



## **ST ILLTYD'S CATHOLIC HIGH SCHOOL**

### **HEALTH & SAFETY POLICY 2023/24**

#### **PART 1: STATEMENT OF INTENT**

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept with Julie Collins, Business Manager and Peter Hill, Estates Manager with a copy kept in the staff room and on the school 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) are available from Julie Collins, Business Manager and Peter Hill, Estates Manager.

## **PART 2: ORGANISATION**

As the school is Voluntary Aided, the responsibility for health and safety rests with the Governing Body.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

### **Responsibilities of the Governing Body**

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

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

## **Responsibilities of the Head Teacher:**

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

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

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

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

**Where tasks have been delegated to nominated individuals insert details below:**

Posts with a more specific responsibility for health and safety are:

Business Manager  
Estates Manager

**Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility**

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

## **Responsibilities of employees**

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

All employees have responsibility to:

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

## **Responsibilities of volunteers**

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

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

All volunteers have responsibility to:

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

### PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Risk assessment:</b> Risk assessments are completed, and relevant information provided to staff.</p>	Business Manager	Business Manager to coordinate and ensure that they are completed by the appropriate member of staff.
Risk assessments are reviewed regularly/ following significant change.	Business Manager	Reviewed every two years
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Business Manager	<p>Business Manager to coordinate and ensure that they are completed by the appropriate member of staff.</p> <p>Business Manager, or under Health &amp; Safety SLA</p>
<p><b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	Business Manager	Business Manager to complete, taking advice from Health & Safety advisor if appropriate.
<p><b>Educational and offsite visits:</b>  A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	Business Manager	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Business Manager	Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p><b>Health and Safety Monitoring and Inspections:</b></p> <p>General inspections of the site will be conducted periodically.</p>	Estates Manager	<p>General site inspection: termly</p> <p>Visual inspection of chairs and furniture: Annually</p>
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Estates Manager	
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Governing Body	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	Governing Body	Meet with Business Manager & Estates Manager on a termly basis.
<p><b>Health and Safety Information instruction and training:</b></p> <p>The health and safety law poster is displayed in school</p>	Business Manager	Reception Office and Staff Room
<p><b>Health and safety training:</b></p> <p>Health and safety induction training will be provided and documented for all new employees.</p>	Business Manager	Induction training is carried out within one month of start date.
<p><b>Programme of health and safety training</b></p> <p>All employees are provided with:</p> <ul style="list-style-type: none"> <li>• induction training</li> <li>• update training in response to any significant change;</li> <li>• training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where</li> </ul>	<p>Business Manager</p> <p>Estates Manager</p>	<p>General induction is taken during the first day of employment.</p> <p>Staff meeting time is used to give whole team training.</p> <p>Specialist guidance is used in some areas (SYPOL, CLEAPSS etc)</p> <p>Training can be given by school's H&amp;S Officer</p>



<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
required		
<p><b>Training records:</b></p> <p>Relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p>	Business Manager	<p>Records of training attended are held in the H&amp;S files in the Business Manager's office.</p> <p>Line Managers/Business Manager to ensure appropriate refresher training is undertaken.</p>
<p><b>Fire Safety:</b></p> <p>Fire notices and instruction to staff are posted throughout the school.</p>	Estates Manager	All rooms have fire evacuation notices and notices are placed by call points.
Fire drills are undertaken termly, and a record kept in the fire logbook.	Estates Manager	Estates Manager to arrange termly. Drills are recorded, timed and logged.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Assistant Head (Inclusion)	PEEPs are written by the AHT Inclusion and shared with all inclusion staff. Key staff identified and issued with timetables to assist with evacuation.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with a small fire if it is safe to do so without putting themselves or others at risk.	Business Manager	See Appendix 1 Fire Evacuation Plan.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Business Manager	Staff will be made aware of the type and location of portable fire fighting equipment within their departments and/or classroom, along with receiving basic instruction on its correct use. Key departmental and Estates staff are familiar with the location

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p><b>Inspection/maintenance of emergency equipment:</b></p> <p>Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Estates Manager</p>	<p>of service isolation points.</p> <p>Fire Safety Checklist is completed on a monthly basis.</p>
<p><b>Statutory maintenance:</b></p> <p>The school has opted into the Authority's statutory maintenance contracts.</p>	<p>Business Manager Estates Manager</p>	<p>The school does not use the FM SLA, and arranges all maintenance and servicing itself. All records are uploaded onto RAMIS.</p> <p>Please See Appendix 2 regarding statutory maintenance.</p>
<p><b>Portable Appliance Testing (PAT):</b></p> <p>The school has opted out of the Authority's internal PAT testing arrangements.</p>	<p>Estates Manager</p>	<p>Tests conducted on high risk appliances every two years.</p>
<p><b>Control of Legionella:</b></p> <p>The school will adhere to the Authority's policy and guidance. The school have opted into the statutory maintenance contract relating to the control of legionella bacteria.</p>	<p>Estates Manager</p>	<p>Estates Staff to undertake the weekly flushing of little used outlets and the monthly temperature checks</p>
<p><b>First aid arrangements:</b></p> <p>A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Business Manager</p>	<p>Signage around school and First Aid Policy outlining staff trained to deliver first aid. All have First Aid at Work qualification</p> <p>See Appendix 3 for first aid trained staff.</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
		<p>The Headteachers PA maintains a register of qualified first aiders.</p> <p>First Aid boxes are located in: Reception, Estates Office, Wellbeing Hub, Medical Room, Science Prep Room &amp; DT Office.</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Assistant Head Inclusion</p>	<p>Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training. Specialist first aid arrangements are detailed in the individuals pupil/staff risk assessment.</p>
<p><b>Head Injuries:</b></p> <p>If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Deputy Headteacher</p>	<p>Parents/Carers are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>
<p><b>Transport to hospital:</b></p> <p>Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p>	<p>Deputy Headteacher</p>	<p>The Headteacher will decide who accompanies the pupil, and who notifies the relevant parent/guardian.</p> <p>The Pupil Accident Report Form will be completed and submitted to the Services and Compliance Section, Education Department.</p>
<p><b>Administration of medication:</b></p> <p>Medication will only be administered in school in accordance with the WAG</p>	<p>Business Manager</p>	<p>Managing Medicines Policy in place to manage storage and issue of prescribed medication to pupils.</p> <p>Managing medicines in schools</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
guidance document: Access to Education and Support for Children and Young People with Medical Needs.		paperwork to be completed for any pupil who needs prescribed medication administered in school.
<p><b>Medical Care Plans:</b></p> <p>Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	Assistant Head – Inclusion.	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p><b>Communicable diseases:</b></p> <p>The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	Headteacher/Deputy Headteacher.	If it is suspected that there is an outbreak of any type of infection, the Services and Compliance Team will be contacted by the Headteacher or Deputy Headteacher.
<p><b>Accident reporting procedures:</b></p> <p>Any accident which results in an injury will be recorded and where appropriate.</p>	Business Manager	PA to Leadership Team to ensure accidents are recorded. Incident investigated by HT or BM. Form sent to LA H & S Team.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Business Manager	Incident reported to SLT and investigation completed. Risk assessment completed if necessary and risk reduced.
<p><b>RIDDOR reporting:</b></p> <p>Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	Headteacher	<p>The school will forward details of accidents or cases of work-related ill health to the Health and Safety Division.</p> <p>Where appropriate the health and safety division will report under RIDDOR and investigate the accident.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Investigating accidents and incidents:</b></p> <p>Accidents and incidents are investigated to an appropriate standard.</p>	<p>Headteacher</p>	<p><b>Low Level</b> investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p><b>Medium</b> level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p><b>High Level/Reportable Incidents:</b> School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.</p>
<p><b>Violence at work – Employee protection:</b></p> <p>All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Headteacher</p>	<p>Risk assessments for Violence at Work have been undertaken and communicated to all relevant staff.</p> <p>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)</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors.</p>		<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
Where appropriate this will include issuing school site exclusions.		passed to the Authority to investigate and issue appropriate sanctions.
<p><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and logbook are made available to all contractors.</p> <p><b>Updating information:</b></p> <p>The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	Headteacher	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Estates Manger or checking the survey for the school.</p> <p>Survey and log book are held on Reception.</p> <p>There is no recorded asbestos in the school.</p>
<p><b>Work to the fabric of the building:</b></p> <p>All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	Estates Manager	All contractors view the survey and sign the logbook before undertaking work.
<p><b>Asbestos condition monitoring:</b></p> <p>School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	Estates Manager	Asbestos condition monitoring is completed by the Estates Manager and is also available under the Health and Safety SLA.

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p><b>Reporting damage/deterioration in asbestos containing material:</b></p> <p>Must be reported and documented.</p>	Estates Manager	Any damage or deterioration is reported to Business Manager who will contact The Council Asbestos Team – 029 2087 3467
<p><b>Unauthorised work:</b></p> <p>Any contractor who is suspected of carrying out unauthorised work on the fabric of the building or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>	Estates Manager	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Business Manager who will contact The Council Asbestos Team – 029 2087 3467
<p><b>Managing contractors:</b></p> <p>The school will adhere to the Authority's policy and guidance.</p> <p><b>Technical expertise:</b></p> <p>Where appropriate works are arranged through a technical departments</p>	Estates Manager	
<p><b>Contractors and visitors on site:</b></p> <p>All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	Business Manager	<p>All contractors must report to Reception and ask for the Estates Manager or Business Manager.</p> <p>All contractors must sign in the Visitors Book located in Reception. Information regarding school evacuation procedures and relevant information to the contractors will be provided. The Estates Manager will ensure this has been done.</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p><b>School managed building/environmental projects:</b></p> <p>Where the school undertakes building/environmental projects direct, the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	Business Manager	These are managed by Business Manager who will ensure that landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
<p><b>Contractor selection and vetting:</b></p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Estates Manager	<p>Where possible school will use Authority registered contractors.</p> <p>Where Contractors who are not registered the Estates Manager will undertake appropriate competency checks prior to engaging a contractor</p>
<p><b>Contractor risk assessments and method statements:</b></p> <p>Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	Business Manager  Estates Manager	Risk assessments and method statements are discussed and agreed prior to work commencing.
<p><b>Ground maintenance and cleaning contracts:</b></p> <p>The school have opted out of the contracts operated by the Authority for grounds maintenance and Cleaning.</p>	Business Manager	<p>Grounds Contractor – Countrywide</p> <p>Cleaning – Inhouse – St Illtyd's Catholic High School</p> <p>Method statements and company Health &amp; Safety policy kept on file, along with copies of insurance certificates.</p>
<p><b>Lone Working:</b></p> <p>Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without</p>	Business Manager	LA procedures on lone working are followed. Staff should sign in and out of the building during school closure periods.



<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
immediate access to assistance should be risk assessed to determine appropriate control measures.		Staff to inform Estates Manager/Business Manager in advance of time expected to finish lone working. They must have access to mobile telephones. Doors remain on maglocks to prevent unauthorised entry.
<p><b>Work involving potentially significant risks:</b></p> <p>A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>	Business Manager can write or provide advice to Heads of Department.	Detail any tasks that should not be completed whilst working alone and those affected.
<p><b>Working at height:</b></p> <p>All working at height should be risk assessed and appropriate controls introduced.</p>	Business Manager	Working at height risk assessment is completed and shared with Estates staff. Regular checks of tower equipment and ladders prior to use. Training undertaken
<p><b>Putting up displays:</b></p> <p>Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.</p>		Suitable equipment is available within departments, Estates or Reprographics.
<p><b>Play equipment;</b></p> <p>All PE equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	Business Manager	PE Equipment annual inspection is completed by Steve Jones, Gymnasium Services, arranged by Head of P.E.
<p><b>Hazardous substances:</b></p> <p>Where possible hazardous</p>	Estates Manager	Estates Manager will maintain a register of COSHH items and will

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p>materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>		<p>complete a basic COSHH assessment (via SYPOL).</p> <p>Staff must adhere to the health and safety measures listed on the product's safety data sheet, supplied by the Estates Manager, including wearing of Personal protective equipment where required.</p> <p>The Estates Manager is responsible for overseeing products used by the cleaning staff.</p>
<p><b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>Business Manager</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p><b>Paediatric manual handling:</b> Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p>	<p>Assistant Head Inclusion</p>	<p>Under the Health and Safety SLA a school is able to request a Care Handling Plan for pupils with mobility needs.</p>
<p><b>Working with computers:</b> The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main</p>	<p>Business Manager</p>	<p>DSE assessments are carried out by the school's Health &amp; Safety Officer and Business Manager.</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
part of the job will complete a workstation assessment.		
<p><b>Vehicles:</b></p> <p>The school will make every effort to reduce the risks associated with vehicles on site.</p> <p>Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	Headteacher	<p>The main school gates are closed 8:15-8:30 and 14:50-15:00. Cars encouraged to drop off at front of school and not drive to Sports Hall area.</p> <p>Traffic management risk assessment completed by Health &amp; Safety.</p> <p>Deliveries asked to avoid break and lunch times. Pastoral Centre should also avoid driving through site at these times.</p>
<p><b>Minibuses:</b></p> <p>The school maintain and operate a minibus.</p> <p>Only authorised nominated drivers are permitted to operate the minibus</p>	<p>Estates Manager</p> <p>Business Manager</p>	<p>The minibus is serviced every 12 weeks by SJC Motors with annual checks by Central Transport.</p> <p>Business Manager maintains a register of drivers authorised to drive the minibus.</p> <p>All staff authorised to drive the minibus have been assessed by an authorised Cardiff Council approved assessor and are authorised to drive the mini bus under Cardiff Council.</p> <p>Insurance is arranged through LA policy.</p>
<b>Wellbeing:</b>	Relevant Line Manager	A return to work interview is conducted for every absence. A

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
<p>The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to wellbeing.</p>	<p>Headteacher</p>	<p>risk assessment/referral to Occupational Health would be undertaken if appropriate.</p> <p>School staff have access to CAREFIRST via the Local Authority.</p> <p>School has regular line manager meetings for staff to raise any wellbeing issues.</p>
<p><b>Shared use of premises/ hiring rooms to third parties.</b></p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Business Manager</p>	<p>Any lettings are made via Business Manager/Estates Manager.</p> <p>Hirers to complete and sign letting agreements and provide necessary documents for hire.</p>
<p><b>Physical education (PE):</b></p> <p>Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum</p>	<p>Head of Department, P.E.</p>	<p>The PE department have a Health and Safety Policy, with appropriate risk assessments. Copies to be kept in the P.E. department.</p> <p>Activities will be risk assessed and clear instructions given to pupils at the start of each activity.</p>
<p><b>Science:</b></p> <p>Specific procedures will be implemented within the Science, Design</p>	<p>Head of Department, Science.</p>	<p>The Science department have appropriate risk assessments in place.</p>

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
Technology and Art departments to reduce risks from equipment and processes to a minimum.		Activities will be risk assessed and clear instructions given to pupils at the start of each activity. Copies to be kept in the Science department.
<b>Design Technology:</b>  Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Head of Department, DT.	The DT department have appropriate risk assessments in place.  Activities will be risk assessed and clear instructions given to pupils at the start of each activity.  Use of PPE as and when necessary.
<b>Art and pottery:</b>  Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Head of Department, Art.	Activities will be risk assessed and clear instructions given to pupils at the start of each activity.  Use of PPE as and when necessary.
<b>The Kiln</b>	Head of Department, Art.	Activities will be risk assessed and clear instructions given to pupils at the start of each activity.  Use of PPE as and when necessary.
<b>Music, Drama and Performing Arts:</b>  Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Head of Department, Music.	Activities will be risk assessed and clear instructions given to pupils at the start of each activity.
<b>Stage equipment:</b>  All stage equipment is	Estates Manager	Portable staging and curtains are checked monthly.

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
maintained in good working order and periodically inspected.		Visual inspection undertaken for lights and other equipment termly.
<b>Work Experience for pupils:</b> Detail the arrangements for arranging work experience placements.	Deputy Headteacher	These are ad-hoc and undertaken by the Deputy Headteacher and Safeguarding Lead, with support from LA Officers and H&S.
<b>Review of health and safety policy:</b>  It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Business Manager	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

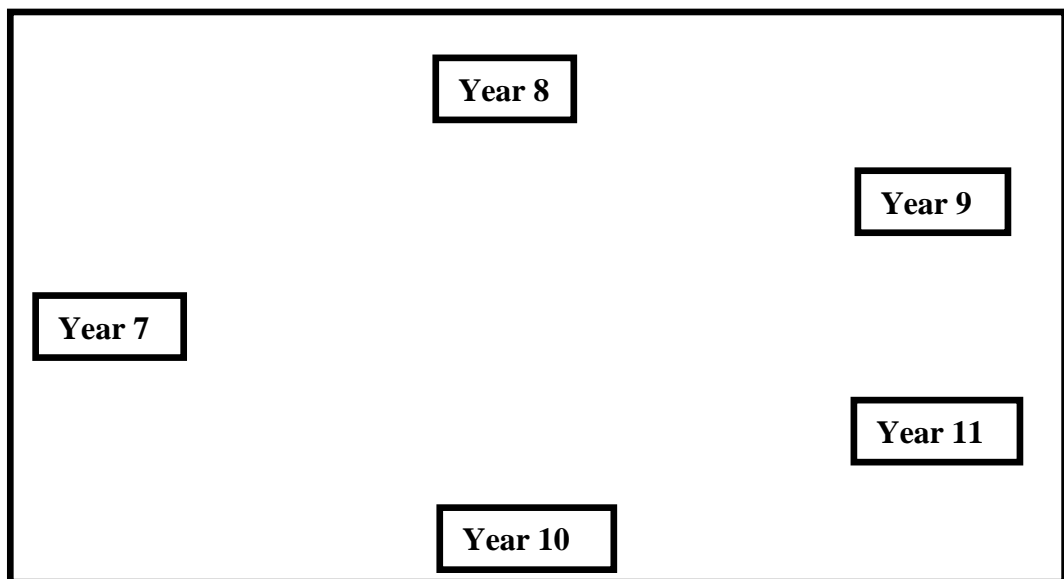
## APPENDIX 1

### FIRE INSTRUCTIONS

Fire Drill practices will be held each term. There must be a Fire Drill Notice in every classroom. The signal for a Fire or Fire Drill is a continuous bell or siren lasting for longer than 15 seconds. The place of assembly is the Redgra for all year groups. The diagram clearly marks where everyone should be. All staff are asked to study this carefully and ensure that they understand the procedure for evacuation and assembly.

Redgra

Main School Entrance



To School

Anyone discovering a fire should operate the nearest fire alarm.

Evacuating the building When a Fire Alarm sounds staff should supervise pupils leaving the building.

- They should leave quickly and quietly (without running).
- They must not collect their belongings.
- STAFF MUST NOT ALLOW PUPILS TO RUN AHEAD.
- No-one is to climb the grass bank to get to the Redgra.

The Assistant Headteacher (ALN) will be responsible for supervising the safe evacuation of pupils with disabilities. The attendance clerks will be responsible for bringing and distributing registers and late books to the assembly points. Support staff and visitors will report to

Tracey Evans on the area between the sports barn and the field. Julie Collins will check that teaching staff are present. Heads of year and Assistant Heads of Year will ensure (with the help of tutors) that their year group line up in a quiet and orderly manner. Form tutors must register their tutor group and report any missing pupils to the head of year or assistant head of year in charge of the year group. Heads of Year report any missing pupils to David Thomas (HT). Tracey Evans to report any missing non-teaching staff and visitors to David Thomas (HT). Julie Collins to report any missing teachers to David Thomas (HT).

Re-entering the building No-one should enter the building until permission is given by David Thomas (HT) or Debbie Chard or Paul Moriarty. Before pupils are dismissed all associate staff and visitors will re-enter the building. Teaching Assistants and teachers who are not Form Tutors will re-enter and place themselves along corridors to ensure that pupils enter safely and in a calm manner. Pupils will be dismissed one year group at a time and tutors will ensure that each group leaves the Redgra in single file.



## **APPENDIX 2**

### **MAINTENANCE/INSPECTION OF EQUIPMENT**

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

- Access Control – Sonic Alarms
- Alarm – ARC - CCC
- Intruder Alarm – Sonic Alarms
- Air Conditioning – Action Air Conditioning
- Card Access Systems – Sonic Alarms
- CCTV – Sonic Alarms
- Gas Boilers – LA Facilities Management
- Gas cooking appliances – LA Facilities Management
- Emergency Lighting – Advanced Fire Protection
- Fire Extinguishers – Advanced Fire Protection
- Fire Alarm Systems – Advanced Fire Protection
- Fixed electrical installations – Allens Electricals
- Fume Cupboards - Roperhurst
- Kiln – Celtic Kilncare
- Ladders/step ladders/tower scaffolds – Estates Team (when equipment is used)
- Lifts – Cardiff Lift
- PE and Gymnasium equipment – Gymnasium Services.
- Portable Electrical Appliances – Estates Team (in-house).
- Roller Shutters – Harlech Doors
- Stage Lighting – Stage Lighting
- Water Systems – LA Facilities Management

## **APPENDIX 3.**

### **Designated First Aid Trained Staff**

- Rebecca Kaye                      Assistant Head of Year
- Lynne Macintosh                  Assistant Head of Year
- Samantha Kelly                    Assistant Head of Year
- Wendy Shanahan                  Assistant Head of Year
- Reanne Chapman                  Assistant Head of Year
- Tracey Evans                        Admin Officer
- Luisa May                            Admin Officer
- Avril Prosser                        Receptionist
- Peter Hill                             Estates Manager
- Michael Fleming                    Estates Officer

### **Appointed Persons for Emergency First Aid only**

- David Richards                    History Teacher
- Nathan Walsh                       PE Teacher