

HEALTH AND SAFETY POLICY

ST ILLTYD'S CATHOLIC HIGH SCHOOL



Date Adopted: September 2010

Review Date; September 2011
September 2012

PART A

SECTION ONE – STATEMENT OF INTENT

The Governing Body of St Illtyd's Catholic High School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Governing Body will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified for any preventative and protective measures to be put in place as far as is reasonably practicable.

The Senior Leadership Team will take all reasonable steps to ensure that the School's Health and Safety Policy is implemented and that guidance documents are followed and monitored throughout the School.

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

- 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, along with 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.
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision.
- Ensuring adequate emergency procedures are in place.
- The consultation with staff on matters affecting health and safety.
- Provision and dissemination of health and safety information received.
- Monitoring and review of health and safety standards and accident statistics.
- Encouragement for staff to participate in the promotion of health and safety standards in the School.
- Access to competent advice with reference to health and safety matters.

This Policy and referenced documentation is available to all staff. A hard copy of the Policy document can be found displayed in the Staff Room and within staff handbooks.

This Policy will be reviewed as necessary at regular intervals.

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

Date Date for Next review

SECTION TWO – ORGANISATION AND ARRANGEMENTS

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the Governors' health and safety policy:

2.1 Safety Responsibilities – Management

(For this purpose, a manager is any person who exercises a supervisory function over employees.)

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment that are safe and without risk to health.

To this end the Governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed.

2.2 Safety Responsibilities – Staff & Pupils

It is the duty of all staff and pupils to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.

SECTION THREE – HEALTH AND SAFETY DUTIES

3.1 Governors

The Governing Body, as the employer of staff, has overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with the safety policy statement. The Governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy. Governors are responsible for keeping up to date with changes in legislation, which can be obtained from the Welsh Assembly Government's "Governors Guide to the Law" and from LEA guidance. This policy will be reviewed and updated as necessary on an annual basis.

3.2 The Headteacher

Without limiting the responsibility of the Governors, the Head will oversee the day-to-day management of safety and implementation of this policy within the school.

The Head will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He/she must:

- Make him/herself familiar with documentation and instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements.
- Take account of any advice and guidance set out in the LEA's Health and Safety Information System, organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- Ensure that all statutory registers and records are accurately kept.
- Ensure that all staff in his/her control are adequately trained and fully aware of the hazards involved in their work.
- Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures.
- Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken.
- Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned.
- Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn.

If during an inspection variations from this policy are observed, immediate and effective steps must be taken to rectify the situation.

- Take appropriate action under the disciplinary procedures against anyone under their control found not complying with the letter and spirit of this statement.

The Headteacher may nominate a deputy or senior member of staff to undertake some or all of these roles. He/she will be responsible for assisting the Head to achieve their duties. It may also be advisable to organise a line of communication through senior members of staff. It is essential that all staff be made aware of the arrangements which apply.

3.3 Senior Leadership Team and Heads of Department

With their special knowledge of the area of work for which they are responsible, these persons have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented.

To this end they are expected to ensure that all employees under their

supervision know the relevant safe working practices and that the arrangements for working are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected by the work supervised.

3.4 Health & Safety Officer

Responsibility for day to day Health & Safety has been delegated to the Estates Officer. At St Illtyd's this is Mr Peter Hill. He is responsible for:

- Providing a tour of the site to new staff and volunteers.
- Completing periodic checklists to ensure communal parts of the school are safe.
- Maintaining a maintenance log of essential equipment, such as fire extinguishers and alarms.
- Investigating reports of health and safety issues, and advising the School Business Manager and the Headteacher on remedial works.
- Fencing off serious and immediate risks.
- Remedying health and safety issues, where it is safe and practicable to do so.

3.5 All Staff

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazard and defects to the Headteacher, Head of Department or Health & Safety Officer and take immediate measures to protect persons from risk where this is significant and imminent.
- Conduct their activities so that their own and others' risks are minimised appropriately.
- Contribute to future development of this policy.

3.6 Pupils

Whilst the Governing Body and Staff have a responsibility to ensure the health, safety and wellbeing of students within the school, the students themselves also have a collective responsibility to ensure their actions are safe and cause no harm to others. They are expected to:

- Exercise personal responsibility for themselves and others in their class
- Observe standards of dress consistent with safety and hygiene.
- Observe all safety rules of the school, in particular the instruction of any staff

- member given in an emergency.
- Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

SECTION FOUR – MANAGEMENT GUIDANCE

Where appropriate, when national codes of practice, Health and Safety Executive guidance and other formative documents, including those adopted by Cardiff LEA as a part of their Health and Safety Information System are published, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to pupils and other visitors to the premises.

In liaison with the Governing Body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

SECTION FIVE – SPECIFIC ARRANGEMENTS

The detail of the organisation for communication and managerial responsibility are set out in Part B of this policy.

The detail of particular arrangements, including the monitoring procedure, is set out in Part C of this policy.

SECTION SIX – A COMMITMENT TO TRAINING

The Governors, through the Headteacher, are responsible for ensuring that members of staff, voluntary helpers and pupils are trained so that the activities of the school are carried out safely.

The Head is responsible for developing training procedures within the school. He/she will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and safety training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

SECTION SEVEN – SAFETY CONSULTATION

Recognised trade unions may appoint safety representatives by statutory right. They will function in accordance with the Health and Safety Commission's 'Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the Head and the Governing Body.

SECTION EIGHT – CONTRACTORS

Any contractor or sub-contractor employed to do work for, or in, the educational establishment, will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or child, visitor etc at risk of injury is to notify the Head who will raise the matter with the contract

supervising officer, or directly with the contractor.

PART B

MONITORING OF HEALTH AND SAFETY IN THE SCHOOL

The Chair of Governors is:	Maureen Greening
The Governor(s) with nominated responsibility for health and safety is/are:	David Slade
The responsibility for day-to-day oversight of the Governors' responsibility is vested in:	Elizabeth York
The Head will be assisted by:	Gareth Dyer Peter Hill
Union representation is by:	School Union representatives
Staff interests are represented by:	Mark Southwood
Child interests are recognised by:	Elizabeth York

NB The Governor(s) with nominated responsibility will not be any more responsible for health and safety within the school than any other Governor. He/She will have no personal decision-making powers in relation to health and safety. However, they will:

- Take a special interest, ensuring the Governing Body is meeting its objectives and pointing out health and safety implications of items under consideration.
- Support the Headteacher in the strategic management of health and safety.
- Provide a contact point for information, support, training and guidance from Cardiff LEA, the Welsh Assembly Government and the HSE.

The Governing Body has adopted the LEA's Health and Safety reporting system. It recognises that the LEA has addressed many of the major risks that schools face and has issued policies and codes of practice. Part C of this policy demonstrates how this advice is implemented, considering in particular access to this information by all who need to use it and any training needs.

Risk assessments are undertaken by competent members of staff to evaluate the health and safety risks to staff and students at a local level. These assessments will be stored in a Health & Safety file kept by the Headteacher. In accordance with the Management of Health and Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing.

The Governing Body shall receive reports at each termly meeting on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular procedure reviews shall be undertaken in the light of operational practice, new laws and policy/directives from the LEA. Operational practices and procedures shall be constantly monitored by the Head and Health & Safety Officer. Accident reporting forms will be analysed periodically to identify any increase or trends in particular types of accident. The Governing Body shall prepare an annual action plan to address deficiencies in health and safety.

PART C

SPECIFIC ARRANGEMENTS

The following arrangements demonstrate how the School will implement its Health and Safety Policy in conjunction with Cardiff Council's Health and Safety Policy for the Schools & Lifelong Learning Service. Links to other documents which form part of this policy are shown. Any further guidance required can be obtained from the Headteacher or the Health and Safety Officer. Alternatively assistance can be sought from Jan Lewis, the Schools Health and Safety Adviser at Cardiff Council. Jan can be contacted on 029 2087 3967 or by e-mail at JaLewis@cardiff.gov.uk.

Accident / Incident Reporting, Recording & Investigation

Accidents and incidents should be reported immediately to the Office Manager in the first instance. An accident form will be fully completed by a member of staff detailing the accident, full circumstances surrounding the incident including times and persons involved. Any serious breach of this health and safety policy will be immediately investigated by the Headteacher and the Health and Safety Officer. This form is passed to the departmental line manager for their comment and completion of a risk assessment. This form is returned to the Headteacher before being sent to the Health & Safety team at County Hall within 2 days of the incident. Any remedial works required should be reported to the School Business Manager for inclusion in the planned works schedule.

Reporting Forms: 4.C.043 – Staff Accidents
 4.C.045 – Pupil Accidents (4.SC.PD.003)
 4.C.046 – Violence at Work

Codes of Guidance: 1.CM.012 – Accident Reporting
 1.CM.122 – Accident Investigation

Activity / Provision Safety [including those taking place out of School]

All staff undertaking extra-curricular activities should ensure that an appropriate risk assessment has been completed by themselves or their Head of Department. As part of the risk assessment procedure, it should be identified that the person running the activity is suitably qualified, aware of potential health and safety concerns arising from the activity and a thorough understanding of the school's health and safety policy and procedures. If handling hazardous substances or by-products, staff should be fully aware of their responsibility in ensuring the wellbeing of participants.

Administering Medication

Please refer to separate School Policy on the Administration of Medication.

Asbestos

The Headteacher and School Business Manager have day to day responsibility for the Asbestos Management Plan. The Asbestos Log is located in the Boiler Room. All contractors commencing work in the school should check the Asbestos Log. Any work that could affect the fabric of the building should not commence until approval is obtained from the School Business Manager or Estates Officer in the form of a completed permit to work. These forms are held in the Asbestos Log.

St Illtyd's does not contain any recorded Asbestos. Regular surveys of the
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school will be arranged by Cardiff Council. Should any suspect material be discovered, the area will be vacated immediately and a report made Cardiff Council's Asbestos Controlling Officers on 029 2078 8061 or 029 2078 8056.

Code of Guidance: 1.CM.177

Blood/Bodily Fluid Spillages

Spills of this kind can easily lead to the swift spread of infections and disease, such as Norovirus. A risk assessment will be undertaken on an annual basis to acknowledge and minimise the risks to staff and students from bodily fluid spillages. All first aid trained members of staff have access to spillage kits.

Upon a spillage being discovered, the Estates Officers should be notified immediately. They will use a spillage kit to cover the spill to aid cleaning and reduce the risk of airborne transmission. Once the spill has been cleaned away it will be immediately disposed of securely. The area of the spill will be thoroughly cleaned to remove any residual risk.

Contractors

Wherever possible, contractors should only be selected if they appear on Cardiff Council's Approved Contractor List. By appearing on this list they have satisfied the LEA that they can competently discharge their health and safety legal duties to protect their employees and others affected by their undertaking. If contractors are selected who do not appear on this list, the school will require sight of their Health and Safety Policy, as well as obtaining references on previous work as part of the tendering procedure.

All contractors working on site are required to sign the visitors book at Reception and wear a Visitor badge at all times. They will be greeted by the Estates Officer or the School Business Manager on a daily basis and escorted to their place of work. On their first day they will be introduced to the Health and Safety policy of the school, with specific regard to fire evacuation procedures, Asbestos, Permit to Work and safe working arrangements.

The School Business Manager is the appointed person within the school to manage contractors. Any concerns should be raised to him/her, so that it can be progressed with the contract manager.

Code of Guidance: 1.CM.114

Curriculum Areas

Heads of Departments will be responsible for creating and holding risk assessments in relation to the activities taking part in their departments as part of curriculum delivery. Whilst all departments should be able to demonstrate risk minimisation, the following departments should have comprehensive assessments due to the nature of the work involved:

Science, Art, Textiles, Food Technology, Resistant Materials, Hairdressing, Physical Education, Drama, Business Studies & Extended Opportunities

Display Screen Equipment [DSE]

The nominated DSE assessor is the School Business Manager. All regular users of DSE equipment in an office environment will undertake an annual assessment with the School Business Manager. This is to ensure the risks of

using this equipment are minimised, the furniture and equipment used are fit for purpose and adjustable. The process also informs the user of the risks to health and safety involved in using DSE, the importance of regular breaks, correct posture, placement of equipment, and the adjustments available to them.

Assessment Form: 4.C.048
Code of Guidance: 1.CM.016

Electrical Equipment [fixed & portable]

The Electricity at Work Regulations 1989 requires all electrical systems to be maintained in a safe condition. In order to comply with this all electrical equipment owned or used by the school will be checked on an annual basis. This contract is currently held by Cardiff Council's Buildings DSU. Equipment should have a sticker on the plug with the test date. Equipment purchased after the testing date will not have a sticker, but may be used and will be tested on the next test date.

Prior to use all equipment should be checked to ensure it is in a useable condition. An item should not be used under any circumstance if there is a problem with the power cord or plugs. This should be notified to the School Business Manager, who will arrange for a qualified electrician to examine and rectify the issue.

Under no circumstance should personal electrical items be used in school unless they have been tested and have a valid test sticker on the plug.

Code of Guidance: 1.CM.032

Emergency Procedures

Emergency procedures are well established within the school, developed by the Headteacher in conjunction with LEA guidance

Type of Emergency	Location(s) of procedure / guidance within School
Fire Evacuation	Procedure shown on the door in every room of the school.
Bomb Alert	Procedures kept in Estates Office, School Business Manager and Reception
Gas Leak	Procedures kept in Estates Office, School Business Manager and Boiler Room.
Electrical Fault	Procedures kept in Estates Office, School Business Manager and Switch Room and Boiler Room.
Water Leak	Procedures kept in Estates Office, School Business Manager and Boiler Room.
Storm / Flood / Weather Damage	Procedures kept in Estates Office, School Business Manager and Boiler Room.
Person Threatening Violence on Site	Procedures kept in Estates Office, School Business Manager and Reception
Dangerous Animal(s) on Site	Procedures kept in Estates Office, School Business Manager and Reception

Fire Precautions & Procedures

Please refer to the School's Fire Evacuation Policy and Procedure.

First Aid

The nominated First Aiders within St Illtyd's are:

Mrs C Ash	Reception
Mrs A Boase	Reception
Mr A Hill	Estates Officer
Mr P Hill	Estates Officer
Mrs S Smart	Science

These staff have been fully trained in first aid and are the only people permitted to administer first aid to staff, pupils and visitors to the school. They all have access to their own first aid boxes and stock, and notify the School Business Manager when replenishment orders are necessary.

Where an accident requires the attendance of an ambulance, reception staff will attempt to contact the student's nominated family members to attend. Should they be unable to get to the school, then the first aider will accompany the student to hospital until such time as a family member can attend.

Those trained in first aid will receive an allowance of £104 per year, paid in monthly instalments. In order to retain this they must make themselves available whenever they are needed, and commit to refresher training every two years prior to the expiry of their current training certificate.

Code of Guidance 1.CM.019

Glazing

External windows within the school are double glazed, which reduces the risk of glass coming into classrooms if an external pane is broken during the school day. To reduce the risk that broken glass poses even further, all window panes should use safety glass – either laminated or tempered. This reduces jagged edges, and the risk of injury from large sharp pieces of glass. Where it has been identified that existing glass is not laminated or tempered, then a safety film should be installed over the glass to reduce the risks from breakage.

Hazardous Substances [COSHH]

All hazardous substances will be kept secure and locked away at all times, except when it is being used. Under no circumstances should pupils have access to these items. If pupils come into contact with them as part of the curriculum, they should always be fully supervised by staff who are aware of the risks posed by the substance. Where possible dangerous substances used as part of curriculum delivery will be exhibited within controlled environments, such as fume cupboards.

Hazardous Substance Assessment records will be completed for all substances held on school premises, along with a risk assessment. Substance data sheets from manufacturers should be held together in an easily accessible location within the department, should there be an accident with the substance. Any additional LEA guidance should be followed at all times.

Code of Guidance 1.CM.033

Health and Safety Advice

Where additional advice and support is required, this should be obtained from the LEA's Health & Safety Advisers. The nominated adviser for schools is Jan Lewis, who can be contacted in 029 2087 3967. Codes of Guidance are available on the Council's CIS system, with a number of these already referenced in this policy. There is also a Health & Safety section within the Schools & Lifelong Learning Intranet site, with links to guidance from the HSE and other external bodies.

Housekeeping, Cleaning & Waste Disposal

The school premises are cleaned on a daily basis throughout each term by Cardiff Council's Cleaning DSU. The current contract runs to March 2013. As an external contractor, they are aware of their responsibilities to ensure the health and safety of their workers as well as school building users. This includes using yellow warning signs where floors may be wet, and taking care with trailing electrical leads.

Bins in classrooms, corridors and offices are emptied daily by the cleaning contractors, with the contents removed to the bin store. Recycling bags should only be used in recycling collection bins. Internal litter will be cleared immediately after breaks. External litter will be collected daily, with areas prioritised throughout the week. The green recycling bins are emptied fortnightly by Cardiff Council for free as part of the "Schools Recycling" campaign. General refuse and additional recycling bins are emptied three times a week by SITA, whose contract runs until June 2013.

Sanitary disposal units are provided, and are located in all female toilets and changing rooms. These are collected and replaced on a monthly basis by Cannon Hygiene, whose contract currently runs until March 2013.

Ice & Snow

Where ice is affecting the school site, the Estates Officer will commence gritting as soon as possible. The priorities are the driveway from the gate to the bottom car park; steps to the main entrance, the student path from the Redgra to the DT entrance and the C Block student entrance. Other areas will be treated wherever possible.

Where snow is affecting the school site, the Estates Officers will work to clear a safe path from the entrance gate to the school building for students, allowing the school to open as soon as possible.

Induction of Staff

All new members of staff and volunteers will have a tour of the school on their first working day, conducted by the Health and Safety Officer. Whilst this tour presents the layout of the school building, it also highlights the available evacuation points from the school. All staff are expected to make themselves aware of their primary and alternative evacuation routes from their normal place(s) of work in case of evacuation.

Initial Teacher Training

Students working in the school as part of their training will have a full induction, similar to new members of staff. They will be introduced to the school's health

and safety policy, and must comply with this as if they were a member of staff. Any negligence on a student teacher's behalf will be investigated, and reported back to the educational establishment where necessary. Student teachers should not be left to teach classes unsupervised.

Legionella

The school's Water Log Book is located in Reception. This log book includes a risk assessment for the water system. As part of the water servicing contract, shower heads are cleaned and sterilised at least 4 times per year to minimise risk. All disinfection reports and certificates are held on file for inspection.

Code of Guidance 1.CM.124

Lettings

The school's Sports Barn can be hired out to external organisations and sporting groups when not in use by pupils of the school. The periods the Barn is available for hire include Monday to Friday 18:00 to 21:00, and Saturdays from 09:00 to 17:00. One of the Estates team are required to be on site at all times whilst the Barn is rented out in order to monitor use of the building. School resources should not be used by any external organisation when hiring the barn without prior approval from the School Business Manager.

Fire evacuation procedures are clearly displayed in the Barn foyer, changing rooms, fitness suite and the main Barn area. Emergency lighting is installed throughout the Barn, and tested on an annual basis.

Lone Working

Lone workers are defined as people who work by themselves without close of direct supervision. This can include working on their own in a building, working outside normal operating hours, or working separately from others in isolated areas of the building.

Estates staff are classed as lone workers when they supervise Barn lettings. A risk assessment should be completed and updated to minimise the risks posed to the team. Points of contact have been established, ensuring that other staff are able to attend the school site in case of an emergency or incident.

Code of Guidance 1.CM.025

Maintenance / Inspection of Equipment

The following items are tested, maintained and serviced on an annual basis:

Access Control	Sonic Alarms
Alarm – Fire	Tremorfa (through Buildings DSU)
Alarm – Intruder	Security Centres
Boilers	Lorne Stuart (through Buildings DSU)
CCTV	Sonic Alarms
Electrical Items	Cardiff Council
Emergency Lighting	Tremorfa (through Buildings DSU)
Extraction Units	Lorne Stuart (through Buildings DSU)
Fire Extinguishers	Advanced Fire Protection
Fume Cupboards	Roperhurst (through Buildings DSU)
Kiln	Celtic Kilncare Ltd
Lifts	OTIS (through Buildings DSU)
Water Systems	Hydraclean (through Buildings DSU)

Other items to be inspected regularly before each use include:

Gym Equipment	Ladders
Gym Mats	Roller Shutters
	Tower Platforms

Manual Handling & Lifting

Lifting of heavy items should only be undertaken by members of staff who have been fully trained in the correct procedures. This is currently the Estates Officers. The lifting techniques used will be monitored periodically to ensure compliance with procedures. In order to reduce the need for lifting and carrying items, procedures have been put into place. Folding trolleys are available from Reception to carry small to medium weight items. Large or bulky items should always be transported on the flat-bed trolley by the Estates Officer. Care should be taken when adding items to or removing items from a trolley.

Minibus

From September 2010 drivers will only be permitted to drive the school minibus where they have undertaken a driver safety course run by Cardiff Council. A record of staff who have undertaken this training will be kept and maintained by the School Business Manager.

Drivers with a full driving licence obtained prior to 1997 automatically have the D1 entitlement needed to drive minibuses, but must undertake the course in order to be covered by the Council's vehicle insurance. Those with licences obtained during 1997 do not automatically have this entitlement, and attendance on the course will only permit them to drive the school minibus. It will not result in D1 entitlement.

The minibus is serviced and put through its MOT in September of each year. In addition the bus has a brake test every 13 weeks to ensure it remains roadworthy.

The bus should be checked every time it is used, to ensure the bus is in a fit condition to be used on the public highway as well as for the health and safety of its passengers. The checklist is kept on the dashboard of the minibus. If this checklist is not completed, then staff will be barred from using the bus. Drivers should also follow the school policy on using the minibus.

The minibus is also checked upon its return by the Estates Officer, with any damages noted and rectified as soon as possible. Any costs arising from this can be charged to the department using the bus.

New and Expectant Mothers

Upon request, the school will complete a risk assessment for expectant mothers working within the premises. This is completed in conjunction with the LEA's Health and Safety Adviser.

Any risk to the health of an expectant mother or baby from disease, infection or other dangerous occurrence will be notified to staff via briefings and notices in the staff room.

Code of Guidance 1.CM.030

Off-Site Organised Activities [including Duke of Edinburgh]

The person delegated with acting as the school's Educational Visit Co-ordinator (EVC) is the School Business Manager. Staff organising trips and activities off site during the school day are required to comply with the School Trip Guidance and Policy, available from the Office Manager. Staff are required to complete a risk assessment for the activity before obtaining approval for the trip from the EVC and the Headteacher. If necessary LEA approval must also be sought for the trip. This is mandatory for trips abroad or residential trips, to ensure there are sufficient health and safety safeguards in place. Once approval is given, full details of the trip must be provided to the Headteacher and Office Manager. This will include estimated timings, destination, staff supervision, emergency contact details, transport details and parental consent forms.

Personal Protective Equipment [PPE]

From discussions with Heads of Department and completed risk assessments we will understand the need for appropriate PPE. Where the need for this equipment is identified from a risk assessment, it will be provided to each member of staff from the school's central budget. Staff should ensure that PPE assigned to them is stored securely and should follow instruction on its proper use. Staff should ensure that pupils wear appropriate PPE for any activities they are undertaking. Any problems with PPE should be reported to the School Business Manager immediately.

Code of Guidance 1.CM.034

Premises Security

Security of the school premises and those working inside it are of the utmost importance. A thorough risk assessment should be completed, revisited regularly and updated where necessary. The site boundary is edged with 8ft and 6ft steel fence and has one entrance from Newport Road. Street lighting is used along the main part of the driveway after hours, and external lights are placed around the school for safety and security.

Visitors are required to report to reception and sign in once their reason for visiting has been verified. Access to the Reception area is via the door entry system, with the front door and reception areas well covered by CCTV. All other external doors to the building are locked with magnets during the school day, with the exception of lesson changes, break and lunchtimes. All external doors have green door release buttons.

Reporting Defects

Potential hazards can be spotted by a Governors inspection, checklist completion by the Health and Safety Officer, members of staff or pupils. Once noticed they should be reported in writing to the Health and Safety Officer and the School Business Manager as soon as possible. This should be by logging the issue on the school's Room Booking System, or by completing a purple 'Repair and Maintenance Request' sheet located in the staff room. Any temporary control measures will immediately be put into place and remedial works organised.

Risk Assessments

Risk assessments will only be completed by competent and trained members of staff. This will include the Headteacher, School Business Manager, Heads of Department, Health and Safety Officer and Estates Officer. Generic risk

assessments are available from the LEA and can be customised to the school and the department to which it relates. Risk assessments should be held centrally as part of the school's Health and Safety file, with a copy retained within the department for staff reference. Assessments should be reviewed at least annually in order to ensure they remain valid and applicable.

Code of Guidance 1.CM.060

Smoking

Smoking is not permitted anywhere on the school site. This policy applies to all staff, students and visitors to the school. It is also against the law to smoke within the school building, the school minibus or within private vehicles if transporting other staff or students. Signs are displayed prominently at the school entrance and this policy is communicated to all staff and pupils.

Staff & Trade Unions

Staff are able to raise any issues or concerns regarding health and safety in a number of ways. The issue can be logged with the Headteacher, Health and Safety Officer, School Business Manager or the Staff Governor responsible for health and safety. Alternatively a union representative can be notified and asked to make contact on their behalf.

Staff Health & Safety Training / Competence

Whilst a health and safety tour is given to new staff by the Health and Safety Officer, individual departments should provide new staff with arrangements that relate directly to their work within their role. Attention should be given to completed risk assessments, need to order PPE, how PPE should be used, control of hazardous substances and training available to support these individuals in their role.

Staff with specific responsibilities for Health and Safety should receive adequate training in order to help them fulfil their role.

Stress / Staff Well-being

The Governing Body are committed to the wellbeing of all staff employed at the school. Staff should all be made aware of the counselling and welfare services that are available to them. This includes the LEA's Employee Counselling Service, Teacher Support Network and specific union facilities.

Cardiff Council Employee Counselling Service	029 2046 8565
Teacherline Cymru	08000 855 088

Traffic Management on Site

The school site has a blanket speed restriction for all vehicles of 10mph. There are separate entrances from Newport Road for vehicles and pedestrians, with a path following the driveway, and another across the Redgra. The school site includes a right of way to the Archdiocese's Pastoral Resource Centre, with a road running along the front of the school and around to the Centre, which has its own car park. The driveway separates the school field from the school building, and goes through a hard-standing area beside the Sports Barn.

The school has restricted hard-standing areas for pupils at break and lunchtimes, and the area beside the Barn is often used by students. A risk assessment has been completed, outlining the risks to pupils and will be

updated periodically. All deliveries to the kitchen should be made outside of break times, with no vans or lorries permitted to reverse unaided. The main gate is manned by a member of staff at break, lunch and at the end of the day to manage traffic coming onto site. Any further advice received from the LEA Traffic Safety Group should be followed.

Useful Contacts / Location of Isolation points

SERVICE	TEL / CONTACT	LOCATION OF ISOLATION POINT / DETAILS
Water	Dwr Cymru 0800 052 0130	Boiler Room
Electricity	WPD 0800 052 0400	Switch Room
Gas	Transco 0800 111 999	Boiler Room

Violence to Staff

Acts of violence towards staff and students will not be tolerated. Any instance of physical violence or verbal harassment should be reported immediately to the Headteacher and the Office Manager. A reporting form should be fully completed by the offended person. The Headteacher will investigate the incident and decide on any repercussions. All staff have been issued with pocket cards to help staff if they ever find themselves in this situation. Reception staff are placed behind a window to reduce the risk of attack from the main foyer.

Counselling services are available to staff if they have found themselves in this situation, including the LEA's Employee Counselling Service, Teacherline Cymru and Trade Union.

Code of Guidance 1.CM.058
Reporting Form 4.C.046

Visitor Management

All visitors to the school, including those working in the grounds and peripatetic staff, should sign in at Reception prior to commencing work. Visitors are required to wear an identification badge at all times, which should be surrendered at Reception when signing out from the school. Visitors should always be accompanied by a member of staff around the school.

School staff are required to sign out at reception if they are leaving the site during part of their normal working day.

Working at Height

When working at height, appropriate equipment must be used. Ladders and scaffold tower platforms are provided in order to assist with this. Ladders and stepladders must conform to safety standard BS EN 131, be checked before each use, and only be used for short durations. If longer use is required then the tower platform should be used. This must be put together by a competent person and inspected before every use. Equipment will be securely stored to minimise unauthorised use.

Staff will not complete work at excessive heights. Where access is needed at large heights, specialist contractors will be engaged to complete the work

required. They will use their own equipment, and are responsible for ensuring it is safe and appropriate for the job at hand. Under no circumstances are contractors allowed to use school ladders or platforms to carry out their work.

Students must not work at height. Under no circumstances are they to use ladders, and platforms, or to stand on chairs or tables.