



Cardiff and Vale College  
Coleg Caerdydd a'r Fro



## **EASTERN COMMUNITY CAMPUS - HEALTH AND SAFETY ARRANGEMENTS**

### **Contents**

- 1.0 Accident Investigation / First Aid**
- 2.0 Training & Compliance**
- 3.0 Staff Information**
- 4.0 Estates Management**
- 5.0 Health & Wellbeing**

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

## **1.0 Accident Investigation / First Aid**

**Senior Leadership Team (SLT)** is responsible for ensuring that the appropriate accident report forms are completed: -

- Employee Accident Report Form **4.C.043**
- Pupil Accident Report Form **4. SC.COMP.601**
- Member of the Public/Service User Accident Report Form **4.C.045**
- Violence at Work Report Form **4.C.046**

**All members of staff involved in any incident must ensure the relevant forms are completed and signed by their line Manager.**

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

The **Lead Admin Officer** is responsible for forwarding the completed forms to the following: -

- Pupil Accident and Service User/Public Report Forms *to the Services and Compliance Team, Education Service, Bessemer Close, Cardiff CF11 8XL*
- Employee Accident Report Forms/Violence at Work Forms *to the Health and Safety Section, Corporate Resources, Room 413, County Hall, Atlantic Wharf, Cardiff CF10 4UW*
- *Accidents to Cardiff and Vale College staff and learners - CAVC copies of the report forms need to be emailed to Neil Lewis at [nlewis@cavc.ac.uk](mailto:nlewis@cavc.ac.uk). In the case of serious incidents, telephone 07949108419.*

***Serious incidents must be reported immediately to the Corporate Health and Safety Team on Tel: 029 2087 2635 or 029 2087 3967 and/or Services and Compliance on Tel: 029 2087 3715.***

The Services and Compliance Team is responsible for ensuring that the Health and Safety Executive (HSE) Incident Contact Centre is notified of any reportable accidents (including major injuries, absences over 7 days as a result of an accident at work, or if a pupil/member of the public is taken to hospital from the scene of the accident) on the F2508 form. This is in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified and accurate statistics can be collated for discussion at Education Service Senior Management Team meetings / Governors meetings.

**Line Manager(s) and sometimes H&S representatives** are responsible for carrying out accident investigations in Eastern High using the Cardiff Council Accident/Incident Investigation.

### **Slips, Trips and Falls**

Slips, trips and falls are one of the main causes of accidents in schools. Managers have specific responsibilities in ensuring the physical premises and environment and workplace layout is

suitable, but all employees have responsibilities to ensure the risk of slips, trips or falls are eliminated or reduced by:

- Ensuring good housekeeping
- Using suitable equipment e.g. when accessing high shelves
- Cleaning up spillages
- Not obstructing areas e.g. with redundant furniture, computer equipment.
- Wearing suitable footwear
- Reporting any hazards which they cannot address, e.g. condition of playground / playareas
- Paying attention to what they are doing.

## **First Aid**

A first aid needs assessment has been undertaken and communicated to all relevant staff.

If anyone require first aid, teachers must phone the office on (1001). They will contact the first aider who will then collect the pupil(s) from the classroom. **Pupils are not allowed into the reception area alone. They must be accompanied by a member of staff.**

First aiders can be contacted on channel 3 on the walkie talkie. The first aider will then accompany the pupil to the first aid room for treatment and enter their condition onto the first aid register and then onto SIMS. All serious incidents must also be completed on the relevant accident form(s) and sent to County Hall.

**In exceptional circumstances all first aid members of staff on the standby list must be available on standby.**

Name	Contact Details
<b>8.30 – 3.00 pm everyday:-</b> Julie Dijkhuis Natalie Catterall Amanda parry	Use channel 3 on the walkie talkie for communication with the office staff / first aid room.

There are adequate first aiders to ensure sufficient cover at all times when the school is open (between 8.30am – 3.00pm).

First aid boxes are located in the following areas: First Aid Room, Operations Manager Office and Science Rooms.

Responsibility for checking and restocking the first aid boxes is delegated to the Office administration team.

First aid training dates are monitored by Angela Barker (PA Manager) to ensure that first aiders carry out refresher training before their certificates expire. Photocopies of qualifications are kept on the relevant individuals file.

If a pupil has to be taken to hospital, the Head teacher will decide who accompanies them in the ambulance, and who notifies the relevant parent / guardian. The Pupil Accident Report Form will be duly completed and submitted as per 3.1. (accident / near miss) to the Services and Compliance Section, Education Service.

For further information refer to:-

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

### **Pupils with Medical Needs**

The DfES / Department of Health document 'Managing Medicines in Schools and Early Years Settings' provides the framework for the management of medicines in the Campus.

The Campus has developed a procedure on the management of pupils with medical needs in conjunction with the Campus nurse. The procedure is located in First Aid.

Medication is securely stored in the First Aid Room.

## **2.0 Training and Competence**

### **Induction**

New members of staff are instructed in the Campus' health and safety arrangements by the Health & Safety Co-Ordinator and also via the Staff handbook.

The following topics are included

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

Supply staff are briefed on the Campus' emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by Angela Barker (PA Manager).

For further information refer to:-

**1.CM.022** Code of Guidance Induction of New Employees

### **Training**

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

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

Governing Body are also welcome to attend these courses.

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

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

### **3.0 Staff Information**

#### **Smoking / Vaping**

No smoking or Vaping is permitted on the Campus site.

#### **Breakfast Clubs / After School Clubs**

Before and after school revision class risk assessment has been produced for all teachers to amend if as and when necessary. This can be located under Campus Risk Assessments on the shared drive.

#### **Communicable Diseases**

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

[Guidelines on Infection Control in Schools](#) Is available on the shared drive.

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

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

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

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

Display Screen Equipment assessments are carried out by the Office team using the DSE risk assessment form.

[4.C.048 - DSE Risk Assessment Form](#) Is available on the shared drive.

DSE assessments will be reviewed annually and assessments are kept within staff files. If the DSE assessor has a problem, they should seek advice from the Health and Safety Adviser/s after carrying out an initial, recorded assessment. If it is necessary for medical advice relevant to the DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service by the Head teacher.

Users of display screen equipment are made aware of their entitlement to free eyesight tests and, if appropriate, glasses. The eyesight tests are undertaken by Specsavers, Queen Street, Cardiff, Albany Road, or Penarth. All staff must request an eyesight test through the Council's Shared Admin Service Desk on the Council's Intranet site.

The completed assessment forms are sent to the relevant line manager for recommendations to be actioned and are also retained by the Office Manager.

**For further information refer to:-**

[1.CM.016 Code of Guidance Display Screen Equipment Assessment](#) Is available on the shared drive

### **Driving at Work**

The school hires a 16 seat minibus through Cardiff Council and a section 19 permit is visible in the windscreen of the hired vehicle.

All operatives of the minibus have successfully completed the minibus driving assessment course and have provided copies of their D1 driving licenses.

All operatives are to complete the checks and defects prior to use of the vehicle and report any defects to Tony Williamson (Estates).

The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own or Council vehicles as part of their employment with the Council. The form is administered by Office staff when employees start their employment and on an annual basis and is kept electronically.

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

CAVC have their own minibus which will only be available to their own staff and students.

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

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

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

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

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

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

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

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

### **Educational Visits**

The role of Educational Visits Coordinator (EVC) is undertaken by Susan Cowan (Deputy Head) and Angela Barker (PA Manager and her team) with approval from SLT. The EVC is responsible for ensuring that all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.

As laid down in the Education Service Health and Safety Policy, the other responsibilities of the EVC and the Associate Head are: -

- **To Champion learning outside the classroom**

- Cascade central messages from EVC Training to colleagues
- Ensure that correct procedures are being followed
- Produce an educational visits Policy
- Circulate important information as and when received from the Council
- Ensure Risk Assessments are in place for all visits
- Arrange induction and provide support for younger staff
- Occasional monitoring of provision
- Promote a culture of Sensible Risk Management

The EVC has attended Educational Visits Coordinator training *Ty Dysgu*. In house training has also been provided by Dave Goulding EVA.

The approval of all visits is delegated to the Deputy Head teacher. There is no requirement to inform Cardiff Council of such visits, although if the visit includes adventurous activities or a trip abroad, **the Education Visits Advisor (EVA) must be informed and approval obtained.**

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

The school's Educational Visits Policy is uploaded on *EVOLVE* and stored on the shared drive and also *Office365*.

*Any Educational Visit planned which involves Cardiff and Vale College participants will need to be discussed and agreed in advance with the Party Leaders (CAVC & EHSS), the Deputy Head Teacher (EHCC) and a member of the Health and Safety Team (CAVC).*

*It should be noted that CAVC will retain responsibility for the organisation, planning and supervision of College learners and it cannot be delegated to EHCC.*

For further information refer to:-

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

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

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

COSHH assessments are completed by relevant staff dependent on the faculty / service area.

Some of these assessments are produced from the SYPOL system and the following staff have been trained.

Tony Williamson (Estates) Siôn Lewis (Business Manager)

Hazardous substances are substituted with less hazardous ones, where possible.

Control measures, for example, local exhaust ventilation and personal protective equipment, are provided, used and maintained where they have been identified as control measures in the COSHH assessment.

Members of staff are informed of the hazards associated with the substances they use and trained

in the correct use of control measures, including personal protective equipment as specified within the COSHH assessment.

Hazardous substances used by the Estates Team are stored in appropriate containers within the Estates Team Room. Hazardous substances for example cleaning products for cleaners are kept in a locked store.

Chemicals are stored in appropriate chemical store cupboards within Science Prep Rooms. Staff from the Science Department use the advice and guidance issued by the Consortium of Local Education Authority Provision of Science Services (CLEAPSS).

Cardiff and Vale College will provide the EHCC Estates Manager a list of all substances used on site, for inclusion in the campus chemical inventory. Material Safety Data Sheets and Risk Assessments for all hazardous and dangerous substances will need to be provided by Cardiff and Vale College for inclusion on a mutually accessible shared drive.

Records of the COSHH assessments are kept in the Estates Managers Office.

The names of those staff responsible for the appropriate storage and use of the hazardous substances are the Estates Team, Nathan Rogers, Martin Page and Janine Thomas.

**For further information refer to:-**

**1.CM.033** Code of Guidance - Use of Substances

**4.C.057** Hazardous Substances Assessment Record

### **Health and Safety Advice**

The Campus obtains competent health and safety advice from the Council's Corporate Health and Safety Advisers (Tel: - 029 2087 3967).

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

[Corporate Health and Safety Site](#)

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

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

### **Housekeeping, cleaning & waste disposal**

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

The school is cleaned by Glen Cleaning Co Ltd who have suitable and sufficient risk assessments and accompanying work instructions in place for relevant housekeeping activities.

Wet floor cleaning is carried out after 15:00. Warning signs will be displayed when wet floor cleaning is carried out.

Rubbish bins are emptied daily by the day janitor / Estates Team and rubbish is disposed of into the external waste bins located in the service yard.



Spent fluorescent tubes are stored in a recycling container until a sufficient number are accumulated prior to their appropriate collection and disposal by Mercury Recycling Ltd.

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

### **Lone Working**

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

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

\*Note: This includes people in isolated areas of sites or premises where other people are present elsewhere

Peripatetic employees working away from their fixed base.

A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff. Risk assessments are also carried out for cleaning staff and others who work alone.

The following precautions are adopted by members of staff who work alone at the Campus: -

- Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working.
- Access to mobile telephones and / or two way radios.
- Making the Campus secure by locking the external doors when lone working.
- Not carrying out high risk activities, such as, working at height when lone working.

A system for checking / monitoring these precautionary measures is in place by the Estates Team.

### **Manual Handling & Lifting**

Manual handling of object risk assessments are completed and reviewed (*Estates Team / Heads of Faculty / Outcomes Leaders*) for any tasks where there is a risk of injury and where manual handling cannot be avoided.

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

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

If monitoring is not undertaken, manual handling refresher training is required every year. If monitoring is undertaken, it is required every three years unless it is needed more frequently by the individual.

Monitoring records will be kept within the Estates Office.

### **New and Expectant Mothers**

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

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

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

### **Noise**

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

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

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

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

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

If anyone has issues with tinnitus or noise in general or have issues with noise equipment must inform their relevant line manager who can seek advice from SLT.

### **Personal Protective Equipment [PPE]**

Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken by Estates Team and various faculties. It will be issued as a last resort measure, following other means of controlling the risk in the first instance.

Risk assessments will identify who requires PPE, what PPE is needed, such as helmets, overalls,

gloves, footwear, goggles, hearing protection and the specification of PPE required. It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care. A record of the training given will be kept and held in the Estates Office or relevant classrooms. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair.

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

Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.

A record of the PPE used will be recorded using the Issue of Personal Protective Equipment form 4.C.481

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

Task	Type of PPE & specification
D&T Technician using circular saw	Goggles, apron, dust masks, gloves, ear defenders
Catering	Aprons, gloves
Science	Goggles, gloves, aprons
Estates	Boots, gloves, spill kits
Art	Aprons, gloves, goggles

### **Playground Safety**

A risk assessment for pupils' recreational breaks has been undertaken and communicated to all relevant staff. The risk assessment is located on the staff share drive.

### **PTA (Parent Teacher Association) and Other Events**

The Executive Head teacher has overall responsibility for ensuring that the chair of the Parent Teacher Association (PTA), or the person organising the event is responsible for, and carries out, risk assessments for any PTA or other organised events.

The chair of the PTA or the person organising the event is responsible for ensuring that there is adequate insurance in place for the event.

All specialist equipment hired for events for example bouncy castles, are supplied and erected by competent persons.

Adequate numbers of staff and members of the PTA are available at events to supervise and direct people in the event of an emergency.

Adequate first aid facilities and qualified first aiders will be provided at events.

### **Reporting Defects**

Members of staff report hazards to the Estates team or by e-mailing the helpdesk ([helpdesk@easternhigh.cardiff.sch.uk](mailto:helpdesk@easternhigh.cardiff.sch.uk))

Health and safety walkabouts to identify hazards are carried out by Governors Safety Committee every term using the School Building / Site Inspection Checklist.

The Estates team arrange any remedial works.

### **Risk Assessments**

Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 states that every employer shall make a suitable and sufficient assessment of

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking for the purposes of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

Risk assessments are undertaken by SLT, Heads of department, Teachers and Technicians and are kept on the shared drive. Training will be made available throughout the academic year. Please ensure that you read the relevant risk assessment that you may require. **You can also use many risk assessments as a template to tailor it to your specific needs.**

Generic risk assessments are available on the Council's CIS system. And on the shared drive under Campus Risk Assessments. [Education Service Health and Safety Information on CIS](#) The generic risk assessments should be adapted to the specific circumstances at the Campus.

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

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

Completed risk assessments are brought to the attention of Siôn Lewis (Business Manager) via e-mail, SLT meetings, Staff briefings and INSET

Risk assessments carried out for the Campus are available on RAMIS

Cardiff and Vale College should forward all relevant Risk Assessments to the Estates Manager. These will be included on a mutually accessible shared drive.

## **School Minibus**

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

Member of staff	Driver license entitlement	Date of driver assessment training
Graham Halsey	D1	1 <sup>st</sup> October 2014
Jonathan Davies	D1	1 <sup>st</sup> October 2014
Janine Venables	D1	6 <sup>th</sup> November 2014
Chris Johnson	D1	6 <sup>th</sup> November 2014
Barrie Hutchings	D1	26 <sup>th</sup> February 2015
Mark Tweedy	D1	26 <sup>th</sup> February 2015
Abi Cooke	D1	22 <sup>nd</sup> March 2016

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

The minibuses are checked to ensure that they are road worthy each time it's taken out by a relevant member of staff.

Arrangements are made for the minibuses to be serviced and tested by the Estates Team.

## **Volunteers and Parent Helpers**

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

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

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

The Head teacher is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff.

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

### [4.SC.COMP.018 - Work Experience Placement for a Child / Young Person](#)

Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser.

The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'

## **Working at Height**

Where possible working at height is to be avoided, *by positioning display boards at head height, positioning shelving at an appropriate height, using long handled window poles or window winders to open windows.*

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

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

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

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

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

Annual inspections of access equipment will be carried out in accordance with the manufacturers' instructions by Estates Team and records retained.

### **Premises Security**

A risk assessment for the security of the site and buildings has been undertaken and communicated to all relevant staff.

The boundary of the Campus is secure and access to the main entrance is controlled by a controlled access system, signs direct visitors to the reception area.

All visitors, including Council staff and contractors must sign the visitor signing in book upon arrival at and departure from the Campus.

Members of staff are to challenge strangers and anybody not wearing an ID pass.

The exterior of the school is adequately lit.

### **Lifts**

There are 2 passenger lifts and 1 disabled lift within the main building. The passenger lifts are located in the main reception area at the front of the building and outside of the science laboratories at the rear, right hand side of the building. These lifts are both ID card access only and are not to be used when the fire alarm has been activated.

The disabled lift is located in the main hall to the left hand side of the stage. The lift is powered locally and is not connected to the Fire systems, therefore it can be used if the Fire Alarm activates and the campus is being evacuated. The alarm is not connected to an intercom so when activated will only be heard within the immediate area – Drama studio / Main hall.

A risk assessment has been carried out and is located on RAMIS.

### **Evacuation Chairs**

There are 4 Fire Refuge areas within the building and they are located within the main stairwells. Evacuation Chairs will be located in the refuge areas on the first floor. Persons who may require the use of an Evac chair will be identified through their individual PEEP. The PEEP will discuss measures that can be put into place to facilitate their evacuation, for example a buddy may be required to assist with getting to

the refuge area. If the individual cannot self-evacuate or transfer into an Evacuation Chair they will have to be restricted to the ground floor only and this will apply to building users. Staff will need to be aware of this limitation and will be encouraged to enquire about visitors needs in advance of their arrival. Ongoing monitoring, by staff will help to detect and report should there be people with mobility issues on the first floor. Visitors requiring evacuation assistance will be identified at the signing in process at reception and arrangements discussed and agreed within their PEEP. Where possible, adjustments will be accommodated to the best of the Campus' ability.

The Estates team will undergo training on how to use the Evacuation Chairs and an annual maintenance is to be put into place.

## **4.0 Estates Management**

### **Body Fluid Spillages**

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

Body fluid spillages are cleaned up as soon as possible by the **Estates team**, using the appropriate spillage kit. These spillage kits are kept in Estates Officer(s) room.

If required, the Education Cleaning Services Rapid Response Cleaning Team from Services and Compliance are called in to undertake a 'deep clean'. They can be contacted on Tel: 029 2078 8212/8003/8209.

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

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

Cleaning Up Blood and other Bodily Fluid Spillages - **4. SC.COMP.010**

### **Catering**

The catering provision for the Campus will be provided by Cardiff Council. Risk Assessments and SLA's will be written and agreed prior to occupation of the site. All Risk Assessments are located on the shared drive and are held by the contractor on site

Cardiff Catering abides by the policies of Cardiff Council and works according to the specifications issued by Corporate Health and Safety. It is the policy of Cardiff Catering that a safe working environment is provided to all employees and ensures that safe equipment and systems of work are of paramount importance. To this end Cardiff Catering have a Health and Safety manual in all sites, which is regularly reviewed. Electronic copies of the Catering Health and Safety manual are available on CIS, reference **5. SC.CA.326**. Cardiff Catering also have an extensive list of risk assessments available on CIS under Education/Health and Safety/Services and Compliance/ Risk Assessments.

### **Cleaning**

The cleaning provision for the Campus will be provided by Glen Cleaning. Risk Assessments and SLA's will be written and agreed prior to occupation of the site. All Risk Assessments are located on the shared drive and are held by the contractor on site.

## **Contractors**

All contractors must sign the Visitors Book located at Reception on arrival and departure from the school. The school will provide the contractor with any relevant information e.g. emergency evacuation procedures. **The Estates team** will ensure this is done. *(NB This will need to be carried out in term time and in school holidays)*

Cardiff Council's Health and Safety Policy on the Management of Contractors applies to all contracts let by the Council and LEA maintained schools and is recommended to non LEA maintained schools.

The Maintained Schools Partnership Agreement states that Governing Bodies will "work within Cardiff Council's or, where appropriate, the Welsh Government's approved Contractors Policy and ensure that contractors have been assessed in accordance with the authority's or, where relevant, the Welsh Government's, procedures."

A **contractor** means any contractor, supplier or provider with whom the Council enters into a contract for the carrying out of Works, provision of Services or the supply of Goods. The Health and Safety Executive defines a **contractor** as "anyone you get in to work for you who is not an employee."

Work activities carried out by contractors for Cardiff Council include, but are not limited to construction work, grounds maintenance, maintenance and servicing of buildings and equipment (e.g. lifts, boilers, electrical equipment, photocopiers, etc.), cleaners, caterers, training providers, locksmiths, skip hire, taxi services, furniture removal and storage and any external consultancy services.

A **'contract'** means any form of agreement (including, without limitation, official purchase orders) for the supply of Goods, (where this Policy applies), provision of Services or carrying out of Works.

The **'client'** is the officer or Directorate / Service Area or individual school who authorises the carrying out of work, provision of services or supply of goods by a contractor.

The **'competent officer'** is the person designated by the Directorate / Service Area or individual school to ensure compliance with health and safety duties and implementation of this Policy. The person must, in respect of the contract concerned, have appropriate knowledge, experience, skills and relevant training, and awareness of their own health and safety technical limitations.

The **'contract manager'** is the person managing the contract. It may or may not be the **'competent officer'**.

Eastern Community Campus will use Facilities Management (FM) Building Services and/or Education Service Schools Organisation Planning (SOP), or Projects, Design and Development (PDD) when building work is undertaken at the school.

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



When the Campus engages contractors directly, (i.e. acts as a client), it is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2015 (as appropriate) and post contract review.

Contractors to the Campus are required to sign in at reception and report to the Estates Manager. All contractors are to provide Risk Assessments and Method Statements for planned works. The Estates Manager is to go through the welfare arrangements, fire drill procedure and any other site restrictions with the contractor. General permit to works are to be signed at the start of the job and then upon completion.

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

- Visitors Books - Issuing of Permits [4. SC.COMP.901](#)
- General permit to work [4. SC.COMP.902](#)
- Contractors visitors log [4. SC.COMP.903](#)
- Pre-contract meeting pro-forma [4. SC.COMP.904](#)
- Council Policy on Health and Safety Management of Contractors [1. CM.114.](#)

### **Electrical Equipment [fixed & portable]**

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

As soon as all inspections are completed, certificates of testing are kept by Estates and kept in the Estates Managers office.

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

The records of the portable electrical equipment inspections and tests are kept by the Estates team and stored in the Estates Managers office.

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

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

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

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

Cardiff and Vale College staff and students will only be permitted to use low risk electrical chargers such as those for phones, tablets and laptops without testing / inspection in either staff rooms or for learners in the post-16 Common Room.

**For further information refer to:-**

**1.CM.032** Code of Guidance on Portable Electrical Equipment

### **Legionella**

A new updated Risk Assessment has been arranged by the Council. Any works / monitoring will be carried out periodically by Dantek.

The risk assessment identifies the risk due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessment and all other relevant documentation relating to the management of legionella are filed in a Water Management File, which is located at reception. These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid, by Dantek.

If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service or Facilities Management.

The water temperatures are tested by Dantek once every month.

Additional control measures, for example, regular running of outlets is carried out by Estates (once a week).

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

An agreement between the school and the hirer is signed prior to the hire taking place (Application of Hire of School Premises located on the Shared Drive and also on the Campus website). This agreement is kept in the Estates Managers Office.

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

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

Appropriate checks are made by Siôn Lewis (Business Manager) regarding the following: -

- Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy.
- Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that all persons over 16 present in connection with the hire will have a current DBS certificate.
- This excludes parents/grandparents attending a children's birthday party or similar event. However, where someone is employed / volunteers to 'work/supervise' at a party, it is up to the event organiser to be satisfied that they have a valid DBS check.
- A clear audit trail for all income generated and payment to staff in connection with the booking.

## **Maintenance / Inspections of Equipment**

SERVICE	TEL / CONTACT	LOCATION OF ISOLATION POINT / DETAILS
Water	DCWW 0800 052 0130	
Electricity	WPD 0800 6783 105	
Gas	National Gas Emergency Service 0800 111 999	

The following equipment will be inspected by the contractors / companies listed below. As a new building, Eastern Community Campus has opted into a SLA with Facilities Management and the inspections have been booked and will commence imminently.

Equipment:-	Frequency of inspections	Where records are kept:
Gas boilers	Annually	Estates Manager
Gas cooking appliances	Annually	Estates Manager
Kitchen extraction equipment	Annually	Estates Manager
Local exhaust ventilation	Annually	Estates Manager
Fume cupboards	Annually	Estates Manager
Lifts	Biannually	Estates Manager
Roller Shutters	Annually	Estates Manager
Kilns	Annually	Estates Manager
Design and technology equipment	Annually	Estates Manager
PE and gymnasium equipment	Annually	Estates Manager
Ladders / step ladders	Every 3 months	Estates Manager
Fire extinguishers	Annually	Estates Manager
Fire alarm systems	Biannually	Estates Manager
Emergency lighting	Biennially	Estates Manager
Intruder alarm systems	Annually	Estates Manager
Premises CCTV	Annually	Estates Manager
Access control systems	Annually	Estates Manager
Gates or barriers	Annually	Estates Manager

Fixed electrical installations	5 Yearly	Estates Manager
Portable electrical appliances	Annually or when required	Estates Manager
Generator maintenance	Annually	Estates Manager
Evacuation Chairs	Annually	Estates Manager

### **Pest Control**

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

Sightings of pests are reported to the Estates team who will make the necessary arrangements for call outs.

### **Premises Management**

The Estates team is responsible for managing the building (line managed by the Business Manager). They will ensure that appropriate systems and documentation are in place in respect of the following: -

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

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

A separate booklet outlining the responsibilities of Facilities Management, Education Service and the school is used as a reference tool. This booklet is kept on the Shared drive under NEW Health & Safety

## **Snow and Ice**

A risk assessment for Extreme Bad Weather – Snow and Ice has been undertaken and communicated to all relevant staff.

[4.SC.COMP.015 - Snow and Ice Risk Assessment](#) Is available on the Shared Drive.

Snow clearance and ice gritting is carried out by The Estates Team in accordance with the arrangements specified in the risk assessment and the snow and ice policy.

For school closures, parents are notified by means of a Text Alert system and the use of the local media e.g. local radio stations. Parents are also advised to check the Cardiff Council website. [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

## **5.0 Health & Wellbeing**

### **Stress / Staff Well-being**

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

Members of staff are made aware of the Employee Counselling Service and the Teacher Support Network (Tel: - 08000 855 088) via posters and leaflets, which are also pinned to the staff noticeboard. The school councilor has an office on site and is available every Monday.

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

Eastern High Councilor (Christina Evans) – ext 1034

Eastern High Nurse (Nikki Thomas) – 07969 734456

Employee counselling service - (029) 2078 8301 (The Employee Counselling Service (ECS) offers free and confidential counselling to anyone who is employed by Cardiff or the Vale councils.)

### **Violence to Staff**

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

[4.SC.COMP.017 - Violence at Work](#) Is available on the Shared Drive.

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

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

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

If pupils require the use of physical restraint by members of staff, those staff attends Team Teach

training. All teaching staff have undertaken 'right to responsibilities' training (by Team Teach colleagues) and a few have been identified to have the full Team Teach training.