



# HEALTH AND SAFETY POLICY

## YSGOL GYFUN GYMRAEG GLANTAF

Date : **ADOPTED BY GOVERNORS**  
**2020**

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Reviewed on : **03.10.2023**

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## STATEMENT OF INTENT YSGOL GYFUN GLANTAF

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

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

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

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

This policy statement supplements

- Cardiff Council General Statement of Health and Safety at Work Policy;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other health and safety policies and guidance) may be downloaded by staff from the intranet.

### 1.0 PART ONE – STATEMENT OF POLICY

1.1 This is the health and safety policy of **Ysgol Gyfun Gymraeg Glantaf**, 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. A hard copy of the Policy document can be found displayed **in the Business Managers Office**, within the School and also **on the public drive**.

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

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

Date ..... Date for Next review .....

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## 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

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

**Melanie Spearey and James Chapman** 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, to ensure the most up-to-date version is used.

**Melanie Spearey and James Chapman** 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 *(insert job title/s)* is/are responsible for carrying out accident investigations in *(insert name of 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](#)

## 2.2 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](mailto:educationhs@cardiff.gov.uk)

for details

The Dutyholder responsible for the Asbestos Management Plan / File in **Ysgol Gyfun Gymraeg Glantaf** is **Mr Matthew HT Evans**.

**The School Business Manager and Site Team**, have been assessed by the Dutyholder as being competent to act on his behalf.

The Asbestos Management Plan / File is located in the **Caretakers' Office**.

**The Site Team have attended Asbestos Awareness Training session run by the Education Service.**

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](#)

**The School Business Manager and Site Team are** 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](#)

## 2.3 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 the Site Team, using the appropriate spillage kit. These spillage kits are kept in **Caretakers' 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 school has a cleaning contract with Atlas Contractors Ltd- 02087556700.

**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.](#)

## 2.4 Catering

**Ysgol Gyfun Gymraeg Glantaf** opts into the Education Service Catering Services Service Level Agreement to undertake this function.

**The school's Food Hygiene Rating Certificate is 5** and is prominently displayed in the canteen and in Reception

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.

- The management of catering activities and catering staff is led by Serena Shepherd.
- She attended training on the Institute of Occupational Safety and Health (IOSH) Managing Safely 4 day course, facilitated by the Services and Compliance Team, Education Service, prior to appointment.
- The catering activity has been registered as **Ysgol Gyfun Gymraeg Glantaf** with the Food Safety Team of Cardiff Council and complies with all food safety requirements.
- Relevant staff are aware of their obligations under the Public Contracts Regulations 2006 and any internal Contract Standing Order and Procurement Rules stipulated by Cardiff Council.
- All staff who have been engaged in the delivery of catering services have been declared as fit to work by the Council's Occupational Health Service. Any future employees will be similarly vetted to ensure their fitness for work.
- Risk assessments that are relevant to the catering activities are in place and are



subject to regular review. Examples of risk assessments include:

- Use of dangerous machinery / job specific training / slips, trips and falls / manual handling / exposure to steam and chemicals / use, storage and disposal of chemicals / being struck by moving or falling objects / provision of personal protective equipment (PPE) / monitoring, use, storage and maintenance of equipment (including portable electrical appliance user checks pre-use) / electric shock / body fluids / ill-health from chronic musculoskeletal disorders and dermatitis / working at height / risk of violence / lone working / the specific premises / first aid provision / communication measures for staff who speak little or no English or have other communication needs. The risk assessments are kept in the kitchen
  - Control of Substances Hazardous to Health (COSHH) assessments have been undertaken on hazardous substances used by the catering staff and are kept in the kitchen.
- The arrangements for on-site cash holdings and secure banking procedures are that monies are kept in a locked safe until collected by appointed contractor.
  - Appropriate and fit for purpose personal protective equipment (PPE) is issued to catering staff and training is provided, covering use, wear, storage and replacement. Refer to section on Personal Protective Equipment in this Policy.
  - Electrical installation testing is carried out periodically by external.
  - Portable electrical appliance tests are undertaken annually by external contractors.
  - Fire Risk Assessments are undertaken periodically by Local Authority officers and are located in the **Caretakers' Office** office
  - Gas safety checks are undertaken annually by contractors appointed by the Authority.
  - Servicing and maintenance arrangements of catering equipment is undertaken by the catering service.
  - Records of the above tests are kept in the **Business Manager's** office.
  - Catering staff are supervised and monitored by **Serena Shepherd** to ensure that they undertake their duties safely. Evidence of the monitoring is documented and kept in the kitchen.
  - Catering staff have achieved a Level 2 Award in Food Safety in Catering. Catering staff attend other relevant training courses, for example, first aid, manual handling, COSHH training as arranged by the Catering Service.
  - Enhanced Disclosure and Barring Service (DBS) checks are carried out for catering staff by the Catering Service.

## 2.5 Cleaning

**Ysgol Gyfun Gymraeg Glantaf** manages school cleaning in-house and directly employs **Atlas Contractors Limited** to undertake this function.

- The management of cleaning activities and cleaning staff is led by **Atlas**.
- Risk assessments that are relevant to the cleaning activities are in place and are subject to regular review. Examples of risk assessments include:
  - Provision of personal protective equipment (PPE) / manual handling / monitoring, use, storage and maintenance of equipment (including portable electrical appliance pre-use user checks) / electric shock / body fluids / working at height / slips, trips and falls / risk of violence / lone working / the specific premises / first aid provision / communication measures for staff who speak little or no English or have other communication needs. The risk assessments are kept in the cleaners' office
- Control of Substances Hazardous to Health (COSHH) assessments are undertaken on hazardous substances used by the cleaning staff. These are kept in a file, together with the manufacturer's safety data sheets, which is located in the cleaners' office
- Appropriate and fit for purpose PPE is issued to cleaning staff and training is provided, covering use, wear, storage and replacement. Refer to section on Personal Protective Equipment in this Policy.
- Electrical testing is carried out on all cleaning equipment .It is carried out by Local Authority contractors.
- Servicing and maintenance arrangements of all cleaning equipment is the responsibility of Atlas Limited. Where applicable, Hand Arm Vibration assessments will be carried out.
- All records are kept in the cleaners' office
- Cleaning staff are supervised and monitored by **Sally Mc Carthy** to ensure that they undertake their duties safely. Evidence of the monitoring is documented and kept the cleaners' office
- Cleaning staff have 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.
- Enhanced Disclosure and Barring Service (DBS) checks are carried out for cleaning staff.

## 2.6 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.

## 2.7 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. Reception staff 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 LEA maintained schools and is recommended to non LEA 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**'.

**Ysgol Gyfun Gymraeg Glantaf** uses Facilities Management (FM) Building Services and/or Education Service Schools Organisation Planning (SOP), or Projects, Design and Development (PDD), as well as external companies 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.

In **Ysgol Gyfun Gymraeg Glantaf** the 'competent officer' for managing contractors employed directly by the school, is the **David McCarthy, Estates Manager**.

**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](#)),

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

Display Screen Equipment assessments are carried out by **Rhian Jones, Health and Safety Officer**.

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

DSE assessments are reviewed annually and if anything changes.

DSE assessments are kept in the Business Manager's office

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 completed assessment forms are sent to the **Business Manager** for recommendations to be actioned and are also retained by the **Business Manager**.

**For further information refer to:-**

Council Code of Guidance Display Screen Equipment

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

## 2.9 Driving at Work

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](#)

## 2.10 Educational Visits

The role of Educational Visits Co-ordinator (EVC) is undertaken by **Meleri Wyn Jones, Assistant Headteacher**. She is a senior member 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 on 12/11/2015.**

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 / stored in school*

**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](mailto:ameek@cardiff.gov.uk)

## **2.11 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 LEA responsibility, and included within a planned programme of works.

Certificates of testing are kept by the **Site Manager**.

Portable electrical equipment is inspected and / or tested annually by a competent person, a Local Authority contractor. 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 the **Site Manager**.

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 **Site Manager** to be 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](#)

## **2.12 Emergency Procedures**

The school uses the Emergency Management Unit's 'Emergency Incident Response Plan Template' to record the arrangements for dealing with fores.

Type of emergency procedure	Location(s) of procedure / guidance within School
Fire Evacuation Procedure	ALL ROOMS BUSINESS MANAGER'S OFFICE
Bomb Alert	BUSINESS MANAGER'S OFFICE
Gas Leak	BUSINESS MANAGER'S OFFICE
Electrical Fault	BUSINESS MANAGER'S OFFICE
Water Leak	BUSINESS MANAGER'S OFFICE
Storm / Flood / Weather Damage	BUSINESS MANAGER'S OFFICE
Persons Threatening Violence on Site	BUSINESS MANAGER'S OFFICE
Dangerous Animal(s) on Site	BUSINESS MANAGER'S OFFICE

## 2.13 Fire Precautions & Procedures

The school has a Fire Risk Assessment (FRA) which was carried out by Local Authority officers. 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 **the Business Manager's office**. The FRAs are reviewed annually by the school.

A Fire Risk Assessment for the kitchen is carried out annually by Richard James, Catering Services. Where the school employs the kitchen staff, the FRA is undertaken by the Area Planning Officer, as part of the school's FRA.

**Every year, the FRA is reviewed by the Business Manager.**

Fire evacuation drills are carried out every half-term / 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.

Nominated members of staff have specific roles as fire wardens. These staff are listed below.

Name	Area / Location covered
David McCarthy	Site
Joshua Parsons	Site
Tracy Turner	Cookery
James Chapman	Site
David Thomas	IT
Anne Jones	Science
Mohammed Elkawafi	Science

Designated assembly points are located on the school yard and on the bus bays

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 annually by **Chubb Limited**.

The fire alarm system is inspected annually by **Chubb Limited**.

The emergency lighting system is inspected annually by **Trydan Limited**.

The fire alarm is function tested once a week by **the Site Team** using a different call point for each test.

The emergency lighting is function tested once a month by the **site 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 **Caretakers** 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 relevant Head of Wellbeing and Progress, Mrs Catrin Arnopp ALNCo or Mrs Bethan Haf Davies, Head of SRB for pupils. Melanie Spearey, Business Manager if for a member of staff.

**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](#).

**2.14 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

Name	Contact Details
<b>Karen Hughes</b>	<b>029 20838820</b>
<b>Janine Davis</b>	<b>029 20838802</b>

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**

**Technology Workshops**

**Sports Hall**

**Reception**

Responsibility for checking and restocking the first aid boxes is delegated to **Karen Hughes**.

First aid training dates are monitored by **Megan Rumming** and the **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](#)

## 2.15 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 the **Business Manager** to identify any glazing which is not made of safety material or which has not been safety filmed. Records are kept in his office.

Any replacement work will be updated within the glazing log.

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

Manufacturers' safety data sheets are obtained by Technicians for any substances which are classified as hazardous to health.

COSHH assessments are completed by Technicians for any activities which involve the use of hazardous substances. Some of these assessments are produced from the SYPOL system and Technicians have 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 caretakers are stored in appropriate containers within the caretakers' room. Hazardous substances, for example, cleaning products for cleaners' are kept in locked stores.

Chemicals are stored in appropriate chemical store cupboards within Science Prep Rooms. Staff from the Science Department 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 Science Department office.

The names of those staff responsible for the appropriate storage and use of the hazardous substances are **Anne Jones and Mohammed Elkawafi**.

#### **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](#)

### **2.17 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](#)

### **2.18 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 **Atlas Cleaning**.

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

Wet floor cleaning is carried out after the end of the school day. Warning signs are displayed when wet floor cleaning is carried out.

Rubbish bins are emptied daily by the cleaners and the caretakers and rubbish is disposed of into the external waste bins located at the rear of the school. 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 a cupboard until a sufficient number are accumulated prior to their appropriate collection and disposal by Biffa.

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.

## 2.19 Induction

New members of staff are instructed in the school's health and safety arrangements by the Business Manager and Megan Bennett, SLT. 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 **Meleri Wyn Jones and Emma Wiltshire**.

### For further information refer to:-

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

## 2.20 Legionella

A risk assessment dated of the hot and cold water systems has been undertaken by external contractors.

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

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 annually by Dantec Limited.

Additional control measures, for example, **periodic maintenance / cleaning of equipment, such as, shower heads, regular running of outlets are carried out by Dantec Limited**

**For further information refer to:-**

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

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

An agreement between the school and the hirer is signed prior to the hire taking place. This agreement is kept by **Karen Hughes/Joshua Parsons**.

This agreement details 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.  
(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 **Karen Hughes/Joshua Parsons**, 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 \(Welsh version\)](#)

## 2.22 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 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.

A system for checking / monitoring these precautionary measures is in place and is implemented by the **Business Manager and Site Manager**.

**For further information refer to:-**

Council Code of Guidance – Lone Working

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

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

Please add to / delete / amend this section as necessary

SERVICE	LOCATION OF ISOLATION POINT / DETAILS
Water	Manhole cover by side gate to Bridge Road
Electricity	Main Stairwell G111 and DT G010
Gas	Main gates opposite canteen Rear carpark grey box by Elec substation

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	Graham FM	April 2023	Annual Organised by Cardiff Council	RAMIS
Gas cooking appliances	Graham FM	April 2023	Annual	
Kitchen extraction equipment	Rock Compliance	July 2023	Annual	RAMIS
Local exhaust ventilation	Roperhurst	November 2023	Annual	Estates folder
Fume cupboards	Roperhurst	November 2023	Annual	Estates folder
Lifts	Kone	August 2023	Annual	Estates folder
Lifting equipment, for example, passenger lifts or hoists	Lifts by Kone. Redundant hoist to be removed	N/A	N/A	N/A
Roller Shutters	Harlech doors	September 2022	Annual	RAMIS and Estates folder
Kilns	Not in use	N/A	N/A	N/A
Design and technology equipment	Ritchie		Annual	DT Department

<b>PE and gymnasium equipment</b>	In house		Periodic	
<b>Ladders / step ladders / tower scaffolds / other access equipment</b>	In house		Periodic	
<b>Fall arrest equipment</b>	N/A	N/A	N/A	N/A
<b>Window cleaning cradles</b>	N/A	N/A	N/A	N/A
<b>Stage lighting</b>	Spirolux	November 2023	Annual load testing and PAT Testing	Estates folder
<b>Outdoor play equipment</b>	In house		Periodic	
<b>Sprinkler systems</b>	N/A	N/A	N/A	N/A
<b>Fire extinguishers</b>	Chubb	August 2023		Estates folder
<b>Fire alarm systems</b>	Chubb	August 2023		Estates folder
<b>Emergency lighting</b>	Chubb	June 2023	Annual	Estates folder
<b>Dry risers</b>	N/A	N/A	N/A	N/A
<b>Methane alarms</b>	N/A	N/A	N/A	N/A
<b>Intruder alarm systems</b>	Chubb	April 2023	Annual	Estates folder
<b>Premises CCTV</b>	In house	N/A	Periodic	No records kept
<b>Card Access systems</b>	In house	N/A	Periodic	No records kept
<b>Gates or barriers</b>	Gates and Railings	February 2023	Annual Pressure test	RAMIS and Estates folder
<b>Automatic bollards</b>	N/A	N/A	N/A	N/A
<b>Fixed electrical installations</b>	Trydan via CCC	November 2022	5 yearly	RAMIS and Estates folder
<b>Portable electrical appliances</b>	PTSG	November 2023	Whole site done Nov 23. Will refer to CCC guidelines in future	Estates folder
<b>Automatic doors</b>	Doors disabled so not serviced. However this will change shortly	N/A	N/A	N/A
<b>Air conditioning</b>	NS Air-	September	Annual new	RAMIS and



<b>systems</b>	conditioning (was Lorne Stewart)	2022	contractor to start asap	Estates folder
<b>Generator maintenance</b>	N/A	N/A	N/A	N/A
<b>High Voltage Switchgear Testing</b>	Trydan via CCC		November 2022	RAMIS and Estates folder
<b>Plasma Screens Maintenance</b>	In house		Periodic	N/A
<b>Electric Projector Screens</b>	In house		Periodic	N/A
<b>Swimming Pools</b>	N/A	N/A	N/A	N/A

## 2.24 Manual Handling & Lifting

Manual handling of objects risk assessments are completed and reviewed by the Caretakers for any tasks where there is a risk of injury and where manual handling can not be avoided. These risk assessments are kept in the **Business Manager's** office.

Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids, such as trolleys and trucks.

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 - **Joshua Parsons, Site Team.**

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.

To ensure that manual handling activities are carried out correctly and in accordance with the risk assessment, the activities are monitored by the **Business Manager** using the Manual Handling Monitoring Checklist [Manual Handling Monitoring Checklist](#). Monitoring records are kept in the Business Manager's office.

### 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](#)

## 2.25 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 each half term 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

**Ysgol Gyfun Gymraeg Glantaf's** 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 the **Business Manager**.

Workplace / work activity inspections by managers which are planned and documented. 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.

Nominated persons who have responsibility for these monitoring activities are detailed below.

(NB. Any monitoring forms used in school should be referenced.)

Name	Monitoring Activity / associated documentation


**For further information refer to:-**

School Building / Site Inspection Checklist

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

## **2.26 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](#)

## **2.27 Noise**

A noise risk assessment is to be carried out in any areas of the school where employees are deemed to be likely to be exposed to noise above the lower exposure action level. This is generally in areas where employees have to raise their voices to have a normal conversation when they are about 2 metres apart.

There are no areas within the school where noise would be at this level on a consistent basis.

Copies of risk assessments would be kept by the **Business Manager**.

Areas reviewed included music, drama, physical education and design and technology departments.

Information, instruction and training about risks associated with exposure to noise and the measures taken to reduce noise exposure would be 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/>

## **2.28 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 **Business 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 by the **Business Manager**. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair. The relevant risk assessments are kept by the **Business Manager**.

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.

A record of the PPE used will be recorded using the Issue of Personal Protective Equipment form 4.C.481. The records are kept by the **Business Manager**.

Jobs / tasks where risk assessment has identified the use of PPE are listed below

Task	Type of PPE & specification
D&T Technician using circular saw	Goggles, Hearing Protection, Apron

**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](#)

**2.29 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 **the Site Team**, 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.

**2.30 Playground Safety**

A risk assessment for pupils' recreational breaks 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.006 - Recreational Breaks](#)

## 2.31 Premises Management

The **Business Manager** and Site Team, 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.

### For further information refer to:-

Council Code of Guidance on Buildings and Premises Management.

[1.CM.210 Building and Premises Management - Code of Guidance](#)

## 2.32 Premises Security

A risk assessment for the security of the site and buildings 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.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, are asked for identification, are escorted to and from their destinations.

Members of staff challenge strangers.

The exterior of the school is adequately lit.

### **2.33 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](#)

### **2.34 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 **Medical Room**.

Medication is securely stored 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](#),

### **2.35 Reporting Defects**

Members of staff report hazards to the **Business Manager** and **the Site Team**.

Health and safety walkabouts to identify hazards are carried out every half term by the **Business Manager** and the **Site Team** using the School Building / Site Inspection Checklist. These supplement the daily checks undertaken by the caretakers.

The **Business Manager** arranges any remedial works.

**For further information refer to:-**

School Building / Site Inspection Checklist

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

## 2.36 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 the **Business Manager** and are kept in the Business Manager's office.

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

Risk Assessor	Date of Training

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 **Business Manager**.

Risk assessments carried out for school are listed below.

RA Number	RA Title
RA01	Secondary (whole school) RA
RA02A	Traffic Management
RA02B	Traffic Management CHECK
RA03	School Security
RA04	Caretaker Duties
RA05	Violence at Work
RA06	First Aid
RA07	Finger Trapping
RA08A	Bodily Fluids
RA08B	Cleaning of Bodily Fluids
RA09	Needle stick
RA10A	Lone Working Site Team
RA10B	Lone Working
RA11	Storage
RA12	Working at Height
RA13	Working at height – stepladders/ ladders
RA14	Changing bulb / projector ( Multimedia projects)
RA15	Hire of School Building
RA16	Dining Hall
RA17	Roller Shutter Doors
RA18	Use of Allotments/Gardening
RA19	Office activities
RA20	Home working
RA21A	New & Expectant Mothers
RA21B	New & Expectant Mothers Template
RA22	Stress at Work
RA23	Toileting needs
RA24	Lying change
RA25	Standing change
RA26A	Snow and Ice
RA26B	Extreme weather
RA27	Clearing broken glass
RA28	General Classroom Activities
RA29	Playground Risk Assessment
RA30	Tower Scaffolds
RA31	Working at height
RA32	Return to Work Assessment For Staff With A Disability Or Medical Condition
RA33	Partial or full school closure risk assessment and checklist

**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 \(AfPE\)](#)



## 2.37 School Minibus

**The list of staff authorised to drive the school minibus is in the Admin office by Janine Davis.**

A Section 19 permit has been obtained for each minibus used at the school.

The minibuses are checked daily to ensure that they are road worthy by the Site Team/Janine Davis.

Arrangements are made for the minibuses to be serviced and tested by the Local Authority.

### **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.](#)

## 2.38 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.](#)

## 2.39 Smoking

No smoking is permitted on the school site.

Welsh Government signage is displayed at the entrance to the school.

## 2.40 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 in the **Business Manager's** office.

Snow clearance and ice gritting is carried out by **the Site Team** in accordance with the arrangements specified in the risk assessment and the Plan.

Parents are notified by means of a Message Alert system (Classcharts), Social Media e.g Twitter. 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.](#)

## 2.41 Staff / Trades Union Consultation

Governing Body meetings, at which health and safety, including accident statistics, building issues, etc. is discussed, are held every term. (*insert details and frequency*).

Health and safety can be scheduled for inclusion as an agenda item at staff meetings which are held every term. Items for discussion may include Health and Safety Policy, Risk Assessments, Monitoring, Accidents and Near Misses)

Members of staff raise health and safety concerns by informing **the Business Manager either by e-mail or in person.**

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

Council Code of Guidance on Safety Representatives:-

[1.CM.045 Code of Guidance on Safety Representatives.](#)

## 2.42 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.

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](#)

## **2.43 Traffic Management [Vehicles/Pedestrians] on Site**

A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. It is kept in the **Business Manager's** 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 **08:30 and 14:30**. 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 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.

Delivery vehicles are restricted from accessing the school site during break time and lunchtime. The collection of rubbish takes place from the car park at the rear of the school, an area not for the use of pupils.

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.

## **2.44 Training and Competence**

The training needs of staff are assessed by **Megan Bennett, Assistant 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 by the Local Authority.

**For further information refer to:-**

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

## **2.45 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).

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.

**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](#)

## **2.46 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.](#)

## **2.47 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 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 the Head of Progress and Wellbeing.

**For further information refer to:-**

Council Code of Guidance for Young Persons.  
[1.CM.074 Code of Guidance for Young Persons](#)

## 2.48 Working at Height

### **Where possible work at height is avoided**

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.

**Joshua Parsons, Site Team**, has attended Pre-fabricated Access Suppliers and Manufacturers Association (PASMA) training in 2023 for the use of mobile tower scaffolds.

Annual inspections of access equipment are carried out in accordance with the manufacturers' instructions by Local Authority contractors 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)