

YSGOL GYNRADD HYWEL DDA PRIMARY

HEALTH AND SAFETY POLICY



As a Rights Respecting School, we promote the values and principles of the UNCRS.

This policy promotes and enables children to access:

Article 13: Your right to information

Article 19: Your right to be safe

Date: November 2019

1.0 PART ONE – STATEMENT OF POLICY

1.1 This is the health and safety policy of Hywel Dda Primary 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 School 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 school 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 and tutors.

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

Signed Signed.....
(Headteacher) (Chair of Governors)

Date: November 2016

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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 , etc. 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.

Organisation

Teachers and TAs must ensure that their learning environments are safe each day. Any issues must be reported to the Estates Manager by 8.45am. Headteacher is the Health and Safety Officer. Estates Manager checks the premises each day and is also the named Health and Safety Officer for the Governing Body.

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 Headteacher, 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's 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 Headteacher, can carry out essential work and charge it to the school's budget.

2.3.3 To support the Governing Body with its health and safety functions, a training programme for Health and Safety Governors has been established.

The Governor who has been nominated to act as Health and Safety Governor in Hywel Dda Primary School is Mr. Peter Harrington. This Governor will not be any more responsible for health and safety within the school than any other Governor. He will have no personal decision-making powers in relation to health and safety. However, he will:-

- Take a special interest in health and safety, checking that the Governing Body is meeting its objectives, and pointing out the health and safety implications of other actions under consideration.
- Support the Headteacher/Health and Safety Coordinator, as well as other members of staff, in the strategic management of health and safety.
- Provide a contact point for information, support, training and guidance from the Education Service

2.4 Headteacher Responsibilities

2.4.1 The Headteacher is responsible for the implementation of this Policy on a day-to-day basis. In conjunction with the points detailed in 2.9 of the Council Health and Safety Policy, and 4.3c of the Education Service Health and Safety Policy, the Headteacher is specifically responsible for:-

- Developing, and implementing a, school Health and Safety Policy, having consideration to Regulation 5 of the Management of Health and Safety at Work Regulations 1999 regarding planning, organisation, control, monitoring and review and ensure inclusion of / reference to specific School arrangements.
- Ensuring that suitable and sufficient assessments of the risks to the health and safety of employees and other people, in connection with work activities have been carried out by a competent person. Relevant employees should be involved. The risk assessments should be uploaded onto the Health and Safety Management System (Handsam) and be kept under review.
- Continuing to ensure that, where significant risks are identified, safe systems of work and other control measures (including work instructions / method statements) are developed and implemented, remain effective and are revised if necessary.
- Ensuring there are appropriate, effective and documented operational monitoring arrangements for work activities. This includes supervisors / managers carrying out documented health and safety checks / inspections, as appropriate, and having monitoring arrangements in place to ensure identified actions are carried out.
- Submitting inspection reports to the Governing Body and/or the Education Service and taking action where this is required.

- Passing health and safety information to relevant members of staff.
- Continuing, and developing, health and safety training plans and training matrices (where appropriate) for the school.
- 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 school'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 school.
- Following the Education Service's guidelines on health and safety

2.4.2 The Governing Body must ensure that, in the absence of the Headteacher, 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 / Heads of Department / Curriculum Leaders Responsibilities

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 / Heads of Department / Curriculum Leaders are 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 Headteacher 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 Staff Responsibilities

Estates staff are specifically responsible for:-

- Ensuring that fire evacuation drills are carried out at least once every term, in conjunction with the Headteacher
- 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 Headteacher/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 Headteacher 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 (Handsam Library Reference - ECL).

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 Hywel Dda Primary 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 school 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

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 Headteacher is 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, to ensure the most up-to-date version is used.

The Headteacher is 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 Headteacher is responsible for carrying out accident investigations in Hywel Dda Primary School 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 Plan (AMP) 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 AMP must be followed by all Education Service premises.

An Asbestos Management File has been issued to premises where no asbestos has been identified and the Permit to Work system must be completed.

In respect of all buildings occupied by the Education Service, implementation of the Asbestos Management Plan/File will be the responsibility of the Dutyholder, or their selected competent deputy / nominee. 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) or Asbestos Management File (AMF)
- The responsibility for ensuring compliance with the AMP / AMF is primarily that of the Dutyholder i.e. the Headteacher

The Dutyholder 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 school 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 for details

The Dutyholder responsible for the Asbestos Management Plan / File in Hywel Dda Primary School is Mrs Sian Voyce. Contact school on 02920591275.

Mrs Alison Harvey, Deputy Headteacher has been assessed by the Dutyholder as being competent to act on her behalf.

The Asbestos Management Plan / File is located in the main office.

Mrs Sian Voyce Headteacher has attended the Asbestos Awareness Training session run by the Education Service, on 19.02.13.

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 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.

Blank copies of the *Asbestos Permit to Work* are located at the following link:-

[Asbestos Permit to Work Form.](#)

Blank copies of the *Notification of Asbestos Remediation / Removal Form* are located at the following link

[Notification of Asbestos Remediation / Removal Work](#)

Mrs Sian Voyce Headteacher 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.

N.B. 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.

(To assist in this process, a generic risk assessment is available for customising)

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

Body fluid spillages are cleaned up as soon as possible by the duty staff, using the appropriate spillage kit. These spillage kits are kept in the medical room.

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.

Mrs Sian Voyce Headteacher has attended the Norovirus Training Course run by the Public Protection's Health Improvement Team in 2012.

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 and after school clubs are held daily between 8.25am-8.55am and 3.10pm – 4.10pm for approx. 100 pupils for breakfast club and approx. 20 pupils for after school clubs and is located in the two school halls, playground and support room.

The breakfast club is led by Miss Annie Carter.

The Food Hygiene Rating Certificate for the breakfast club / after school club is 5 and is prominently displayed in the kitchen and main foyer.

A risk assessment for the use of the breakfast club / after school club has been undertaken (or obtained if privately run) and communicated to all relevant staff.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.019 - Breakfast Clubs](#)

3.5 Catering

Hywel Dda Primary School opts into the Education Service Catering Services Service Level Agreement. The school's Food Hygiene Rating Certificate is 5 and is prominently displayed in the kitchen.

Where the school opts into the Service Level Agreement, the Education Service Catering Services manages all activities relating to catering and the kitchen facility.

Education Service Catering Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the school also advises the catering staff of the information regarding emergency procedures, etc.

3.6 Cleaning

Hywel Dda Primary School opts in to the Education Service Cleaning Services Service Level Agreement.

Where the school opts in to the Service Level Agreement, the Education Service Cleaning Services manages all activities relating to cleaning

Education Service Cleaning Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the school also advises the cleaning staff of the information regarding emergency procedures, etc.

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 Headteacher 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 school staff are advised and aware of this procedure.

3.85 Contractors

All contractors must sign the Visitors Book located at main office on arrival, and departure from, the school. The school will provide the contractor with any relevant information e.g. emergency evacuation procedures. Admin staff and/or estates manager will ensure this is done. *(NB This will need to be carried out in term time and in school holidays)*

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'**

Hywel Dda Primary School uses Facilities Management (FM) Building Services and/or Education Service Schools Organisation Planning (SOP), or 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 (as appropriate) and post contract review.

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)

For further information refer to:-

Council Code of Guidance Display Screen Equipment

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

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

3.10 Driving at Work

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](#)

3.11 Educational Visits

The role of Educational Visits Co-ordinator (EVC) is undertaken by Mrs Sian Voyce, Headteacher/Mrs Alison Harvey, Deputy Headteacher. They are senior members of school staff with substantial experience of leading 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
- Produce a School Journey Policy
- 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 in 2012.

The approval of low risk visits is delegated to either the EVC or the Headteacher. 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*.

For further information refer to:-

EVOLVE website - [EVOLVE](#) or from Andy Meek (EVA) – Adviser for Outdoor Education and Educational Visits Tel: 01874 623598 Mob: 07815531150, email ameek@cardiff.gov.uk

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 programme of works.

Certificates of testing are kept by Mrs S Hall and kept in main office.

Portable electrical equipment is inspected and / or tested by a competent person, at a frequency determined by risk assessment. The school will ensure that all electrical equipment will be subject to the appropriate testing. This will include Catering and Cleaning electrical equipment if the school has not opted into the Education Service SLA.

The records of the portable electrical equipment inspections and tests are kept by Mrs S Hall Admin Clerk and stored in main 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 Mr Peter Harrington Estates Manager 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 and / or tested 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 staff meetings, staff handbook, teacher share.

Mrs Sian Voyce Headteacher has attended the Emergency Planning Training Course on 28.06.13

Type of emergency procedure	Location(s) of procedure / guidance within School
Fire Evacuation Procedure	Displayed on all doors. Fire drill completed every term. Log located in main office.
Bomb Alert	Emergency planning shared with all staff.
Gas Leak	Emergency planning shared with all staff. School will evacuate using fire drill procedure.
Electrical Fault	Contact main office.
Water Leak	Contact main office.
Storm / Flood / Weather Damage	Estate manger report. Incidents to be reported to main office.
Persons Threatening Violence on Site	Use internal phone system to report to Headteacher/Deputy Headteacher.
Dangerous Animal(s) on Site	Contact main office. Keep pupils inside until notified by Headteacher.

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 Headteacher’s office. The FRAs are reviewed annually by the school.

The date of the last FRA was 2010.

A Fire Risk Assessment for the kitchen is carried out annually by Richard James, Catering Services.

Every year, the FRA is reviewed by Headteacher/Estates Manager, who has received training in the Fire Risk Assessment Review in 2013.

Fire evacuation drills are carried out every term and the dates are recorded within the fire log book. Staff

feedback sessions are held to discuss the evacuation and whether it can be improved in any way.

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 Foundation Phase and KS2 playgrounds.

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 throughout the school. It is inspected by a competent person from the LA.

The fire alarm system is inspected by a competent person, from the LA.

The emergency lighting system is inspected by a competent person from Tremorfa Ltd.

The fire alarm is function tested once a week by Mr Peter Harrington, Estates Manager, using a different call point for each test.

The emergency lighting is function tested once a month by Mr Peter Harrington, Estates Manager 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 main 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 Miss G Thomas SENCO.

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.
(To assist in this process, a generic risk assessment is available for customising)

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

The school's first aiders are listed below (all staff have received First Aid at work training)

Name	Contact Details
Mrs D Hooper	School
Mrs S Hall	School
Mrs L Roberts	School
Mrs L Gee	School
Mrs A Loane	School

There are adequate first aiders to ensure sufficient cover at all times when the school is open, including breakfast clubs / after school clubs, etc.

First aid boxes are located in the following areas medical room, infant corridor, staffroom.
Responsibility for checking and restocking the first aid boxes is delegated to the named staff above.
First aid training dates are monitored by Mrs Sian Voyce, Headteacher, 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.

A survey has been completed by Mr Peter Harrington, Estates Manager to identify any glazing which is not made of safety material or which has not been safety filmed. Records are kept in the main office.

Any replacement work will be updated within the glazing log.

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

Manufacturers' safety data sheets are obtained by Mr Peter Harrington, estates manager for any substances which are classified as hazardous to health.

COSHH assessments are completed by Mr Peter Harrington, estates manager, for any activities which involve the use of hazardous substances. Some of these assessments are produced from the SYPOL system and Mr Peter Harrington, estates manager has been trained in the use of this database.

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 Manager are stored in appropriate containers within the Estates Manager's Room. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store.

Records of the COSHH assessments are kept in main office.

The names of those staff responsible for the appropriate storage and use of the hazardous substances are Mr Peter Harrington.

For further information refer to:-

[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 staff noticeboard, which is displayed in the staffroom.

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 Education Cleaning Services.

Suitable and sufficient risk assessments and accompanying work instructions are carried out for relevant housekeeping activities.

Wet floor cleaning is carried out before/ after school. Warning signs are displayed when wet floor cleaning is carried out.

Rubbish bins are emptied daily by the Estates Manager and rubbish is disposed of into the external waste bins located at storage area. The waste bins are sited at least six metres from any part of the school building and secured with chains.

Spent fluorescent tubes are stored in Estates manager storeroom until a sufficient number are accumulated prior to their appropriate collection and disposal by LA.

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 Mrs Sina Voyce, Headteacher. 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) Personal protective equipment
- viii) Job and site specific health and safety issues and information

- ix) Employee Counselling Service and stress management courses
- x) Safety representatives
- xi) Health promotion initiatives e.g. Employee Active Card, Lifestyle Awareness
- xii) Employee Health and Safety Handbook
- xiii) Occupational Health Service
- xiv) Where to get further Health and Safety Information
- xv) What to do if there is a problem
- xvi) Service Area Health and Safety Induction Pack

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 Headteacher or Deputy Headteacher..

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 of the hot and cold water systems has been undertaken by external contractors, Rentokil.

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 main office. These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid, by Rentokil.

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 Rentokil on a monthly basis.

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..

This agreement details whom 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.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.004 - Hire of School Premises](#)

Appropriate checks are made by Mrs S Voyce Headteacher, 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

*Note: This includes people in isolated areas of sites or premises where other people are present elsewhere

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

A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff. Risk assessments are also carried out for cleaning staff and others who work alone.

(To assist in this process, a generic risk assessment is available for customising)

[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.
- 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.

A system for checking / monitoring these precautionary measures is in place.

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	school	

		Plant room and infant boiler room
Electricity	school	Plant room
Gas	school	3 meters located in school

The following equipment is inspected. Please note that this list is not exhaustive and additional equipment should be added as appropriate.

Equipment:-	Inspected By	Date of last inspection at time of issue of Policy	Frequency of inspections	Where records are kept:
Gas boilers	Allianz	Feb 13	annually	Main office
Lifts	JPL	10.10.13	annually	Main office
Roller Shutters	Door maintenance Company	April 13	annually	Main office
PE and gymnasium equipment	Gymnasium Services	13.6.13	annually	Main office
Outdoor play equipment	Designer Parks	Dec 2013	annually	Main office
Fire extinguishers	Fire Safety Direct Ltd	Feb 13	annually	Main office
Fire alarm systems	Tremorfa Ltd	8.07.13	quarterly	Main office
Emergency lighting	Sonic Alarms	Dec 2013	annually	Main office
Intruder alarm systems	Sonic Alarms	Dec 2013	annually	Main office
Premises CCTV	Sonic Alarms	Dec 2013	annually	Main office
Card Access systems	Sonic Alarms	Dec 2013	annually	Main office
Portable electrical appliances	LA	April 2013	Approx. 2 years	Main office
Automatic doors	Tormax	2010		Main office

3.25 Manual Handling & Lifting

Manual handling of objects risk assessments are completed and reviewed by Mrs S Voyce, Headteacher for any tasks where there is a risk of injury and where manual handling can not be avoided. These risk assessments are kept in Headteacher's office.

Appropriate precautions are introduced to reduce the risk of injury. 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 Mrs S Voyce and Mr Peter Harrington and the training records are kept in the Headteacher's 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 (Debbie Palfrey, Pupil Handling Trainer, based at Ty Gwyn School) for Nursery and reception staff in Sept '13 and records are kept with SENCO. To ensure that manual handling activities are carried out correctly and in accordance with the risk assessment, the activities are monitored by Mrs S Voyce, Headteacher using the Manual Handling Monitoring Checklist [Manual Handling Monitoring Checklist](#). If monitoring is not undertaken, manual handling refresher training is required every year. If monitoring is undertaken it is required every three years unless it is needed more frequently by the individual. Monitoring records are kept with SENCO.

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 Headteacher 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/activity inspections by managers and supervisors. These Health and safety inspections are carried out (*insert frequency of inspections*) and documented using, for example, 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

Hywel Dda Primary School's monitoring arrangements include:-

Consideration of the following at full Governing Body / Sub Committee Meetings / Senior Management Team (or equivalent management meeting):-

- 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 Mrs S Voyce, Headteacher..

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.

To assist in this process, a generic risk assessment is available for customising

[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 Noise

Information, instruction and training about risks associated with exposure to noise and the measures taken to reduce noise exposure is provided to employees exposed to above the lower exposure action level.

For further information refer to:-

Council Code of Guidance on Noise

[1.CM.062 Code of Guidance - Noise at Work](#)

Health and Safety Executive (HSE) website

<http://www.hse.gov.uk/noise/>

3.29 Personal Protective Equipment [PPE]

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 Headteacher 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 Mrs S Voyce. It is the responsibility of this member of staff to make the necessary arrangements for call outs.

A risk assessment has been carried out for any potential access to leftover bait.

3.31 Playground Safety

A risk assessment for pupils' recreational breaks has been undertaken and communicated to all relevant staff. The risk assessment is located in the Headteacher's office.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.006 - Recreational Breaks](#)

3.32 Ponds / Water features

A school pond is present in the school grounds. (Forrest School area)

A risk assessment for the school pond has been undertaken and communicated to all relevant staff. The risk assessment is located in Headteacher's office and a copy sent to County.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.022 - School Ponds / Water Features](#)

3.33 Premises Management

The Headteacher and Estates Manager are responsible for managing the building. They 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. This booklet is kept in the main office.

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 (*insert location*)

(To assist in this process, a generic risk assessment is available for customising)

[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.

All visitors, including Council staff and contractors must to sign the visitor signing in book upon arrival at and departure from the school, are asked for identification, are escorted to and from their destinations. Members of staff challenge strangers.

The exterior of the school is adequately lit.

3.35 PTA (Parent Teacher Association) and Other Events

The Headteacher has overall responsibility for ensuring that the chair of the Parent Teacher Association (PTA), (or the person organising the event) is responsible for, and carries out, risk assessments for any PTA

or other organised events.

(To assist in this process, a generic risk assessment is available for customising)

Events Generic Risk Assessment (to be inserted once on CIS)

The chair of the PTA (or 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 and members of the PTA 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.

For further information refer to:-

PTA-UK - [PTA - UK website](#)

3.36 Pupils with Medical Needs

The DfES / Department of Health document 'Managing Medicines in Schools and Early Years Settings' 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 SENCO room.

Medication is securely stored in a locked cupboard in the medical room.

For further information refer to:-

DfES / 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 Mrs S Voyce, Headteacher/Mr Peter Harrington, Estates Manager by book and/or verbally. These are kept in the main office and are signed off by Mr Peter Harrington, estates manager when work is completed.

Health and safety walkabouts to identify hazards are carried out by Governors Safety Committee Mrs S Voyce, Mr Peter Harrington and Ms S Brizio, half termly using the School Building / Site Inspection Checklist / any other checks.

Mr P Harrington, estates manager 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 for 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 all teaching staff where appropriate and are kept in Deputy Head's office/Evolve.

The following members of staff have undertaken risk assessment training which is organised by the Services and Compliance Section:-

Risk Assessor	Date of Training
S Voyce	
A Harvey	

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 senior leaders in the school through morning briefings.

There are a great number of risk assessments carried out during the academic year to ensure that everyone is as safe as possible while on the school site.

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 School Minibus

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 school 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.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.015 - Snow and Ice Risk Assessment](#)

The Plan and any relevant risk assessments are located with all staff.

Snow clearance and ice gritting is carried out by Mr P Harrington, estates manager in accordance with the arrangements specified in the risk assessment and the Plan.

Parents are notified by means of the school website 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

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, etc. is discussed, are held with governors services and all GB members each term.

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

Member of Staff	Trade Union
Mr P Harrington	GMB

Health and safety is an agenda item at staff meetings which are held monthly.. Items for discussion include (Health and Safety Policy, Risk Assessments, Monitoring, Accidents and Near Misses, building works).

Members of staff raise health and safety concerns by informing the Headteacher / Estate Manager either verbally or recorded in the H&S book.

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 staffroom and in the staff handbook.

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](#)

3.45 Swimming Pool

For further information refer to:-

[Health and Safety Executive Guidance - Managing Health and Safety in Swimming Pools - HSG 179](#)

3.46 Traffic Management [Vehicles/Pedestrians] on Site

A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. It is kept at main office.

(To assist in this process, a generic risk assessment is available for customising)

[4.SC.COMP.008 - Traffic Management](#)

Vehicle movement is restricted on the school site between the hours of 8.30-9.30 am and 2.50-3.20 pm. This includes contractors who are advised of the restrictions. These restrictions should be reflected within their risk assessments.

Vehicles on the school site are segregated from pedestrians by means of lines painted in the car park to designate parking spaces.

Delivery vehicles are restricted from accessing the school site between the hours of see above). This includes the collection of rubbish when vehicles are permitted to be on the school site on Monday mornings and Tuesday mornings.

The school is aware of the Schools Traffic Management Safety Group and contacts the group for advice about traffic management both on-site and in the vicinity of the school entrance.

3.47 Training and Competence

The training needs of staff are assessed by Mrs S Voyce, Headteacher as an ongoing 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 school diary.

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.

(To assist in this process, a generic risk assessment is available for customising)

[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).

Violence at work pocket cards have been issued to school staff, and provide advice and suggestions on recognising and dealing with violence, and detail the support available to staff after an incident.

Signs are displayed in reception areas requesting members of the public to not be abusive towards staff.

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 attend 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 Headteacher is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff.

(To assist in this process, a generic risk assessment is available for customising)

[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 member of staff responsible for forwarding the information is Mrs S Voyce, Headteacher.

The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'

Children / young people on work experience placements are inducted by Mrs S Voyce Headteacher.

Children / young people on work experience placements are trained and supervised by the teacher in charge.

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

Where possible work at height is avoided, by positioning display boards at head height, positioning shelving at an 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.

(To assist in this process generic risk assessments are available for customising)

[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.

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