



## **Introduction**

The Governing Body of Mary Immaculate High School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Governing Body will endeavour to honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified for any preventative and protective measures to be put in place as far as is reasonably practicable.

The School Leadership Team will take all reasonable steps to ensure that the School's Health and Safety Policy is implemented and that guidance documents are followed and monitored throughout the School.

The Governing Body is committed to ensuring a high standard of health, safety and welfare within the school. This will be achieved by:

- 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, along with 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;
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision;
- Ensuring adequate emergency procedures are in place;
- The consultation with staff on matters affecting health and safety;
- Provision and dissemination of health and safety information received;
- Monitoring and review of health and safety standards and 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.

This Policy and referenced documentation is available to all staff. A copy is accessible via the school website which all staff have access to. This Policy will be reviewed on a bi-annual basis.

## **ORGANISATION AND ARRANGEMENTS**

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the Governors' Health and Safety Policy:

### **Safety Responsibilities – Management**

(For this purpose, a manager is any person who exercises a supervisory function over employees.)

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment that are safe and without risk to health. To this end the Governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed.

### **Safety Responsibilities – Staff & Students**

It is the duty of all staff and students to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work. They are required to co-operate with any person in a position of responsibility to enable statutory duties or requirements to be achieved.



## HEALTH AND SAFETY DUTIES

### Governors

The Governing Body, as the employer of staff, has overall responsibility for the health and safety function within the school, determining the policy and its implementation in accordance with the safety policy statement. The Governors are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this policy. Governors are responsible for keeping up to date with changes in legislation, which can be obtained from the Welsh Government's "Governors Guide to the Law" and from LA guidance. This policy will be reviewed and updated as necessary on an annual basis.

### The Headteacher

Without limiting the responsibility of the Governors, the Headteacher will oversee the day-to-day management of safety and implementation of this policy within the school. The Headteacher will co-ordinate and supervise the preparation of information, guidance and operating procedures arising out of occupational safety legislation as it affects the school and the distribution of all information relating to health and safety to staff within the school. He will

- Make himself familiar with documentation and instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and arrangements;
- Take account of any advice and guidance set out in the LA's Health and Safety Information System, organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures;
- Ensure that all statutory registers and records are accurately kept;
- Ensure that all staff in his/her control are adequately trained and fully aware of the hazards involved in their work;
- Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures;
- Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure;
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature consult as appropriate to enable further positive steps to be taken;
- Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned;
- Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn. If during an inspection variations from this policy are observed, immediate and effective steps must be taken to rectify the situation;
- Take appropriate action under the disciplinary procedures against anyone under their control found not complying with the letter and spirit of this statement.

The Headteacher may nominate a deputy or senior member of staff to undertake some or all of these roles. He/she will be responsible for assisting the Head to achieve their duties. It may also be advisable to organise a line of communication through senior members of staff. It is essential that all staff be made aware of the arrangements which apply.

### School Leadership Team and Heads of Department

With their special knowledge of the area of work for which they are responsible, these persons have a key role to play in the running of those activities safely. They must ensure that risks are assessed and control measures implemented. To this end they are expected to ensure that all employees under their supervision know the relevant safe working practices and that the arrangements for working are safe. They should familiarise new staff with safety aspects of their work and should make sure accidents are reported immediately, and preserve the health and safety of those other than staff insofar as they are affected by the work supervised.

### Health & Safety Officer

- Responsibility for day to day Health & Safety has been delegated to the Deputy Head. At Mary Immaculate this is Annmarie Wilson.

**All Staff**

In addition to any specific responsibilities which may be delegated to them, all staff must:

- Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work;
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting;
- Take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided;
- Report all accidents, damage, hazard and defects to the Business Manager and/or Caretaker and take immediate measures to protect persons from risk where this is significant and imminent;
- Conduct their activities so that their own and others' risks are minimised appropriately;
- Contribute to future development of this policy.

**Students**

Whilst the Governing Body and Staff have a responsibility to ensure the health, safety and wellbeing of students within the school, the students themselves also have a collective responsibility to ensure their actions are safe and cause no harm to others.

They are expected to

- Exercise personal responsibility for themselves and others in their class;
- Observe standards of dress consistent with safety and hygiene;
- Observe all safety rules of the school, in particular the instruction of any staff member given in an emergency;
- Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

**MANAGEMENT GUIDANCE**

Where appropriate, when national codes of practice, Health and Safety Executive guidance and other formative documents, including those adopted by Cardiff LA as a part of their Health and Safety Information System are published, they will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to students and other visitors to the premises. In liaison with the Governing Body, documents and proprietary systems will be considered and, where necessary, adapted to suit local arrangements, in order that appropriate safe working procedures are adopted specific to the needs of the activities and environments of the school.

**SPECIFIC ARRANGEMENTS**

The detail of the organisation for communication and managerial responsibility are set out in later within this policy.

**A COMMITMENT TO TRAINING**

The Governors, through the Headteacher, are responsible for ensuring that members of staff, voluntary helpers and students are trained so that the activities of the school are carried out safely.

The Headteacher is responsible for developing training procedures within the school. He/she will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required. Health and safety training shall form an important part of the induction procedures for persons unfamiliar with the school's arrangements.

**SAFETY CONSULTATION**

Recognised trade unions may appoint safety representatives by statutory right. They will function in accordance with the Health and Safety Commission's 'Code of Practice for Safety Representatives'. The frequency of safety inspections for each workplace will be agreed by consultation with the Head and the Governing Body.

**CONTRACTORS**

Any contractor or sub-contractor employed to do work for, or in, the educational establishment, will be required within the contract document to operate to standards of safety, no less than those set out in this statement. Any member of staff observing contractors placing another employee or child, visitor etc at risk of



injury is to notify the Business Manager who will raise the matter with the contract supervising officer, or directly with the contractor.

## MONITORING OF HEALTH AND SAFETY IN THE SCHOOL

### Key Individuals

Chair of Governors	Maurice Scanlon
Headteacher	Huw Powell
Deputy Head	Annmarie Wilson
Senior Assistant Head	Ben Davies
Assistant Head	Rhys Corcoran
Assistant Head	Ann Lawrence
Acting Assistant Head	Adam Speight
Business Manager	Rachel Cable
Premises Manager	Mark Lambert

The Governing Body has adopted the local authority Health and Safety reporting system. It recognises that the LA has addressed many of the major risks that schools face and has issued policies and codes of practice. Part C of this policy demonstrates how this advice is implemented, considering in particular access to this information by all who need to use it and any training needs.

Risk Assessments are undertaken by competent members of staff to evaluate the health and safety risks to staff and students at a local level. These assessments will be stored in a Health & Safety file kept by the Business Manager. In accordance with the Management of Health and Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing.

The Governing Body shall receive reports at each termly meeting on Health and Safety and shall institute regular inspection and monitoring of the premises. Regular procedure reviews shall be undertaken in the light of operational practice, new laws and policy/directives from the LA. Operational practices and procedures shall be constantly monitored by the Head and Health & Safety Officer. Accident reporting forms will be analysed periodically to identify any increase or trends in particular types of accident.

### SPECIFIC ARRANGEMENTS

The following arrangements demonstrate how the School will implement its Health and Safety Policy in conjunction with Cardiff Council's Health and Safety Policy for the Schools & Lifelong Learning Service. Links to other documents which form part of this policy are shown. Any further guidance required can be obtained from the Headteacher or the Health and Safety Officer. Alternatively assistance can be sought from David Middleton, the Schools Health and Safety Adviser at Cardiff Council. David can be contacted on 029 2087 2949 or by e-mail at David.Middleton@cardiff.gov.uk.

### Accident / Incident Reporting, Recording & Investigation

Accidents and incidents should be reported immediately to the Business Manager in the first instance. An accident form will be fully completed by a member of staff detailing the accident, full circumstances surrounding the incident including times and persons involved. Any serious breach of this Health and Safety Policy will be immediately investigated by the Headteacher and the Health and Safety Officer (this form is passed to the departmental line manager for their comment and completion of a risk assessment). This form is returned to the Business Manager before being sent to the Health & Safety team at County Hall within 5 days of the incident. Any remedial works required should be reported to the School Business Manager for inclusion in the planned works schedule.

Reporting Forms:

- 4.C.043 – Staff Accidents
- 4.C.045 – Student Accidents (4.SC.PD.003)
- 4.C.046 – Violence at Work

Codes of Guidance:

- 1.CM.012 – Accident Reporting
- 1.CM.122 – Accident Investigation

**Activity / Provision Safety [including those taking place out of School]**

All staff undertaking extra-curricular activities should ensure that an appropriate risk assessment has been completed by themselves or their Head of Department. As part of the risk assessment procedure, it should be identified that the person running the activity is suitably qualified, aware of potential health and safety concerns arising from the activity and a thorough understanding of the school's health and safety policy and procedures. If handling hazardous substances or by-products, staff should be fully aware of their responsibility in ensuring the wellbeing of participants. If leaving the school site an evolve application form needs to be completed and then verified by the EVC for the school and the Head of the evolve programme for the school. (The Deputy Head teacher, Annmarie Wilson). Any overseas visit must also go through this process and be approved by the local authority via the evolve programme.

**Asbestos**

The School Business Manager and Premises Manager have day to day responsibility for the Asbestos Management Plan. The Asbestos Log is located in Reception. All contractors commencing work in the school should check the Asbestos Log. Any work that could affect the fabric of the building should not commence until approval is obtained from the School Business Manager or Premises Manager in the form of a completed permit to work. These forms are held in the Asbestos Log.

Regular surveys of the school will be arranged by Cardiff Council. Should any suspect material be discovered, the area will be vacated immediately and a report made Cardiff Council's Asbestos Controlling Officers on 029 2078 8061 or 029 2078 8056.

Code of Guidance: 1.CM.177

**Blood/Bodily Fluid Spillages**

Spills of this kind can easily lead to the swift spread of infections and disease, such as Norovirus. A risk assessment will be undertaken on an annual basis to acknowledge and minimise the risks to staff and students from bodily fluid spillages. All first aid trained members of staff have access to spillage kits.

Upon a spillage being discovered, the Premises Managers should be notified immediately. He will use a spillage kit to cover the spill to aid cleaning and reduce the risk of airborne transmission. Once the spill has been cleaned away it will be immediately disposed of securely. The area of the spill will be thoroughly cleaned to remove any residual risk.

**Contractors**

Wherever possible, contractors should only be selected if they appear on Cardiff Council's Approved Contractor List. By appearing on this list they have satisfied the LA that they can competently discharge their health and safety legal duties to protect their employees and others affected by their undertaking. If contractors are selected who do not appear on this list, the school will require sight of their Health and Safety Policy, as well as obtaining references on previous work as part of the tendering procedure.

All contractors working on site are required to sign in at Reception and wear a Visitor badge at all times. They will be greeted by the Premises Manager or the School Business Manager on a daily basis and escorted to their place of work. On their first day they will be introduced to the Health and Safety policy of the school, with specific regard to fire evacuation procedures, Asbestos, Permit to Work and safe working arrangements.

The School Business Manager/Premises Manager is the appointed person within the school to manage contractors. Any concerns should be raised to him/, so that it can be progressed with the contract manager.

Code of Guidance: 1.CM.114

**Curriculum Areas**

Heads of Departments are responsible for creating and holding risk assessments in relation to the activities taking part in the Departments as part of curriculum delivery. Whilst all Departments should be able to demonstrate risk minimisation, the following Departments should have comprehensive assessments due to the nature of the work involved:

Art, Business Studies, Drama, DT, Extended Opportunities, Food Technology, PE and Science.





Helen Howell  
Jessica Browning  
Lucie Saleh  
Lindsay Weare  
Matthew Troote  
Nathan Lambert  
Nicola Traynor  
Katrina Perkins

These staff have been fully trained in first aid and are the only people permitted to administer first aid to staff, students and visitors to the school. They all have access to their own first aid boxes and stock, and notify the School Business Manager when replenishment orders are necessary.

Where an accident requires the attendance of an ambulance, reception staff will attempt to contact the student's nominated family members to attend. Should they be unable to get to the school, then a member of staff will accompany the student to hospital until such time as a family member can attend.

Code of Guidance 1.CM.019

### **Glazing**

External windows within the school are double glazed, which reduces the risk of glass coming into classrooms if an external pane is broken during the school day. To reduce the risk that broken glass poses even further, all window panes should use safety glass – either laminated or tempered. This reduces jagged edges, and the risk of injury from large sharp pieces of glass. Where it has been identified that the existing glass is not laminated or tempered, then a safety film should be installed over the glass to reduce the risks from breakage.

### **Hazardous Substances [COSHH]**

All hazardous substances will be kept secure and locked away at all times, except when it is being used. Under no circumstances should students have access to these items. If students come into contact with them as part of the curriculum, they should always be fully supervised by staff who are aware of the risks posed by the substance. Where possible dangerous substances used as part of curriculum delivery will be exhibited within controlled environments, such as fume cupboards.

Hazardous Substance Assessment records will be completed for all substances held on school premises, along with a risk assessment. Substance data sheets from manufacturers should be held together in an easily accessible location within the department, should there be an accident with the substance. Any additional LA guidance should be followed at all times.

Code of Guidance 1.CM.033  
Assessment Record 4.C.057

### **Ice & Snow**

Where ice is affecting the school site, the Premises Manager will commence gritting as soon as possible. The priorities are the driveway from the gate to the bottom car park; the main entrance.

Where snow is affecting the school site, the Premises Managers will work to clear a safe path from the entrance gate to the school building for students, allowing the school to open as soon as possible.

### **Legionella**

The school's Water Log Book is located in the Premises Manager room. This log book includes a risk assessment for the water system. As part of the water servicing contract, shower heads are cleaned and sterilised at least 4 times per year to minimise risk. All disinfection reports and certificates are held on file for inspection.

Code of Guidance 1.CM.124





### Lone Working

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

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

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

- (ii) Peripatetic employees working away from their fixed base.

A risk assessment for premises 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 school:

- Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working.
- Access to mobile telephones and/or two way radios.
- Making the school secure by locking the external doors when lone working.

### Maintenance / Inspection of Equipment

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

Access Control	Sonic Alarms
Alarm – Fire	Fire Rite
Alarm – Intruder	Sonic Alarms
Boilers	Lorne Stewart/KS Barry
CCTV	Sonic Alarms
Electrical Items	Cardiff Council
Emergency Lighting	Fire Rite
Extraction Units	Cardiff Council
Fire Extinguishers	Fire Rite
Fume Cupboards	Roperhurst (through Buildings DSU)
Lifts	Cardiff Lift Co
Water Systems	Aquasafe/Waterlogic

### Manual Handling & Lifting

Lifting of heavy items should only be undertaken by members of staff who have been fully trained in the correct procedures. This is currently the Estates Team. The lifting techniques used will be monitored periodically to ensure compliance with procedures. In order to reduce the need for lifting and carrying items, procedures have been put into place. Folding trolleys are available from Reception to carry small to medium weight items. Large or bulky items should always be transported on the flat-bed trolley by the Estates Team. Care should be taken when adding items to or removing items from a trolley.

Code of Guidance	1.CM.026 – Manual Handling
Manual Handling Policy	4.CM112

### Minibus

From September 2010 drivers will only be permitted to drive the school minibus where they have undertaken a driver safety course run by Cardiff Council. A record of staff who have undertaken this training will be kept and maintained by the School Business Manager.

Drivers with a full driving licence obtained prior to 1997 automatically have the D1 entitlement needed to drive minibuses, but must undertake the course in order to be covered by the Council's vehicle insurance. Those with licences obtained during 1997 do not automatically have this entitlement, and attendance on the course will only permit them to drive the school minibus. It will not result in D1 entitlement.





The minibus is serviced and put through its MOT annually. In addition the bus has a founder take as inspection test every 13 weeks to ensure it remains roadworthy. The bus should be checked every time it is used, to ensure the bus is in a fit condition to be used on the public highway as well as for the health and safety of its passengers. The checklist is kept with the Business Manager. If this checklist is not completed, then staff will be barred from using the bus. Drivers should also follow the school policy on using the minibus.

### **New and Expectant Mothers**

Upon request, the school will complete a risk assessment for expectant mothers working within the premises. This is completed in conjunction with the LA's Health and Safety Adviser.

Any risk to the health of an expectant mother or baby from disease, infection or other dangerous occurrence will be notified to staff via briefings and notices in the staff room.

Code of Guidance 1.CM.030

### **Off-Site Organised Activities [including Duke of Edinburgh]**

Staff organising trips and activities off site during the school day are required to comply with the School Trip Guidance and Policy, available from the Business Manager. Staff are required to complete a risk assessment for the activity before obtaining approval for the trip from the Headteacher. If necessary LA approval must also be sought for the trip. This is mandatory for trips abroad or residential trips, to ensure there are sufficient health and safety safeguards in place. Once approval is given, full details of the trip must be provided to the Deputy Head. This will include estimated timings, destination, staff supervision, emergency contact details, transport details and parental consent forms.

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

From discussions with Heads of Department and completed risk assessments we will understand the need for appropriate PPE. Where the need for this equipment is identified from a risk assessment, it will be provided to each member of staff from the school's central budget. Staff should ensure that PPE assigned to them is stored securely and should follow instruction on its proper use. Staff should ensure that students wear appropriate PPE for any activities they are undertaking. Any problems with PPE should be reported to the School Business Manager immediately.

Code of Guidance 1.CM.034

### **Risk Assessments**

Risk assessments will only be completed by competent and trained members of staff. This will include the Headteacher, School Business Manager, Heads of Department, Health and Safety Officer and Premises Manager. Generic Risk Assessments are available from the LA and can be customised to the school and the department to which it relates. Risk Assessments should be held centrally as part of the school's Health and Safety file, with a copy retained within the department for staff reference. Assessments should be reviewed at least annually in order to ensure they remain valid and applicable.

Code of Guidance 1.CM.060

### **Smoking**

Smoking is **not permitted anywhere** on the school site. This policy applies to all staff, students and visitors to the school. It is also against the law to smoke within the school building, the school minibus or within private vehicles if transporting other staff or students. Signs are displayed prominently at the school entrance and this policy is communicated to all staff and students.

### **Staff Health & Safety Training / Competence**

Whilst a health and safety tour is given to new staff by the Health and Safety Officer, individual departments should provide new staff with arrangements that relate directly to their work within their role. Attention should be given to completed Risk Assessments, need to order PPE, how PPE should be used, control of hazardous substances and training available to support these individuals in their role.

Staff with specific responsibilities for Health and Safety should receive adequate training in order to help them fulfil their role.



### Stress/Staff Well-being

The Governing Body are committed to the wellbeing of all staff employed at the school. Staff should all be made aware of the counselling and welfare services that are available to them. This includes the LA's Employee Counselling Service, Teacher Support Network and specific union facilities.

Cardiff Counselling support network	08000 562561
CareFirst	0800 174319

### Traffic Management on Site

The school site has a blanket speed restriction for all vehicles of 5mph.

### Visitor Management

All visitors to the school, including those working in the grounds and peripatetic staff, should sign in at Reception prior to commencing work. Visitors are required to wear an identification badge at all times, which should be surrendered at Reception when signing out from the school. Visitors should always be accompanied by a member of staff around the school.

School staff are required to sign out at reception if they are leaving the site during part of their normal working day.

### Working at Height

When working at height, appropriate equipment must be used. Ladders and scaffold tower platforms are provided in order to assist with this. Ladders and stepladders must conform to safety standard BS EN 131, be checked before each use, and only be used for short durations. If longer use is required then the tower platform should be used. This must be put together by a competent person and inspected before every use. Equipment will be securely stored to minimise unauthorised use.

Staff will not complete work at excessive heights. Where access is needed at large heights, specialist contractors will be engaged to complete the work required. They will use their own equipment, and are responsible for ensuring it is safe and appropriate for the job at hand. Under no circumstances are contractors allowed to use school ladders or platforms to carry out their work.

Students must not work at height. Under no circumstances are they to use ladders, and platforms, or to stand on chairs or tables.

**Policy Approved:** November 2020

**Policy Review Date:** November 2024