



Western
Learning
Federation



Riverbank School



Learning together to be the best we can

RATIFIED BY GOVERNORS

DATE REVIEWED

DATE FOR REVIEW

DATE PUBLISHED

Monitoring the policy

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

SIGNED



DATE

Chair of Governors

SIGNED



DATE

Executive Headteacher

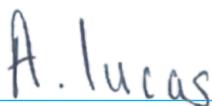
SIGNED



DATE

Deputy Executive Headteacher

SIGNED



DATE

Head of School

The values and principles

The federation is underpinned by a set of values that define the culture of the three federated schools.

Our Principles

Honesty

Responsibility

Positivity

Trust

Empathy

Patience

Respect

Kindness

Our Values

- We celebrate our differences.
- We have a shared sense of belonging.
- We play, laugh, smile and celebrate success.
- We have a positive attitude.
- We learn from experiences to develop life and independent skills.
- We follow our dreams and aspirations.
- We care for our own and wider environment.
- We improve quality of life.

Definition

Values One's judgement of what is important in school life.

Principles Morally correct behaviour and attitudes.

Rights Respecting Schools

Every child has rights "without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status"

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Learning together to be the best we can



Learning to achieve



Learning for Living

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1.0 PART ONE – STATEMENT OF POLICY

- 1.1 This is the health and safety policy of Riverbank School which should be read in conjunction with [Cardiff Council's Health and Safety Policy](#) and the [Health and Safety Policy of the Education Service](#).
- 1.2 The School accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who maybe affected by its activities.
- 1.3 The Senior Management Team and the School Governing Body will take all reasonable steps to ensure that Cardiff Council's Health and Safety Policy, the Health and Safety Policy of the Education Service and their own school Policy are implemented and, that guidance documents are followed and monitored throughout the School.
- 1.4 The School is committed to ensuring a high standard of health, safety and welfare. This will be achieved by the following:
- Assessing and controlling risks arising from curriculum and non-curriculum activities
 - Maintenance of a healthy and safe working and learning environment with safe means of access and egress
 - Safe working practices and the provision and maintenance of safe plant and equipment
 - Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
 - Consultation with staff and trade union representatives on matters affecting health and safety
 - Provision and dissemination of health and safety information which is received from the Education Service and other sources
 - Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision
 - Ensuring that adequate welfare facilities exist at the school
 - Having procedures for emergencies
 - Monitoring and review of health and safety standards / accident statistics
 - Accessing competent advice from Health and Safety Advisers in relation to health and safety matters
 - Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- 1.5 This Policy and referenced documentation is available to all staff. A hard copy of the Policy document can be found displayed in the reception office, within the School and also within staff handbooks.
- 1.6 This Policy will be reviewed as necessary at regular intervals and at least annually.

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2.0 PART TWO – ORGANISATION AND RESPONSIBILITIES

2.1 The responsibilities of the Council and Education Service are set out in both the Council Health and Safety Policy and the Education Service Health and Safety Policy. Specific health and safety responsibilities of School Governors and Headteachers are referenced in 2.11 of the Council Policy and 4.3b and 4.3c respectively of the Education Service Policy.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. The legal status of 'employer' varies with the type of school.

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

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

2.2 Education Service Responsibilities

2.2.1 Section 197 of the Education Act 2002 (Wales) enables the Local Authority to form an agreement providing a formal legal basis that makes clear how the authority and the governing body of a school will discharge their respective statutory functions on specific matters, including health and safety.

To ensure schools, regardless of their type, have a consistent and appropriate understanding of their health and safety responsibilities, each school is required by the Local Authority to adopt the Education Maintained Schools Partnership Agreement. In signing the Agreement, the governing body acknowledges the school's legal responsibility and a defined number of actions to ensure legal compliance.

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

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

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

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

2.3 Governing Body Responsibilities

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

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

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

2.3.3 The Governing Body will support the development of a Health and Safety training package for staff to outline their Health and Safety functions

The Governor who has been nominated to act as Health and Safety Governor across the Federation is Amanda Coffey and Rhian Gregory. This Governor will not be any more responsible for health and safety within the school than any other Governor. She will have no personal decision-making powers in relation to Health and Safety.

However, he/she will:-

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

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

2.4 WLF Health and Safety Committee

The Health and Safety Committee will report to the Governing Body, this committee now forms part of the Resources and Health & Safety committee and will have oversight of the following:

2.4.1 The Health and Safety Committee, will:-

- Manage compliance with all Health and Safety legislation
- Provide decision making to the hire of facilities
- Agree the staffing infrastructure to support the hire of facilities
- Agree priority areas of focus for development across Federation.
- Agree key priority areas for integrated development.
- Agree membership and delegated responsibilities which provide clarification across
- Agree any resource commitment associated with development areas prioritised.
- Provide recommendations to proposed changes or areas of development to the Governing Body
- Manage compliance of each stakeholder agency who are on site
- Consider areas of risk and mitigation within service areas which may impact on stakeholders.
- Ensure Health and Safety is an integral part of management practices
- Monitor management practices
- Provide a Health and Safety report each term

2.5 Riverbank Health and Safety Panel

2.5.1 The Health and Safety Panel, will:-

The Health and Safety Panel will report to the Health and Safety Committee and will have oversight of the following:

- To develop an effective discussion and decision making forum for Health and Safety and Estates matters
- To review and give consideration to all Health and Safety and Estates matters
- To support the development and infrastructure across the school and the Federation
- To report on all Health and Safety and Estates matters
- To develop a robust monitoring system for all Health and Safety and Estates matters across the Federation
- To monitor all Health and Safety matters
- To enable all Health and Safety discussions to be documented
- To discuss all areas of operational activity
- To make recommendations to the Federation's Health and Safety Committee in relation to staffing, spend and compliance
- To ensure compliance with all Policies
- To quality assure for all statutory compliance
- To discuss and recommend all external hire of facilities to the Health and Safety Committee
- To support the development of Service Level Agreement for each of the multi-agency partners.
- To consider areas of risk and mitigation within Health and Safety and Estates which may impact on the school and Federation
- To consider all recommendations for Doyle Avenue in line with Health and Safety and Estates

- To consider the Contingency Panel in Cardiff Council for Health and Safety and Estates works.

2.6 Executive Head Teacher Responsibilities

2.6.1 Overall responsibility management of Health and safety in the school rests with the Executive Head Teacher. As manager of the establishment and of all the activities carried on within it, the Executive Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Executive Head Teacher will include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a Business Manager
- The provision of appropriate health and safety information to governors.
- The development of panel meetings to provide quality assurance of Health and Safety.
- Informing the Governing Body of action required to comply with health and safety legislation.
- Supporting the Governing Body in monitoring the school's Health and Safety performance.

The Executive Head Teacher and in his absence the Deputy Executive Headteacher will delegate the day-to-day responsibilities of Health and Safety to the Head of School or other members of staff any or all of the duties associated with the above matters.

It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Head Teacher from the overall day to day responsibilities for Health and Safety within the establishment.

2.7. Head of School and Deputy Executive Headteacher Responsibilities

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

- Developing, and implementing a, school Health and Safety Policy, having consideration to Regulation 5 of the Management of Health and Safety at Work Regulations 1999 regarding planning, organisation, control, monitoring and review and ensure inclusion of / reference to specific School arrangements.
- Ensuring that suitable and sufficient assessments of the risks to the Health and Safety of employees and other people, in connection with work activities have been carried out by a competent person.
- Relevant employees should be involved. The risk assessments should be uploaded onto the Health and Safety Management System (Handsam) and be kept under review.
- Continuing to ensure that, where significant risks are identified, safe systems of work and other control measures (including work instructions / method statements) are developed and implemented, remain effective and are revised if necessary.
- Ensuring there are appropriate, effective and documented operational monitoring arrangements for work activities. This includes supervisors / managers carrying out documented health and safety checks / inspections, as appropriate, and having monitoring arrangements in place to ensure identified actions are carried out.
- Submitting inspection reports to the Executive Head Teacher and/or the Education Service and taking action where this is required.
- Passing Health and Safety information to relevant members of staff.
- Continuing, and developing, Health and Safety training plans and training matrices (where appropriate) for the school.
- Liaising with the Executive Head Teacher, Governing Body and the Education Service on matters relating to Health and Safety.
- Leading on the Improving Estates and Health and Safety Panels where Health and Safety will be discussed.
- Informing the Executive Head Teacher of action required to comply with health and safety legislation.
- Supporting the Executive Head Teacher in monitoring the school's Health and Safety performance.
- Co-operating with, and providing necessary facilities for, Trade Union Safety representatives.
- Ensuring that contractors working on site are appropriately managed.
- Arrange for biannual evacuation drills and weekly fire alarm tests
- Reviewing the health and safety management of contractors employed directly by the school.
- Following the Education Service's guidelines on Health and Safety

- To have responsibility for Live Monitor, the online Health and Safety reporting system
- To have responsibility for the Health and Safety compliance for the vehicles
- To have responsibility for the Caretaker and Estates team and undertaking their responsibilities

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

2.8 Deputy Head of School Responsibilities

2.8.1 All Deputy Head of School's across the Western Learning Federation are responsible to the Head of School for ensuring the application of this policy to all activities undertaken.

They will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms
- Ensure that all accidents are investigated with a view to preventing a recurrence
- Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
 - remove from use and inform the Head of School of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- Ensure that adequate levels of class supervision are available at all times
- Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Head of School
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Cardiff Council and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format
- Identify specific staff health and safety training needs and inform the Head teacher accordingly

- Consult with all staff on any matters which may affect their health or safety whilst at work
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- Ensure that levels of first aid provision remain adequate for the activities being undertaken
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Head of School
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk
- Ensure that good standards of housekeeping are maintained
- Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.
- Arranging staff training
- Providing staff with Health and Safety information.

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

2.9 Business Manager Responsibilities

2.9.1 The Business Manager across the Western Learning Federation is responsible to the Executive Head Teacher for ensuring the application of this policy to all activities undertaken but also responsible to the Deputy Executive Headteacher and Head of School for the responsibilities listed below:

He/she will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibilities will:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises

- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered
- Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- Ensure compliance to all statutory requirements
- The purchase of equipment to meet appropriate safety standards;
- Advise Cardiff Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Report to the Head of School any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available

2.10 All Other Staff Responsibilities

As detailed in 2.13 of the Council Health and Safety Policy, and 4.3e of the Education Service Health and Safety Policy, other staff have specific responsibilities:-

2.11. Teaching Staff Responsibilities

The Teaching are responsible to the Head of School for ensuring the application of this policy to all activities undertaken.

He/she will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibilities will:

Teaching staff are specifically responsible for:-

Day-to-day co-ordination of health and safety, and compliance with legislation in accordance with the Education Service Health and Safety Policy and this Health and Safety Policy

- Checking classrooms and workrooms are safe
- Ensuring that equipment is safe before use
- Reporting any defects or health and safety issues
- Ensuring safe procedures are followed
- Ensuring that protective equipment is used, where appropriate

- Reading and complying with risk assessments for specific tasks.
- The safety of any pupils under their supervision during any organised activity or programme.
- Recording any accidents on the Council's accident / incident report forms and returning them to their line manager for manager's comments.
- Leading their class to the designated assembly point for the building or other agreed place of safety, in the event of fire alarm activation and undertaking a roll call.
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy.
- Ensuring that suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff.
- Where appropriate, carrying out regular inspections, communicating the results to the Head of School and ensuring action is taken to implement any recommendations made as a result of the inspections
- Ensure the First Aid boxes are fully stocked

2.12 Caretaker Responsibilities (with support from Estates Assistant)

The Caretaker across the school responsible to the Head of School for ensuring the application of this policy to all activities undertaken.

He/she will also have responsibilities for ensuring that all relevant parts of the Local Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibilities will:

Estates staff are specifically responsible for:-.

- Ensuring that fire evacuation drills are carried out at least once every term, in conjunction with the Head of School
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Ensuring alarm/security systems are monitored and attend call outs, as required.
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out.
- Ensuring that statutory inspections are undertaken
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Ensuring the Legionella testing is undertaken on a monthly basis

- Ensuring the grounds are safe, secure and in order
- Advise the Head of School of any defect identified as being unsafe, or repairs identified as being required to the sites, buildings and grounds.
- Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged.
- Ensuring that suitable and sufficient risk assessments are carried out for their activities, for general activities and for specific legislative requirements, e.g. COSHH
- Advising the Head of School of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and site users are kept to a minimum.
- Following procedures detailed in the Asbestos Management Plan for the school
- Ensuring that any contractors, or operatives, working on the fabric of the building complete, and sign, the relevant sections of the Permit to Work sheet within the site's Asbestos Management Plan.
- Completion of the Asbestos Permit to Work if they carry out work on the fabric of the building
- Ensure, if appropriate, that contractors are effectively managed in accordance with Council and legal requirements
- Attending pre contract meetings for all works on site prior to commencement.
- Ensuring contractors follow the site specific agreed procedures for contractors working on site, as identified within the Education Service Contractor documentation (Handsam Library Reference - ECL).

2.13 All Employees Responsibilities

As detailed in 2.10 of the Council Health and Safety Policy, all employees, regardless of position, have a legal duty to take care of their own health and safety, and that of other people who may be affected by their acts or omissions, and to co-operate with Riverbank School and Cardiff Council to enable it to fulfil its health and safety obligations.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required:

- To participate in the risk assessment process and comply with findings
- To report all defects to a Senior Leader in the condition of the premises or equipment to which they become aware
- To report all accidents according to the procedures included in Part 3 of this document
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency
- To make use of all necessary personal protective equipment provided for safety or health reasons
- To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.
- Follow all relevant codes of safe working practice and local rules
- Report any unsafe working practices to the Head of School/ Deputy Head of School

3.0 PART THREE – ARRANGEMENTS AND PROCEDURES

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

3.1 Accident / Near Miss / Disease Reporting and Investigation

In the event of an accident the following procedure will be adopted:

3.1.1 The Head of School will be informed by the completion of the Accident Report form RAG folders that is located in Head of School office. This indicates the severity of the incident and ensures processes and procedures are followed correctly.

- Any accidents that occur an Accident form and incident form will be completed.
- The Head of School will conduct any necessary investigations.
- Should First Aid be required then the action taken will also be logged and the first aid form be completed
- If a pupil is involved then parents will be notified as soon as possible.
- If hospitalisation is required, then again parents or next of kin will be informed as soon as possible.

- The Head of School will inform the Executive Head Teacher who will then inform relevant LA officer and the Chair of Governors as appropriate.

In the event of an accident occurring during an Offsite Visit then the guidance contained in the LA's 'Educational Visits Policy' document must be followed. Staff are reminded to ensure that they have all the relevant contact numbers with them before they leave. A copy of the relevant pages and contact numbers is in the school mini bus, but its actual presence must be checked before any journey commences.

The Deputy Head of School is responsible for ensuring that the appropriate accident report forms are completed and reported at the Improving Estates and Health and Safety and Quality of Life Panel:-

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

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

The Deputy Head of School is responsible for forwarding the completed forms to the Head of School for 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 *Admin Manager* is responsible for carrying out accident investigations in *Riverbank School* using the Cardiff Council Accident/Incident Investigation Form (see Appendix A of 1.CM.122 Council Code of Guidance for Accident Investigation)

For further information refer to:-

Council Code of Guidance for Accident Reporting

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

Council Code of Guidance for Accident Investigation

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

3.2 Asbestos Management

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

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

In respect of all buildings occupied by the Education Service, implementation of the Asbestos Management Plan/File will be the responsibility of the Head of School, 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 or Asbestos Management File which is kept in the reception office
- The responsibility for ensuring compliance with the Asbestos Plans is primarily that of the Head of School

The Head of School must ensure that all procedures are followed, including:-

- Consulting the Asbestos Management Plan if any work disturbs the fabric of the building
- Consulting the Asbestos Controlling Officers 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 Asbestos Controlling Officers 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 Asbestos Controlling Officers, 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
- Ensuring that all staff know the emergency action to be taken in the event of damage to asbestos containing materials.
- Ensuring that all staff are aware of the location of asbestos containing materials and the procedure detailed in the AMP.
- Keeping the AMP and AIP in a safe and easily accessible place

The Asbestos Controlling Officers can be contacted on Tel: 029 2078 5473/5475

The Services and Compliance Team has arranged a number of Asbestos Awareness for Dutyholders training sessions for Headteachers and other relevant staff. Please contact the Services & Compliance Team on Tel: 2087 3715 or e-mail educationhs@cardiff.gov.uk for details

The Head of School is responsible for the Asbestos Management Plan/File in kept in the main office of Riverbank School

Wayne Murphy, Executive Headteacher of the Western Learning Federation has been assessed by the Duty holder as being competent to act on her behalf.

The Caretaker have attended the 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](#)

Head of School is responsible for ensuring that inspections, detailed in the Asbestos Inspection Programme, of the condition of asbestos are undertaken either every 6 months or 12 months, as identified within the AIP.

N.B. If any asbestos containing materials are found to be damaged, or remedial work to an area containing asbestos is being considered, the Asbestos Controlling Officers must be notified. They can be contacted on Tel: 029 2078 5473 / 5475.

For further information refer to:-

Asbestos Management Plan

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

Council's Asbestos Policy

[Council's Asbestos Policy](#)

3.3 Body Fluid Spillages

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

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

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

Body fluid spillages are cleaned up as soon as possible by *Senior Leadership Team*), using the appropriate spillage kit. These spillage kits are kept in *the main 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.

All suspected cases of Norovirus are reported to the Services and Compliance Team on Tel:- 029 2087 3714, who, in turn, will notify other relevant parties.

For further information refer to:-

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

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

3.4 Breakfast / After School Clubs

A breakfast club / after school club is held daily and is located in the hall / classroom / separate building

Name of breakfast club / after school club staff	Specifically responsible for

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

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

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

3.5 Catering

Riverbank School opts into the Education Service Catering Services Service Level Agreement.

The Education Service Catering Services manages all activities relating to catering and the kitchen facility.

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

3.6 Cleaning

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

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

3.7 Communicable Diseases

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

[Guidelines on Infection Control in Schools](#)

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

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

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

3.8 Contractors

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

Riverbank School uses Facilities Management (FM) Building Services and/or Education Service Schools Organisation Planning (SOP), or Projects, Design and Development (PDD) when building work is undertaken at the school.

For work organised by FM, SOP Officers or PDD, the management of the contractors is managed by FM, SOP or PDD. They will liaise with the school and will ensure liaison between contractors on site.

When the school engages contractors directly, (i.e. acts as a client), the school is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2007 and post contract review.

In Riverbank School the 'competent officer' for managing contractors employed directly by the school, is the *Caretaker* S/he has received appropriate training, and refresher training, for example, the Construction Industry Training Board 'Site Managers Safety Training Scheme' (SMSTS). A record of this training is kept.

A meeting will take place before work commences with the Local Authority appointed Health and Safety advisor and the contractors to establish safe working practices and to identify any potential hazards.

Risk assessments will be completed as necessary and a system of regular liaison meetings will be arranged with a named contact employed by the contractors.

Any concerns with contractor working practices should be brought to the attention to the Head of School or Business Manager

For further information refer to:-

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

Council Policy on Health and Safety Management of Contractors [1.CM.114.](#)] Health and Safety Checklist for Management of Contractors – available on CIS Code of Guidance on Construction (Design and Management) Regulations 2007 ([1.CM.200](#))],

3.9 Display Screen Equipment (DSE)

Display Screen Equipment assessments are carried out by the Health and Safety Officer using the DSE risk assessment form.

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

DSE assessments are reviewed annually and if anything changes.

DSE assessments are kept in the reception office

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

'Users' of display screen equipment are made aware of their entitlement to free eyesight tests and, if appropriate, glasses. The eyesight tests are undertaken by Specsavers,

Queen Street, Cardiff, Albany Road, or Penarth. All staff must request an eyesight test through the Council's Shared Admin Service Desk on the Council's Intranet site.

The completed assessment forms are sent to Head of School for recommendations to be actioned and are also retained at the school.

For further information refer to:-

Council Code of Guidance Display Screen Equipment

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

3.10 Driving at Work

The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own or Council vehicles as part of their employment with the Council. The form is completed by Admin Manager when employees start their employment and on an annual basis and is kept in staff individual files, and reviewed on an annual basis.

Risk assessments are carried out in respect of driving activities undertaken as part of employment within the school.

Further information is also contained within Section 3.39 School Minibus

For further information refer to:–

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

[4.C.477 Driver Assessment Record and Authorisation to Drive](#)

[5.C.178 Driver Assessment Record and Authorisation to Drive – Guidance Notes](#)

[1.CM.201 Work-Related Driving Policy](#)

[1.CM.017 Code of Guidance on Driving](#)

[Driver Handbook and Safe Driving Guidance](#)

[1.CM.148 Use of Private Vehicles for Council Business](#)

[1.CM.111 Use of Council Vehicles](#)

[1.CM.028 Code of Guidance - Mobile Phones and Driving](#)

3.11 Educational Visits

The role of Educational Visits Co-ordinator (EVC) is undertaken by the Deputy Head of School he/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 approval of low risk visits is delegated to either the EVC or the Headteacher. There is no requirement to inform Cardiff Council of such visits, although if the visit includes adventurous activities or a trip abroad, **the Education Visits Advisor (EVA) must be informed and approval obtained.**

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

The school's Educational Visits Policy is uploaded on *EVOLVE*

For further information refer to:-

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

3.12 Electrical Equipment [fixed & portable]

Arrangements are in place for fixed electrical installations to be inspected either via a Service Level Agreement (SLA) with Building Services, Facilities Management once every five years.

Any remedial work identified is undertaken by the school or, if LEA responsibility, and included within a planned programme of works.

Certificates of testing are kept by Caretaker and kept in the reception office and uploaded to Live Monitor

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

The records of the portable electrical equipment inspections and tests are kept by the Caretaker in the reception office and stored.

Stickers are affixed onto the plugs of portable electrical equipment to indicate when the last tests were carried out and when the next test is due.

Portable electrical equipment is visually checked by the users of any equipment before the equipment is used. The equipment is checked, for example, for damage to the cable sheath, plug, external casing and for evidence of overheating.

Any damaged equipment is taken out of use and labeled “DO NOT USE - ELECTRICAL FAULT” and reported to the Caretaker to be made safe or disposed of.

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

For further information refer to:-

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

3.13 Emergency Procedures

The school uses the Emergency Management Unit’s ‘Emergency Incident Response Plan Template’ to record the arrangements for dealing with foreseeable emergencies. This is communicated to staff via *staff meetings / staff handbook / displayed on the staff noticeboard*.

Type of emergency procedure	Location(s) of procedure / guidance within School
Fire Evacuation Procedure	Reception office
Bomb Alert	Reception office
Gas Leak	No gas on site
Electrical Fault	Reception office
Water Leak	Reception office
Storm / Flood / Weather Damage	Reception office
Persons Threatening Violence on Site	Reception office
Dangerous Animal(s) on Site	Reception office

3.14 Fire Precautions & Procedures

The school has a Fire Risk Assessment which was carried out by the Area Planning Officer (Martin Burrows). This is undertaken every 3 years by an Area Planning Officer, unless there are changes in use or layout of an area, in which case the Fire Risk Assessment is reviewed at the time of the change. A copy of the Fire Risk Assessment is kept in the main office. The Fire Risk Assessments 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 Fire Risk Assessment is undertaken by the Area Planning Officer, as part of the school's Fire Risk Assessment.

Every year, the Fire Risk Assessment is reviewed by the Fire Safety Officer in the Local Authority. Arrangements for this will be undertaken by the Health and Safety Officer.

Fire evacuation drills are carried out every half-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
Amie Lucas- Head of School	Whole School

Lauren Pope – Deputy Head of School

Designated assembly points are located throughout of the school.

All members of staff are responsible for ensuring the fire escape routes are kept free from obstructions.

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

Fire fighting equipment is located throughout the school. It is inspected by a competent person by the Health and Safety Officer.

The fire alarm system is inspected by a competent person, the Caretaker

The emergency lighting system is inspected by a competent person, the Caretaker

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

The emergency lighting is function tested once a month by the Caretaker using a different test switch for each test.

The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book. The inspections of the fire extinguishers are recorded on stickers on the extinguishers.

The Fire Log Book is located in the main office.

The Evacuation Procedures for the school are displayed in prominent locations

A Standard Evacuation Plan (SEP) is available and is displayed in the 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 class teacher

For further information refer to:-

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

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

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

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

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

3.15 First Aid

First aid boxes are available in the rooms that the First aiders are in. The named first aid person will be responsible for ensuring that the kits are adequately stocked.

Should hospitalisation be necessary then the Administration office should be contacted so that an ambulance can be summoned and parents or next of kin informed.

□ New first aiders are always being sought and this forms part of the annual interviews with non-teaching staff.

School will provide appropriate monitoring and quality assurance to ensure systems, processes and procedures are followed correctly in line with Local Authority guidance.

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

Natasha Sperandeo
Amie Lucas
Maria Haines
Claire Jacobs
Rachel Payne
Marcia Oliveira

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

Responsibility for checking and restocking the first aid boxes is delegated to the class teacher.

First aid training dates are monitored by the Head of School to ensure that first aiders carry out refresher training before their certificates expire.

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

For further information refer to:-

Council Code of Guidance First Aid at Work 1.CM.019 Code of Guidance First Aid at Work

3.16 Glazing

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

(a) be of safety material or be protected against breakage of the transparent or translucent material; and

(b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

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

A survey has been completed by the Caretaker to identify any glazing which is not made of safety material or which has not been safety filmed. Records are kept in the reception office

This will be reviewed on the 1st April of each year.

Any replacement work will be updated within the glazing log.

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

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

COSHH assessments are completed by the Caretaker for any activities which involve the use of hazardous substances

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

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 the reception office.

The names of those staff responsible for the appropriate storage and use of the hazardous substances are the Caretaker

For further information refer to:-

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

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

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

3.18 Health and Safety Advice

The school obtains competent health and safety advice from the Council's Corporate Health and Safety Advisers (Tel: - 029 2087 3967). Contact details are available in the school's staff handbook and also on the staff noticeboard, which is displayed in the staffroom.

General health and safety information is available on the Corporate Health and Safety intranet site and on Cardiff Information System (CIS). Education specific health and safety information is available on CIS.

[Corporate Health and Safety Site](#)

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

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

3.19 Housekeeping, cleaning & waste disposal

All staff are responsible for ensuring that good standards of housekeeping are maintained.

The school is cleaned by cleaners employed *by Education Cleaning Services*

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

Wet floor cleaning is carried out before prior to pupils being on site and following the end of the school day *Warning signs are displayed and / or cones are positioned* when wet floor cleaning is carried out.

Rubbish bins are emptied daily by the Estates Team and rubbish is disposed of into the external waste bins located at in the front 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 outside secure storage area until a sufficient number are accumulated prior to their appropriate collection and disposal by the Caretaker

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

3.20 Induction

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

- i) Council, Education Service and School Health and Safety Policies
- ii) Accident / Violent Incident Report Procedures
- iii) Violence at Work, Stress, Alcohol and Drug Misuse, Smoking Control and Manual Handling Policies
- iv) Emergency evacuation procedures
- v) First aid arrangements
- vi) Risk assessments (general, display screen equipment, manual handling and COSHH)
- vii) Personal protective equipment
- viii) Job and site specific health and safety issues and information
- ix) Employee Counselling Service and stress management courses
- x) Safety representatives
- xi) Health promotion initiatives e.g. Employee Active Card, Lifestyle Awareness
- xii) Employee Health and Safety Handbook
- xiii) Occupational Health Service
- xiv) Where to get further Health and Safety Information
- xv) What to do if there is a problem

xvi) Service Area Health and Safety Induction Pack

Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by the Deputy Head of School

For further information refer to:-

Council Code of Guidance – Induction of New Employees

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

3.21 Legionella

A risk assessment dated 1st April each year 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 main 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 by Aqua Safe on a half-termly basis

Additional control measures, for example, *periodic maintenance / cleaning of equipment, such as, shower heads, regular running of outlets (delete as appropriate)* are carried out by the Caretaker

For further information refer to:-

Council Code of Guidance – Legionnaires Disease

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

3.22 Lettings / shared use of premises

An agreement between the school and the hirer is signed prior to the hire taking place. This agreement is kept by the Business Manager and approved at the Estates and Health and Safety Panel and Health and Safety Committee

This agreement details whom is responsible for what and includes written information detailing the school's emergency procedures.

A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff.

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

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

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

Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy.

Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that all* persons over 16 present in connection with the hire will have a current DBS certificate.

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

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

Booking Forms

[4.SC.LL.006 Hire of School Premises by external users / non directed](#)

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

[4.SC.LL.007 Hire of School Premises by internal users / directed](#)

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

[4.SC.LL.023 Hire of School Premises by Neighbourhood Learning / Youth Service](#)

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

3.23 Lone Working

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

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

*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 *in place with the agreed point of contact for that day and noted on the risk assessment.*

For further information refer to:-

Council Code of Guidance – Lone Working

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

3.24 Location of Isolation Points / Maintenance / Inspection of **Equipment Appendix**

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

3.25 Manual Handling & Lifting

Manual handling of objects risk assessments are completed and reviewed by the Head of School for any tasks where there is a risk of injury and where manual handling can not be avoided. These risk assessments are kept in Head of School office.

Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids, such as, *trolleys, trucks, hoists and lifting aids*. Manual handling training, in accordance with the All Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling. The training is organised by the Services and Compliance Section, Education Service

Where pupils are required to be lifted or moved, where possible, this will be by means of mechanical aids, e.g. hoists, etc. If it is necessary to lift a pupil, this is done as a last resort and those members of staff have received appropriate training in the handling of people. Training on people handling has been provided by (Debbie Palfrey, from Cardiff) on for an annual basis and records are kept *in the Head of School office*.

To ensure that manual handling activities are carried out correctly and in accordance with the risk assessment, the activities are monitored by Senior Leadership Team using the Manual Handling Monitoring Checklist [Manual Handling Monitoring Checklist](#).

If monitoring is not undertaken, manual handling refresher training is required every year.

If monitoring is undertaken it is required every three years unless it is needed more frequently by the individual. Monitoring records are kept *in the Head of School 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](#)

3.26 Monitoring of Health and Safety

It is the responsibility of the Head of School 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 (*termly basis*) 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

The quality assurance for monitoring health and safety will be at the Estates and Health and Safety Panel, held every four weeks

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

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

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

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

Name	Monitoring Activity / associated documentation
Amie Lucas- Head of School	
Lauren Pope- Deputy Head of School	

For further information refer to:-

School Building / Site Inspection Checklist

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

3.27 New and Expectant Mothers

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

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

[4.SC.COMP.013 - New and Expectant Mothers](#)

For further information refer to:-

Council Code of Guidance - New and Expectant Mothers at Work

[1.CM.030 Code of Guidance - New and Expectant Mothers](#)

3.28 Noise

A noise risk assessment is carried out in any areas of the school where employees are 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. Copies of risk assessments are kept in the reception office.

Employees are likely to be exposed to noise above the lower exposure action level in areas, such as, music and design and technology departments.

Action is taken to reduce the noise exposure of any employees exposed to above the upper exposure action level. The action taken includes; *using quieter equipment or a different, quieter process; engineering/technical controls to reduce, at source, the noise produced by a machine or process, using screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed; designing and laying out the workplace to create quiet areas; improved working techniques to reduce noise levels; limiting the time people spend in noisy areas*

Hearing protection is made available to employees who are exposed to above the lower exposure action level and is worn by employees who are exposed to above the upper exposure action level.

Health surveillance, in the form of audiometry, is provided to employees who are exposed to above the upper exposure action level. Employees working in the following areas are provided with audiometry tests *outlined* by the Occupational Health Service. Records are kept in individual staff personnel files.

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

For further information refer to:-

Council Code of Guidance on Noise

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

Health and Safety Executive (HSE) website

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

3.29 Personal Protective Equipment [PPE]

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 Health and Safety Officer. It will be issued as a last resort measure, following other means of controlling the risk in the first instance.

Risk assessments will identify who requires PPE, what PPE is needed, such as helmets, overalls, gloves, footwear, goggles, hearing protection and the specification of PPE required. It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care.

A record of the training given will be kept and held in the reception office. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair.

The relevant risk assessments are kept in the reception office

PPE is maintained or replaced, in the case of disposable items of equipment, in accordance with the manufacturers' instructions.

Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager.

Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.

A record of the PPE used will be recorded using the Issue of Personal Protective Equipment form 4.C.481. The records are kept in the main office and a duplicate copy is kept in the staff personnel file.

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

Task	Type of PPE & specification
Teaching	
Communal spaces	
Hazardous substances	

For further information refer to:-

Council Code of Guidance – Personal Protective Equipment

[1.CM.031 Council Code of Guidance - Personal Protective Equipment](#)

4.C.481 Issue of Personal Protective Equipment

[4.C.481 PPE Issue Record](#)

3.30 Pest Control

The Head of School is responsible for ensuring that a pest management contract in the form of a *Service Level Agreement with Cardiff Council's Pest Control* in place at the school.

Sightings of pests are reported to the Caretaker and logged through the Council's *one front door system*. It is the responsibility of this member of staff to make the necessary arrangements for call outs.

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

3.31 Playground Safety

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

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

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

3.32 Ponds / Water features

There is no pond/water feature present in the school grounds.

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

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

3.33 Premises Management

The *Caretaker* is responsible for managing the building. They will ensure that appropriate systems and documentation are in place in respect of the following:-

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

The health and safety management responsibilities for managing buildings are outlined in the Council Code of Guidance on Buildings and Premises Management.

A separate booklet outlining the responsibilities of Facilities Management, Education Service and the school is used as a reference tool.

This booklet is kept in the reception office.

For further information refer to:-

Council Code of Guidance on Buildings and Premises Management.

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

3.34 Premises Security

A risk assessment for the security of the site and buildings has been undertaken and communicated to all relevant staff. The risk assessment is located *in the reception office of the school.*

(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 to sign the visitor signing in book upon arrival at and departure from the school, are asked for identification, are escorted to and from their destinations.

Members of staff challenge strangers.

The exterior of the school is adequately lit.

3.35 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 Head of School office. Medication is securely stored in a classroom cupboard

For further information refer to:-

DfES / Department of Health 'Managing Medicines in Schools and Early Years Settings'

[Managing Medicines in Schools and Early Years Settings,](#)

3.36 Reporting Defects

Members of staff report hazards to the Caretaker by completing a maintenance request form. These are kept in the reception and are signed off by Senior Leadership Team when work completed

Health and safety walkabouts to identify hazards are carried out by Governor Sean Ward, (*every half term* using the School Building / Site Inspection Checklist / any other checks.

The Caretaker arranges any remedial works.

For further information refer to:-

School Building / Site Inspection Checklist

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

3.37 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 Head of School, Deputy Head of School and are kept in the reception 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
Amie Lucas	
Lauren Pope	

Generic risk assessments are available on the Council's CIS system.

[Education Service Health and Safety Information on CIS](#) The generic risk assessments should be adapted to the specific circumstances at the school.

Members of staff refer to curriculum specific guidance to assist them in completing risk assessments for specific departments. For example, guidance produced by organisations, such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Design and Technology Association (DATA), Association for Physical Education (AfPE) and National Society for Education in Art and Design (NSEAD).

The risk assessments are reviewed annually or when the circumstances to which the risk assessments relate changes.

Completed risk assessments are brought to the attention of relevant staff by (*Senior Leadership Team and means of informing members of staff*)

Risk assessments carried out for school are listed below.

Whole school Risk Assessment

- Melyn Classroom Risk Assessment
- Glas Classroom Risk Assessment
- Gwyrdd Classroom Risk Assessment
- Porffor Classroom Risk Assessment
- Coch Classroom Risk Assessment
- Arain Classroom Risk Assessment
- Aur Classroom Risk Assessment
- Oren Classroom Risk Assessment
- Extreme bad weather Risk Assessment
- Storage and use keeping petrol on site Risk Assessment

Mini-bus Risk Assessment
School Security Risk Assessment
Pond Risk Assessment
Office Activities Risk Assessment
Bodily Fluids Risk Assessment
Manual Handling Risk Assessment
Estates staff Duties Risk Assessment
External areas Risk Assessment
Estates staff lone working Risk Assessment
Violence at work Risk Assessment
Keeping visiting animals safe Risk Assessment
Breakfast club Risk Assessment
Lying change Risk Assessment
Building condition Risk Assessment
Dining Hall Risk Assessment
Cleaning broken glass Risk Assessment
Whole School Risk Assessment
Clearing snow Risk Assessment
All staff lone working Risk Assessment
Forrest School Risk Assessment
Traffic Management Risk Assessment
Hire of School Buildings Risk Assessment
Recreational Breaks Risk Assessment
Hypodermic needles Risk Assessment
Tree planting Risk Assessment
Home visit checklist
Home Visit Weapons Violence Prevention Management Checklist
Weapons protocol Risk Assessment

For further information refer to:-

Council Code of Guidance on Risk Assessment

[1.CM.060 Code of Guidance on Risk Assessment](#)

[4.C.219 Risk Assessment Form](#)

[Consortium of Local Education Authorities for the Provision of Science Services \(CLEAPSS\)](#)

[Design and Technology Association \(DATA\)](#)

[Association for Physical Education \(AfPE\)](#)

[National Society for Education in Art and Design \(NSEAD\)](#)

3.38 School Minibus

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

Member of staff	Driver licence entitlement	Date of driver assessment training

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 Caretaker

Arrangements are made for the minibuses to be serviced and tested by Cardiff MOT

The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own or Council vehicles, including the school minibus as part of their employment with the Council. The form is completed by Head of School when employees start their employment and on an annual basis thereafter. It is kept in the reception office.

For further information refer to:-

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

[1.CM.166 Instruction for use of Council Owned or Hired Vehicles.](#)

[Work Related Driving Policy - Driver Assessment Record and Authorisation to Drive](#)

[Work Related Driving Policy - Guidance - Driver Assessment and Authorisation to Drive](#)

[RoSPA - Minibus Safety - A Code of Practice.](#)

3.39 Slips, Trips and Falls

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

- Ensuring good housekeeping
- Using suitable equipment e.g. when accessing high shelves

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

For further information refer to:

Council Code of Guidance on Slips, Trips and Falls

[1.CM.063 Code of Guidance Slips, Trips and Falls.](#)

3.40 Smoking

No smoking is permitted on the school site.

3.41 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 main reception office

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

Parents are notified by means of a Text Alert system and the use of the local media e.g. local radio stations. Parents are also advised to check the Cardiff Council website.

www.cardiff.gov.uk

For further information refer to:-

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

[1.CM.211 Code of Guidance Snow and Ice](#)

[WAG Guidance - Opening Schools in Extreme Bad Weather - Guidance for Schools.](#)

3.42 Staff / Trades Union Consultation

Health and Safety Committee Meetings / Governing Body meetings, at which health and safety, including accident statistics, building issues, etc. is discussed, are held

Health and safety is an agenda item at staff meetings which are held on a termly basis and at inset days Items for discussion include - Health and Safety Policy, Risk Assessments, Monitoring, Accidents and Near Misses)

Members of staff raise health and safety concerns by informing the Caretaker either by completing a maintenance request form or by telephone for urgent health and safety concerns and then completing the maintenance request forms

For further information refer to:-

Council Code of Guidance on Safety Representatives:-

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

3.43 Stress / Staff Well-being – refer to wellbeing and wellness strategies

Stress risk assessments are completed for teams of employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues.

Members of staff are made aware of the Employee Counselling Service (Tel: - 029 2046 8565) and the Teacher Support Network (Tel: - 08000 855 088) via posters and leaflets, which are also pinned to the staff noticeboard, located in the reception office

Stress Awareness Training for Managers and Employees, and Stress Risk Assessment Training, can be arranged by the school or via Services and Compliance.

For further information refer to:-

Council Stress Management Policy

[Stress Management Policy](#)

Council Code of Guidance on Stress – Risk Assessment

[1.CM.113 Code of Guidance on Stress - Risk Assessment](#)

3.44 Swimming Pool

There is no swimming pool on school grounds.

For further information refer to:-

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

3.45 Traffic Management [Vehicles/Pedestrians] on Site

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

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

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

Vehicle movement is restricted on the school site between the hours of 8:55am-9:10a and 3pm-3:10pm. 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. This includes the collection of rubbish when vehicles are permitted to be on the school site.

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

3.46 Training and Competence

The training needs of staff are assessed by Head of School and Deputy Head of School as an ongoing process and as part of the Council's Personal Performance and Development Review Scheme.

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

The training is provided by approved external health and safety training providers. The approved providers are detailed on the Council's Health and Safety intranet site.

Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness.

All training attended is recorded in (*provide details of where the training is recorded*).

For further information refer to:-

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

3.47 Violence to Staff- refer to the weapons risk assessment

Risk assessments for Violence at Work have been undertaken and communicated to all relevant staff.

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

[4.SC.COMP.017 - Violence at Work](#)

Incidents of verbal and physical violence are reported via the Council's Violence at Work Report forms to the Services and Compliance Section. The incidents are then recorded on the Persons to be Aware of Corporate Database (PACD).

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

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

Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present.

For further information refer to:-

Violence at Work Policy, Codes of Guidance on Violence at Work and Lone Working.

- [1.CM.056 Violence at Work Policy](#),
- [1.CM.058 Code of Guidance - Violence at Work](#),
- [1.CM.025 Code of Guidance Lone Working](#),
- [4.C.046 Violence at Work Report Form](#)

3.48 Volunteers and Parent Helpers

Volunteer and parent helpers are provided with written instructions and guidance on risk assessments, emergency procedures, including fire and first aid procedures.

Enhanced Disclosure and Barring Service (DBS) checks are carried out for any volunteers who have regular and unsupervised access to children and young people. Further information can be obtained from the Safeguarding Team, telephone 029 2087 2848.

For further information refer to:-

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

- [1.CM.065 Temporary, Casual and Agency Workers and Volunteers](#)
- [Department of Education Website - Disclosure and Barring.](#)

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

There are no children of this age at the school.

For further information refer to:-

Council Code of Guidance for Young Persons.

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

3.50 Working at Height

Where possible work at height is avoided, by positioning display boards at head height, positioning shelving at an appropriate height, using long handled window poles or window winders to open windows, using lighting rigs which can be lowered to ground level, using poles to remove PE equipment, for example, balls which have been kicked onto roofs

Where work at height is carried out a risk assessment is carried out and is communicated to all relevant staff.

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

- [4.SC.COMP.009 - Working at Height](#)
- [4.SC.COMP.026 - Use of Ladders and Stepladders by Estates Staff](#)
- [4.SC.COMP.027 - Use of Tower Scaffolds](#)

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

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

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

Pre-use checks are carried out on step ladders and ladders before they are used.

The Caretaker has attended Pre-fabricated Access Suppliers and Manufacturers Association (PASMA) training for the use of mobile tower scaffolds.

Annual inspections of access equipment are carried out in accordance with the manufacturers' instructions by the Health and Safety Officer 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

3.51 Hire of Facilities

All hire of facilities requests must go through the Health and Safety Committee for discussion and decision making.

All individuals will provide a copy of their public liability insurance as well as a brief overview of use of the facilities.

The hire of facilities agreement must be signed.

ACTION(S) TAKEN

Medical treatment	<input type="checkbox"/>	Police involved	<input type="checkbox"/>	Accident rpt form completed	<input type="checkbox"/>	Legal services consulted	<input type="checkbox"/>
Offended Employee given time off work	<input type="checkbox"/>	Senior management informed	<input type="checkbox"/>	Counselling offered	<input type="checkbox"/>	Referral to another dept or organisation	<input type="checkbox"/>

Please detail any other action(s) taken at the time of or since the incident:

HAZARDS AND CONTROLS

Hazard Category

- Physical violence with injury
- Verbal abuse
- Damage to property or vehicle
- Threat of violence or harm
- Gang activity
- Threat of physical assault
- Physical assault no injury

Management Controls

- No lone working
- Visit only with Police
- Office interview only
- Visit in pairs
- Female only
- Male only
- Mixed gender

DECLARATION: "I certify that, to the best of my knowledge, the above details are correct"

Signature of Offended Person: _____ Date: _____

FOR COMPLETION BY Manager/Headteacher

Actions taken, including action to be taken to prevent a recurrence:

Signature:
Manager/Headteacher _____ Date: _____

Print Name: _____

Notification of ALERT Register entry to Assailants

The Data Protection Act requires us to notify assailants when they are placed onto the Authority's ALERT Register. There is an exemption to this requirement **where such notification is likely to lead to further instances of violence or aggression**. If, for this reason, you do not wish for the assailant/s detailed above to be notified, please provide details of your reasons, and then sign and date your statement below. If this section is not completed, then it will be assumed that you are willing for notification to be provided to the assailant/s and an entry will be completed to show this on the ALERT register.

"I feel that notification or correspondence with the assailant on this matter would likely lead to further instances of violence or aggression because..."

Please provide additional notes for justification of use of the exemption:

Signed: (Line Manager) _____ **Print Name:** _____ **Date:** _____

Signed: (Offended Person) _____ **Print Name:** _____ **Date:** _____

ACCIDENT REPORT FORM

Completed forms should be sent, **within 48 hours of the incident** to:
SchoolsAccidentsHandS@cardiff.gov.uk



Form completed by:	Name: _____	Date: ___/___/___
Job title: _____		Time: ___:___ am/pm

INJURED PERSON

Full name: _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth: ___/___/___	Home Address: _____	
Tel. No: _____	Town: _____	Postcode: _____

<input type="checkbox"/> CC Employee	<input type="checkbox"/> Pupil	<input type="checkbox"/> Service User / Client	<input type="checkbox"/> On work experience/training
<input type="checkbox"/> Agency Worker	<input type="checkbox"/> Contractor	<input type="checkbox"/> Member of public	

If the injured person is an employee, provide:

Directorate: _____	Service Area: _____
Occupation: _____	Line Manager's Name: _____

DETAILS OF ACCIDENT / INCIDENT

Date of occurrence: ___/___/___ Time of occurrence: ___:___ am/pm

Where did the incident happen:

On an CC site Yes No **Incident Related to Pupil Behaviour? Yes**

Site Name / School / Address: _____

Specific location of incident:
(Be as precise as possible)

Brief details of the incident:

NB Include what was being done at the time, what happened, who was involved, details of any vehicles/equipment involved and details of ground conditions. If incident was not witnessed, state who said/saw what

Continue on additional sheet if required

Area checked for defects (required): Yes - *detail defects found or state "none found" (please photograph and retain)*

Was any personal protective equipment being worn at the time of the incident? Yes No

If yes, what? _____

Weather conditions at time of incident, or shortly before (if incident occurred outdoors)

ABOUT THE INJURY / INCIDENT

Injury / Incident Type		
<input type="checkbox"/> No Injury	<input type="checkbox"/> Concussion	<input type="checkbox"/> Fracture
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Crush	<input type="checkbox"/> Graze
<input type="checkbox"/> Allergic reaction	<input type="checkbox"/> Cut/Laceration	<input type="checkbox"/> Internal bleed
<input type="checkbox"/> Asphyxia/Poison	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Splinter
<input type="checkbox"/> Bruise/Contusion	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Stab / puncture
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Threat(s)

Body Part		
<input type="checkbox"/> Left Side	<input type="checkbox"/> Right Side	<input type="checkbox"/>
OF THE INJURED PERSON		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Face	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Finger	<input type="checkbox"/> Neck
<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Toe
<input type="checkbox"/> Ear	<input type="checkbox"/> Head	<input type="checkbox"/> Trunk

Violent Incident **Also complete an ALERT incident Form**
 Multiple injuries / locations Other (state)

Eye Knee Wrist
 Other (state)

NEAR MISS FORM

Completed forms should be sent, within 48 hours of the near miss to:
SchoolsAccidentsHandS@cardiff.gov.uk

PART 1 – NEAR MISS REPORT – To be completed by the individual

Reported by <small>(Person completing the form)</small>	Name: Job Title:
When did the near miss happen? Date: _____ Time: _____	
Where did the near miss happen?	What were you doing at the time of the near miss?

Brief details of the near miss: <small>(What happened, how, who was affected? Provide details of any vehicles/equipment involved).</small>
What actions were taken immediately following the incident?

PART 2 – NEAR MISS INVESTIGATION – To be completed by the manager/supervisor

Investigated by <small>(Person completing the investigation)</small>	Name: Job Title:
Why did the near miss happen?	

What action has been taken to prevent the near miss from occurring again?

Are any further actions required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FURTHER ACTIONS	Date to be completed	To be completed by (name)

Signed _____ Date _____
 (Reporting officer)

Signed _____ Date _____
 Manager/Supervisor

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