Health and Safety Policyheader

Scope and Purpose of Policy

It is a legal duty, under the Health and Safety at Work etc. Act 1974, for employers, with 5 or more employees, to have a Health and Safety Policy. A Cardiff Council Health and Safety Policy detailing the corporate organisation and arrangements for the management of health and safety has been issued. The Education Service has also produced a more detailed Service Area Health and Safety Policy, which contains a health and safety policy statement of intent, details the organisation and specific responsibilities for managers and other employees within each school (including Head teachers) and arrangements for implementing the Policy.

The individual school policy should be read in conjunction with the Council and Education Service Health and Safety Policies.

This policy is supported by ancillary, subject specific Health and Safety Procedures which are available in electronic format on the Staff Intranet.

Health and Safety Policy Statement

This is the health and safety policy of Eastern Community Campus which should be read in conjunction with Cardiff Council's Health and Safety Policy and the Health and Safety Policy of the Education Service.

The Campus accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who may be affected by its activities.

Eastern High Campus is a partnership between Eastern High School, Cardiff and Vale College and local community projects. Whilst each will operate independently under their own Health and Safety Policy there is recognition that there is a need for extensive co-operation between all parties to ensure the Health, Safety and Welfare of all Staff, Pupils, Learners and Visitors to the Eastern High Campus. Therefore, to this end a partnership arrangement has been formed to address Health and Safety at the Campus.

The Senior Management Team and the School Governing Body will take all reasonable steps to ensure that Cardiff Council's Health and Safety Policy, the Health and Safety Policy of the Education Service and their own Campus policy are implemented and, that guidance documents are followed and monitored throughout the

Campus.

The Campus is committed to ensuring a high standard of health, safety and welfare. This will be achieved by the following:

- Assessing and controlling risks arising from curriculum and non-curriculum activities
- Maintenance of a healthy and safe working and learning environment with safe means of access and egress
- Safe working practices and the provision and maintenance of safe plant and equipment
- Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
- Consultation with staff and trade union representatives on matters affecting health and safety
- Provision and dissemination of health and safety information which is received from the Education Service and other sources
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision
- Ensuring that adequate welfare facilities exist at the Campus
- Having procedures for emergencies
- Monitoring and reviewing of health and safety standards / accident statistics
- Accessing competent advice from Health and Safety Advisers in relation to health and safety matters
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Co-ordinate and co-operate with Cardiff and Vale College in matters of Health and Safety.

This Policy and referenced documentation is available to all staff and tutors. A hard copy of the Policy document can be found displayed within the Campus (public drive).

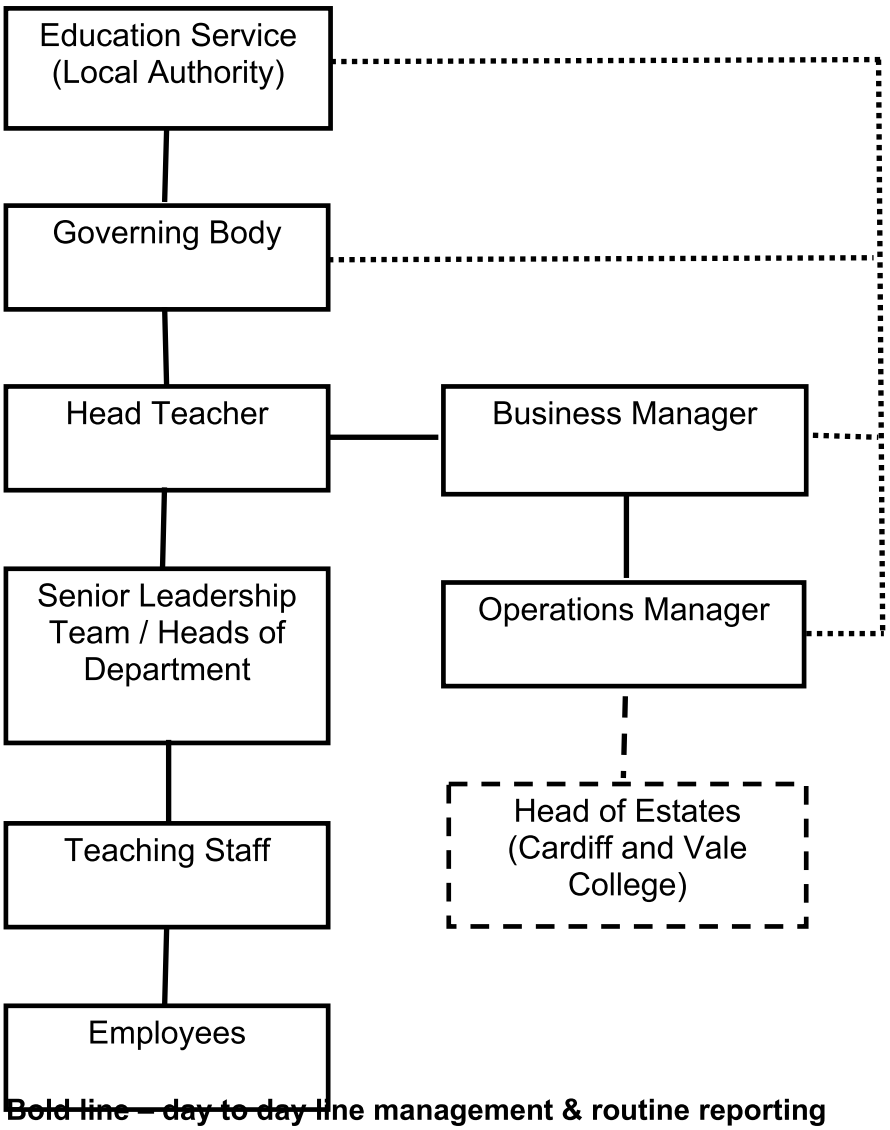
The Health and Safety Policy will be reviewed annually and will be amended and updated as and when necessary.

Organisation and Responsibilities

The responsibilities of the Council and Education Service are set out in both the Council Health and Safety Policy and the Education Service Health and Safety Policy.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the Local Authority (LA) as the employer.

An organisation chart for the School, and the health and safety responsibilities of School staff and the Governing Body is detailed below.



~~Bold line – day to day~~ line management & routine reporting

Dotted line – exceptional incident reporting as required / appropriate

Hashed line – Consultation and Co-ordination with Cardiff and Vale College.

Education Service Responsibilities

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

The Education service will conduct a Fire Risk Assessment (FRA) every 3 years for the campus and on an annual basis in the kitchens.

Governing Body Responsibilities

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 Campus' health and safety policy;
- Have in place a health and safety policy for the Campus that complies with legislation and follows guidance provided by the authority
- Monitor the operation of the policy and procedures;
- Be responsible for developing and allocating resources to ensure effective management of health and safety;
- Ensure health and safety is an integral part of management practices;
- Monitor management practices;
- Ensure that appropriate action is taken to address any shortcomings in any aspect concerning health and safety;
- Work with recognised trade unions to secure the health and safety of staff;
- Contribute as appropriate to consultation on health and safety issues and Support the Head teacher /Health and Safety Coordinator as well as other members of staff, in the strategic management of health and safety.
- Ensure that in the absence of the Head teacher, the Head Teacher responsibilities will fall to his / her immediate deputy and they will be made aware of what these responsibilities entail.

A Governor will be nominated to act as Health and Safety Governor in Eastern Community Campus. This Governor will not be any more responsible for health and safety within the Campus than any other Governor. He will have no personal decision-making powers in relation to health and safety, however, he 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.
- Provide a contact point for information, support, training and guidance from the Education Service

Head teacher Responsibilities

The Head Teacher is responsible to the Board for the effective management of health and safety within the Campus.

Put in place suitable organisation and arrangements, which will provide a safe and healthy working environment within the requirements of the Health and Safety Policy and its associated procedures.

Submitting inspection reports to the Governing Body and/or the Education Service and taking action where this is required.
Ensure that sufficient resources are allocated in order to discharge Health and Safety duties.

The Head Teacher has nominated the Business Manager to oversee the function of the Campus Health and Safety Committee and to oversee the effective implementation of the Health and Safety Policy.

Continuing, and developing health and safety training plans and training matrices (where appropriate) for the Campus.

Passing health and safety information to relevant members of staff.

Following the Education Service's guidelines on health and safety

Senior Leadership Team / Heads of Department Responsibilities

The Senior Leadership Team / Heads of Department are specifically responsible for: -

- Day-to-day management of health and safety in accordance with the Education Service Health and Safety Policy and this Health and Safety Policy
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy.
- Ensuring that suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff.
- Where appropriate, carrying out regular inspections, communicating the results to the Head teacher and ensuring action is taken to implement any recommendations made as a result of the inspections
- Arranging staff training
- Providing staff with health and safety information.

Teaching Staff Responsibilities

Teaching staff are specifically responsible for: -

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

- Checking classrooms and workrooms are safe
- Ensuring that equipment is safe before use.
- Reporting any defects or health and safety issues
- Ensuring safe procedures are followed
- Ensuring that protective equipment is used, where appropriate
- Reading and complying with risk assessments for specific tasks.
- The safety of any pupils under their supervision during any organised activity or programme
- Recording any accidents on the Council's accident / incident report forms and returning them to their line manager for comments.

- Leading their class to the designated assembly point for the building or other agreed place of safety, in the event of fire alarm activation and undertaking a roll call.

Teaching staff will ensure that pupils: -

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that pupils do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers, etc.
- Inform any member of staff of any situation which may affect the safety of anyone.
- Not interfere with anything provided to safeguard their health and safety and / or the health and safety of others
- Take reasonable care of their own health and safety

Business Manager

The Business Manager has responsibility for Health and Safety and line manages the Operations Manager.

They will ensure there are effective Health and Safety policies, systems and procedures in place that deliver a safe and secure learning and working environment, comply fully with regulatory and legislative requirements and demonstrate best practice.

They will be accountable to the Head Teacher for health and safety matters.

Operations Manager Responsibilities

Operations Manager is specifically responsible for: -

- Ensuring that fire evacuation drills are carried out at least once every term, in conjunction with the Head teacher. Every year, the FRA is reviewed by the Estates team, who have received training in the Fire Risk Assessment Review.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Ensuring alarm/security systems are monitored and attend call outs, as required.
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out.
- Ensuring that statutory inspections are undertaken
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Advising the Head teacher /Line manager of any defect identified as being unsafe, or repairs identified as being required to the site, building and grounds. Following the site specific procedure and taking whatever action is necessary to isolate the risk until repairs can be arranged.
- Ensuring that suitable and sufficient risk assessments are carried out for their activities, for general activities and for specific legislative requirements, e.g. COSHH
- Advising the Head teacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Ensure, if appropriate, that contractors are effectively managed in accordance with

Council and legal requirements.
- Attending pre-contract meetings for all works on site prior to commencement.
- Ensuring contractors follow the site specific agreed procedures for contractors working on site, as identified within the Education Service Contractor documentation.
- Establishing and maintain links with the Head of Estates from Cardiff and Vale College to ensure co-ordination and co-operation in mutual interests of Health and Safety.

All Employees Responsibilities

All employees, regardless of position, have a legal duty to take care of their own health and safety, and that of other people who may be affected by their acts or omissions, and to co-operate with Eastern Community Campus and Cardiff Council to enable it to fulfil its health and safety obligations.

Pupils

Pupils and where relevant, parents or carers will be made aware of arrangements, policies and procedures in respect of health and safety. Pupils must follow all safe working practices and observe all Campus safety rules.

Visitors and Contractors

All Visitors and Contractors must comply with the arrangements in place to manage their health and safety and the health and safety of any person who may be affected by their acts and or omissions.

Arrangements

The arrangements for managing specific Health and Safety issues are detailed in procedures which form an integral part of the Health and Safety Management System. Health and Safety Procedures are prepared, approved and periodically reviewed and are accessible on the Campus intranet.

Eastern High School, will act as the lead partner taking operational responsibility for the Eastern Community Campus, thereby avoiding duplication in meeting statutory obligations and ensuring control is maintained by one Partner. Eastern High will ensure arrangements are in place to cover the operation of the campus, plant, equipment, facilities and other areas of mutual health and safety interest, such as emergency arrangements (Fire Evacuation and First Aid, for example). Areas of common risk and management will need to be shared and communicated between partners and where necessary these provisions will be detailed in the Health and Safety operating procedures of each Partner.

Health and Safety 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 or other courses which are relevant to their role.

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.

Staff / Trades Union Consultation

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

Health and safety is an agenda item at SLT meetings which are held weekly and also discussed at staff briefings. Members of staff raise health and safety concerns by informing (Head teacher / SLT / Operations Manager / Estates Team).

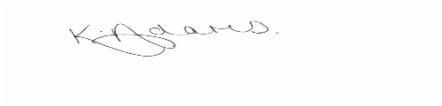
Monitoring

It is the responsibility of the Governing Body to ensure arrangements are in place to monitor the effectiveness of the Safety Policy and applicable standards are achieved.

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

Fire Precautions

The Campus will comply with the Regulatory Reform (fire safety) Order 2005. A Fire Safety Plan has been prepared detailing the organisation and arrangements for fire management.

Date Approved by Full Governing Body	7th October 2026
Signed on behalf of Full Governing Body	
Name (Chair of Governors)	Gordon Plant
Head teacher signature	
Head teacher	Kay Adams
Date	7th October 2026
Date of next review	Autumn 2027