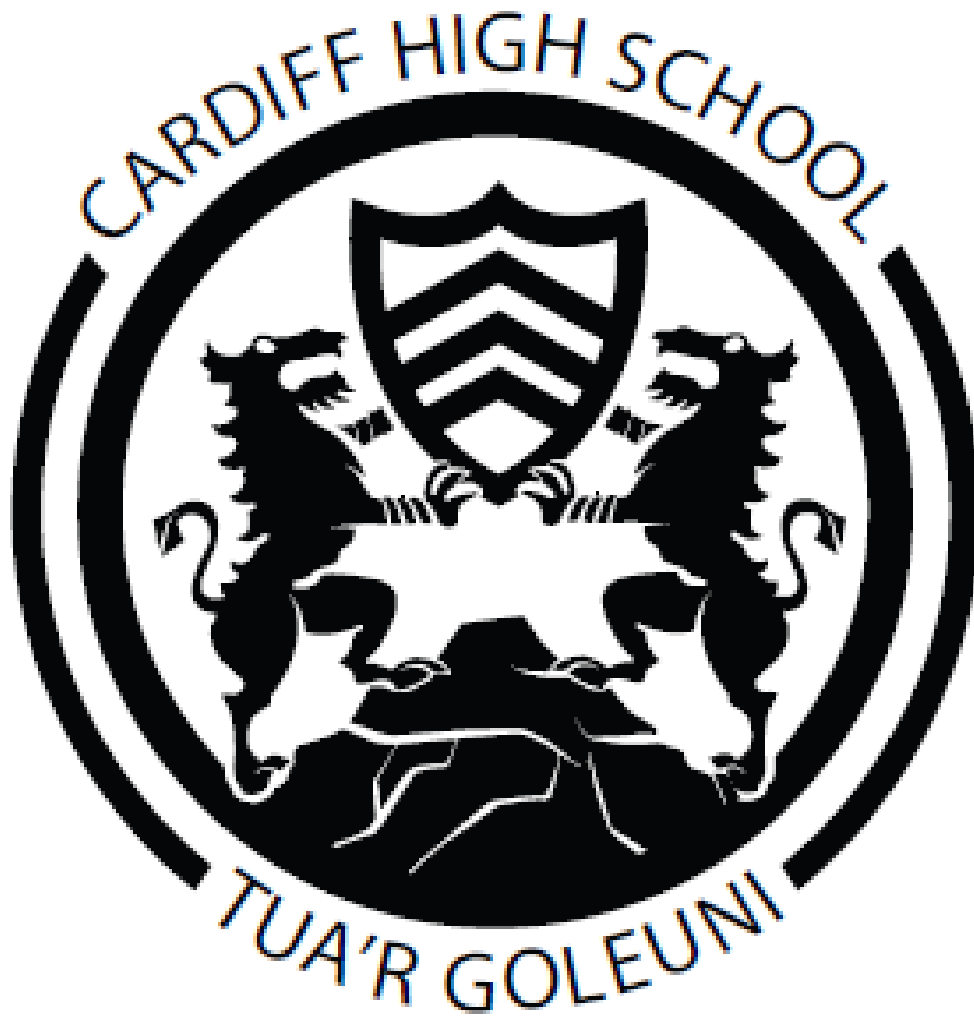


CARDIFF HIGH SCHOOL



HEALTH & SAFETY POLICY

SEPTEMBER 2021

CARDIFF HIGH SCHOOL HEALTH AND SAFETY POLICY

<u>List of Contents</u>	2-3
--------------------------------	-----

Section One - Statement of Intent

Statement	4-5
-----------	-----

Section Two - Organisation and Responsibilities

Levels of Management for Health and Safety	6
Allocation of Functions	7
1 Duties of Governing Body	7-8
2 Duties of Head Teacher	8-9
3 Duties of Supervisory Staff	9
4 Duties of Class Teachers	10
5 Duties of Estates Staff	10
6 Duties of all Employees	10-11
7 Duties of School Health and Safety Co-Ordinator	11
8 Duties of School Health and Safety Representatives	11
9 Duties of Pupils	11
10 Duties of Visitors, Members of the Public and Volunteers	11

Section Three - Arrangements

1 Accident Reporting , Recording and Investigation	12
2 Administering Medication	12
3 Asbestos	13
4 Contractors	13
5 Covid – 19	13
6 Display Screen Equipment	14
7 Electrical Equipment (Fixed and Portable)	14
8 Estates Department – Catering , Housekeeping , Maintenance	14-17
9 Fire Precautions and Procedures	17-19
10 First Aid	19-20
11 Glass and Glazing	21
12 Hazardous Substances	21
13 Health and Safety Advice	21
14 Legionella	22
15 Lettings	22
16. Lone Working	22
17 Maintenance / Buildings & Equipment	23-24
18 Manual Handling	24
19 Minibuses/Transport	24
20 New and Expectant Mothers	24

List of Contents (continued)

21 Off Site Activities – Educational Visits	25
22 Personal Protective Equipment	25
23 Premises Security	25-26

24	Reporting Defects	26
25	Risk Assessments	26-27
26	Smoking	27
27	Staff and Trade Union Consultation	27
28	Staff health and Safety Training / Competence	27
29	Stress and Well Being	27
30	Traffic Management	28
31	Useful Contacts	28
32	Vomit, Blood, Urine and Excreta	28
33	Violence to Staff	28-29
34	Visitors Attendance	29
35	Work Experience / Young persons in the Workplace	29
36	Workplace Inspections / Premises Risk	29

Appendix

A	Emergency Evacuation Procedures	30-41
B	Fire Evacuation Report	42-43
C	Personal Emergency Evacuation Plan	44-49
C1	Visitor Personal Emergency Evacuation Plan	50-52
D	Fire Zones /Call Points / Fire Extinguishers / Emergency Lighting	53-61
D1	Fire Alarm Weekly Check Sheet	62-63
D2	Emergency Lighting Monthly Check Sheet	64-67
E	Visitors Health and Safety information	68-69
F	Workplace Induction Training – Catering	70-73
G	Workplace Induction Training – Housekeeping	74-77
H	Workplace Induction Training - Estates	78-81
I	Workplace induction Training – All Staff (Non Estates)	82-85
J	Site Inspection Report	86-95
K	Fire Extinguisher Monthly Check Sheet	96-98
L	List of Authorised School Minibus Drivers	99
M	Main School Utility Shut off Locations	100

SECTION ONE – STATEMENT OF INTENT

This is the Health and Safety policy of Cardiff High School, which should be read in conjunction with the Health and Safety Policy of Cardiff Council, Education Service. The school accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy workplace and working environment for all its employees, visitors, students and learners, contractors and other persons who may be affected by its activities.

The Governing Body and Head Teacher will take all reasonable steps to ensure that the Authority's Safety Policy is implemented and, that guidance documents are followed and monitored throughout the school and at any other external venues used. The school is committed to ensuring a high standard of health, safety and welfare by ensuring the following:

- The adequate control of health and safety risks arising from school activities
- Maintenance of a healthy and safe working environment with safe means of access and egress
- Safe working practices
- 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.
- The consultation with staff on matters affecting health and safety
- Provision and dissemination of health and safety information which is received from the Education Service and other sources
- Provision of instruction and supervision of staff and tutors
- Ensuring staff are competent to carry out tasks safely
- Access to health and safety training
- Adequate Welfare facilities
- Procedures for Emergencies
- Monitoring and review of health and safety standards / accident statistics
- Encouragement for staff to participate in the promotion of health and safety standards in the school
- Access to competent advice with reference to health and safety matters.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc, are or may be affected by the school activities, the Governing Body via the Head Teacher will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set a standard by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others; and
- to co-operate with the Governing Body and Leadership Group so that they may carry out their own responsibilities successfully.
- All relevant Regulations, Codes of Guidance will be complied with as necessary.
- Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement is provided to every member of staff. Copies are also posted on staff room notice-boards, the school website and within the school staff handbook. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Name: N. Matthewson

Signed: N. Matthewson
Chair of Governors

Date: 01st September 2020

Name: S. M. Jones

Signed: S. M. Jones
Head Teacher

Date: 01st September 2020

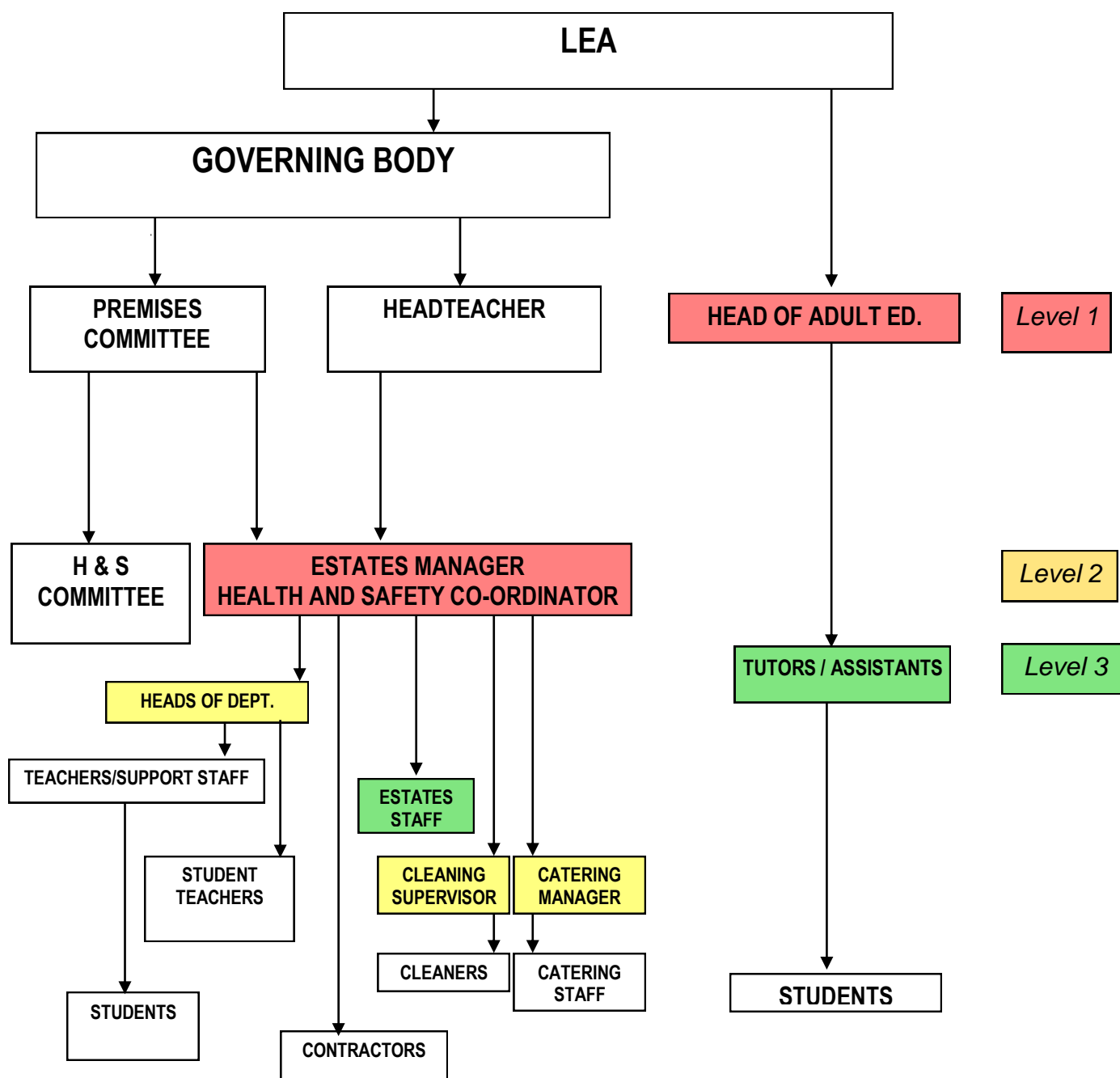
DATE	CARRIED OUT BY	REASON FOR REVIEW	REMARKS
15 th March '14	C NEWTON	NEW BUILD COMPLETION	PARAS - 8.0 , 16.0 , 29.0 AMENDED APPENDIX - A , D, D1 , D2 , J AMENDED
10 TH June '15	C NEWTON	Update Emergency Evacuation Plan due to staff changes. Update Fire Alarm / Emergency Lighting Check / Fire Extinguisher Check Sheet. Authorised Minibus Drivers	Appendix A , D1 , D2 , K, L
10 th Sept. '15	C. NEWTON	ANNUAL REVIEW	WHOLE POLICY
15 th Sept '16	C. NEWTON	ANNUAL REVIEW	<ul style="list-style-type: none"> • RE-SIGN STATEMENT OF INTENT • UPDATE FIRST AIDERS
19 th Sept '17	C. NEWTON	ANNUAL REVIEW	UPDATE MINIBUS DRIVERS / EMERGENCY EVACUATION PLAN WITH STAFF CHANGES
01 Sept '18	C. NEWTON	ANNUAL REVIEW	UPDATE MINIBUS DRIVERS / EMERGENCY EVACUATION PLAN WITH STAFF CHANGES
01 Sept '19	C. NEWTON	ANNUAL REVIEW	UPDATE MINIBUS DRIVERS / EMERGENCY EVACUATION PLAN WITH STAFF CHANGES
01 Sept '20	C. NEWTON	ANNUAL REVIEW <u>INSERT ARRANGEMENTS FOR COVID-19 – PAGE 13 PARA 5</u>	COVID-19 / UPDATE MINIBUS DRIVERS / EMERGENCY EVACUATION PLAN WITH STAFF CHANGES
01 Sept '21	C NEWTON	ANNUAL REVIEW	UPDATE EMERGENCY EVACUATION PLAN WITH STAFF CHANGES / UPDATE MINIBUS DRIVERS

SECTION TWO – ORGANISATION AND RESPONSIBILITIES

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy. Cardiff High School has created a structure for the development and implementation of its Health & Safety Policy and allocated functions to be carried out at all levels of responsibility.

LEVELS OF MANAGEMENT FOR HEALTH AND SAFETY



ALLOCATION OF FUNCTIONS:

LEVEL 1 - RED

- Take day-to-day responsibility for all health and safety matters in the school during day or evening classes.
- Liaise with Governors/LEA on policy issues.
- Ensure policy is activated and complied with by staff.
- Ensure new/temporary staff are thoroughly briefed.

LEVEL 2 - YELLOW

- Act on reports from level 3 within an agreed timescale and report problems to level 1
- Draw up departmental procedures and review annually
- Arrange for staff to be informed / trained.
- Check procedures are followed in department.
- Assessing risks

LEVEL 3 - GREEN

- Report defects to level 2
- Check equipment used is safe before use.
- Ensure safe procedures are followed by staff and pupils.
- Ensure protective equipment is used.
- Check classroom/work area is safe.
- Carry out special tasks (e.g. first aid, membership of health and safety committee)
- Risk assessment

1.0 The Duties of the Governing Body

The Governing Body, in Voluntary Aided Schools, is the employer who has overall responsibility for health and safety. In Community and controlled schools, the Governing Body, with the 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 and monitor the operation of the policy and procedures;
- Be responsible for developing procedures and allocating resources to ensure the effective management of health and safety;
- Ensure that health and safety is an integral part of management practices;
- Monitor management practices and ensure that appropriate action is taken each year 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.

In schools with delegated budgets, if a 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 LA, after consultation with the Head Teacher, can carry out essential work and charge it to that school's budget.

To support Governing Bodies with their Health and Safety functions, a training programme for Health and Safety Governors has been established. Each Governing Body should nominate one Governor to act as a Health and Safety Governor. This Governor will not be any more responsible for health and safety within the school than any other Governor. They will have no personal decision-making powers in relation to health and safety.

However, they 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 Head Teacher / Health and Safety Co-ordinator, 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 LA

1.2 In particular the Governing Body / School Leadership Team under takes to ensure the school provides;

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate statutory requirements, codes of practice, codes of guidance.
- Supervision, training and instruction so that all governors, staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body via the Head Teacher, will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- the required safety and protective equipment and clothing together with information on its use
- adequate welfare facilities

1.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.0 The Duties of the Head teacher

2.1 As well as the general duties of all members of staff, the Head teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.

2.2 The Head teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. In particular, the Head teacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the
- school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk

- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities
- monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and
- encourage staff and others to promote health and safety.
- Ensuring that only competent contractors are engaged in line with Council procedures and that their work is suitably monitored and supervised by competent employees to ensure they discharge their health and safety responsibilities appropriately.
- Ensuring that all building work is undertaken in compliance with the Construction, Design and Management (CDM) Regulations 2007.
- Acting as the duty holder and ensuring that the procedures and arrangements detailed in the Asbestos Management Plan are followed. This includes ensuring that Permit to Work sheets are completed and that condition inspections are carried out in accordance with the Asbestos Inspection Programme.

3.0 The Duties of Supervisory Staff

3.1 In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head teacher or the member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

3.2 Supervisory staff includes: Head Teachers, Deputy Head Teachers, Assistant Head teachers, Business Manager, Estates Manager, Catering Manager, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Administration Managers, Cleaning Supervisor.

3.3 As part of their day-to-day responsibilities they will ensure that safe methods of working exist and are implemented throughout their area of responsibility; health and safety regulations, rules, procedures and codes of practice are being applied effectively and that;

- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees are given instructions in safe working practices and have carried out a new staff induction i.a.w. relevant annexes F,G,H,I
- risk assessments are conducted in their area of responsibility as required by the Head teacher or as necessary
- regular safety inspections are made of their area of responsibility as required by the Head teacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety
- all health and safety information is communicated to the relevant persons; and they report any health and safety concerns to the Head teacher

4.0 Duties of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice eg CLEAPPS, if issued, and to ensure that they are applied;

- give clear oral and written instructions and warnings to pupils where necessary
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary
- make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation ensuring they have had any relevant electrical checks carried out.
- report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

5.0 Estates Staff

- In conjunction with the Headteacher, ensuring that fire evacuation drills are carried out at least once per term.
- 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 the testing and any subsequent maintenance of equipment is carried out.
- Advising the Headteacher/Line manager of any defect identified as being unsafe, or repairs identified as being required to the sites, buildings and grounds. Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged.
- Advising the Headteacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and site users are kept to a minimum.
- Ensuring that any contractors working on the fabric of the building complete the relevant sections of the Permit to Work sheet within the site's Asbestos Management Plan.
- 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.

Template forms on CIS:-

- [4.ED.WC.003](#) Pre-contract pro-forma
- [4.ED.WC.002](#) Contractors visitors log
- [4.ED.WC.001](#) General permit to work

6.0 Duties of All Employees [including temporary, supply, students and volunteers]

6.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety
- act in accordance with any specific H&S training received
- report all accidents in accordance with current procedure
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements
- exercise good standards of housekeeping and cleanliness

- know and apply the procedures in respect of fire, first aid and other emergencies
- co-operate with the appointed Trade Union Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.

5.2 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

5.3 Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

7.0 Duties of School Health and Safety Co-Ordinator

7.1 The School Health and Safety Co-ordinator has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- to make provision for the inspection and maintenance of work equipment throughout the school
- to manage the keeping of records of all health and safety activities
- to advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally carrying out any other functions devolved by the Head teacher or Governing Body.

8.0 Duties of School Health and Safety Representatives

8.1 The Governing Body and Head teacher recognise the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

9.0 Duties of Pupils

9.1 Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

10.0 Duties of Visitors, Members of the Public and Volunteers

10.1 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

10.2 Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 6 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

SECTION THREE – ARRANGEMENTS

1. Accident Reporting, Recording and Investigation

1.0 Under the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995 (RIDDOR) the law says an employer must notify and report some deaths and injuries arising from accidents at the workplace. These can be reported online (www.hse.gov.uk/riddor), but a telephone service is available for reporting fatal and major injuries (Incident Contact Centre Tel: - 0845 300 9923 Mon – Fri 08:30 – 17:00) The Estates Manager will be responsible for the reporting of any RIDDOR reportable incidents to the relevant authorities.

1.1 The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to the Cardiff County Council Code of Guidance for accident reporting and investigation, CIS refers 1.CM.122, 1.CM.012.

1.2 In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

1.3 All accidents are to be reported using available forms; CIS refers 4.C.043, 4.C.046, 4.C.045. 4.SC.COMP.601. These forms are also available in hard copy from the Estates Managers office and once completed should be forwarded to the relevant department at County Hall within 5 working days of the accident occurring. Service User/Public and Pupil Accident Report Forms should be forwarded to the Wellbeing and Compliance Team, Bessemer Close and Employee Accident Report Forms should be forwarded to the Health and Safety Section, Room 413, County Hall

1.4 The details of all accidents are to be entered in the Accident Reporting book which is kept in the Estates Office. In order to ensure accurate completion of the forms, persons involved should make notes regarding time of incident, sequence of events, actions taken and responses including timings. Names of witnesses should also be recorded and their statements including on all forms.

1.5 Should an accident occur at Cardiff High School then it should be reported immediately to either:

Estates Manager – Mr Chris Newton	Ext 207
Health and Safety Co-Ordinator	
Deputy Head Teacher – Mr Simon Thompson	Ext 210

1.6 First aid should be administered by a qualified first aider as listed at Cardiff High School Health and Policy Section 3 Para 9. However all staff should take any reasonable action as they are able to in order to prevent the injury deteriorating, whilst awaiting assistance. If the injured person is able to walk and is happy to do so, they can be escorted to reception in order to receive first aid treatment.

2. Administering Medication

2.1 Parents have the prime responsibility for their child's health and should provide Cardiff High School with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The County school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

2.2 There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that children with medical needs have the same rights of admission to a school or setting as other children. The school will ensure that no medicine will be administered to any pupil unless written consent is obtained from the pupil's parent / guardian.

2.3 The school will hold a 'Pupil Medical File' identifying any pupils with medical condition that requires specific medication/treatment e.g. allergies, diabetes, epilepsy. The 'Pupil Medical File' will be updated by the designated First Aider in Reception who will also keep a copy of the file.

Pupil Medication Manager – Ms L Young Ext 341

2.4 Further information is available from DfES Department of Health 'Managing Medicines in Schools and Early Years Settings' Managing Medicines in Schools and Early Years Settings,

2.5 School Policy 4.14 refers.

3. Asbestos

3.1 To minimize the risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the control of asbestos. CIS refers 1.CM.177
- following the procedures in the Asbestos Management Plan if suspected, damaged or worn asbestos is found.
- to have a named officer (the asbestos manager) who will have responsibility for the implementing the Asbestos Management Plan in compliance with the Council's Asbestos Policy.
- ensuring that all contractors, staff and any other persons intending to carry out work which may affect the fabric of the building has access to the Asbestos Management Plan (located in the Estates Managers office) prior to starting work.
- Carry out periodic condition monitoring of identified asbestos in accordance with the CCC Asbestos Inspection programme (located in Estates Managers office)
- ensure a Permit to Work system is in place for any building work taking place within the school Estates.

Asbestos Manager: Mr Chris Newton - Estates manager

Ext 207

4. Contractors

4.1 The school follows the guidance issued by CCC Contractors on Site 1.CM.114 refers. Guidelines include:

4.1.1 checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);

4.1.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;

4.1.3 having clearly identified personnel who are points of contact for contractors and visiting workers;

4.1.4 having all significant and unusual hazards and risks on site clearly identified;

4.1.5 exchanging information on hazards and risks.

4.2 Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

4.2.1 segregation of traffic and pedestrians;

4.2.2 segregation of contractors and occupants of the school (where possible);

4.2.3 safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;

4.2.4 implications on fire precautions due to possible increased risk and interference with fire alarm;

4.2.5 system and routes of evacuation;

4.2.6 safeguarding the welfare of students, staff and visitors.

4.3 All contractors must report to the Estates Department office prior to commencement of any works to ensure all relevant documentation (Asbestos Permit to Work, Risk Assessments, and Method Statements) has been completed and a site induction has been carried out.

5. Covid – 19

5.1 The school will follow all guidelines and instructions from the Welsh Government in respect to its operations during the Coronavirus Pandemic.

5.2 The school will work in conjunction with Cardiff Council Health and Safety to carry out a risk assessment of all activities and operations that take place within the school environment and produce a site specific risk assessment in order to mitigate as far as possible the risk to staff, students and visitors from Covid – 19.

5.3 The school will carry out, in so far as is reasonably practicable, any measures identified on the Covid – 19 Risk Assessment and monitor and review the risk assessment on a termly basis and implementing any changes should the need arise.

6. Display Screen Equipment

6.1 The school will adhere to the CCC Working with Display Screen Equipment (DSE) guidelines and procedures. CIS refers 1.CM.016

6.2 All employees who are classified as users of display screen equipment will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment. CIS refers 4.C.048 A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

**DSE Risk Assessor: Mr Chris Newton – Estates Manager
Ms Kath Taylor – Data Administrator**

Ext 207

Ext 203

7. Electrical Equipment (Fixed and Portable)

7.1 Portable electrical checks will be carried out in accordance with Cardiff Council guidance on Portable Electrical Equipment CIS refers 1.CM.032. Fixed appliance testing of all electrical equipment from the main school distribution board in reception area switch room up to all outlet sockets, including all school distribution boards circuit breakers, residual current detectors and electric the annual tests of the portable electrical equipment. These inspections are carried out every 5 years and carried out over a 3 year period during each summer recess. The records for these inspections are located in the Estates Managers office in the folder titled '5 Year Electrical Checks';

7.2 Portable Appliance Testing will be carried by a suitably qualified electrical contractor as detailed by the Estates Manager. These checks will be carried out on an annual basis unless otherwise detailed by suitable and sufficient risk assessment.

7.3 Members of staff and pupils are not to bring in any portable items of electrical equipment as they will be uncertified for use within the school environment unless;

7.3.1 they have been newly purchased within 12 months and the owner has a valid receipt as proof of purchase;

7.3.2 they already have a valid PAT certificate attached

8. Estates Department – Catering , Housekeeping , Maintenance

CATERING

8.1 The school employs its own catering team who are responsible for preparing meals and refreshments for all pupils, staff and visitors. The Deputy Head Teacher and Estates Manager will be responsible for ensuring the correct standard of catering is maintained and address any issues which may have an effect on the level of service provided.

8.2 The Estates Manager will be responsible for the monitoring of Health and Safety compliance within the catering department to include:

- Workplace risk assessments
- COSHH risk assessments
- Manual Handling Risk Assessments
- PPE
- Equipment maintenance
- Accident reporting

8.3 The Estates Manager will ensure that all new catering staff complete an induction training package within 1 month from the start of their employment see **Appendix F**.

8.4 All catering staff will receive training from the following as required:

- Level 2 Award in Health and Safety in the Workplace
- Level 2 Award in Food Safety in Catering
- Manual handling
- Handling Chemicals
- First Aid
- Working Safely

8.5 The catering manager and catering supervisor will receive additional training in the form of an Institute of Safety and Health (IOSH) qualification to allow them to monitor and report any Health and Safety issues within the work environment.

8.6 The school will develop a Food Safety Management Plan for the safe storage, handling, preparation of all foods and cleaning of the catering workplace environment and equipment in line with current guidelines and food safety regulations.

8.7 The catering manager will be responsible for ensuring on a daily basis that all staff comply with the procedures laid down in the Food Safety management Plan.

8.8 The catering manager will be responsible for maintaining a daily diary recording all critical food temperatures and all cleaning activities carried out in their area of responsibility

8.8 The training will be carried out by approved training providers where required and by the catering manager / supervisor where practicable e.g. on the job training for general kitchen equipment.

8.9 A training record for all catering staff will be kept in individual personal files in the Estates Managers office and updated by the Estates Manager who will also be responsible for identifying training needs and ensuring all training is carried out when required.

8.10 To avoid cross contamination, all cleaning equipment (cleaning cloths, mops, brushes, buckets) will be colour coded for use within the catering kitchens and canteen. The catering staff and catering manager are to ensure that the correct colour equipment is only used in its corresponding area, the colours are as follows:

- Red – Toilets and Washrooms
- Green – Kitchen area , Eating Areas

8.11 The Estates manager will carry out a COSHH risk assessment for all operations involving hazardous substances carried out within the catering kitchen. A copy of the risk assessments will be held in a 'Catering Health and Safety File' situated in the Estates managers office and the catering managers office.

8.12 The school will use environmentally friendly and non-toxic cleaning chemicals where practicable and ensure that all staff are trained in their correct use. A copy of the Manufacturers Safety Data Sheet (MSDS) will be kept for each cleaning chemical used and the appropriate COSHH assessments undertaken. These will be kept in the Estates manager's office, catering manager's office and in cleaning chemical storage cupboard.

8.13 Catering staff are to ensure they comply with all instructions detailed on the MSDS particularly with regards to storage, handling, PPE and first aid measures.

HOUSEKEEPING

8.14 The school employs its own housekeeping team who are responsible for ensuring a high level cleanliness is maintained throughout the school Estates. The Estates Manager will be responsible for ensuring the correct standard of cleaning is maintained and address any issues which may have an effect on the level of service provided.

8.15 The Estates Manager will be responsible for the monitoring of Health and Safety compliance within the housekeeping department to include:

- Workplace risk assessments
- COSHH risk assessments
- Manual Handling Risk Assessments
- PPE
- Equipment maintenance
- Accident reporting

8.16 The Estates Manager will ensure that all cleaning staff complete an induction training package within 1 month from the start of their employment see [Appendix G](#).

8.17 All cleaning staff will receive training from the following as required:

- Manual handling
- Handling Chemicals
- First Aid
- Working Safely
- Operating Cleaning equipment

8.18 The cleaning supervisor will receive additional training in the form of an Institute of Safety and Health (IOSH) qualification to allow them to monitor and report any Health and Safety issues within the work environment.

8.19 The school will develop a Cleaning Management Plan for the safe cleaning of the school environment to ensure cleanliness of all areas is carried out to the best possible standard.

8.20 The cleaning supervisor will be responsible for ensuring on a daily basis that all staff comply with the procedures laid down in the Cleaning Management Plan.

8.21 All training will be carried out by approved training providers where required and by the cleaning supervisor where practicable e.g. on the job training for general cleaning equipment and methods.

8.22 A training record for all cleaning staff will be kept in individual personal files in the Estates Managers office and updated by the Estates Manager who will also be responsible for identifying training needs and ensuring all training is carried out when required.

8.23 To avoid cross contamination, all cleaning equipment (cleaning cloths, mops, brushes, buckets) will be colour coded for use within the school Estates. The cleaning staff and cleaning supervisor are to ensure that the correct colour equipment is only used in its corresponding area, the colours are as follows:

- Red – Toilets and Washrooms
- Green – Kitchen area , Eating Areas
- Blue – Classrooms , Corridors , Public Areas

8.24 The Estates manager will carry out a COSHH risk assessment for all operations involving hazardous substances, carried out during cleaning operations. A copy of the risk assessments will be held in a 'Cleaning Health and Safety File' situated in the Estates Managers office and the cleaning supervisors office.

8.25 The school will use environmentally friendly and non-toxic cleaning chemicals where practicable and ensure that all staff are trained in their correct use. A copy of the Manufacturers Safety Data Sheet (MSDS) will be kept for each cleaning chemical used and the appropriate COSHH assessments undertaken. These will be kept in the Estates Manager's office, cleaning supervisor's office and in individual cleaning storage cupboards.

8.26 Cleaning staff are to ensure they comply with all instructions detailed on the MSDS particularly with regards to storage, handling, PPE and first aid measures.

MAINTENANCE

8.27 The school employs its own maintenance team who are responsible for carrying out any reactive, planned or cyclical maintenance tasks within the school Estates. The Estates Manager will be responsible for prioritising all maintenance tasks and allocating resources to maintain a safe and compliant environment.

8.28 The Estates Manager will be responsible for the monitoring of Health and Safety compliance within the maintenance department to include:

- Workplace risk assessments
- COSHH risk assessments
- Manual Handling Risk Assessments
- PPE
- Equipment maintenance
- Accident reporting

8.29 The Estates Manager will ensure that all maintenance staff complete an induction training package within 1 month from the start of their employment see [Appendix H](#).

8.30 All maintenance staff will receive training from the following as required:

- Manual handling
- Working Safely
- Working at Height
- Asbestos Awareness
- Minibus Driving

8.31 The school will develop a Maintenance Management Plan for the school Estates to ensure that all maintenance requirements are carried out as required to achieve the best possible standard.

8.32 The Estates Manager will be responsible for ensuring on a daily basis that all Estates staff comply with the procedures / recommendations laid down in the Maintenance Management Plan.

8.33 A training record for all Estates maintenance staff will be kept in individual personal files in the Estates Managers office and updated by the Estates Manager who will also be responsible for identifying training needs and ensuring all training is carried out when required.

8.34 The Estates manager will carry out a COSHH risk assessment for all operations involving hazardous substances, carried out during maintenance operations. A copy of the risk assessments will be held in the Estates Managers office.

8.35 Maintenance staff are to ensure they comply with all instructions detailed on any relevant Risk assessments, COSHH Assessments or Manual Handling Assessments.

9. Fire Precautions & Procedures

9.1 The Fire Safety Risk Assessment issued by Planning and Development S.O.P team has been adopted.

9.2 The Estates Manager has responsibility for the implementation of the fire Management Plan by:

9.2.1 detailing any significant findings from the fire risk assessment and any action taken

9.2.2 testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices

9.2.3 testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person

9.2.4 recording of false alarms

9.2.5 testing and maintenance of emergency lighting systems

9.2.6 testing and maintenance of fire extinguishers, sprinkler systems, hose reels and fire blankets etc

9.2.7 testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems

9.2.8 recording and training of relevant people and fire evacuation drills

9.2.9 planning, organising, policy and implementation, monitoring, audit and review

9.2.10 maintenance and audit of any systems that are provided to help the fire and rescue service

9.2.11 the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions staff should take if there is a fire

9.2.12 all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

9.2.13 In order to reduce the risk of a fire occurring at Cardiff High School in addition to the fire detection and warning system a variety of proactive measures are in place, these include:

9.2.13.1 fixed appliance testing of all electrical equipment from the main school distribution board in reception area switch room up to all outlet sockets, including all school distribution boards circuit breakers , residual current detectors and electric the annual tests of the portable electrical equipment. These inspections are carried out every 5 years and carried out over a 3 year period during each summer recess. The records for these inspections are located in the Estates Managers office in the folder titled '5 Year Electrical Checks';

9.2.13.2 portable appliance testing of all electrical appliances plugged into the schools electricity outlet sockets are carried out every 6-60 months (in accordance with risk assessment) by a suitably qualified electrician. Departmental risk assessments have been carried out and reviewed annually which detail the pre-use inspections of electrical items and the immediate reporting of any defects. The records for these inspections are located in the Estates Managers office in the folder titled 'PAT Certificates';

9.2.13.3 all waste is emptied daily from classroom/office bins by the Housekeeping Department and moved to the appropriate lockable waste containers situated to the rear of Ty-Celyn Youth centre;

9.2.13.4 a school 'No Smoking' policy in operation throughout the whole school site;

9.2.13.5 the education of pupils through the South Wales Fire Service Fire Watch scheme. This involves the weekly inspection of the internal / external school building by pupils during lunchtime break. The pupils carry out visual checks on extinguishers, fire doors and emergency exits. Any faults found are to be reported to Estates Department for remedial action.

9.2.14 The school will conduct a practice emergency evacuation once a term. The primary assembly point for all staff, students and visitors will be the 3G Artificial Training Pitch at the back of the school. In the event that this area is out of action then the playing fields at the rear of the Learning Hub will be used. The date and time of the practice fire drill will be decided by the Head Teacher in consultation with the Leadership Team / Estates Manager.

9.2.15 The emergency evacuation procedure listing immediate actions to be carried out by all staff and key personnel's roles and responsibilities. (Appendix A) On completion of fire drill, the log book will be completed and a report (Appendix B) will be raised by the Estates Manager and passed to Leadership for consultation.

9.2.16 The school will provide instruction and training as follows;

9.2.16.1 fire action notices are displayed in all classrooms and offices detailing the immediate actions to be carried out and the fastest evacuation route from the office/classroom's location;

9.2.16.2 all visitors are issued with a Health and Safety Information Green Card on arrival detailing their actions in the event of an emergency evacuation;

9.2.16.3 all staff with key roles are identified in the Emergency Evacuation Procedure are detailed at Appendix A. Any training needs for these roles, whether it will be at a local level or via an outside training agency will be identified by the Estates Manager and Leadership team;

9.2.16.4 during the first 2 weeks at the start of each academic year every form group within each year will carry out a practice evacuation as directed by Head of Year. This is to remind existing pupils and familiarise new pupils to the school, as to their emergency evacuation location when on the artificial pitch.

9.2.16.5 escape signs are displayed around the school which give direction on the escape routes to the final exits.

9.2.17 the aim of a Personal Emergency Evacuation Plan PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available.

9.2.18 It is the responsibility of the Estates Manager / Head of Department to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the Emergency Egress Questionnaire and PEEP should be completed (Appendix C) detailing individual responsibilities and actions to be carried out in the event of an emergency evacuation. A copy of the PEEP is to be held by the Head of Department and Estates Manager.

9.2.19 The school will provide a temporary personal emergency evacuation plan when required by any visitors to the school. On signing in, any visitors will be asked if they require assistance in the event of an emergency evacuation. If they respond yes a Visitors Personal Emergency Evacuation Plan (Appendix C1) will be completed by the Estates Manager in conjunction with the visitor and the visitors sponsor.

9.2.20 The school has a variety of extinguishers including water, CO2, foam and powder, these can be found at locations as indicated on school map (Appendix D). The annual inspection and test is carried out via a suitably qualified contractor. Any faults are rectified by the contractor and recorded on the inspection and test report. The reports of these annual checks can be found in the fire folder held in the Estates Managers office.

9.2.21 The fire detection system within Cardiff High School includes automated detection via smoke detectors and heat detectors. Manual operation of the system is made using fire alarm call points at various locations around the school. The locations of the call points and detectors are identified on the school map (Appendix D). For ease of fire detection purposes the school has been divided into 16 zones (Appendix D) which are identified on the main fire panel once a call point or smoke detector has activated. The main fire alarm panel is located in the reception area and will indicate which zone a fire (red light) or fault (amber light) has occurred. For a list of call point zone locations see Appendix D.

9.2.22 The fire alarm system is inspected every 3 months and annually for correct function and operation which, every 12 months includes the inspection and testing of heat detectors and smoke detectors. The annual inspection is carried out via a suitably qualified contractor. A record of these annual checks can be found in the Fire folder (Fire Book 1) held in the Estates Managers office.

9.2.23 There will also be a manual test of the fire alarm system carried out weekly by the Estates Department which will include 5 call points from different zones in order to comply with statutory obligations. Any faults identified are to be reported to the Estates Manager and repaired as soon as possible. A record of these tests can be found in the Fire folder (Fire Book 2) in the Estates Managers Office (App. D1)

9.2.24 The emergency lighting system within Cardiff High School is designed to ensure safe egress of occupants in the event of a power failure. They are designed to provide 3 hours emergency lighting which is supplied by internal rechargeable batteries. The locations of the call points and detectors are identified on the school map which is located with the monthly check sheets in the fire folder (Fire Book 2) in the Estate Managers office.

9.2.25 the emergency lighting system is inspected every 3 months and 36 months for correct function and operation. The inspections are carried out via a suitably qualified contractor. The reports of these annual checks can be found in the fire folder held in the Estates Managers office.

9.2.26 The Estates Department will be responsible for carrying out a monthly check of the emergency lighting to ensure correct operation using the test switch. The Estates Officer will ensure that within one calendar month that all emergency lights within the school have been checked. Any faults are to be reported to the Estates manager and repaired as soon as possible. A record of these tests can be found in the fire folder in the Estates Managers Office ([Appendix D1](#))

9.2.27 Fire doors within Cardiff High school are at various locations around building and designed to slow down the spread of a fire and smoke to allow safe egress for the buildings occupants. These doors should be closed when the room or building is unoccupied and at no time should be wedged open for ease of access. Various fire doors around the school corridors have automatic hold open devices which are designed to release to allow the door to close in the event of fire alarm activation. The Estates Department will be responsible for carrying out a monthly inspection and test of the fire doors to ensure correct operation and that they are free from any damage. All faults and damage are to be reported to the Estates Manager and repaired as soon as possible. A record of these inspections can be found in the fire folder in the Estates Managers Office.

9.2.28 The emergency exits within Cardiff High School allow for faster evacuation and also provide an alternative if the route to the regular exit is blocked by fire. The emergency exits are only to be used in the event of an emergency evacuation and should not be obstructed at any time.

9.2.29 The Estates Department will be responsible for carrying out a monthly inspection and test of the emergency exits to ensure correct operation; they are free from any damage and are not obstructed. All faults and damage are to be repaired as soon as possible and any obstructions removed. A record of these inspections can be found in the fire folder in the Estates Managers Office.

9.2.30 In order to ensure all statutory fire inspections are being carried out correctly and on a regular basis the Estates Manager will carry out a monthly check of the Fire folder. The Estates Manager will sign for the monthly checks on the check sheet located in the Fire folder (Fire Book 2).

9.2.31 The arrangements as detailed in this section titled 'Fire Precautions and Procedures' will be reviewed to make sure they remain effective. The review will be carried out by the Estates Manager on an annual basis and also after any building modifications which would have an effect on the integrity of the fire detection and warning system.

9.2.32 The school follows (where relevant) Cardiff County guidelines on fire safety, CIS refers [5.HR.015](#), [4.HR.298](#) [1.CM.018](#).

10. First Aid

10.1 The guidance issued by Cardiff Council on First Aid at Work has been adopted by the school, CIS refers [1.CM.019](#).

10.2 The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

10.3 The Office Manager will be responsible for the following;

10.3.1 ensuring the nominated first aiders remain current in the qualification and arrange any first aid training to be carried out;

10.3.2 ensuring that all first aid boxes have been stocked/restocked where necessary;

10.3.3 ensuring that there is a first aid service available during normal school opening hours;

10.3.4 ensuring that defibrillator trained employees remain current with their qualification and arrange for any defibrillator training to be carried.

10.3.5 updating the 'Pupil Medical File' when necessary.

10.4 Any pupils, visitors, members of staff requiring first aid can do so by contacting reception in person or using internal phone system by dialling '0' or 029 20757741 using mobile phone.

10.5 If the injured person is able to walk they can make their way to reception where a first aider will be summoned to treat them. Any head injuries will require an escort to assist the injured person to reception.

10.6 If any injured person feels unable to make their way to reception then the nominated first aider will be sent to them, in which case a member of staff or pupil is to remain with the injured person until help arrives.

10.7 The nominated first aider will be responsible for ensuring the correct persons are notified in the event of an injury.

10.8 Any pupil in an accident or injury which involves the head will result in the parents/guardians of the injured pupil being contacted.

10.9 The trained on-site first aiders are:

NAME	POSITION	QUALIFICATION	CONTACT NO.
MR C NEWTON	ESTATES MANAGER	1 ST AID AT WORK	EXT 207
MS NICOLA ONEILL	RECEPTION	1 ST AID AT WORK	EXT 201
MS LAURA YOUNG	RECEPTION	1 ST AID AT WORK	EXT 341
MR TOM MORGAN	PE HUB OFFICER	1 ST AID AT WORK	EXT 251
MR I MILES	DRAMA TEACHER	EMERGENCY 1 ST AID	EXT 331

MR H LEWIS	HEAD OF PE	EMERGENCY 1 ST AID	EXT 251
MS L LLEISON-JONES	ENGLISH TEACHER	EMERGENCY 1 ST AID	EXT 304
MS N BRINNING	RESOURCE ASSISTANT	EMERGENCY 1 ST AID	EXT 346
MS B WILSON	HISTORY TEACHER	EMERGENCY 1 ST AID	EXT 105
MR A TOYE	PHYSICS TEACHER	EMERGENCY 1 ST AID	EXT 270
MS NADIA LEWIS	BIOLOGY TEACHER	EMERGENCY 1 ST AID	EXT 267
MR J JONES	HEAD OF GERMAN	EMERGENCY 1 ST AID	EXT 257
MR J COLES	BIOLOGY TEACHER	EMERGENCY 1 ST AID	EXT 292
MS L BURT	D & T TEACHER	EMERGENCY 1 ST AID	EXT 246

10.10 The location of the first aid kits are:

DEPARTMENT	LOCATION	SERIAL NO.
GENERAL OFFICE	MAIN OFFICE	A
CATERING	T6 STORE ROOM	B
TECHNOLOGY	T3 STORE ROOM	C
TECHNOLOGY	T2 SINK AREA	D
CHEMISTRY	CHEMISTRY PREP ROOM	E
PHYSICS	PHYSICS PREP ROOM	F
BIOLOGY	BIOLOGY PREP ROOM	G
GEOGRAPHY	GEOGRAPHY OFFICE	H
GENERAL SCIENCE	GS2/3 & GS1 PREP ROOM	I
PHYSICAL EDUCATION	PE OFFICE	J
MINIBUS	YR11 PXL	K
MINIBUS	ND07 FYH	K2
STAFF ROOM	ON STAFF LOCKERS	L
LEARNING SUPPORT	LS OFFICE	M

10.11 The trained on-site defibrillator user are:

NAME	POSITION	CONTACT NO.
MR C NEWTON	ESTATES MANAGER	EXT 207

10.12 The location of the defibrillators are:

OUTSIDE ESTATES OFFICE – RECEPTION AREA	See appendix M
OUTSIDE PE OFFICE – SPORTS HALL	See appendix M
OUTSIDE HEAD OF 6 FORM OFFICE – 6 FORM CENTRE	See appendix M
CANTEEN ENTRANCE LOBBY	See appendix M

11. Glass and Glazing

11.1 All glass in doors and side panels are to be safety glass. All replacement glass to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary.

11.2 All incidents of smashed glass will be dealt with immediately. Any breakages are to be reported to the Estates Department on Ext 207 or via main reception on Ext '0'. The area is to be cordoned off and monitored until a member of the Estates team arrives to make the area safe and remove any glass which could cause injury and to panel up the damaged area to make secure.

11.3 The Estates Manager will contact a competent contractor to ensure replacement of the smashed glass panel is carried out promptly.

12. Hazardous Substances

12.1 Cardiff County Council Procedures for Control of Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. CIS [1.CM.033](#), [4.C.057](#) refers. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

12.2 All Heads of Department are to ensure that prior to using a hazardous substance that a suitable and sufficient COSHH assessment has been completed to minimise any risks associated with the substance. All substances are not to be used unless accompanied by a Manufacturers Safety Data Sheet (MSDS) which is to be held in a file along with the relevant COSHH assessment and made accessible to all staff and students.

12.4 All hazardous substances are to be stored in accordance with advice on its corresponding MDS.

12.5 The school will make use of the County Council COSHH Management System (CMS) database if required to assist in the completion of COSHH risk assessments and can be accessed by a SYPOL trained member of staff.

12.6 All Heads of Curriculum will ensure that any hazardous substances required within their department will be used and stored in accordance with advice from relevant organisations i.e. CLEAPSS.

12.7 The school will ensure that a Radiation Protection Supervisor is identified in order to ensure that all health and safety matters regarding safe use of radioactive isotopes including safe storage, usage monitoring and liaising with Council Radiation Protection Officer.

Radiation Protection Supervisor – TBC
CMS Representative: Mr Chris Newton – Estates Manager

Ext 270/280
Ext 207

13. Health and Safety Advice

13.1 The school will seek additional advice from Health & Safety Adviser, Corporate Services, Tel 029 2087 3967 / 029 2087 3472 / 029 2087 2374 where necessary.

13.2 The school will use the Council's Corporate Services and Schools and Lifelong Learning Service's Health and Safety Intranet websites where necessary.

14. Legionella

14.1 The school will ensure that it has a suitable and sufficient Legionella Risk Assessment in place.

14.2 The school will carry out all statutory checks as required by COSHH regulations 2002 relating to Legionella using a recognised approved contractor.

14.3 The guidance issued by Cardiff City Council on Legionellosis has been adopted by the school, CIS refers 1.CM.124.

14.4 The school will keep a record of all inspections which will be situated in the Estates Managers office in a file titled 'Water Log Book'

14.5 The Estates Manager will ensure that all inspections are carried out as required by a suitably qualified contractor.

15. Lettings

15.1 The school hires out its facilities (sports hall, gymnasiums, dance studio, halls etc.) outside of normal school hours to directed and non-directed users for various activities.

15.2 Prior to any organisation using a facility the school will ensure they are eligible to use the facility and that all actions are completed as detailed in the School and Lifelong Learning guidance notes on the Hire of School premises.

15.3 Any organisation will need to fill out form 4.SC.LL.006 Hire of School Premises (External Use) and attach a copy of its activities risk assessment, public liability insurance document and ECRB certificate for activities involving under 18s or vulnerable adults. This document is required before any on site activity by the organisation is allowed.

15.4 Any organisation using the school facility will be expected to provide its own first aid provision as there will be limited first aid cover outside of normal school hours. Additional first aid response will be provided using the normal emergency service facility on '999'.

15.5 All organisations will be informed of the emergency evacuation procedure at the time of booking and the correct actions to take should the alarm sound.

15.6 The school has carried out a risk assessment on the hire of school premises CHS/ED/RA010 refers.

15.7 The Estates Manager will be responsible for the management of the hiring of school premises by external organisations

16. Lone Working

16.1 There will be times that staff will be working on their own, outside of normal school opening hours. This could be during the daily school opening and closing by Estates staff in the early morning or late at night or when staff come in during the holidays or stay after school to do extra work.

16.2 Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts

16.2 Staff themselves has a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

16.3 During holidays periods and outside normal school hours Estates Staff are to sound the school bell twice 15 minutes before closing. This is to be seen as a warning to any staff, visitors or contractors working within the school that it is about to close.

16.4 During holiday periods and outside normal school hours all staff/pupils/contractors/visitors entering the school building are to sign in and out on the designated forms at main reception.

16.5 A sign at main reception will give advice detailing contact numbers of the duty Estates staff, to be used in the event of an emergency or if requiring assistance.

16.6 Any staff anticipating working on their own, or Heads of Department who are aware of any member of their staff who will be working within the school are to familiarise themselves with the school Lone Working risk assessment, CHS/ED/RA008 refers.

17. Maintenance – Buildings , Equipment , Grounds

17.1 The Local Education Authority is the owner of the site and buildings, the obligations of each party with regards to the upkeep of the buildings and equipment are listed in the **‘School Building Handbook 2018/2019’**. The Estate Manager will use this as terms of reference for all maintenance aspects relating to the school estate. The school Premises Committee of the Governing Body has a delegated responsibility for the safe and efficient operation of the site. The Premises Committee is advised by the Estates Manager who has responsibility for the site and carries out this management on a day to day basis with the estates team.

17.2 All statutory compliance checks of equipment, machinery and other facilities will be carried out under a centralised arrangement with Cardiff Council or if the school has not signed into the agreement, with suitably qualified contractors as detailed by the Estates Manager. The items to be inspected and frequency will be as detailed below, the records will be held by the Estates Manager and Cardiff Council –

INSPECTION	FREQUENCY (months)	CONTRACTOR	REMARKS
FIRE ALARM	3	FIRE SAFETY DIRECT	Monthly checks to be carried out by Estates Department.
FIRE EXTINGUISHERS / BLANKETS	12	FIRE SAFETY DIRECT	Monthly Checks to be carried out by Estates Department
EMERGENCY LIGHTING	3	FIRE SAFETY DIRECT	Monthly checks to be carried out by Estates Department.
PORTABLE APPLIANCE TESTING	12 -18	AC COMPLIANCE	Pre-use checks to be carried out by user
FIXED APPLIANCE TESTING	6 mths-5 years	CARDIFF COUNCIL	
FUME CUPBOARDS	12	ROPERHURST	
LOCAL EXHAUST VENTILATION	12-14	ROPERHURST	
LIFTS	3	STANNAH	
AIR CONDITIONING	6	ACTION AIR	
LEGIONELLOSIS	1	AQUASAFE	
ART KILN	12	CELTIC KILNCARE	
BOILERS – CENTRAL HEATING	12	CARDIFF COUNCIL	
BOILERS – HOT WATER SYSTEM	12	CARDIFF COUNCIL	
ROLLER SHUTTERS	12	B AND B Doors	
LIGHTNING / SURGE PROTECTION	12	B.E.S.T	
STAGE LIGHTING / ELECTRICS	12	S.E.S.S	
SCHOOL MINIBUSES	3 - safety checks 12 - M.O.T	CELTIC MOT IPSWICH ROAD	Weekly checks to be carried out by Estates Department. Pre-use checks to be carried out by driver.
GYM EQUIPMENT	12	GYMNASIUM SERVICES	Pre-use checks to be carried
HOUSEKEEPING ELECTRICAL EQUIPMENT	6	TAYMEC	Pre-use checks to be carried out by user.
CATERING KITCHEN EQUIPMENT - GAS/ ELECTRICAL / REFRIGERATION	6 -12	CATERMATE	Pre-use checks to be carried out by user.
EVAC CHAIR	12	EVAC INTERNATIONAL	
STEP LADDERS / LADDERS	6	ESTATES STAFF	Pre-use checks to be carried out by user.
DUST EXTRACTION	12	PJ DUST EXTRACTION	Daily check to be carried out by Technology Department.
SPRINKLER SYSTEM	6	SPRINKLER PROTECTION UK LTD	Weekly Estates checks / 6 Monthly Contractor checks
STORMCEPTOR	12	ADLER & ALLAN	Car Park drainage filter
PARTITION DOORS	12	DIVIDERS	G1 / G2 Folding doors
INTRUDER ALARM SYSTEM	12	SGD	
STAFFROOM BOILERS /WATER COOLER	12	WESSEX	

17.3 Grounds maintenance is outsourced to an independent contractor, whose methods of operation comply with approved Health and Safety procedures. The agreement covers grass cutting, sports pitch maintenance and marking, Artificial Pitch maintenance, hedge trimming, weeding and other agreed grounds maintenance tasks. The council parks carry out regular inspections of all trees within the grounds and provide the school with a copy of their findings and carry out any tree maintenance required.

18. Manual Handling

18.1 The guidance issued by Cardiff Council on Manual Handling has been adopted by the school, CIS refers [1.CM.026](#).

18.2 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

18.3 Heads of Department, Line Managers and all staff are responsible for assessing the appropriate approach to a handling task and may seek professional advice from the Estates Manager or the CCC Health and Safety Team.

19. Minibuses / Transport

19.1 The guidance issued by Cardiff City Council on the use of council vehicles has been adopted by the school, CIS refers [1.CM.111](#).

19.2 The Estates Department will be responsible for weekly minibus checks and ensuring the vehicle remains in a safe condition for use between statutory inspections. The inspections will be recorded and kept in a file titled 'Vehicle Details and Weekly Check Sheet' in the Estates Office.

19.3 All staff are to have attended the Cardiff County sponsored minibus training course before they are authorised to use the vehicles. See list of Authorised Drivers at Appendix L.

19.4 All staff are to carry out a pre-use inspection of the vehicle and report any faults or deficiencies to the Estates Department.

19.5 The Estates Manager will be responsible for ensuring that all statutory inspections have been carried out and for assessing any reported faults and ensuring any faults that compromise the safety of the vehicle are repaired immediately and the vehicle is not used until the fault is fixed.

19.6 It is the responsibility of the department using the minibus, to ensure the safety of the students on the vehicle and for ensuring the vehicle is returned in a clean and tidy condition.

19.7 In the event of a breakdown then the driver of the vehicle is to contact the breakdown services using the card on the minibus windscreen. If on the motorway all occupants are to vacate the vehicle and find a safe place to take refuge and remain there until the vehicle is repaired or they are transported to another location.

19.8 Each school minibus will have a first aid kit on board. The office manager will be responsible for restocking the kit when necessary. If any member of staff uses the first aid kit they are to make sure they fill in the accident report book situated in the Estates Managers office on their return to school.

19.9 Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

20. New and Expectant Mothers

20.1 The guidance issued by Cardiff City Council on New and Expectant Mothers has been adopted by the school, CIS refers [1.CM.030](#)

20.2 Once a notification is received from a member of staff that they are pregnant, Line managers are to carry out a work based risk assessment [CHS/ED/RA011](#) refers. This assessment can be added to in order to ensure it is suitable and sufficient and when completed a copy should be kept by the individual concerned, Head of Department and Estates manager.

20.3 As the pregnancy develops then the risk assessment should be reviewed regularly and amended as necessary.

21. Off Site Activities – Educational Visits

21.1 Educational visits offer a rich variety of valuable experiences that would be impossible to reproduce within the school. In order to ensure the safety of all participants Cardiff High School will ensure that all procedures are followed in accordance with local school policies, Cardiff County Council guidance and Welsh Assembly procedures.

21.2 All educational visits are to be approved by the Leadership Team before any bookings are made or pupil's monies collected.

21.3 Any member of staff planning an off-site visit are to refer to information contained in school policy **5.3 Educational Visits (not of a spontaneous nature)**.

21.4 Any member of staff organising an off-site visit must also refer to the All Wales Guidance for Educational Visits published by the Welsh Assembly Government in 2008 [which can be viewed and downloaded at www.wales.gov.uk/healthandsafety/educationalvisits to ensure that they fulfil all requirements relating to the nature of the visit being planned as set out in the Guidance.

21.5 A generic off-site visit risk assessment has been produced as a template. This can be amended as required by staff to suit the type of visit taking place; **CHS/ED/RA/012** refers.

22. Personal Protective Equipment (PPE)

22.1 The guidance issued by Cardiff City Council on Personal Protective Equipment has been adopted by the school, CIS refers **1.CM.031**.

22.2 Heads of Department and Line Managers will assess on the basis of a risk assessment and COSHH assessment the need for PPE.

22.3 Where a risk assessment identifies the need for PPE, it shall be selected and provided free of charge by the school.

22.4 A record of any PPE issued will be kept by the corresponding Line Manager / Head of Department detailing any expiry dates so the equipment can be replaced as and when is necessary.

22.5 All staff have a responsibility to wear PPE when it is provided and to report any faults to their line manager which would render the PPE ineffective.

23. Premises Security

23.1 The main school building and outer buildings are secured by lock and key and monitored by passive infra-red sensors during out of hour's times when the school is locked and alarm has been set. The intruder alarm is monitored by a private contractor who will inform the police and Cardiff County Council Key Holding Services if alarm activation occurs.

23.2 The school boundary is secured by various types of fencing. Vehicular and pedestrian access to the school site is via 4 lockable gates, 1 pedestrian gate on Celyn Avenue and 3 gates on Llandennis Avenue (2 pedestrian gates and 1 vehicle gate)

23.3 The Celyn Avenue / Llandennis Road pedestrian gates will opened at **07:30** each school day to allow students to access the site safely. They will be locked by the Estates Department at **08:40**. The Llandennis Road pedestrian gates will be opened at 14:45 to allow students to leave at the end of the day and locked again at 17:00.

23.4 The Estates Department will be responsible for ensuring that all building access doors are opened and closed at the beginning and end of the day and that all intruder alarms are activated and deactivated as required.

23.5 The Estates Department (including Housekeeping and Catering) will be responsible for ensuring that all windows and fire doors are closed at the end of the day prior to leaving the school site.

23.6 The school has a CCTV system to provide internal and external monitoring for security reasons and to act as a deterrent for anti-social behaviour. Access to the CCTV system will be restricted to authorised personnel only and monitored in accordance with the Data Protection Act 1998.

23.6.1 The images from the CCTV are stored on an internal hard drive should they be required by the police for investigation purposes following a criminal incident. These images are stored for a pre-determined length of time and are then automatically deleted.

23.6.2 The school will, in so far as is practicably possible, abide by the Cardiff Council CCTV Policy Code of Practice and the Information Commissioners Office CCTV Code of Practice (revised edition 2008) in order to satisfy its obligations under the Data Protection Act

23.7 The school CCTV will be maintained and serviced by an authorised contractor as directed by the Estates Manager.

23.8 The school main entrance doors will be on automatic opening until 08:40 then will be locked and access will be controlled by the receptionist. External entry doors will be locked by the Estates Staff at 16:30 each school day and during the school holidays. Entry can be gained using a security fob which will be issued by the Estates Department to all permanent staff. The doors will unlock automatically in the event of a fire alarm activation and can be unlocked using the internal 'Press to Exit' button situated next to the door.

23.9 All staff will be issued with a staff identification badge which must be worn visibly at all times whilst on the school site.

23.10 All visitors are required to sign in and out at reception and will be issued with a temporary identification badge which is to be visibly worn at all times.

23.11 During holiday periods a signing in/out register will be placed at reception for use by all visitors to the school site including staff/contractors/students.

23.12 A site security risk assessment has been carried out for use by all staff; **CHS/ED/RA013** refers.

24. Reporting Defects

24.1 If any member of staff identifies a defect or hazard within the school Estates e.g. spilt liquid, smashed window, damaged building fabric, that they feel would present an immediate danger to others then they are to contact reception by dialling '0' on an internal phone or ringing 029 20757741.

24.2 They are to remain with the hazard/defect until a member of the Estates Department attends and can begin remedial action.

24.3 For issues of a non-emergency nature such as 'flickering' lights, room redecoration, room renovation, ICT issues etc. then a fault can be reported using the IT Fault reporting system. Using the school website a member of staff can raise a fault via the IT Fault reporting system and direct it to either ICT or Estates as required.

24.4 All faults of an Information Communication Technology nature are to be reported using the IT Fault Reporting system by phone to either the Network Manager on Ext 249/243 or Director of New Technologies on Ext 249.

24.5 All other faults regarding the building fabric, waste, utilities, cleaning, catering etc. are to be reported to the Estates Manager using the Maintenance Request form on the Estates Department page of the school website www.cardiffhigh.co.uk.> School Info > Estates > Estates Maintenance Request / Fault Report.

25. Risk Assessments

25.1 The guidance issued by Cardiff City Council on Risk Assessment has been adopted by the school, CIS refers **1.CM.060**.

25.2 Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities including off-site activities.

25.3 The school will ensure that each Head of Department carries out an annual Departmental Risk Assessment (DRA) of all activities within their area of responsibility.

25.4 Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

25.5 The school will provide risk assessment training as required to those who will be responsible for carrying out risk assessments or advising others in their completion.

25.6 The members of staff currently trained in 'Risk Assessment: Principles and Practice' are:

NAME	POSITION	CONTACT NO.
C NEWTON	ESTATES MANAGER	207
N THOMAS-EVANS	HEAD OF ART	215
M GRIFFITHS	TEACHER - WELSH	288/264
I MILES	TEACHER - DRAMA	216
J TOYE	HEAD OF HISTORY	228

26. Smoking

26.1 A no smoking policy has been adopted within the Cardiff High School Estates.

26.2 This has been communicated to staff, visitors and pupils, using appropriate signage, assemblies, notices and staff briefings.

26.3 Disciplinary action commensurate with offender's status within the school will be initiated against those found to be contravening no smoking policy in line with the school and county disciplinary guidelines and procedures.

27. Staff / Trade Union Consultation

27.1 The guidance issued by Cardiff City Council on Safety Representatives has been adopted by the school, CIS refers [1.CM.045](#).

27.2 The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

27.2 The school will form a Health and Safety Committee which will meet once a term and report its findings back to the school premises committee.

27.3 The committee will primarily consist of the Estates Manager, Business Manager, Staff Representative, Head of Science, Head of Technology and Head of PE although any other member of staff will be free to attend if required.

27.4 A copy of the Health and Safety Committee minutes will be posted on the 'Estates' notice board in the school staff room once completed.

28. Staff Health and Safety Training / Competence

28.1 Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

28.2 Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers will be addressed as a matter of priority.

28.3 All new staff / student teachers will receive an initial school Health and Safety induction at the start of their employment/training from the corresponding Head of Department using check sheet at [Appendix F](#).

28.4 All cover teachers / temporary staff will receive a Health and Safety induction and information sheet from the Cover Co-ordinator prior to commencement of temporary employment.

28.5 All visitors/contractors will receive a Health and Safety induction from their school sponsor and also via the 'green card' handed out at the main reception desk. ([Appendix E](#))

29. Stress and Well Being

29.1 The guidance issued by Cardiff City Council on Stress Risk Assessment has been adopted by the school, CIS refers [1.CM.113](#).

29.2 Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.

29.3 Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within Cardiff City Council to manage stress and assist staff, utilising the Staff Counselling Scheme.

30. Traffic Management

30.1 The school will endeavour to:

30.1.1 Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;

30.1.2 Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;

30.1.3 Wherever possible avoid same-access for all.

30.2 In order to achieve the goals at Para 29.1 the school will:

30.2.1 Communicate to all suppliers and contractors the need to ensure no vehicle movement occurs on the school site during times of high pedestrian movement which occurs mainly, before school starts, during breaks and at the end of the school day.

30.2.2 Communicate to staff the need to remain on school site until 15:20 in order to reduce vehicle movement until students have left the school site.

30.2.3 Ensure a member of staff is positioned within the main entrance area to restrict vehicle movement during break times and at the end of the school day. Stopping vehicle access onto the site at 15:05 and egress off the site until 15:20.

30.3 The school has carried out a risk assessment for traffic management within the school site

CHS/ED/RA001 refers.

31. Useful Contacts

SERVICE	TEL	ISOLATION POINT DETAILS
WATER	0800 0520130	SEE APPENDIX D
ELECTRICITY	0800 0520400	SEE APPENDIX D
GAS	0800 111999	SEE APPENDIX D
EMERGENCY SERVICES	999	
COUNCIL EMERGENCY CALL OUT	029 20788188 AFTER HOURS: 029 20238333	COUNCIL 'D' DESK DEALS WITH EMERGENCY LEAKS / POWER OUTTAGES / ELECTRICAL FAULTS / ANY BUILDING FABRIC ISSUES

32.0 Vomit , Blood , Urine and Excreta

32.1 The guidance issued by Cardiff City Council on Violence at Work, Working with the South Wales Police has been adopted by the school, CIS refers 1.CM.056, 058,059.

32.2 Spillages of vomit, blood, urine and excreta in the school should be cleaned up promptly. It is extremely important to clean up spillages as soon as they have occurred. Education Service Centres should seek volunteers from their staff to assist in the cleaning process. This will then form the basis of the Schools / Education Service Youth Centres clean up team. Spill kits should be used to effectively clean up spillages, it is important to use the protective equipment in the packs e.g. aprons etc. It may also be necessary to cordon off the areas until the clean-up operation has been initiated. Dependent on the nature of the incident it may also be necessary to use the services of Direct Services Rapid Response Cleaning Team. If this is necessary please contact Tel: 029 2078 8256/8227 or out of hours mobile number 07854 108404.

There is a generic risk assessment for Cleaning up blood and other bodily fluid spillages. The document should be used as a framework and should be customised by the School/Centre. The risk assessment can be accessed [here](#).

Suspected cases of Norovirus should be reported to the Wellbeing & Compliance Team on 029 2087 3521. Other cases of infectious diseases should also be reported to the Wellbeing & Compliance Team.

The Education Service organises Norovirus training courses, which includes demonstrations on how to effectively use spill kits to clean up spillages. To organise a place on the course contact the Wellbeing & Compliance Team on Tel: 029 2087 3521.

33. Violence to Staff

33.1 The guidance issued by Cardiff City Council on Violence at Work, Working with the South Wales Police has been adopted by the school, CIS refers [1.CM.056, 058,059](#).

33.2 Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Head teacher and governing body who will liaise with their local Crime Prevention Officer.

33.3 Managers are responsible for assessing the risks of violence to staff.

33.4 Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.

33.5 Staff must report incidents of violence and aggression in the same manner as accidents.

33.6 The school has carried out a risk assessment for traffic management within the school site

CHS/ED/RA009 refers.

34.Visitor Attendance

34.1 All visitors to Cardiff High school are to sign in and out at reception on arrival. They are to fill in all information required including arrival time, vehicle registration, their name/organisation, identity badge number and who they are visiting.

34.2 The receptionist will ensure that all visitors are issued with an identity badge which is to be worn visibly at all times.

34.3 The receptionist will ensure that all visitors are issued with a health and safety 'green card' detailing the actions to be carried out in the event of an emergency and other relevant site issues.

34.4 The receptionist will contact the member of staff or department being visited and arrange for the visitor to be escorted to the required location.

34.5 If any visitor has mobility impairment and requires assistance in the event of an emergency evacuation then the receptionist is to contact the Estates Department who will fill out a Visitors Personal Emergency Evacuation Plan (PEEP) detailed at [Appendix C1](#).

35.0 Work Experience / Young persons in Workplace

35.1 The guidance issued by Cardiff City Council guidance on Employment of Young Persons (including unpaid work experience and volunteers) has been adopted by the school, CIS refers [1.CM.074](#).

35.2 All school work experience co-ordinators and heads of department are to ensure that a suitable and sufficient risk assessment has been carried out prior to any activities taking place which involve young persons, volunteers and work experience placements.

36.0 Workplace Inspections / Premises Risks

36.1 Line managers responsible for premises/departments are to undertake termly workplace inspections. These should include:

- Inspections of all equipment to ensure they are safe and fit for use and have had all relevant certifications if required e.g. Electrical PAT carried out , dust extraction equipment , chemical fume cupboards.
- Inspection of workplace areas for any faults or issues that may present a hazard to staff/students e.g. faulty lights , broken electrical sockets , unsafe furniture .

36.2 Heads of Department are to communicate any issues raised through the workplace inspection to the Estates Manager who will assess them and repair and replace as necessary.

36.3 The Estates Manager will ensure that hazards associated with premises are monitored and controlled. (Holding a copy of the asbestos register on site is an example of significant property risk that is being controlled).

36.4 The Estates Manager will carry out an annual site survey of the school premises using the Cardiff County Council Schools Service School Buildings / Site Inspection Checklist ([Appendix J](#))

36.5 Whenever possible the inspection will be carried out with a school governor or the school health and safety representative.

36.0 Once completed the Estate Manager will assess any hazards found a draw up a maintenance plan to rectify any faults that may present a hazard to users of the school site.

CARDIFF HIGH SCHOOL

EMERGENCY EVACUATION PROCEDURES

Leaving the Premises

- If a fire or emergency situation arises please activate the school fire alarm at one of the emergency activation points throughout the school.
- Upon hearing the Fire Alarm please ask your class to leave all their bags and equipment in the classroom and then escort your class to the **Rear Playing 3G Artificial Pitch (3G)** using the designated emergency evacuation route and exit – Remind pupils to leave in a calm and orderly manner.
- Please CLOSE your classroom doors but DO NOT LOCK them.
- Make your way to the fire assembly point using the pre-arranged route designated to your classroom (see appendix A). Unless too do so would put yourself or your students in danger.

Estates Department Actions

- On hearing the alarm immediately make your way to the Fire panels which are situated outside the Estates Office
- Identify the zone which has caused the activation using the lit L.E.D on old panel / identified zone on new panel.
- Using the relevant school zone map above the fire panel, make your way to the identified zone and carry out a sweep of the area.
- Check all call points and detectors in the identified zone to see if they have been activated. Fire Call Points will have a smashed break glass and detectors will have a lit LED if activated.
- Try and identify the cause of the activation and check area around the call point or detector.
- If a fire is found then contact H. Jones who will contact the fire service and monitoring company. Attempt to fight if practicable. If it is not practicable evacuate the area closing any windows and doors as you leave.
- If it is a false alarm then inform H. Jones and make your way back to the Fire Panel and silence the alarm.
- Once the emergency evacuation is over replace any break glass panels and check detectors reset. Contact the maintenance company if no reason for the activation can be found and you suspect the system maybe faulty.

Assembling on the 3G: FORM TUTORS

- Please enter the **3G** and proceed to supervise your form class – please make sure pupils are lined up and behave in an appropriate manner.

- Assemble your class as detailed on Fire Evacuation Route and Assembly Point Plan (see Appendix A)
- You will be given a Paper Register by the Achievement Leader for your year group – please re-mark pupils and note down any discrepancies : particularly any pupil who is **MISSING** but has been marked present
- Please pass your Register back to the Achievement Leader

Assembling on the **3G** : **ALL OTHER STAFF**

- Please enter the **3G** and proceed to the right hand side of the 3G where there will be a register taken by the Cover Manager, Mrs S Walsh. Part time teaching staff and LSA's will then be re-distributed to a Key Stage to support in the supervision of pupils.

HEADS of SCHOOL and ACHIEVEMENT LEADERS

- A central hub will be created to manage all information at the centre of the **3G**.
 - **Hub Co-Ordinator** - Deputy Headteacher, Mr S Thompson
 - Attendance Officer – Mrs K Holmes, Mrs V Ataou
 - Receptionist - Miss N O'Neil, Miss L Young
 - WBQ Administrator, Mrs. E. Jones
- Heads of School should immediately report to the Hub to collect the registers for their Key Stage and should pass registers for individual year groups on to the relevant Achievement Leader.
- Achievement Leaders should then distribute the registers to their team of Form Tutors and then pass completed lists back to their Head of School.
- Heads of School should tick off each of their form groups (see Key Stage Check List) as they are informed and once a year group is accounted for, report back to the Central Hub to give clearance for their particular Key Stage **AND ALSO** inform the Deputy Headteacher of any pupils who are missing and marked present at school that day.
- Achievement Leaders and Heads of School should then support Form Tutors in ensuring pupils are well behaved and remain lined up in their relevant form classes.
- Once Clearance is given from the Central Hub, following advice from the Fire Officer and/or relevant staff where applicable, Heads of School are responsible for dismissing pupils back into the school building in a safe, orderly and controlled manner.

ASSISTANT HEADS AND DIRECTORS OF LEARNING (FIRE MARSHALLS)

On hearing the fire alarm Assistant Heads and Directors of Learning are to make their way to their designated zone and carry out their Fire Marshall duties as listed below:

- Direct any students/teachers / visitors out of the building via the nearest exit to the fire assembly point.
- Carry out a sweep of your zone to include classrooms, toilets and offices ensuring all clear.
- Close any doors they find open whilst carrying out their area checks.
- If you locate the source of the fire do not attempt to fight the fire unless practicable too do so.

- Once you are satisfied your zone is clear, make your way to the fire assembly point and inform the Hub Co-Ordinator that the area is clear.

NAME	ZONE
A. YARROW	1
H. LEWIS	2
D. RHODES	3
C.FALCUS	4
S. TAYLOR	5
S. WILLIAMS	6
E. JONES	6 FORM CENTRE

ADMINISTRATIVE TEAM

- Mrs K. Holmes to bring emergency register print-outs.
- Miss N O'Neil/Miss L Young to bring late book and list of pupils who have signed out/gone home ill and check all visitors are accounted for.
- Mrs S Walsh to bring TRIP ATTENDANCE File and Support Staff / Part Time Registers PLUS Cover Book for the day
- Mrs S Young to be responsible for stopping all traffic from entering school site. To have side gate key for emergency vehicle access
- Mrs D Macho to be the link between the Estates Manager and the Central Hub on the 3G.
- Mrs H. Jones will remain at the reception desk, if safe to do so, and monitor radio for confirmation from Estates Department as to whether it is genuine emergency or malicious activation. Once confirmed Mrs Jones will either contact emergency services if their attendance is required or also inform D. Macho if it is a genuine emergency or false alarm.

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL

REGISTER FOR PART- TIME TEACHING STAFF

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
Sian CROSSAN	Tu, W, F	Tu, W, F		
Cath JONES	M, Tu, Th, F	M, Tu,,Th, F		Yr 7
Rachel JAMES	M, Tu, W, F	Tu, W, F		Yr 9
Non Thomas-Evans	M, W	M, W, Th		
Kerry BEVAN	M, Tu, Th, F	M, Tu, Th ,F		
Owain HUGHES	M, Th	M, Th, F		
Louise BAYNHAM	M, Tu, W, Th	M, Tu, W, Th		
Ela FRACZKOWSKA	M, Tu, W, F	M, Tu, W, F		
Lucy JENKINS	M, Tu, W, F	M, Tu, W, F		
Katie REES	M, Tu, W, Th	M, Tu, W, Th		
Melissa Griffiths	Tu, W , Th	Tu , W , Th		

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL

REGISTER FOR TEACHING ASSISTANTS

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
Georgina BROWNLOW	ALL	ALL		Support allocated pupil or Yr 7
Hannah GREATREX	ALL	ALL		Support allocated pupil or Yr 7
Eddie FRELORD	M, Tu, We, F	M, Tu, We, F		Support allocated pupil or Yr 9
Eryl BROWNING	ALL	ALL		
Eileen HUMPHRIES	ALL	ALL		
Nicola MC CARROLL	ALL	ALL		
Hilary PRICE	ALL	ALL		
Abbie REDWOOD	ALL	ALL		
Lewis CLARKE	ALL	ALL		
Natasha HANN	ALL	ALL		
Taylor SMITH	ALL	ALL		
Zain AHMED	ALL	ALL		
Rebecca SCONE	ALL	ALL		
Nia REYNOLDS	ALL	ALL		
Atlanta NASH	ALL	ALL		
Honor PYBUS	ALL	ALL		
Sarah ELLERY	ALL	ALL		
Shani EVANS	ALL	ALL		
Coren CHILDS	ALL	ALL		
Lydia JAMES	ALL	ALL		
Carys PULLEN	ALL	ALL		
Sana AYUB	ALL	ALL		
Michelle CAROLAN	ALL	ALL		

COVER SUPERVISORS

Richard WATKINS	ALL	ALL		KS 4
Jenni SALMON	ALL	ALL		KS 5

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL
REGISTER FOR SUPPORT STAFF

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
TECHNICIANS				
Nicola Brinning	ALL	ALL		
Amy Butler	ALL	ALL		
Cath Davies	ALL	ALL		
Lisa James	ALL	ALL		
Kath McMillan	ALL	ALL		
Simon Evans	ALL	ALL		
Chris Holloway	ALL	ALL		
Sana Ayub	ALL	ALL		
SUPPORT STAFF				
Chris Powell	ALL	ALL		
Richard Brown	ALL	ALL		
Michelle Carolan	ALL	ALL		
Liz Jones	ALL	ALL		
Debbie Macho	ALL	ALL		
Alison Rayer	ALL	ALL		
Helen Jones	ALL	ALL		
Karen Holmes	ALL	ALL		
Alison Rowlands	ALL	ALL		
Kath Taylor	ALL	ALL		
Tara Davies	Tu, W	Tu, W		
Sandra Walsh	ALL	ALL		
Sarah Young	ALL	ALL		
Claire Edge	ALL	ALL		
Laura Young	ALL	ALL		
Joanna Hill	F	F		
Vicky Ataou	ALL	ALL		
Nicola O'Neil	ALL	ALL		
Karen Price	ALL	ALL		

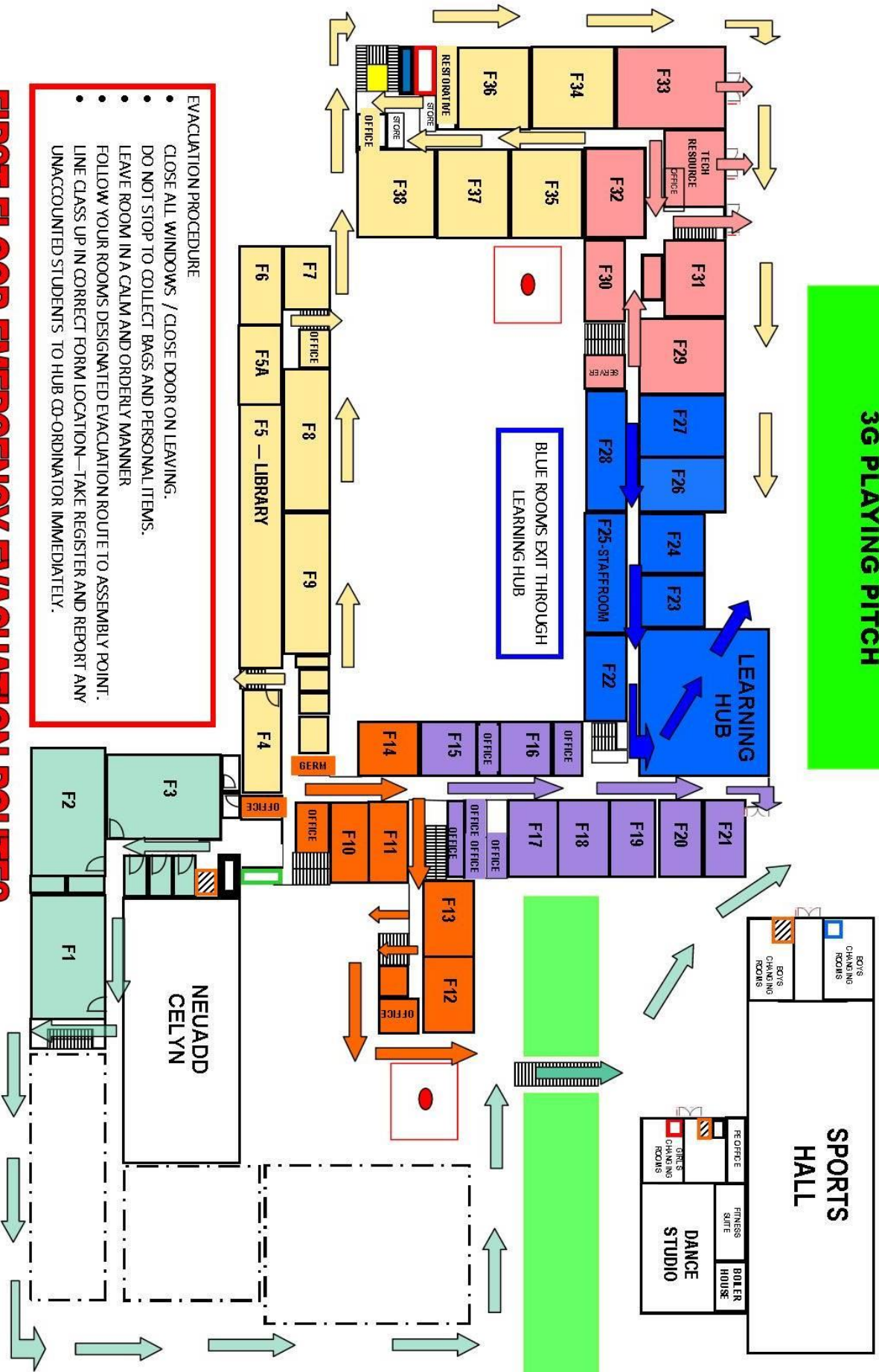
CANTEEN STAFF – Mrs. R. Doubler to confirm that all evacuated YES

☐

**FIRE ASSEMBLY POINT
3G PLAYING PITCH**



FIRE ASSEMBLY POINT 3G PLAYING PITCH

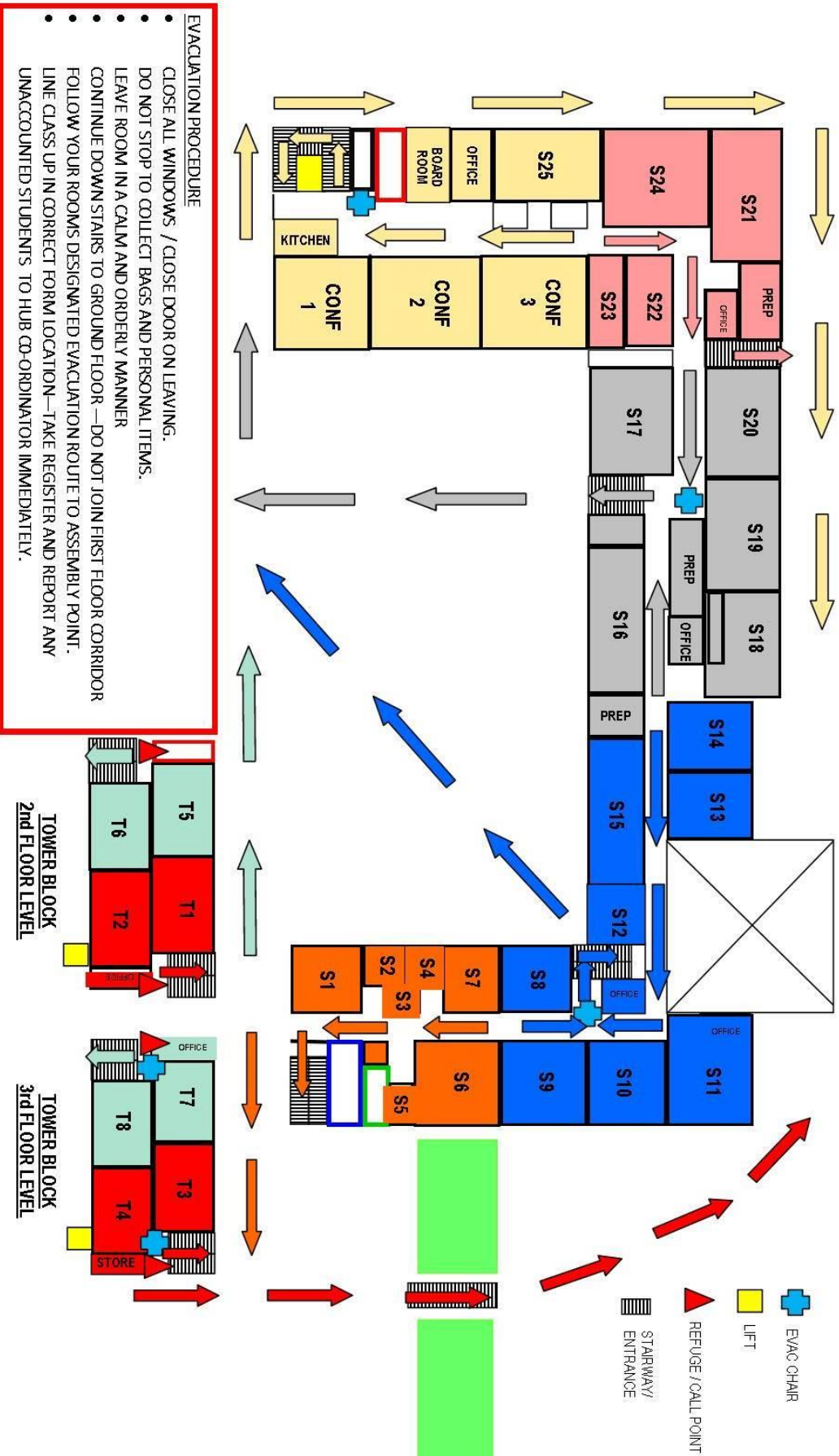


EVACUATION PROCEDURE

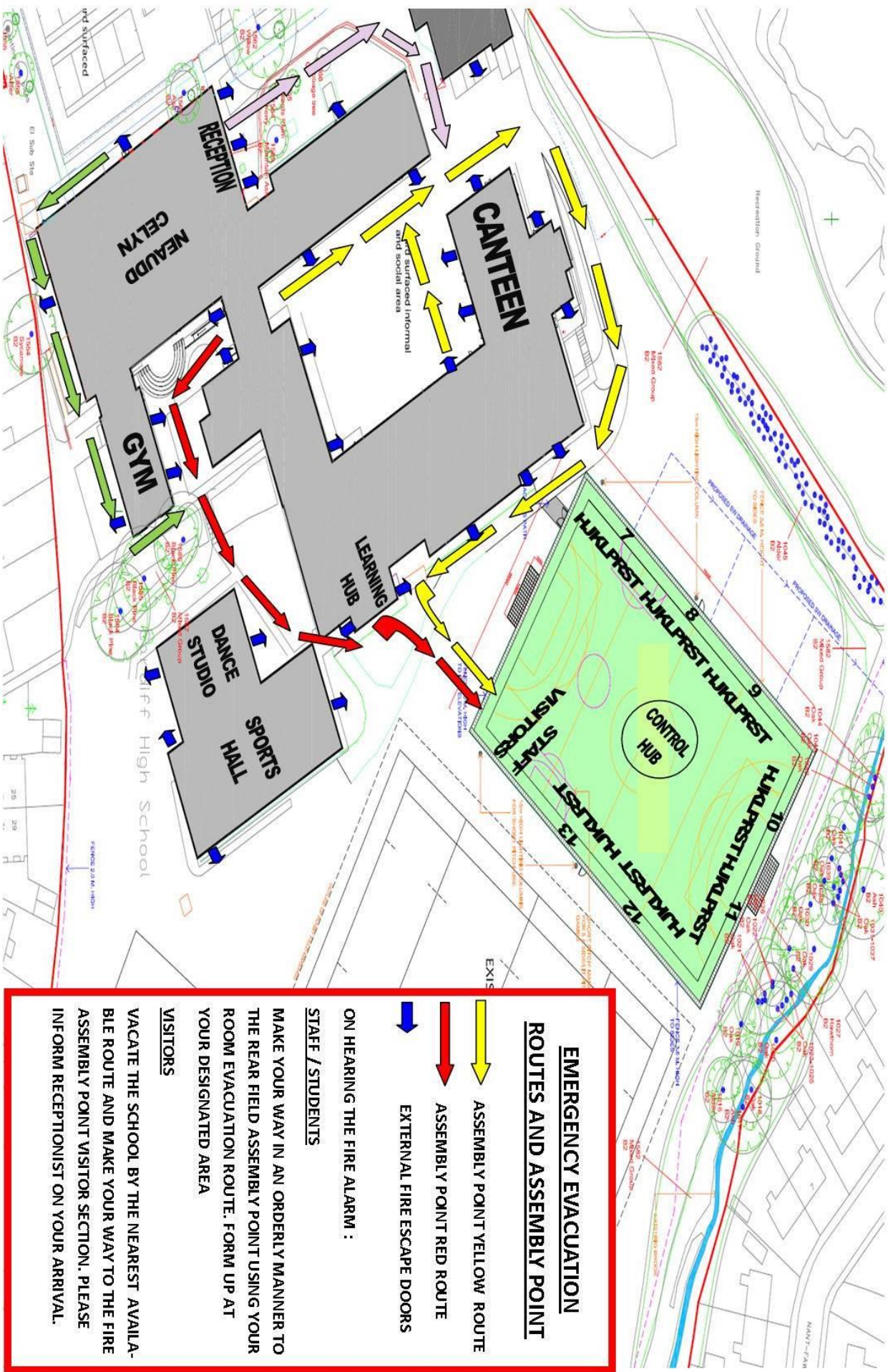
- CLOSE ALL WINDOWS / CLOSE DOOR ON LEAVING.
- DO NOT STOP TO COLLECT BAGS AND PERSONAL ITEMS.
- LEAVE ROOM IN A CALM AND ORDERLY MANNER.
- FOLLOW YOUR ROOMS DESIGNATED EVACUATION ROUTE TO ASSEMBLY POINT.
- LINE CLASS UP IN CORRECT FORM LOCATION—TAKE REGISTER AND REPORT ANY UNACCOUNTED STUDENTS TO HUB CO-ORDINATOR IMMEDIATELY.

FIRST FLOOR EMERGENCY EVACUATION ROUTES

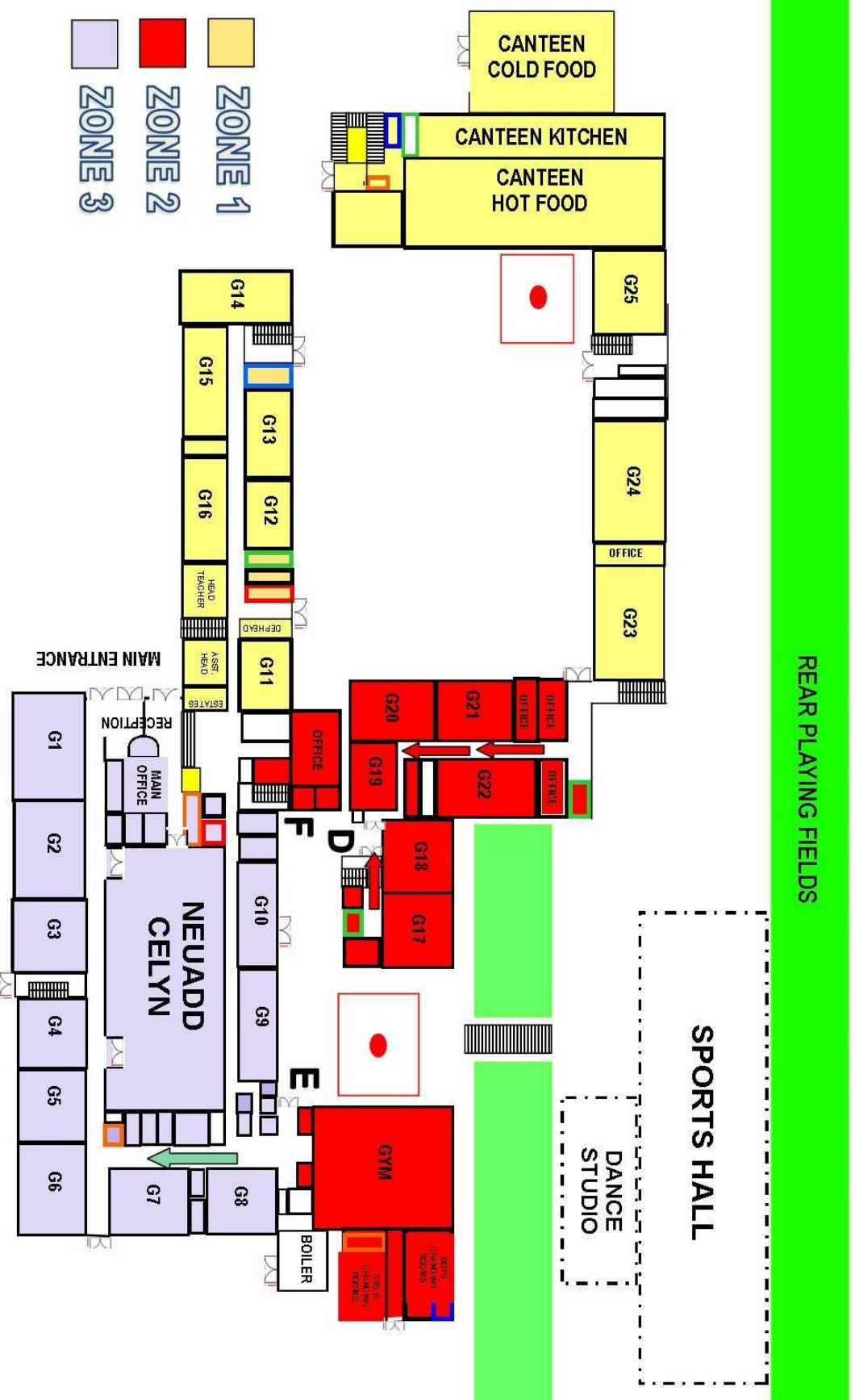
FIRE ASSEMBLY POINT 3G PLAYING PITCH



SECOND / THIRD FLOOR EMERGENCY EVACUATION ROUTES

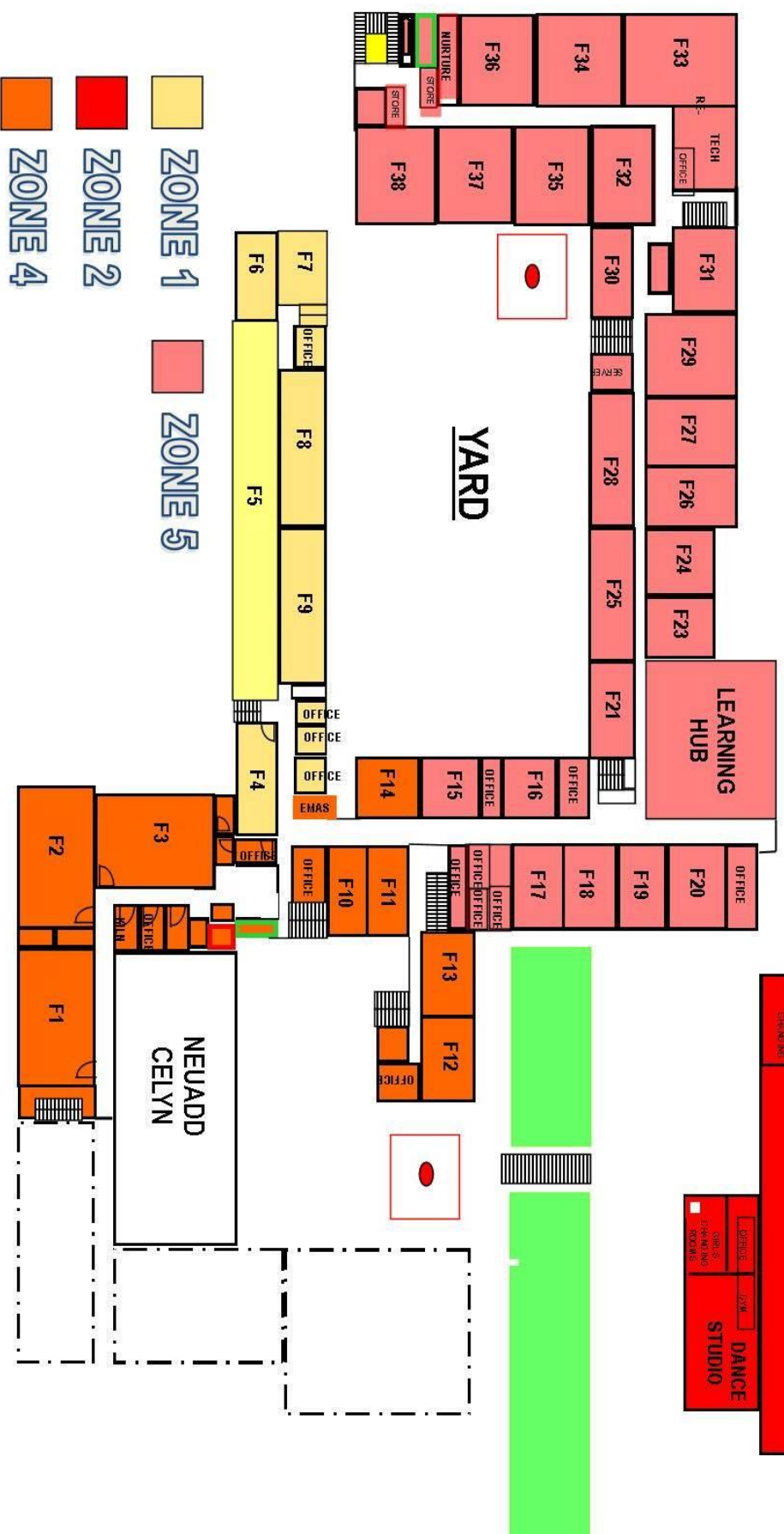


GROUND FLOOR EMERGENCY EVACUATION FIRE MARSHALL ZONES



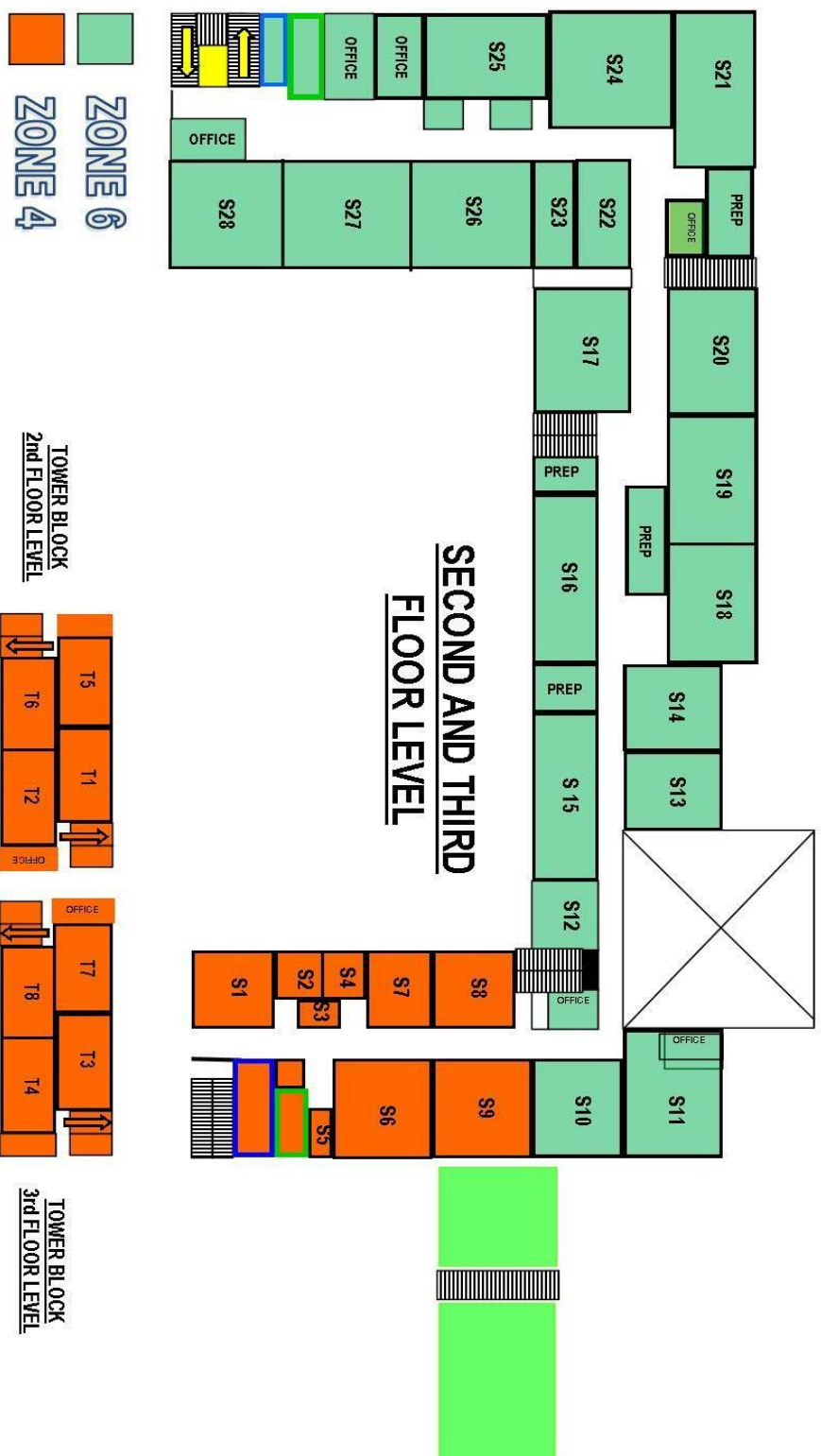
REAR PLAYING FIELDS

SPORTS
HALL



2 & 3RD FLOOR EMERGENCY EVACUATION FIRE MARSHALL ZONES

REAR PLAYING FIELDS





CARDIFF HIGH SCHOOL FIRE EVACUATION REPORT



DATE OF EVACUATION:				
REASON:				
TIME ALARM ACTIVATED:				
TIME ALL PERSONS ACCOUNTED FOR:	<u>BUILDING CLEAR</u>	<u>REGISTER OF STUDENTS COMPLETE</u>		
INCIDENT MANAGER:				
ASSEMBLY AREA CO-ORD:				
OVERALL STANDARD OF DRILL: (TICK BOX THAT APPLIES)	UNSATISFACTORY	SATISFACTORY	GOOD	VERY GOOD
EVACUATION REPORT				
RECOMMENDATIONS	ACTION REQ'D / BY WHOM		ACTION COMPLETE	

RECOMMENDATIONS	ACTION REQ'D / BY WHOM	ACTION COMPLETE

CARDIFF HIGH SCHOOL

Personal Emergency Evacuation Plan (PEEP)

Background

Aim

The aim of a Personal Emergency Evacuation Plan PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of the Estate Manager / Head of Department to talk to disabled staff, students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the Emergency Egress Questionnaire should be completed (see Annex). This should be completed by the disabled person with appropriate support from the Estate Manager / Head of Department.

Writing the PEEP

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be developed. Advice and support for writing the PEEP is available from the Safety Office.

Given the unique characteristics of buildings and the need for a PEEP to take account of the buildings capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. The area need to ensure that there is cover for absences, and assistants may require training.

Evacuation in an Emergency

Assisting wheelchair users down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases the Estates Team will be able to give more advice with identifying Refuges and Evacuation Lifts.

- a) Temporary Refuges -
A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building. Refuges should only be defined after consultation with the Estate Manager as the requirements for fire separation and structure are very specific.
- b) Lifts -
Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift." Estates will be able to tell you if and in what circumstances a lift may be used in the event of a fire. There are 3 Evacuation chairs within the school building these are situated at the top of the stairs at Entrance D outside Physics 1, at the top of the stairs at Entrance C outside English 5 and at the top of the stairs at Entrance A outside the 6th Form common room. Only suitably qualified personnel are allowed to use the Evac Chair in the event of an emergency.
- c) Safe Routes -
A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long.

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required then please consult with the Estate Manager.

Blind and Partially Sighted persons

Both Staff and Students should be offered orientation training and, where applicable. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff and students.
- Specific training for Fire Wardens
- Specific training in the use of Fire Extinguishers etc.
- Specific training in the use of the 'Evac Chair'

Further advice is available in the first instance from the Estate Office.

EMERGENCY EGRESS QUESTIONNAIRE FOR DISABLED PERSON

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the school to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Estate manager Chris Newton for assistance in finding suitable solutions.

1. Why you should fill in the form

Cardiff High School has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases you will have to be patient whilst the solutions are considered and developed.

Name:

Form / Job Title:

Department (if applicable):

LOCATION

1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

2. Do you routinely use more than one location in this building?

YES ☐ NO ☐

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES ☐ NO ☐

4. Do you require written emergency evacuation procedures?

YES ☐ NO ☐

4a Do you require written emergency procedures to be supported by BSL interpretation?

YES ☐ NO ☐

4b Do you require the emergency evacuation procedures to be in Braille?

YES ☐ NO ☐

4c Do you require the emergency evacuation procedure to be on tape?

YES ☐ NO ☐

4d Do you require the emergency evacuation procedures to be in large print?

YES ☐ NO ☐

5. Are the signs which mark emergency routes and exits clear enough?

YES ☐ NO ☐

EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work/study?

YES ☐ NO ☐ DON'T KNOW ☐

7. Could you raise the alarm if you discovered a fire?

YES ☐ NO ☐ DON'T KNOW ☐

ASSISTANCE

8. Do you need assistance to get out of your place of work/study in an emergency?

YES ☐ NO ☐ DON'T KNOW ☐

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES ☐ NO ☐ DON'T KNOW ☐

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES ☐ NO ☐ DON'T KNOW ☐

10a Are you always in easy contact with those designated to help you?

YES ☐ NO ☐ DON'T KNOW ☐

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work/study and tell them where you were located?

YES ☐ NO ☐ DON'T KNOW ☐

GETTING OUT

12. Can you move quickly in the event of an emergency?

YES ☐ NO ☐ DON'T KNOW ☐

13. Do you find stairs difficult to use?

YES ☐ NO ☐ DON'T KNOW ☐

14. Are you a wheelchair user?

YES ☐ NO ☐

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to:

Chris Newton – Estate Manager / General Office Ext 207

To be completed by the Estates Manager /Head of Year . (May require to develop more than one plan for more than one building)

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____
Department _____
Building _____
Floor _____
Room Number _____

AWARENESS OF PROCEDURE

The disabled person is informed of a fire evacuation by:

existing alarm system ☐
pager device ☐
visual alarm system ☐
Other (please specify) ☐ _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____
Contact details _____
Name _____
Contact details _____
Name _____
Contact details _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

To be signed by Estate Manager / Head of Department / Head of Year:

Name : C Newton

Signature:

Position : Estate Manager

Date:

Name:

Signature:

Department:

Date:

CARDIFF HIGH SCHOOL
VISITOR PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Visitor Name	
Contact details If you are a member of staff, please also provide your internal contact details (if different from above)	
Name of Host Contact details	
Reason for visit	
PLEASE COMPLETE AS BELOW	
Date of completing PEEP	Date of visit
1. Which building(s) are you visiting? You must state each building, floor and all room numbers/areas as this may affect the plan	
2. What is the nature of your impairment that would affect you escaping from the building?	
3. Host to explain and show, the emergency procedures of the building(s) to the individual, including escape routes, the use of safe refuge areas and evacuation lifts where relevant. Comment	

4. Host to clarify what arrangements will be put in place to ensure you are aware an emergency alarm has been activated, no matter where in the building you are, and that you need to evacuate.

An example of this could be the use of a vibrating pager.

Details:

5. Do you need assistance from others to escape from the building? Yes No (Please indicate)
If Yes, ACTION – ASSISTANCE, WHERE NEEDED, MUST BE AVAILABLE AT ALL TIMES

6. Do you need to use an evacuation chair? Yes No (Please indicate)
If Yes, ACTION – Host to identify appropriate type of chair, its availability and its location for use. The Host must ensure those using the chair are fully trained in how to do so safely and effectively.

7. Who will provide assistance? Contact details:

If you need assistance in another way, please say how and where
ACTION – Host to ensure those providing the assistance are aware of the procedure(s) and are competent to provide the support required, including appropriate training where necessary.

EMERGENCY EVACUATION VISITOR INFORMATION

- This document describes the arrangements for persons requiring assistance in emergencies
- Hosts and visitors are required to read the following guidance notes.

SAFE REFUGES

- Refuges are temporary places of safety for wheelchair users or people with mobility impairments, where they can wait for assistance. These areas need to be enclosed with fire resisting construction. It is usually possible to designate existing areas such as; evacuation lift lobbies, staircase lobbies or stair landings as refuges, provided there is sufficient room to accommodate a wheelchair without obstructing any escape route for others.
- There should be a refuge area on each floor, for each evacuation lift and each escape staircase that is intended as a means of escape for mobility-impaired people. Account must also be taken of the possibility of lift failure. Accordingly, individuals, having reached an evacuation lift lobby, should have access to a stairway that could be used if conditions in the lift lobby become untenable.
- It is important that persons requiring assistance maintain contact via the two-way communication system available at refuge points.

FIRE-FIGHTING LIFTS

- In the absence of an evacuation lift a fire fighting lift may be considered subject to satisfactory communication and control procedures.

FIRE WARNING SYSTEMS

- In buildings with a two stage fire alarm system the evacuation procedure will often begin on the first stage alarm. CARDIFF HIGH Schools alarm is a constant electronic sounder.

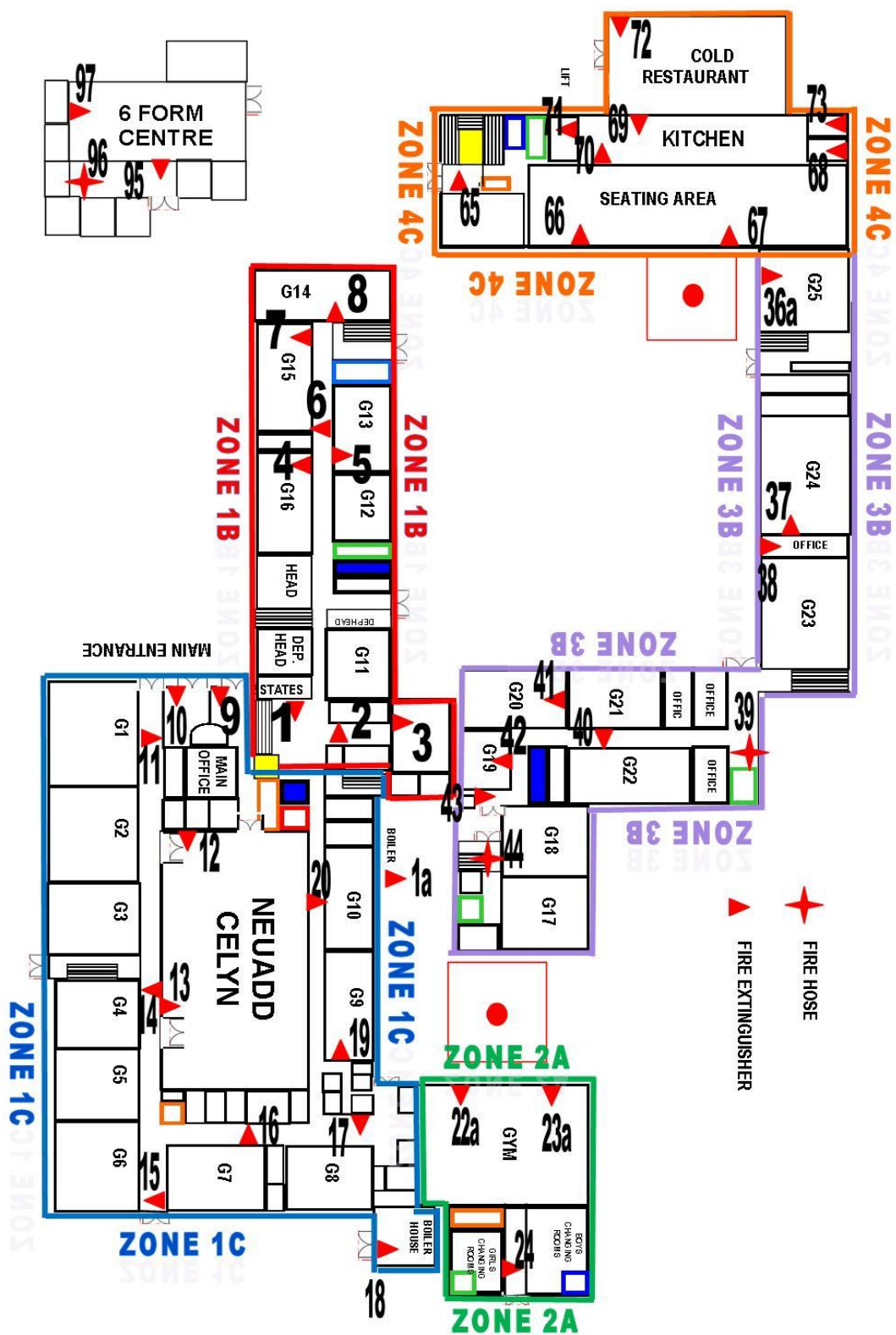
EVACUATION CHAIRS

- These are devices that allow a disabled person to be moved up and down staircases with relative ease. An evacuation chair should only be used as a planned means of escape when it is safe to do so without risk of injury to the individual.
- People assisting with evacuation chairs must be fully trained in their use. This may involve the need to undertake manual handling training.

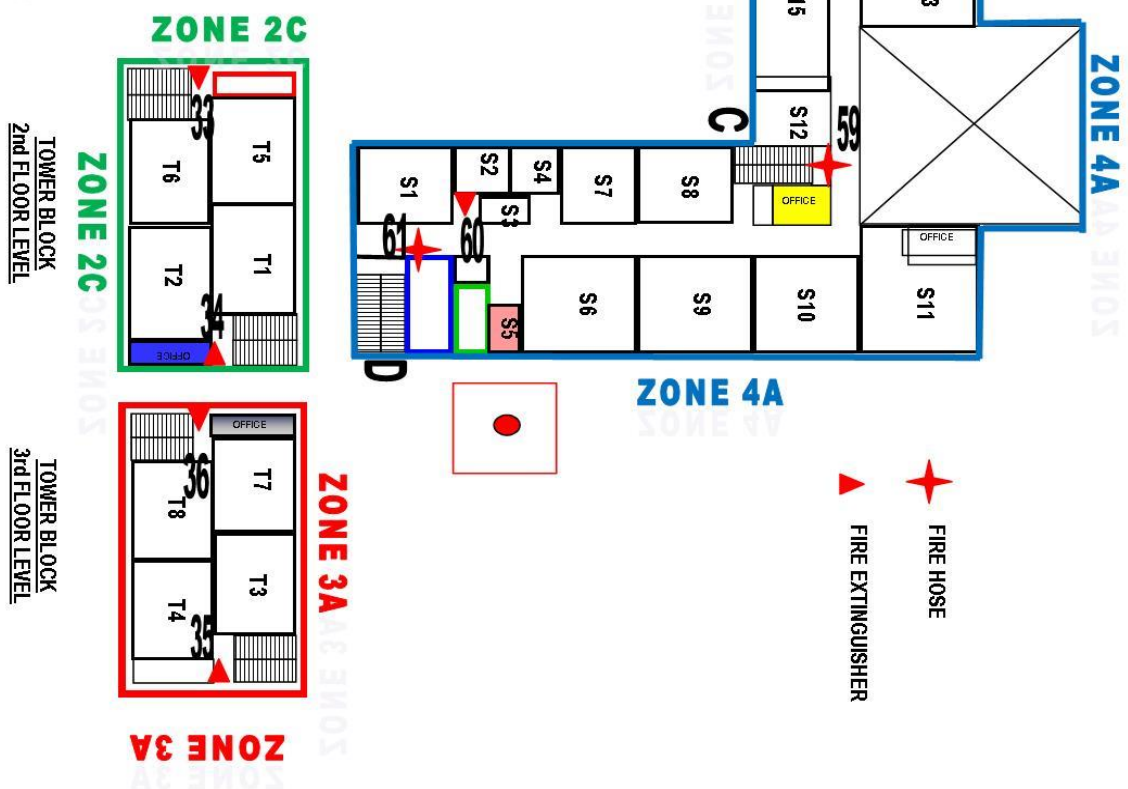
EVACUATION LIFTS

- Normal passenger lifts cannot be used in an emergency but evacuation lifts can.
- Evacuation lifts must comply with standards detailed in BS 5588 Part 8.
- They incorporate, dual power supplies, special controls and communication systems and fire separation from other building elements
- Goods lifts should not normally be used.

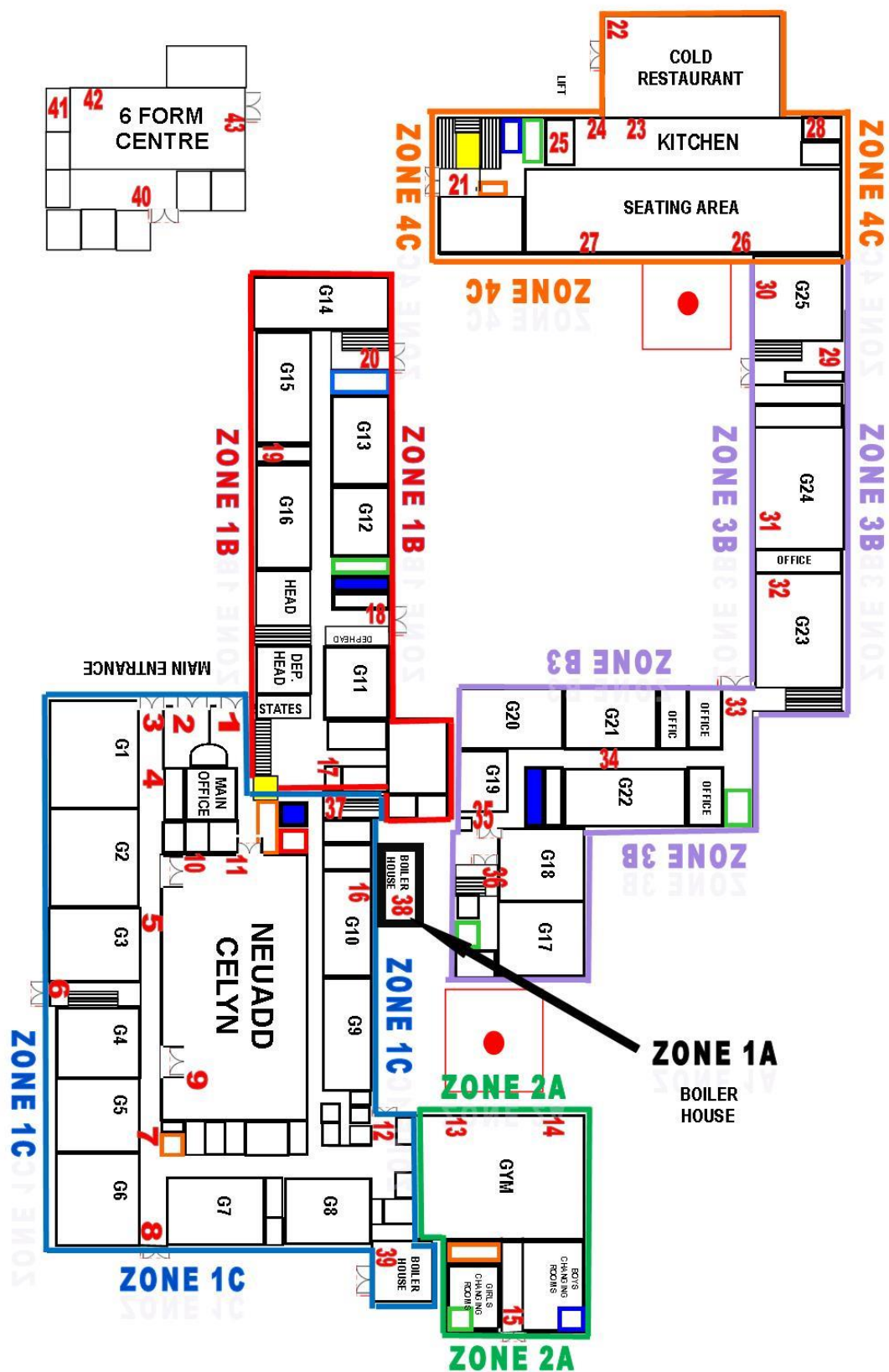
GROUND FLOOR FIRE EXTINGUISHER / HOSE LOCATIONS



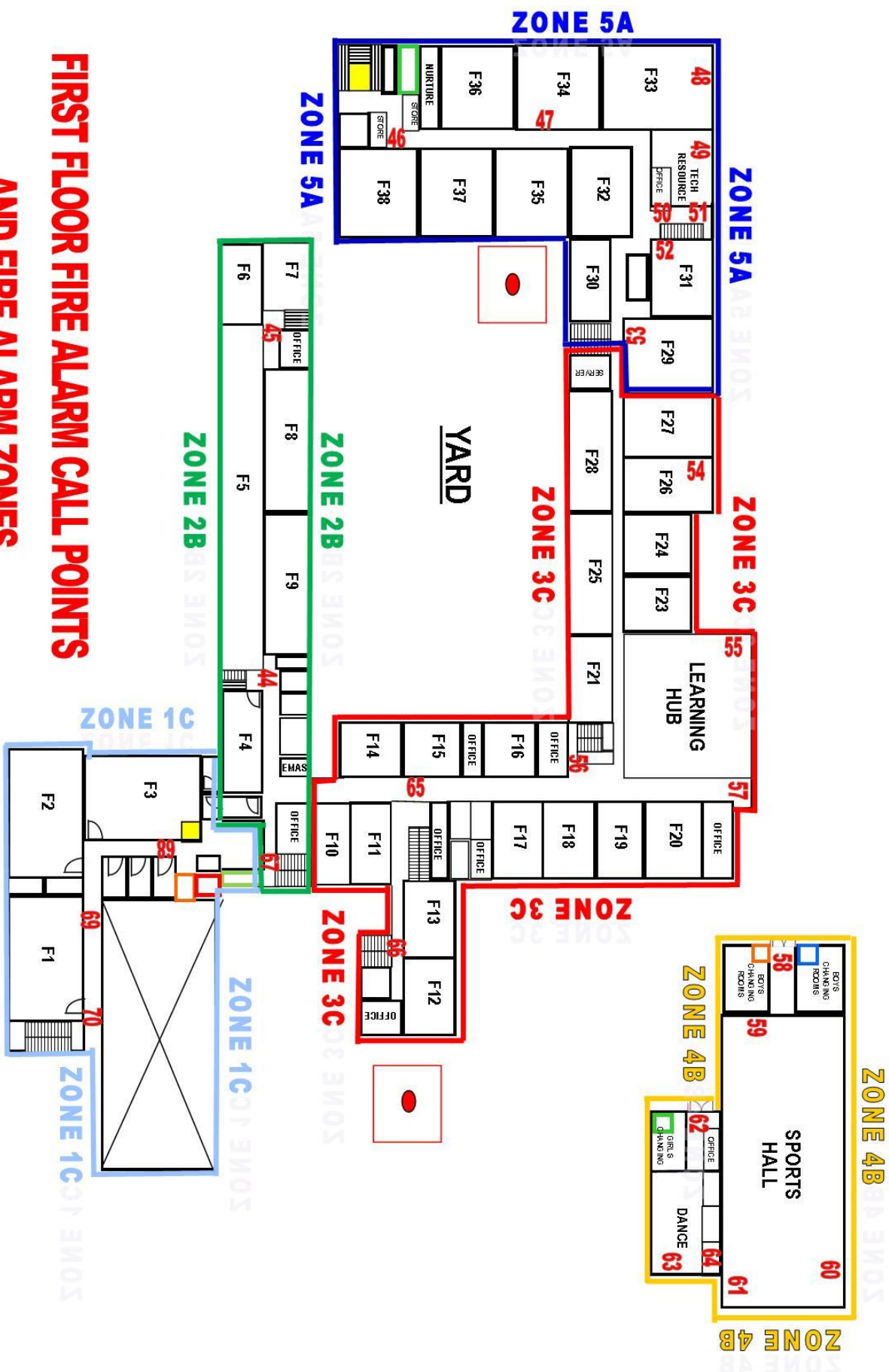
SECOND / THIRD FLOOR FIRE EXTINGUISHER / HOSE LOCATIONS

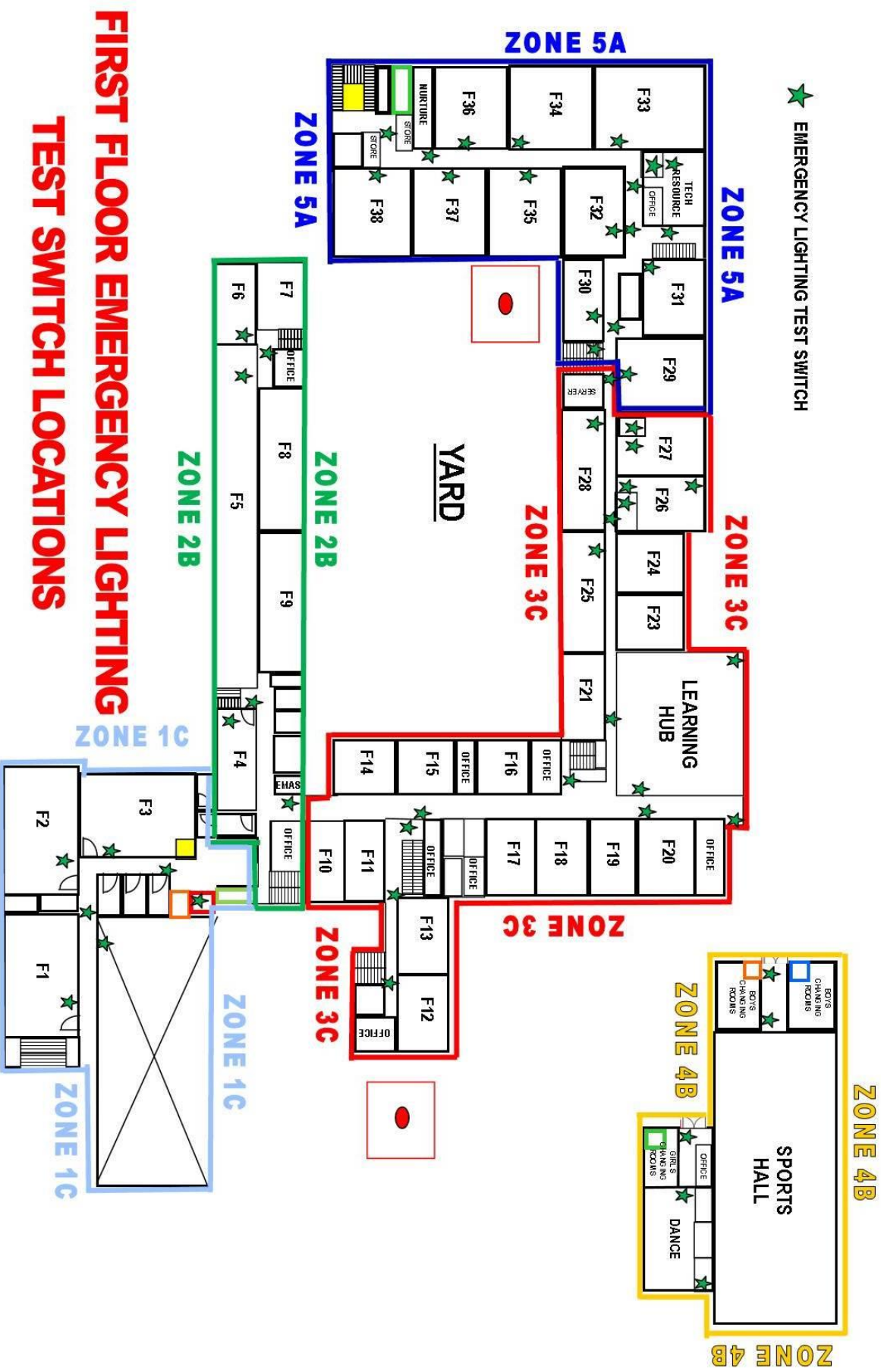


GROUND FLOOR FIRE ALARM CALL POINTS & FIRE ALARM ZONES

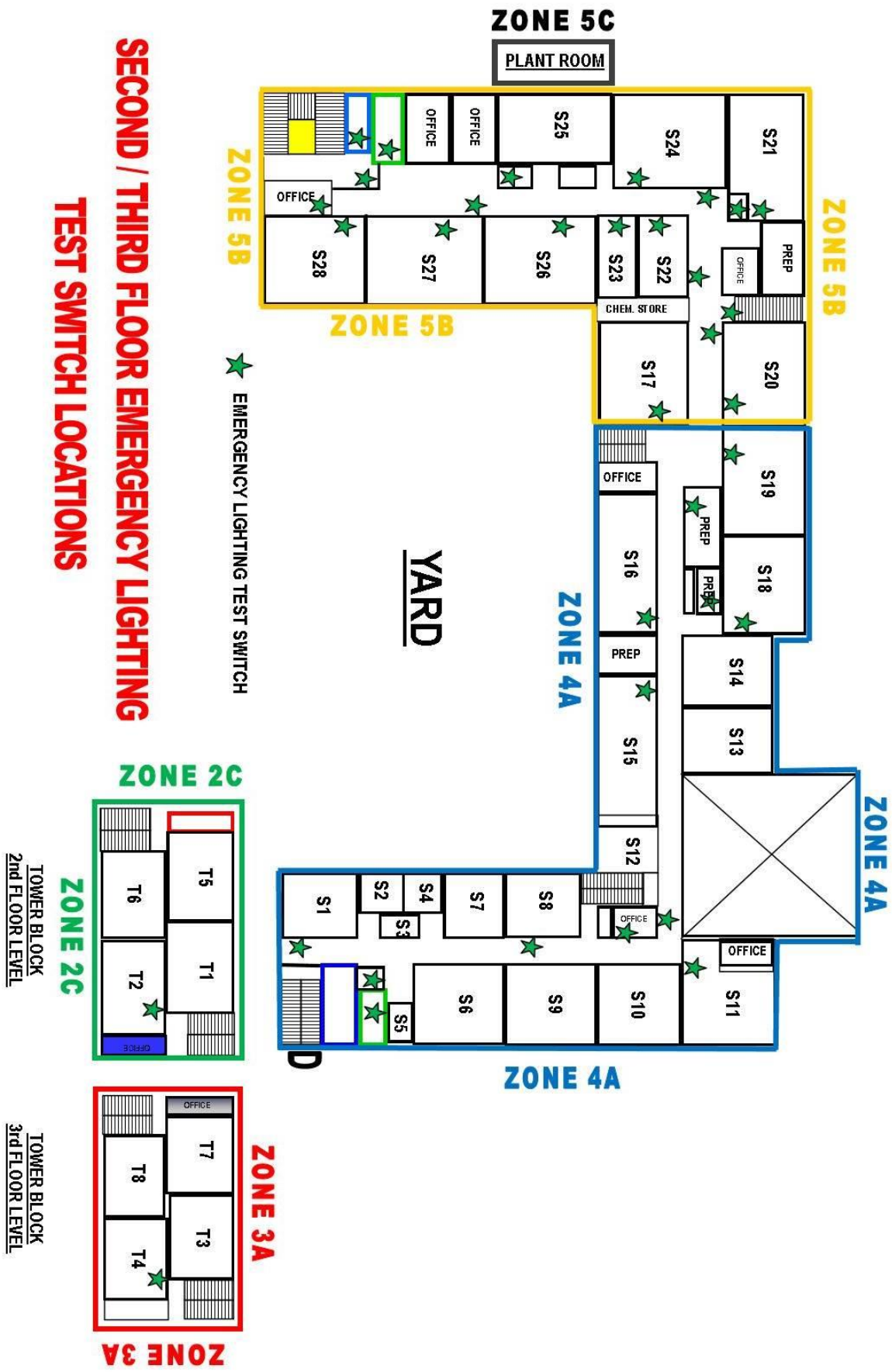


FIRST FLOOR FIRE ALARM CALL POINTS AND FIRE ALARM ZONES





**FIRST FLOOR EMERGENCY LIGHTING
TEST SWITCH LOCATIONS**





FIRE ALARM WEEKLY CHECK SHEET

ALL MANUAL CALL POINTS ARE TO BE CHECKED WITHIN A 3 MONTH PERIOD. EACH WEEK SELECT 7 CALL POINTS FROM 5 DIFFERENT ZONES AND CARRY OUT CHECK IN ACCORDANCE WITH WEEKLY TEST GUIDE.

TO BE COMPLETED BY _____

ZONE	MCP NUMBER	DATE	HOLD OPEN RELEASE ? YES / NO	MAIN DOORS OPEN? YES / NO	REMEDIAL ACTION	SIGNATURE
	38					
	17					
	18					
	19					
	20					
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	16					
	37					
	39					
	68					
	69					
	70					
	13					
	14					
	15					
	44					
	45					
	67					
	71					
	74					
	72					
	73					
	29					
	30					
	31					

ZONE	MCP NUMBER	DATE	HOLD OPEN RELEASE ? YES / NO	MAIN DOORS OPEN? YES / NO	REMEDIAL ACTION	SIGNATURE
	32					
	33					
	34					
	35					
	36					
	54					
	55					
	56					
	57					
	65					
	66					
	75					
	76					
	78					
	58					
	59					
	60					
	61					
	62					
	63					
	64					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	46					
	47					
	48					
	49					
	50					
	51					
	52					
	53					
	79					
	80					
	81					
	82					
	83					
6 FORM CENTRE						
	40					
	41					
	42					
	43					



EMERGENCY LIGHTING MONTHLY CHECK SHEET

CARRY OUT AN INITIAL CHECK OF LIGHTING BY USING FISHTAIL KEY AND ENSURE LIGHTS ILLUMINATE AND ANY EXIT SIGNS . ENSURE SWITCHED OFF AFTER CHECK .

TO BE COMPLETED BY _____

ZONE	PLAN SERIAL NO .	LIGHTS ILLUMINATE YES /NO	EXIT SIGN ILLUMINATE YES / NO / NA	REMEDIAL ACTION	SIGNATURE
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	30				
	31				
	32				
	33				
	34				
	36				
	37				
	38				
	39				
	40				

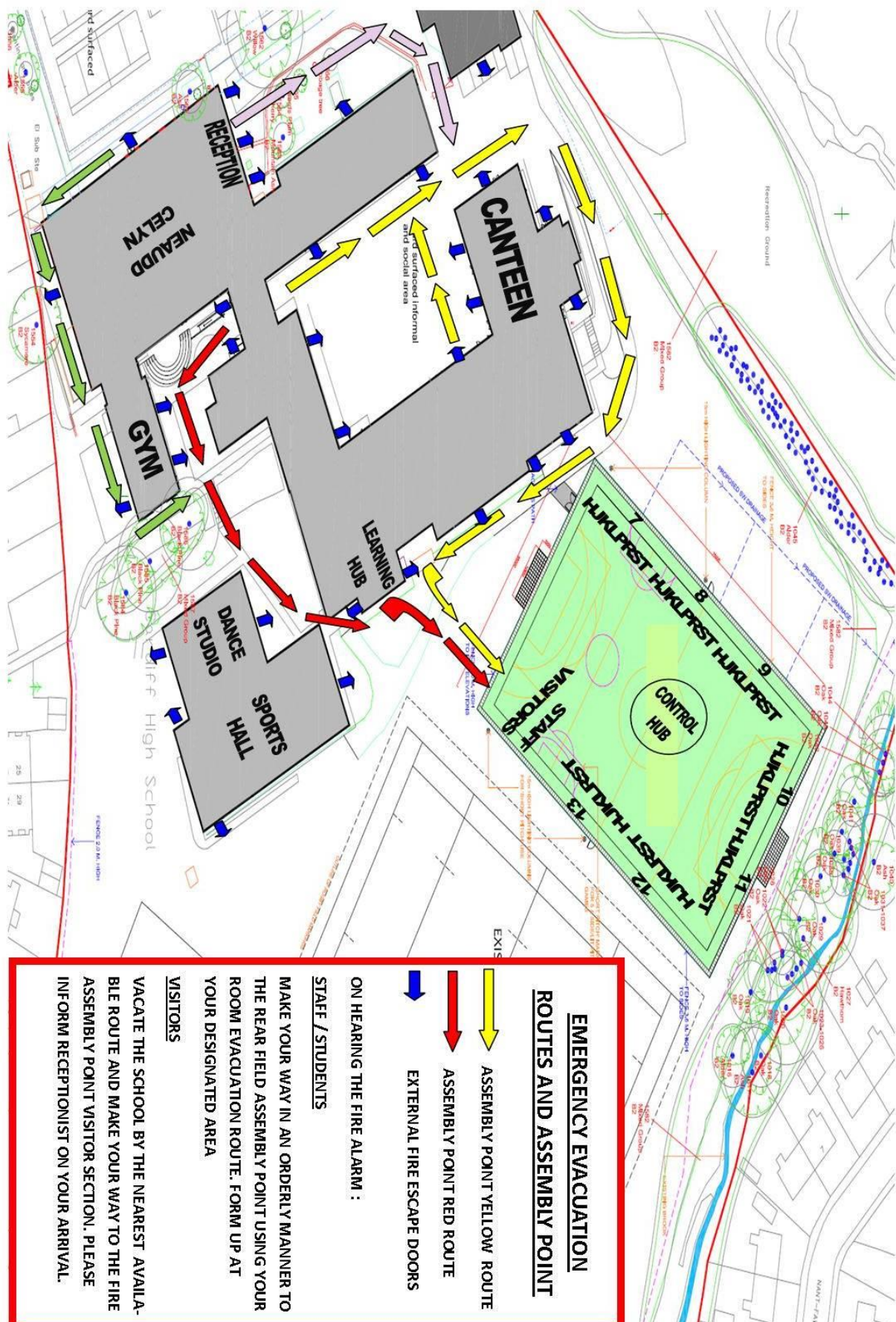
ZONE	PLAN SERIAL NO .	LIGHTS ILLUMINATE YES / NO	EXIT SIGN ILLUMINATE YES/NO/NA	REMEDIAL ACTION	SIGNATURE
	41				
	42				
	43				
	44				
	45				
	46				
	47				
	48				
	49				
	50				
	51				
	52				
	53a				
	53				
	54				
	55				
	56				
	57				
	58				
	59				
	60				
	61				
	62				
	63				
	64				
	65				
	66				
	67				
	68				
	69				
	70				
	71				
	72				
	73				
	74				
	75				
	76				
	77				
	78				
	79				
	80				
	81				
	82				
	83				
	84				
	85				
	86				
	87				
	88				
	89				
	90				
	91				
	92				

ZONE	PLAN SERIAL NO .	LIGHTS ILLUMINATE YES / NO	EXIT SIGN ILLUMINATE YES / NO / NA	REMEDIAL ACTION	SIGNATURE
	93				
	94				
	95				
	96				
	97				
	98				
	99				
	100				
	101				
	102				
	103				
	104				
	105				
	106				
	107				
	108				
	109				
	110				
	111				
	112				
	113				
	114				
	115				
	116				
	117				
	118				
	119				
	120				
	121				
	122				
	123				
	124				
	125				
	126				
	127				
	128				
	129				
	130				
	131				
	132				
	133				
	134				
	135				
	136				
	137				
	138				
	139				
	140				
	141				
	142				

ZONE	PLAN SERIAL NO .	LIGHTS ILLUMINATE YES/NO	EXIT SIGN ILLUMINATE YES/NO/NA	REMEDIAL ACTION	SIGNATURE
	145				
	146				
	147				
	148				
	149				
	150				
	151				
	152				
	153				
	154				
	155				
	156				
	157				
	158				
	159				
	160				
	161				
	162				
	163				
	164				
	165				
6 FORM CENTRE					
	166				
	167				
	168				
	169				
	170				
	171				
	172				
	173				

WELCOME TO CARDIFF HIGH SCHOOL
HEALTH AND SAFETY INFORMATION

- CAR PARKING IS LIMITED AT CARDIFF HIGH SCHOOL. IF THERE ARE NO VACANT SPACES PLEASE DO NOT DOUBLE PARK / PARK ON YELLOW HATCHED AREA / PARK IN MINIBUS BAYS / PARK IN DISABLED BAYS (UNLESS HOLDER OF A DISABLED BADGE). IF THERE ARE NO SPACES AVAILABLE ON SITE YOU MUST PARK OFF SITE.
- ON ARRIVAL PLEASE FILL IN YOUR DETAILS IN THE VISITOR LOGBOOK AND OBTAIN A PASS WHICH IS TO BE VISIBLY WORN AT ALL TIMES. PLEASE ENSURE YOU RETURN PASS AND SIGN OUT ON LEAVING THE BUILDING. PLEASE ENSURE YOU FILL IN YOUR VEHICLE REGISTRATION DETAILS.
- SHOULD THE FIRE ALARM SOUND, PLEASE CARRY OUT IMMEDIATE ACTIONS AS DETAILED ON THE INFORMATION POSTERS IN EACH ROOM. VACATE THE BUILDING BY THE NEAREST EMERGENCY EXIT AND MAKE YOUR WAY TO THE REAR OF THE SCHOOL TO THE ARTIFICIAL PLAYING PITCH. (SEE MAP ON REVERSE) PLEASE INFORM THE EVACUATION CO-ORDINATION TEAM YOU ARE THERE.
- SHOULD YOU REQUIRE ASSISTANCE IN THE EVENT OF AN EMERGENCY EVACUATION PLEASE INFORM THE RECEPTIONIST WHO WILL NEED TO COMPLETE A VISITORS PERSONAL EMERGENCY EVACUATION PLAN (PEEP)
- IF WORKING WITH PUPILS ON A ONE TO ONE BASIS IT IS SCHOOL POLICY TO WORK IN AN OPEN ENVIRONMENT WITH OTHER STAFF NEARBY. IF A PUPIL IS BEING DISRUPTIVE OR VIOLENT OR YOU WITNESS A RACIAL INCIDENT THEN CONTACT RECEPTION EITHER BY PHONE ON 029 20757741 OR SEND A PUPIL WITH AN EMERGENCY CALL OUT CARD AND A SENIOR MEMBER OF STAFF WILL BE SENT TO ASSIST YOU.
- IF FIRST AID IS REQUIRED THEN CONTACT THE GENERAL OFFICE IN THE FIRST INSTANCE. PUPILS MAY BE SENT THERE FOR ATTENTION IF REQUIRED. IF REQUIRED PLEASE SEND INJURED PUPIL TO RECEPTION WITH AN ESCORT.
- THE CORRIDORS AND SCHOOL AREA CAN BE VERY BUSY DURING BREAK TIMES AND LESSON CHANGE OVERS SO TRY AND MOVE AROUND THE BUILDING OUTSIDE OF THESE TIMES IF POSSIBLE.
 - **BREAK TIMES** 11.05-11.25 & 12.25-13.10, 15:10
 - **LESSON CHANGES** 09:05, 10:05,14:10
- ALL ADULT VISITORS TO THE SCHOOL ARE ASKED TO USE THE ADULT STAFF TOILETS.



CARDIFF HIGH SCHOOL

Workplace Induction Training

Catering

Employee's Name:	
Employee Number:	
Job Title:	
Date Commenced Employment:	

Induction Stage One

Introduce Work Colleagues:

- Introduce new employee to the catering team ☐
- Who will the new employee be working alongside ☐
- If in a lone working environment ensure all lone working documentation is issued ☐
- Who will the new employee be responsible to ☐
- Explain how the new employee fits into the School Estates Team ☐

Introduce the premises:

- Show the new employee the general layout of the building, cloakrooms etc. ☐
- Explain the fire/evacuation procedure and highlight the emergency exit routes, fire alarm, assembly points and where the fire fighting equipment is positioned ☐

Introduce the Job:

- Outline the duties and responsibilities involved in the job ☐
- Explain specifications and work schedules ☐
- Instruct the new employee in the particular task required to undertake on **day one** ☐
- Outline the method by which the job should be carried out ☐
- Standard required ☐
- Materials required and where to find them ☐
- Safety aspects associated with the task as outlined in the Risk Assessment ☐

Conditions of Employment

- Confirm the hours of work, the start and finishing times including holiday working ☐
- Outline break periods if applicable (If working over 4 hours continuously) ☐
- Explain the need to sign in and out ☐
- Inform new employee of annual leave entitlement. Special leave must be requested as leave of absence (only granted in exceptional circumstances) ☐
- Inform the new employee the need to be available for **recess cleaning** ☐
- Inform new employee the need to be flexible & of possible overtime requirements ☐
- Inform new employee of their area of responsibility and the need to assist others. ☐
- Inform new employee of the sickness procedure, providing contact names and telephone numbers Outline the wage payment details ☐

Health, Hygiene and Safety:

- Outline the Health & Safety policy & show manual ☐
- Stress necessity of using PPE ☐
- Issue PPE ☐
- Stress to new employee to "ask if in doubt" ☐
- Ensure new employee is aware of the importance of all signage in the building ☐
- Highlight where the first aid facilities are kept and who is the nominated first aider ☐
- Inform the new employee that all accidents have to be reported ☐
- Inform new employee of the no smoking policy ☐
- Ensure employee is aware what the different chemical hazard symbols means ☐
- Instruct employee on COSHH and how to refer to the COSHH Sheets ☐
- Stress the importance of Health & Safety— signage for wet floors , COSHH , pre-use electrical checks , trip hazard with trailing leads , manual handling. ☐
- Show employee risk assessment register and allow time to read and use as a reference if unsure when carrying out task. ☐

Stage One Induction Training Completed:

Employee:	Print:	Signature:	Date:
Catering Manager:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

STAGE 2 : WORKPLACE TASK TRAINING

<u>CATERING TASKS</u> <small>(TO BE COMPLETED BY SUPERVISOR BASED ON ROLE)</small>	REMARKS	Date	Trainers/Managers Signature	Employee's Signature
<u>FORMAL TRAINING</u>				
BASIC FOOD HYGIENE				
MANUAL HANDLING				
SAFETY IN THE WORK- PLACE				

Workplace Task Training Completed:

Employee:	Print:	Signature:	Date:
Catering Manager:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

PROBATIONARY REVIEW REPORT

Enter the rating score in the grid after 4 week's service by the employee:

Appearance:	
Co-operation:	
Quality of Work:	

Score Rating: 1 - Above Expectations
 2 - To the required Standard
 3 - Below the required Standard
 4 - Not Acceptable

Employees Comments:

Trainers Comments:

Managers Comments:

Employee:	Print:	Signature:	Date:
Catering Manager:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

CARDIFF High School

Workplace Induction Training

Housekeeping

Employee's Name:	
Employee Number:	
Job Title:	
Date Commenced Employment:	

Induction Stage One

Introduce Work Colleagues:

- Introduce new employee to the cleaning team ☐
- Who will the new employee be working alongside ☐
- If in a lone working environment ensure all lone working documentation is issued ☐
- Who will the new employee be responsible to ☐
- Explain how the new employee fits into the School Estates Team ☐

Introduce the premises:

- Show the new employee the general layout of the building, cloakrooms, toilets etc. ☐
- Explain the fire/evacuation procedure and highlight the emergency exit routes, fire alarm, assembly points and where the fire fighting equipment is positioned ☐

Introduce the Job:

- Outline the duties and responsibilities involved in the job ☐
- Explain specifications and standard expected. Monthly cleaning checks ☐
- Outline the method by which the job should be carried out ☐
- Materials required and where to find them ☐
- Safety aspects associated with the task as outlined in the Risk Assessment ☐

Conditions of Employment

- Confirm the hours of work, the start and finishing times including holiday working ☐
- Outline break periods if applicable (If working over 4 hours continuously) ☐
- Explain the need to sign in and out ☐
- Inform new employee of annual leave entitlement. Special leave must be requested as leave of absence (only granted in exceptional circumstances) ☐
- Inform the new employee the need to be available for **recess cleaning** ☐
- Inform new employee the need to be flexible & of possible overtime requirements ☐
- Inform new employee of their area of responsibility and the need to assist others. ☐
- Inform new employee of the sickness procedure, providing contact names and telephone numbers Outline the wage payment details ☐

Health, Hygiene and Safety:

- Outline the Health & Safety policy & show manual ☐
- Stress necessity of using PPE ☐
- Issue PPE ☐
- Stress to new employee to "ask if in doubt" ☐
- Ensure new employee is aware of the importance of all signage in the building ☐
- Highlight where the first aid facilities are kept and who is the nominated first aider ☐
- Inform the new employee that all accidents have to be reported ☐
- Inform new employee of the no smoking policy ☐
- Ensure employee is aware what the different chemical hazard symbols means ☐
- Instruct employee on COSHH and how to refer to the COSHH Sheets ☐
- Stress the importance of Health & Safety— signage for wet floors , COSHH , pre-use electrical checks , trip hazard with trailing leads , manual handling. ☐
- Show employee risk assessment register and allow time to read and use as a reference if unsure when carrying out task. ☐

Stage One Induction Training Completed:

Employee:	Print:	Signature:	Date:
Cleaning Supervisor:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

STAGE 2 : WORKPLACE TASK TRAINING

<u>CLEANING TASKS</u>	Specification Sheet No.	Date	Trainers/Managers Signature	Employee's Signature
Mop Sweeping				
Single Solution Mopping				
Buffing				
Spray Cleaning				
Machine Scrubbing and Drying				
Cleaning of Stairs, Landings, Balustrades and Handrails.				
Suction Cleaning				
High level Cleaning				
Wall Washing				
Dusting, Damp Wiping, Washing and Polish Application				
Sanitary Appliance Cleaning				
<u>FORMAL TRAINING</u>				
MANUAL HANDLING				
SAFETY IN THE WORK-PLACE				
HANDLING CHEMICALS				

Stage 2 : Workplace Task Training Completed:

Employee:	Print:	Signature:	Date:
Cleaning Supervisor:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

PROBATIONARY REVIEW REPORT

Enter the rating score in the grid after 4 week's service by the employee:

Time Keeping:	
Appearance:	
Co-operation:	
Quality of Work:	
Attitude to Staff & Visitors:	

Score Rating: 1 - Above Expectations
 2 - To the required Standard
 3 - Below the required Standard
 4 - Not Acceptable

Employees Comments:

Trainers Comments:

Managers Comments:

Employee:	Print:	Signature:	Date:
Cleaning Supervisor:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

CARDIFF High School

Workplace Induction Training

Estates Officer—Maintenance

Employee's Name:	
Employee Number:	
Job Title:	
Date Commenced Employment:	

Induction Stage One

Introduce Work Colleagues:

- Introduce new employee to the Estates team ☐
- Who will the new employee be working alongside ☐
- If in a lone working environment ensure all lone working documentation is issued ☐
- Who will the new employee be responsible to? ☐
- Explain how the new employee fits into the School Estates Team ☐

Introduce the premises:

- Show the new employee the general layout of the building, cloakrooms toilets etc. ☐
- Explain the fire/evacuation procedure and highlight the emergency exit routes, fire alarm, assembly points and where the fire fighting equipment is positioned ☐

Introduce the Job:

- Outline the duties and responsibilities involved in the job ☐
- Explain specifications and work schedules ☐
- Outline the method by which the job should be carried out ☐
- Standard required ☐
- Materials required and where to find them ☐
- Safety aspects associated with the task as outlined in the Risk Assessment ☐

Conditions of Employment

- Confirm the hours of work, the start and finishing times including **holiday working**. ☐
- Outline break periods if applicable (If working over 4 hours continuously) ☐

Health, Hygiene and Safety:

- Stress necessity of using PPE ☐
- Issue staff uniform and any PPE ☐
- Stress to new employee to "ask if in doubt" ☐
- Ensure new employee is aware of the importance of all signage in the building ☐
- Highlight where the first aid facilities are kept and who is the nominated first aider ☐
- Inform the new employee that all accidents have to be reported ☐
- Inform new employee of the no smoking policy ☐
- Ensure employee is aware of health and safety issues related to working within a school environment—show copy of Health and Safety Policy and allow to read ☐
- Instruct employee on COSHH and working with hazardous substances ☐
- Explain to the new employee how to raise a fault report or how to raise a health and safety related issue. ☐
- Show employees copy of Departmental Risk Assessment and explain the need to ensure that all activities need to be risk assessed. ☐
- Stress the importance of Health & Safety within the school environment— actions to be carried out when liquids have been spilt , pre use checks of electrical equipment , manual handling , working at height. ☐

Stage One Induction Training Completed:

Employee:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

STAGE 2: WORKPLACE TASK TRAINING

<u>MAINTENANCE TASK (RELEVANT TO ROLE)</u>	REMARKS	Date	Trainers/Managers Signature	Employee's Signature
Replacing toilet supplies.				
Replacing broken lights.				
Replacing broken locks.				
Checking Asbestos Plan.				
Raising Asbestos Permit.				
Carry out emergency lighting check / fire alarm check.				
<u>FORMAL TRAINING</u>				
Manual Handling				
Working at Height				
Asbestos Awareness				
Health and Safety				

Workplace Task Training Completed:

Employee:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

PROBATIONARY REVIEW REPORT

Enter the rating score in the grid after 4 week's service by the employee:

Time Keeping:	
Appearance:	
Co-operation:	
Quality of Work:	
Attitude to Staff & Visitors:	

Score Rating: 1 - Above Expectations
2 - To the required Standard
3 - Below the required Standard
4 - Not Acceptable

Employees Comments:

Trainers Comments:

Managers Comments:

Employee:	Print:	Signature:	Date:
Estates Manager:	Print:	Signature:	Date:

CARDIFF High School

Workplace Induction Training

ALL STAFF (NON ESTATES)

Employee's Name:	
Employee Number:	
Job Title:	
Date Commenced Employment:	

Induction Stage One

Introduce Work Colleagues:

- Introduce new employee to the department ☐
- Who will the new employee be working alongside ☐
- Who will the new employee be responsible to ☐
- Explain how the new employee fits into the department. ☐

Introduce the premises:

- Show the new employee the general layout of the building, toilets, staff room etc. ☐
- Explain the fire/evacuation procedure and highlight the emergency exit routes, fire alarm, assembly points and where the fire fighting equipment is positioned ☐

Introduce the Job:

- Outline the duties and responsibilities involved in the job ☐
- Explain specifications and work schedules ☐
- Instruct the new employee in the particular task they are required to undertake . ☐
- Outline the method by which the job should be carried out ☐
- Standard required ☐
- Materials required and where to find them ☐
- Safety aspects associated with the task as outlined in the Risk Assessment ☐

Conditions of Employment

- Confirm the hours of work, the start and finishing times including any **holiday working**. ☐
- Outline break periods if applicable (If working over 4 hours continuously) ☐

Health, Hygiene and Safety:

- Stress necessity of using PPE ☐
- Issue staff uniform and any PPE ☐
- Stress to new employee to "ask if in doubt" ☐
- Ensure new employee is aware of the importance of all signage in the building ☐
- Highlight where the first aid facilities are kept and who is the nominated first aider ☐
- Inform the new employee that all accidents have to be reported ☐
- Inform new employee of the no smoking policy ☐
- Ensure employee is aware of health and safety issues related to working within a school environment—show copy of Health and Safety Policy and allow to read ☐
- Instruct employee on COSHH and working with hazardous substances ☐
- Explain to the new employee how to raise a fault report or how to raise a health and safety related issue. ☐
- Show employees copy of Departmental Risk Assessment and explain the need to ensure that all activities need to be risk assessed. ☐
- Stress the importance of Health & Safety within the school environment—actions to be carried out when liquids have been spilt, pre use checks of electrical equipment, manual handling, working at height. ☐

Stage One Induction Training Completed:

Employee:	Print:	Signature:	Date:
Line Manager	Print:	Signature:	Date:
Head of Department	Print:	Signature:	Date:

STAGE 2 : WORKPLACE TASK TRAINING

<u>TASK</u> (RELEVANT TO ROLE IN DEPARTMENT)		Date	Trainers/Managers Signature	Employee's Signature
<u>TRAINING COURSE</u> (RELEVANT TO ROLE IN DEPARTMENT)				

Workplace Task Training Completed:

Employee:	Print:	Signature:	Date:
Line Manager:	Print:	Signature:	Date:
Head of Department:	Print:	Signature:	Date:

PROBATIONARY REVIEW REPORT

Enter the rating score in the grid after 4 week's service by the employee:

Appearance:	
Co-operation:	
Quality of Work:	

Score Rating: 1 - Above Expectations
 2 - To the required Standard
 3 - Below the required Standard
 4 - Not Acceptable

Employees Comments:

Trainers Comments:

Managers Comments:

Employee:	Print:	Signature:	Date:
Line Manager:	Print:	Signature:	Date:
Head of Department:	Print:	Signature:	Date:



CARDIFF COUNTY COUNCIL

Education Compliance

School Buildings - Site Inspection Checklist

The following checklist is provided for Cardiff schools for the purpose of conducting regular safety inspections, which can involve school governors and local trade union representatives. Schools are advised that such exercises should be undertaken formally on a termly basis.

A safety inspection, in this context, is a formal walk around the buildings and site, making visual observations and noting any health and safety related concerns. The purpose of the exercise being to proactively highlight hazards so that appropriate measures are able to be taken as and where necessary, prior to any accidents / incidents occurring.

The undertaking of this type of safety inspection is one means of demonstrating the management of health and safety within the school.

Please note that the contents of this checklist are not intended to be exhaustive but include 'suggested items' and schools may wish to create a customised version which is appropriate to their buildings / site.

Further information regarding any highlighted health and safety concerns can be obtained by contacting the Education Service, Services & Compliance (Tel 02920 873715) or the Corporate Health and Safety Team (Tel 02920 873967).

Issues Related to Buildings	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Corridors <ul style="list-style-type: none"> - floor surfaces are free from slip and trip hazards - the lighting level is adequate (light fittings working) - lighting covers are present - no obstructions are present (furniture, equipment, pupil coats / bags) - matting provided at entrances which is not excessively worn and positioned correctly - no protruding items in walls i.e. staples 				
Stairways <ul style="list-style-type: none"> - handrails are fitted and are securely fixed - the lighting level is adequate (light fittings working) - steps are not excessively worn, broken or slippery - step edges are conspicuous 				
Doors <ul style="list-style-type: none"> - are not obstructed - are not damaged (handles, hinges, panelling, closing mechanism, vision panels) - glazing is of safety standard or filmed to protect from breakage - glazing is not damaged - finger guard devices fitted to inner hinge edges where risk of finger trapping is higher 				

Issues Related to Buildings	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Drinking Water <ul style="list-style-type: none"> - is available to pupils - is appropriately signed (supply must be fed directly from the mains to be suitable for consumption or via bottled systems) 				
Fire Doors <ul style="list-style-type: none"> - are suitably signed - are not held open by wedges / cabin hooks - are not bolted or padlocked shut during school hours - glazing is of fire safety standard (georgian wire safety) - are not damaged (handles, hinges, panelling, closing mechanism, vision panels) - open and close effective 				
Signage <ul style="list-style-type: none"> - fire safety signage in place (pictorial) - emergency evacuation procedure displayed in all rooms - Cleaners cupboards / electrical switchgear cupboards etc identified as '<i>authorised access only</i>' - main entrance suitably signed - signage in place to highlight nominated first aiders 				

Issues Related to Buildings	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Windows <ul style="list-style-type: none"> - used to provide ventilation are capable of being opened without undue force - the amount of opening is restricted to prevent accidental fall (especially on first floor and above) - do not open out excessively into walkways - are not damaged (including glazing and opening / closing mechanism) - a window pole is provided (within reasonably close proximity) for safe opening / closing of higher level windows 				
Temperature <ul style="list-style-type: none"> - heating equipment operational / effective - temperature of radiators at a level which is not likely to cause contact burns - guarding present on other types of naked flame heaters - no combustible items have been pushed into heating appliances - blinds / shades provided for large glazed areas which receive direct sunlight - comfortable temperature - 				

Issues Related to Buildings	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Toilets <u>Pupils</u> <ul style="list-style-type: none"> - sink units securely fixed to walls, - hot and cold water supply available, - soap available - means of hand drying - well ventilated - plumbing pipe work intact, - WC's in working condition, toilet seats provided - facilities for disposal of sanitary wear provided and maintained in clean and safe condition - suitably signed to identify required use (boys / girls) - evidence of any arson activity <u>Adults</u> <ul style="list-style-type: none"> - facilities for disposal of sanitary wear provided and maintained in clean and safe condition (female toilets including school kitchen toilets) - suitably signed to identify required use (male / female / visitors / disabled) - soap available - means of hand drying - ventilated 				

Issues Related to Buildings	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Security <ul style="list-style-type: none"> - access to main entrance possible without visitors travelling through playgrounds - security access system in place - outbuildings / boiler houses locked shut - 				
Boiler Rooms <ul style="list-style-type: none"> - clear of storage (especially combustible items) - clean and tidy - adequate lighting - 				
Issues Related to Equipment	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Electrical equipment <ul style="list-style-type: none"> - equipment undamaged - stored securely - annual testing evident for portable items - no items brought into school without appropriate testing - plugs, cables in good condition - no damage to power sockets or plugs - equipment unplugged when not in use - no trailing cables - power sockets not overloaded - no two way adaptors in use 				

Issues Related to Equipment	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
<ul style="list-style-type: none"> - extension cables fully unwound from housing 				
School Boilers <ul style="list-style-type: none"> - evidence of annual servicing / inspection 				
Kilns <ul style="list-style-type: none"> - evidence of annual inspection / servicing - fire extinguishers in close proximity - 				
Portable Heaters <ul style="list-style-type: none"> - no storage of LPG cylinders within buildings (except when in use) - external storage available (well ventilated not near drains etc) - when in use, suitable ventilation provided - 				
First Aid Boxes <ul style="list-style-type: none"> - available throughout the school - contents regularly checked / updated - 				
Ladders <ul style="list-style-type: none"> - in good condition - stored securely - unauthorised use prevented - must not be of domestic quality - 				

Issues Related to Equipment	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Local Exhaust Ventilation Dust Extraction Fume Cupboards <ul style="list-style-type: none"> - must be evidence of inspection / servicing / testing at least 14 monthly 				
Issues Related to the Environs / Grounds	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Walkways & Access Routes <ul style="list-style-type: none"> - no tripping / slipping hazards (excessive pooling of water, damage) - even and good condition (damaged paving slabs) - external steps in good condition with handrail present 				
Playgrounds <ul style="list-style-type: none"> - reasonable general condition (no excessive disintegration of surface) - without significant trip, slip & fall hazards - of suitable size for numbers of pupils 				
Drainage <ul style="list-style-type: none"> - drain covers in place, - downpipes & guttering in good repair - effective drainage of site (including playground) 				

Issues Related to the Environs / Grounds	Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
Benches <ul style="list-style-type: none"> - good condition, - no excessive damage / vandalism - protruding nails / screws / bolts - arson activity 				
Grassed areas <ul style="list-style-type: none"> - general condition - any sharps, litter, animal fouling, vehicle tyre tracks - sports posts are secure (goalposts, netball posts) - sand pits kept free from litter, sharps and animal fouling 				
Fencing / Railing / Walling <ul style="list-style-type: none"> - provided where needed - intact and in satisfactory condition - any sharp edges, damage, significant gaps (including underneath) - evidence of any weakness in walls 				
Outside lighting <ul style="list-style-type: none"> - provided where required and operational 				
Trees <ul style="list-style-type: none"> - any evidence of climbing, swings, damage, arson 				
Play Equipment <ul style="list-style-type: none"> - in satisfactory condition - any vandalism / arson activity 				

Issues Related to the Environs / Grounds		Comments / Notes / Observations	Required Action	Who's Responsible	Date Completed
School Ponds - adequately signed & fenced					
External Lock Ups - are they secure - are they positioned too close to buildings - can they be used for access onto school roofs					
Traffic Management - speed restriction signage is present (5 m.p.h.) - adequate segregation between pedestrians and vehicles (barriers, bollards, paving)					
Notes					
Building / Site Inspection conducted by :	School Staff :	School Governors :	Trade Union Representatives :		
Date :					
Date for Next Scheduled Building / Site Inspection:					



FIRE EXTINGUISHER MONTHLY CHECK SHEET

**FIRE EXTINGUISHERS – CHECK CONTENTS GUAGE / SAFETY PIN OR TIE / HOSE
CONDITION / NO VISIBLE DAMAGE / SERVICED / ON WALL MOUNTING CLIPS**

REPORT ANY DAMAGE OR FAULTS TO ESTATE MANAGER ASAP

TO BE COMPLETED BY _____

ZONE	PLAN SERIAL NO .	CONTENTS OK	SAFETY PIN / TIE IN PLACE	GOOD CONDITION YES / NO	REMEDIAL ACTION	SIGNATURE
1						
A	1A					
B	1					
B	2					
B	3					
B	4					
B	5					
B	6					
B	7					
B	8					
C	9					
C	10					
C	11					
C	12					
C	13					
C	14					
C	15					
C	16					
C	17					
C	18					
C	19					
C	20					
C	21					
C	22					
C	23					
2						
A	22A					
A	23A					
A	24					
B	25					
B	26					
B	27					
B	28					
B	29					
B	30					
B	31					
B	32					
C	33					
C	34					

ZONE	PLAN SERIAL NO.	CONTENTS OK	SAFETY PIN / TIE IN PLACE	GOOD CONDITION YES / NO	REMEDIAL ACTION	SIGNATURE
3						
A	35					
A	36					

B	36A					
B	37					
B	38					
B	39					
B	40					
B	41					
B	42					
B	43					
B	44					
C	45					
C	46					
C	47					
C	48					
C	49					
C	50					
C	51					
C	52					
4						
A	53					
A	54					
A	55					
A	56					
A	57					
A	58					
A	59					
A	60					
A	61					
B	62					
B	63					
B	64					
C	65					
C	66					
C	67					
C	68					
C	69					
C	70					
C	71					
C	72					
C	73					
5						
A	74					
A	75					
A	76					
A	77					
A	78					
A	79					
A	80					
A	81					

A	82					
A	83					
B	84					
B	85					
B	86					
B	87					
5						
B	88					
B	89					
B	90					
B	91					
B	92					
B	93					
C	94					
6 FORM CENTRE						
	95					
	96					
	97					

List of Authorised School Minibus Drivers

STAFF NAME	PASS DATE	EXPIRY DATE
NEIL BOARD	17/12/20	17/12/23
LOUISE BAYNHAM	24/03/21	24/03/24
ROSS JONES	26/02/21	26/02/24
LONA EVANS	26/02/21	26/02/24
ROB GRIFFITHS	26/02/21	26/02/24
RACHEL JAMES	22/09/20	22/09/23
GARETH JONES	22/09/20	22/09/23
HUW LEWIS	22/09/20	22/09/23
IAN MILES	24/03/21	24/03/24
CHRIS NEWTON	17/12/20	17/12/23
RACHEL ROBERTS	24/03/21	24/03/24
DAVE CURNOW	22/09/20	26/09/23
DAVE CURNOW	22/09/20	26/09/23
ALYS HABBERFIELD	22/09/20	22/09/23

MAIN SITE UTILITY SHUT OFFS / CHEMICAL AND RADIATION STORES / DEFIB KITS

