further information refer to:-**

Violence at Work Policy, Codes of Guidance on Violence at Work and Lone Working. [1.CM.056](#)

[Violence at Work Policy](#),

[1.CM.058 Code of Guidance - Violence at Work](#),

[1.CM.025 Code of Guidance Lone Working](#),

[4.C.046 Violence at Work Report Form](#)

### 3.49 Volunteers and Parent Helpers

Volunteer and parent helpers are provided with written instructions and guidance on risk assessments, emergency procedures, including fire and first aid procedures. Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people. Further information can be obtained from the Safeguarding Team, telephone 029 2087 2848.

**For further information refer to:-**

Code of Guidance on Temporary, Casual and Agency Workers, and Volunteers

[1.CM.065 Temporary, Casual and Agency Workers and Volunteers](#)

[Department of Education Website - Disclosure and Barring](#).

### 3.50 Work Experience / Young Persons (16-18 years of age)

The Head Teacher and the Training Provider is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff. 4.SC.COMP.018 - Work Experience Placement for a Child / Young Person

Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser. The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'

#### **For further information refer to:-**

Council Code of Guidance for Young Persons.

1.CM.074 Code of Guidance for Young Persons

### 3.51 Working at Height

Whenever possible working at height should be avoided by positioning display boards at an average height and positioning shelving at a workable and appropriate height. Using long handled window poles or window winders to open windows, using lighting rigs which can be lowered to ground level, using poles to remove PE equipment, for example, balls which have been kicked onto roofs. Where work at height is carried out a risk assessment is carried out and is communicated to all relevant staff. 4.SC.COMP.009 - Working at Height

4.SC.COMP.026 - Use of Ladders and Stepladders by Estates Staff

4.SC.COMP.027 - Use of Tower Scaffolds

Members of staff are instructed not to use chairs, tables etc to access display boards.

Where work at height is carried out appropriate access equipment is provided, for example, kick stools and ladders and step ladders which comply with BS EN 131.

All equipment is stored appropriately to ensure that they are not accessible.

Pre-use checks are carried out on step ladders and ladders before they are used and damage or faults reported to the Estates Teams after use. No person has attended Pre-fabricated Access Suppliers and Manufacturers Association (PASMA) training for the use of mobile tower scaffolds. Annual inspections of access equipment are carried out in accordance with the manufacturers' instructions and records retained.

#### **For further information refer to:-**

Council Code of Guidance on the Safe Use of Ladders and Mobile Tower Scaffolds:

1.CM.023 Code of Guidance on the Safe Use of Ladders.

1.CM.061 Code of Guidance on Mobile Tower Scaffolds.

Pre-fabricated Access Suppliers and Manufacturers Association (PASMA) [www.pasma.co.uk](http://www.pasma.co.uk)