

2020-2022

Health & Safety Policy

Llanishen High School

This document contains the specific policy and associated information relating to Health & Safety at Llanishen High School

Responsible Staff Member: Mrs P Battle
Approved by Governing Body: May2020
To be reviewed: March 2022



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Section 1 : Statement of Intent

1.1 The Governing Body of Llanishen High School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and any other statutory and common law duties.

1.2 This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

1.3 This policy will be brought to the attention of all members of staff (a reference copy is kept with Paula Battle, Business Manager and Russell McConkey, Estates Manager and on the teachers' shared area of the school website).

1.4 This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

1.5 This policy statement supplements:

- Cardiff Council's General Statement of Health and Safety at Work Policy;
- Cardiff Council's Health and Safety Policy, Organisation and Arrangements Statement

1.6 The above Statements (and other Health and Safety policies and guidance) are available from Paula Battle, Business Manager or Russell McConkey, Estates Manager and via the school's website.

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Karen Dell'Armi, **Chair of
Governors**

Sarah Parry, **Headteacher**

Section 2 : Responsibilities

2.1 As the employer, the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

2.2 At school level, duties and responsibilities have been assigned to staff and governors as laid out below. Support is provided in emergency situations by the Local Authority's 24 hours on-call Bronze Officer
(Tel: 02920 872998)

Responsibilities of the Governing Body

2.3 The Governing Body is responsible for health and safety matters at a local level and is responsible for:

- Ensuring adherence to the Local Authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy biennially and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Local Authority health and safety policy, procedures and standards - so far as is reasonably practicable;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority Education Health and Safety team any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor;
- Ensuring that when awarding contracts, health and safety is included in specifications and contract conditions taking account of the Local Authority's policies and procedures.

Responsibilities of the Headteacher

2.4 Overall responsibility for the day to day management of health and safety rests with the Headteacher.

2.5 As a manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

2.6 The Headteacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Local Authority policy.

2.7 The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties does not relieve the Headteacher of the overall day-to-day responsibilities for health and safety within the establishment.

Responsibilities of staff holding posts of special responsibility

2.8 Teaching staff/non-teaching staff holding posts of special responsibility are responsible for:

- Applying the school's health and safety policy to their own department or area of work and being directly responsible to the Headteacher for the application of their specific health and safety procedures and arrangements;
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolving health, safety and welfare problems members of staff refer to them, and informing the Headteacher or nominated contact of any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and recording these inspections where required;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Local Authority forms etc.;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of all employees

2.9 Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their action or inaction.

2.10 All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedures;
- Co-operate with school management on all matters relating to health and safety;
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

2.11 In terms of health and safety the school treats volunteers in the same way as employees. We class supervising adults and parents who attend off site visits as volunteers.

2.12 Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

2.13 All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering;
- Comply with the school's health and safety policy and procedures at all times;
- Follow the direction/instruction of their supervisor, school management team etc.;
- Report all accidents and incidents in line with the reporting procedures;
- Co-operate with school management on all matters relating to health and safety;
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Service Level Agreement with the Local Authority

2.14 The School has a Service Level Agreement (SLA) with Cardiff Council under which the authority provides the school with a number of services including management control of legionella, asbestos risks; statutory maintenance contracts and specialised health and safety advice

SECTION 3: ARRANGEMENTS

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Risk assessments:</p> <p>Risk assessments are completed and relevant information provided to staff.</p>	<p>Paula Battle, Business Manager</p> <p>Russell McConkey, Estates Manager</p> <p>Subject Leaders for relevant areas</p>	<p>Business Manager to coordinate and ensure that they are completed by the appropriate member of staff.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Paula Battle, Business Manager</p> <p>Russell McConkey, Estates Manager</p> <p>Subject Leaders</p>	<p>Annual</p>
<p>Specialist risk assessments are completed under the County's Health and Safety guidance. This includes: pupil assessment, employee assessment and return to work assessment.</p>	<p>Paula Battle, Business Manager</p> <p>Russell McConkey, Estates Manager</p>	<p>Business Manager to coordinate and ensure that they are completed by the appropriate member of staff i.e. Business Manager, Estates Manager, or under Health & Safety SLA</p>
<p>New and Expectant mothers:</p> <p>A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Paula Battle , Business Manager</p>	<p>Business Manager to complete, taking advice from the local authority Health & Safety Advisor if appropriate.</p>
<p>Educational and offsite visits:</p> <p>A nominated Educational Visits Coordinator (EVC) – the Cover Manager - is responsible for</p>	<p>Claire Wright Cover Manager</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who reviews the paperwork and</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
coordinating educational and offsite visits.		forwards it to the Headteacher/ Local Authority's Offsite Visits Officer for final approval, in accordance with the School's Educational Visits Policy.
The Local Authority's Offsite Visits Advisor must be notified and authorise all level 3 trips; this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Claire Wright Cover Manager	Evolve will be used for the planning of all offsite visits. Level 3 trips must be authorised by the Local Authority's Offsite Visits Advisor. Relevant risk assessments, participants' names etc. are attached electronically as required, in accordance with the School's Educational Visits Policy.
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Paula Battle, Business Manager Russell McConkey, Estates Manager	General site inspection: termly Visual inspection of chairs and furniture: annually
Where appropriate, these inspections will be documented and reports forwarded to the Headteacher.	Paula Battle Business Manager	Discuss in SLT, report to Governors' Health & Safety Committee
A governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	John Caddick Chair of H & S Sub-Committee	Use Local Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.

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A nominated governor is responsible for monitoring management systems.	John Caddick Chair of H & S Sub-Committee	Meet with Business Manager & Estates Manager on a termly basis.
Health and Safety information instruction and training: The Health and Safety law poster is displayed in school.	Paula Battle Business Manager	Staff Rooms Main Reception
Health and safety training: Health and safety induction training will be provided and documented for all new employees.	Line Managers	Line managers meet with individuals within 1 month of start date.
Programme of health and safety training: All employees are provided with: * induction training; * update training in response to any significant change; * training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.); * refresher training where required.	Paula Battle, Business Manager Russell McConkey, Estates Manager Line Managers	New members of staff will have induction training Updates delivered to staff via INSET Line Manager to identify training needs of staff and inform Business Manager.
Training records: Relevant records are kept; a system for ensuring appropriate refresher training is undertaken to be implemented.	Paula Battle, Business Manager	All records kept by Headteacher's PA and Business Manager to ensure appropriate refresher training is undertaken.
Fire Safety: Fire notices and instructions to staff are posted throughout the school.	Russell McConkey, Estates Manager	All rooms have fire evacuation notices.

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
Fire drills are undertaken termly and a record kept in the fire log book.	Russell McConkey, Estates Manager	Estates Manger to arrange every half term via SLT.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Simone Adams, Medical Co-ordinator	Where a pupil or staff assessment identifies that a person requires a personal emergency evacuation plan (PEEP) the Business Manager (staff) or the ALNCo (pupil) will complete the PEEP (in consultation with the Medical Co-ordinator and with guidance from the Health & Safety Officer if necessary) and share the information with key staff.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with a small fire if it is safe to do so without putting themselves or others at risk.	All staff	Staff receive annual fire safety awareness training (in house). Fire Drill Procedure see Appendix 1 See Fire Evacuation Guidelines
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p> <p>Inspection/maintenance of emergency equipment:</p> <p>Escape routes are checked daily for any obstructions. Final exit</p>	<p>All staff</p> <p>Russell McConkey Estates Manager</p>	<p>Staff will be made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use.</p> <p>Estates staff are familiar with the location of service isolation points.</p> <p>Fire Safety Checklist completed on a monthly basis.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
doors should be checked to ensure they are operational.		
<p>Statutory maintenance:</p> <p>The school has opted into the Local Authority's statutory maintenance contracts.</p>	Russell McConkey, Estates Manager	Please see guidance in Appendix 2 regarding statutory maintenance arrangements.
<p>Portable Appliance Testing (PAT):</p> <p>External contractors supplement in house testing</p>	Russell McConkey, Estates Manager	<p>Staff are responsible for carrying out any visual checks before using any electrical equipment; any defects are to be reported immediately to the Estates Manager. Personal electrical items brought into the school must only be used with the consent of the Estates Manager and will be subject to inspection and testing</p> <p>Use of extension leads and multi-plug adaptors is discouraged and staff must:</p> <ul style="list-style-type: none"> * Refrain from daisy chaining (joining extension leads) * Use with caution * Prevent trailing leads, tape down where necessary
<p>Control of Legionella:</p> <p>The school will adhere to the Local Authority's policy and guidance. The school have opted into the LA's statutory maintenance contract relating to the control of legionella bacteria.</p>	Russell McConkey, Estates Manager	Estates staff to undertake the weekly flushing of little used outlets and monthly temperature checks.

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<p>First aid arrangements:</p> <p>A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Paula Battle, Business Manager</p>	<p>The school has a procedure in place for the provision of first aid, see Appendix 3</p> <p>The Business Manager maintains a register of qualified first aiders. See Appendix 4</p> <p>First aid boxes are located throughout the school and the Estates Manager is responsible for maintaining the contents.</p> <p>A fully stocked First Aid kit is taken on school trips and staff must be aware of any health problems of pupils in their care. Where pupils have complex needs such as epilepsy etc., a member of staff must be trained on how to administer epilepsy medication etc.</p> <p>Medication needs or medical needs will also be highlighted on Evolve (off-site visits)</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Simone Adams, Medical Co-ordinator</p>	<p>Specialist first aid training is provided. Training available includes Epipen training, defibrillator training, diabetes awareness training and epilepsy awareness training. Specialist first aid</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
		arrangements are detailed in the individuals pupil/staff risk assessment.
<p>Head Injuries:</p> <p>If a pupil sustains a head injury, staff will contact parents/carers without delay to inform them of the incident.</p>	<p>Paula Battle Business Manager</p>	<p>Parents/carers are invited to site to assess their child's injury. Pupil reception contacts them.</p> <p>In the case of serious head injuries, the school seeks immediate medical advice (ambulance). The first aider dealing with the incident will contact the parents/carer.</p>
<p>Transport to hospital:</p> <p>Where appropriate, pupils are be transported to hospital (usually by ambulance). Parents/carers are informed. No casualty is allowed to travel to hospital unaccompanied - a member of staff accompanies a pupil where parents/carers cannot attend immediately.</p>	<p>Paula Battle Business Manager</p>	<p>Pupil Reception to contact parents. If a member of staff needs to go with the pupil, ideally it will be a member of the pastoral support staff. If a pupil needs to be transported in a car, then the driver must have business insurance.</p>
<p>Administration of medication:</p> <p>Pupils:</p> <p>Medication is only administered in school in accordance with the Welsh Government guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>	<p>Paula Battle Business Manager</p> <p>Nominated members of staff</p>	<p>'Managing Medicines in Schools' paperwork must be completed for any pupil who needs prescribed medication administered in school in accordance with the schools' managing medicines procedures. See Appendix 5</p>

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Staff		<p>All staff are strongly advised to inform the Headteacher/line manager of any medical condition, e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication to be kept on school premises. Such medication must be securely locked away.</p> <p>Staff are advised not to bring any non-essential personal medication into school.</p> <p>A risk assessment may be required to support some staff returning to work after a period of sickness which involves continuing use of medication</p>
<p>Medical Care Plans:</p> <p>Pupils with chronic or complex medical needs have a medical care plan which has been written by a healthcare professional.</p>	<p>Simone Adams, Medical Co-ordinator</p>	<p>Where required, staff are trained in accordance with the medical care plan.</p> <p>Medical care plans are reviewed annually.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p>Communicable diseases:</p> <p>The school adheres to the guidance and instructions issued by the Local Authority, Public</p>	<p>Paula Battle Business Manager</p>	<p>Appropriate advice & guidance from LA and other public authorities. .</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
Health Wales and Welsh Government. This includes any guidance for handling epidemics and pandemics.		
Accident reporting procedures: Any accident which results in an injury is recorded and where appropriate forwarded to Education Health and Safety.	Paula Battle, Business Manager Russell McConkey, Estates Manager	Business Manager to ensure recording and appropriate investigation undertaken.
Any near miss (incident which has a potential to cause harm) is reported to the Senior Leadership Team and investigated.	Paula Battle, Business Manager Russell McConkey, Estates Manager	Business Manager to ensure recorded and appropriate investigation undertaken.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 is reported within the specified timescales.	Paula Battle Business Manager Russell McConkey, Estates Manager	The school forwards details of accidents or cases of work-related ill health to the local authority Health and Safety Division. Where appropriate the Health and Safety Division reports under RIDDOR and investigates the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Paula Battle Business Manager	Low Level investigation: This involves a short investigation by Paula Battle, Business Manager. Medium Level investigation: The Local Authority's accident investigation form is completed by Paula Battle, Business Manager. Copies are forwarded to the

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		<p>Headteacher and the LA Health and Safety Division.</p> <p>High Level/Reportable Incidents: School forwards the completed accident form to the LA Health and Safety Division without delay. A Health and Safety Officer contacts the school to complete the investigation.</p> <p>Further information is contained in the Local Authority's guidance on accident investigation.</p>
<p>Violence at work – Employee protection:</p> <p>All incidents of unacceptable and inappropriate behaviour from visitors, parents and pupils are recorded on the Local Authority's VAW report form and forwarded to the School Health and Safety Liaison Team.</p>	<p>Paula Battle Business Manager</p>	<p>Business Manager to ensure recording and appropriate investigation undertaken.</p> <p>See the school's Expected Behaviour of Visitors Policy</p>
<p>The school takes appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate, this includes issuing school site exclusions.</p>	<p>Dan White, Assistant Headteacher</p>	<p>As appropriate, the school seeks advice from the Local Authority when sanctions are required.</p> <p>In extreme cases the matter is passed to the Local Authority to investigate and issue appropriate sanctions.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Asbestos:</p> <p>The school adheres to the Local Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p>	<p>Russell McConkey, Estates Manager</p> <p>Paula Battle, Business Manager</p>	<p>Even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</p> <p>Under no circumstances must staff pierce any surface without first obtaining approval from the Estates Manager. The Asbestos survey and log book are kept with the Estates Manager</p>
<p>Updating information:</p> <p>The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Russell McConkey, Estates Manager</p>	<p>Estates Manager to note, record & liaise with LA asbestos team.</p>
<p>Work to the fabric of the building:</p> <p>All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Russell McConkey, Estates Manager</p>	<p>All contractors view the survey and sign the logbook before undertaking work. The Estates Manager meets with contractors prior to work commencing & issues contractor's pack</p>
<p>Asbestos condition monitoring:</p> <p>The school must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be</p>	<p>Russell McConkey, Estates Manager</p>	<p>Asbestos condition monitoring is completed by the Estates Manager and is also available under the Health and Safety Service Level Agreement with the local authority.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
completed at least annually and documented.		
<p>Reporting damage/deterioration in asbestos containing material:</p> <p>Must be reported and documented.</p>	Russell McConkey, Estates Manager	Any damage or deterioration is reported to Russell McConkey or Paula Battle who will contact the Council's Asbestos Team – 029 2087 3467.
<p>Unauthorised work:</p> <p>Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials is reported and the episode documented.</p>	Russell McConkey, Estates Manager	Any unauthorised work or disturbance/damage to asbestos containing materials is reported to Russell McConkey or Paula Battle who contact the Council's Asbestos Team – 029 2087 3467.
<p>Managing contractors:</p> <p>The school adheres to the Local Authority's policy and guidance.</p>	Russell McConkey, Estates Manager	The Estates Manager has a contractor's pack with all the relevant documentation. Prior to any works being undertaken, the relevant documentation is completed by the contractor and the Estates Manager.
<p>Technical expertise:</p> <p>Where appropriate works are arranged through a technical department, via Cardiff Council Facilities Management</p>	Russell McConkey, Estates Manager	

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Contractors and visitors on site:</p> <p>All contractors and visitors must sign in and out at the main reception; adhere to school site rules and display their temporary visitors' badges.</p> <p>Contractors are provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	<p>Russell McConkey, Estates Manager</p>	<p>All contractors must report to Reception and ask for the Estates Manager or Business Manager.</p> <p>The Estates Manager meets with contractors prior to work commencing and issues contractor's pack with all the relevant information.</p> <p>Visitors are normally escorted to and from their destinations.</p>
<p>School managed building/ environmental projects: Where the school undertakes building/environmental projects itself the governing body is considered the 'client' and therefore has additional statutory obligations.</p>	<p>Russell McConkey, Estates Manager</p>	<p>These are managed by Russell McConkey, Estates Manager who ensures that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations, have been sought.</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency, the Local Authority vets contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Russell McConkey, Estates Manager</p>	<p>Where possible, the school uses Local Authority registered contractors.</p> <p>Where contractors who are not registered are used, Russell McConkey, Estates Manager, undertakes appropriate competency checks prior to engaging a contractor.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Contractor risk assessments and method statements:</p> <p>Contractors are asked to provide risk assessments and method statements relating to the specific works. This should include details of measures taken to reduce the risk to pupils and school staff.</p>	<p>Russell McConkey, Estates Manager</p>	<p>Risk assessments and method statements are discussed and agreed prior to work commencing.</p>
<p>Grounds maintenance and cleaning contracts:</p> <p>The school has opted out of the contracts operated by the Local Authority for the grounds maintenance but have remained with the Council for contract cleaning.</p>	<p>Paula Battle, Business Manager</p> <p>Russell McConkey, Estates Manager</p>	<p>Grounds contractor – Countrywide Grounds Maintenance</p>
<p>Lone Working:</p> <p>Staff are encouraged not to work alone in school. Work which is carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p>	<p>Paula Battle, Business Manager</p> <p>Russell McConkey, Estates Manager</p>	<p>Headteacher to approve, staff to inform Estates Manager/Business Manager in advance of times etc. Staff member to sign in on arrival and sign out, and inform site staff when leaving site.</p> <p>A telephone or individual's own mobile phone should be in reach.</p>
<p>Work involving potentially significant risks:</p> <p>A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant</p>	<p>Russell McConkey, Estates Manager</p>	<p>Any tasks which are identified as having a potentially significant risk, have a risk assessment undertaken by the Estates Manager.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
risk should not be undertaken whilst working alone.		
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Russell McConkey, Estates Manager	This mainly affects the Estates Team; Estates Manager to complete Risk Assessment.
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	Russell McConkey, Estates Manager	Any displays that are required above hand height should go via the Estates team
Play equipment; PE Equipment All play/PE equipment is maintained in safe condition. All equipment is periodically inspected.	Harry Trelawny, Teacher in Charge of PE Russell McConkey, Estates Manager	3G pitch inspected by Llanishen RFC PE equipment annual inspection is completed by Steve Jones Gymnasium Services, arranged by Estates Manager.
Hazardous substances: Where possible, hazardous materials are substituted with non-hazardous materials. Where this is not possible, safety data sheets are obtained and COSHH (Care of Substances Hazardous to Health) assessments completed.	Russell McConkey, Estates Manager	Estates Manager maintains a register of COSHH items and completes a basic COSHH assessment (via SYPOL, an on-line system). Staff must adhere to the health and safety measures listed on the product's safety data sheet, supplied by the Estates Manager, including the wearing of Personal

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		<p>Protective Equipment as required.</p> <p>The Estates Manager is responsible for overseeing products used by the Estates Team for areas requiring immediate cleaning.</p>
<p>Inanimate manual handling:</p> <p>Manual handling operations are risk assessed and staff have received appropriate information, instruction and training.</p>	<p>Russell McConkey, Estates Manager</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric manual handling:</p> <p>Pupils with mobility needs should have a Care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan needs to be periodically reviewed.</p>	<p>Paula Battle, Business Manager</p> <p>Ellen Pawar, ALNCO</p>	<p>A model Care Handling Plan for pupils with mobility needs can be obtained from the Local Authority.</p> <p>ALNCO to let Business Manager know when required.</p>
<p>Working with computers:</p> <p>The school adheres to the Local Authority's policy and guidance. Staff that use computers daily as the main part of their job complete a workstation assessment.</p>	<p>Paula Battle, Business Manager</p>	<p>Display Screen Equipment (DSE) assessments are undertaken by the Business Manager/ Estates Manager with more complex ones undertaken under the Health and Safety SLA.</p> <p>Members of staff identified as DSE users are entitled, on request to an eyesight test provided by the Local Authority.</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Vehicles:</p> <p>The school makes every effort to reduce the risks associated with vehicles on site.</p> <p>Vehicle movement on site is risk assessed in the Traffic Management Risk Assessment.</p>	<p>Russell McConkey, Estates Manager</p>	<p>The main school entrance is supervised by staff between 8.20 and 8.40 a.m. and 3.05 and 3.15 p.m. to ensure segregation of vehicular and foot traffic. No vehicles are allowed to leave the site between 3.05 and 3.15 p.m. The main entrance is supervised at other times in special circumstances as determined by the Estates Team.</p> <p>Any visitors must park in the designated car parking areas. Any contractors/deliveries must report to reception on arrival.</p> <p>All vehicles must adhere to the 5mph speed limit on site.</p> <p>Canteen deliveries must report to reception and drive at 5mph with hazard warning lights on when travelling around the site.</p>
<p>Minibuses:</p> <p>The school maintains and operates a minibus.</p> <p>Only authorised nominated drivers are permitted to operate the minibus.</p>	<p>Paula Battle, Business manager</p> <p>Russell McConkey, Estates Manager</p>	<p>The minibus is serviced every 12 weeks by Cardiff MOT.</p> <p>Russell McConkey, Estates Manager, maintains a register of drivers authorised to drive the minibus.</p> <p>All staff authorised to drive the minibus have been assessed by an authorised</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
		<p>Cardiff Council approved assessor and are authorised to drive the minibus under Cardiff Council insurance.</p> <p>Licence checks are undertaken annually by Russell McConkey, Estates Manager.</p> <p>Russell McConkey, Estates Manager ensures that any new driver has the appropriate training/assessment.</p> <p>Vehicle insurance is via Cardiff Council.</p>
<p>Wellbeing of Staff</p> <p>The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE (Health and Safety Executive) guidance and the Local Authority's Wellbeing Protocol.</p> <p>The school cooperates with the LA's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.</p>	<p>Relevant Line Manager</p> <p>Sarah Parry, Headteacher</p> <p>Rob Wilson, Assistant Headteacher</p> <p>Lee Humphreys Assistant Headteacher (oversight of staff absence issues)</p>	<p>A return to work interview is conducted for every absence. A risk assessment/ referral to Occupational Health is undertaken if appropriate.</p> <p>School staff have access to CAREFIRST via Local Authority.</p> <p>One of the Assistant Headteachers (Rob Wilson) has staff wellbeing as part of their role.</p> <p>School has regular meetings for staff to address up any issues.</p> <p>(Healthcare Needs Policy under development)</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
Child protection	Maria Prosser, Director of Inclusion	Child protection policy and procedures – reviewed annually and posted on the school website with posters around the school and annual induction training for all staff
Restraint Positive handling/pupil restraint	Richard Shore, Behaviour manager / Dan White, Assistant head teacher (Behaviour)	If a member of staff believes a pupil is at risk of harming themselves or others, they have the right to use reasonable force to restrain them (even if the staff member is not positive handling trained). Guidance is on the staff shared area under 'resilience room/positive handling'. Any incidents to be logged on SIMS and notified to the Behaviour manager and head of year
Shared use of premises/ hiring rooms to third parties: Hiring rooms and the shared use of school facilities is managed in accordance with the Local Authority's guidance.	Paula Battle, Business Manager Russell McConkey, Estates Manager	Any lettings are via Business Manager/Estates Manager who oversee their appropriateness. Hirers complete and sign letting agreements setting out their responsibilities Shared use of 3G pitch with Llanishen Rugby Football Club is the subject of a long term lease and service level agreement.

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
<p>Physical education (PE):</p> <p>Specific procedures are implemented within the PE department to reduce risks from equipment and processes to a minimum.</p>	<p>Harry Trelawny, Subject Area Leader, PE</p>	<p>The PE department to have specific Health & Safety procedures with appropriate risk assessments. Copies to be kept in department and with Estates Manager</p>
<p>Science:</p> <p>Specific procedures are implemented within the Science department to reduce risks from equipment and processes to a minimum.</p>	<p>Jon Kiff, Subject Area Leader, Science</p>	<p>The Science department to have specific Health & Safety procedures with appropriate risk assessments. Copies to be kept in department and with Estates Manager</p>
<p>Design Technology:</p> <p>Specific procedures are implemented within Design Technology to reduce risks from equipment and processes to a minimum.</p>	<p>Matt Beckett, Subject Area Leader, DT</p>	<p>The DT department to have specific Health & Safety procedures with appropriate risk assessments. Copies to be kept in department and with Estates Manager</p>
<p>Art and pottery:</p> <p>Specific procedures are implemented within the Art Department to reduce risks from equipment and processes to a minimum.</p>	<p>Paul Foster, Subject Area Leader, Arts</p>	<p>The Arts department to have specific Health & Safety procedures with appropriate risk assessments. Copies to be kept in department and with Estates Manager</p>
<p>The Kiln</p>	<p>Celtic Kilncare</p>	<p>Estates Manager to arrange annual service.</p>
<p>Music, Drama & Performing Arts:</p> <p>Specific procedures implemented within these departments to</p>	<p>Sarah Brown, Subject Area Leader, Arts</p>	<p>The Performing Arts department to have specific Health & Safety procedures with appropriate risk assessments. Copies to be</p>

Specific Health & Safety Arrangements	Responsibility	Action/Arrangements
reduce risks from equipment and processes to a minimum.		kept in department and with Estates Manager
<p>Stage equipment:</p> <p>All stage equipment is maintained in good working order and periodically inspected.</p>	<p>Russell McConkey, Estates Manager</p> <p>Sarah Brown, Subject Area Leader, Arts</p>	<p>Portable stage lighting, is tested annually. Estates Manager to be informed of any issues</p> <p>Arrangements for visual inspection and arrangements for maintenance</p>
<p>Review of health and safety policy:</p> <p>It is recommended that this policy and the arrangements are reviewed at least every 2 years.</p>	<p>Paula Battle, Business Manager</p>	<p>The arrangements relating to responsible persons and contractors will be updated as responsibilities and contracts change.</p> <p>The Policy will be formally reviewed and approved by Governors every 2 years.</p>

Section 4: Monitoring and Review

4.1 The Governing Body has established a Health and Safety Sub-Committee which meets every half term and reports to the Finance and Resources Committee of the Governing Body. The Sub-Committee monitors and reviews operation of this Health & Safety Policy.

4.2 This policy is reviewed and approved every two years by the Governing Body; or more frequently if there are significant changes.

Section 5: Related Policies and Procedures

- Lockdown Procedure
- Departmental Health & Safety Policies
- Procedure to support students following trauma, bereavement or critical incidents
- Critical Incident Response Plan
- Periodic risk assessment of First Aid Procedure
- Expected Behaviour of Visitors Policy
- Educational Visits Policy
- Healthcare Needs Policy (under development)
- Fire Evacuation Guidelines
- Child protection policy and procedures

An equality impact assessment has been carried out for this policy and as necessary changes made to mitigate any identified negative differential impact on individuals having one of the protected characteristics contacted in the Equality Act 2010.

APPENDIX 1 – FIRE DRILL PROCEDURE

It is the duty of anyone discovering a fire to operate the nearest fire alarm button.

On discovering a fire (no matter how small):

1. Operate the nearest Fire Alarm
2. Pupils must inform a member of Staff
3. Leave the building by the nearest available exit
4. Report to the assembly point

On hearing the Fire Alarm:

1. Leave the building by the nearest available exit
2. Report to the assembly point (Redgra)

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL
AUTHORISED TO DO SO BY THE HEADTEACHER**

WHAT TO DO IF THE FIRE ALARM SOUNDS

1. All those on site should leave by the nearest available exit, in a quiet and orderly fashion. Pupils leave as a group with their class teacher and report to their form tutor. The last person to leave should close the door behind them.
2. Assemble on the Redgra - the designated fire assembly point.
3. Use radio channel 2 for updates.
4. Nominated Fire Wardens to check rooms, portakabins, offices and toilet areas as they leave the building, closing the doors behind them.
5. **Heads of Year** collect registers from the **Pupil Reception staff** on the Redgra and distribute them to **Form Tutors**.
6. Each year group should stand in rows of forms in alphabetical order and wait quietly while the **Form Tutor** marks the register.
7. On completion of the register the **Form Tutor** should confirm attendance of their group with their **Head of Year**.
8. Business Manager to go to front gate.
9. HT's PA and Pupil Reception staff to collect the first aid box kept in her/their office and report to the Redgra.
10. On re-entry, class teachers are required to check their class register and notify Pupil Reception and a member of the Senior Leadership Team of any pupil who has gone missing since leaving for the fire drill.

DURING AN EXTERNAL EXAM

Direct pupils out of their examination room to the Playground adjacent to the Barn or as directed. Pupils should remain on the Playground where registers will be taken by the Exam's Officer.

DURING MID-MORNING BREAK, CHANGE OF LESSONS OR LUNCH TIME

Evacuate as usual with pupils and staff proceeding to the designated fire assembly point on the Redgra and pupils assembling in form groups. Staff undertaking lunch time activities should take a register, ensure that the area they are using is evacuated and accompany pupils as they leave the building and to meet at the Redgra,

AFTER 3.05pm

After 3.05pm, Senior Leadership Team and the Estates team should clear the buildings and all staff and any pupils still on site should assemble on the Redgra.

When events are held for parents or other members of the community, clear guidance is given at the start of the event on evacuating in an emergency. In the case of parents' evenings staff should clear their room and escort the parents they are meeting to the designated area.

NO PERSON SHOULD LEAVE THE FIRE ASSEMBLY POINTS OR RETURN TO ROOMS UNTIL THE FIRE DRILL CO-ORDINATOR GIVES PERMISSION.

N.B. We are working on this procedure through the course of the academic year with a view to enhancing the Health & Safety of all members of the school community.

Nominated Evacuation Staff

Main Staff	Deputy in absence of Main Staff	Area / Location covered
Sarah Parry	Lyndon Brennan/ Lee Humphreys	Evacuation and sweep West Wing
Paula Battle	Sarah Bradford	Evacuation and sweep New Block
Matt Beckett	Jon Kiff	Evacuation and sweep DT & Science
Julie Purbrick	Owain Mears	Evacuation and sweep FLC Portakabin
Dan White	Richard Shore	Evacuation and sweep East Wing
Maria Prosser	Charlie Batten	Evacuation and sweep ASD
DSU Catering	DSU Catering	Evacuation and sweep Kitchen West Wing
DSU Catering	DSU Catering	Evacuation and sweep Kitchen East Wing
Cleaners / Canteen staff		Report all present to Reception staff at meeting point
Form Tutors		Collect register from Pupil Reception Staff – take register at start of evacuation and return it to Head of Year and report any pupils missing
Class Teachers		On return to class take class register and report any pupils missing to Pupil Reception
Heads of Year		Report any pupils missing to Sarah Parry/ Lyndon Brennan
Estates Officer on duty		Check panels for location of alarm activation and liaise with fire service
Russell McConkey		Check panels for location of alarm activation and liaise with fire service
Jayne Porteous / Jane Turner Davies	Sue Healan	Clear reception area, take visitor/supply books out & roll call visitors and agency staff
Paula Battle		Prevent visitors accessing site at main gate and direct fire service on arrival

Appendix 3 First Aid Procedures

1. Introduction

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Llanishen High School. The requirements for the statutory provision of First Aid have been taken into account.

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment to deal with First Aid emergencies and ill health occurring at work. Facilities must be provided to ensure that First Aid is rendered to employees, governors, visitors, pupils, volunteers, agency staff and contractors if they become ill or are injured at work or whilst under the jurisdiction of the school.

2. Purpose

First Aid is provided to:

- preserve life;
- limit the effects of the condition; and
- promote recovery

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses by the administration of tablets or medicines, falls outside the definition of First Aid.

3. Definitions

- A First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day 'First Aid at Work' training.
- Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training for Emergency First Aid.
- Employer means the Governing Body of Llanishen High School.
- Service User means a person or organisation using the school.

First Aid means the following:

- For/in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training
- provide adequate First Aid equipment and facilities
- inform employees and site managers of the location of First Aid personnel and equipment available to them in their working environment.
- ensure the First Aiders maintain their First Aid or Appointed Person status by attending refresher training.

The responsibilities above have been delegated to the Headteacher or his/her representative to discharge them in the appropriate manner.

There is a register to maintain an up-to-date record of personnel trained in First Aid which is used to inform the Headteacher and PA to SLT when staff require refresher or re-qualification training.

4. Procedures

Identification of Suitable Employees

The Headteacher must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. The Headteacher must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

Roles and Responsibilities

First Aiders will:

- ensure that their qualification are always up to date;
- ensure that first aid cover is available throughout the working hours of the school week;
- always attend a casualty when requested to do so, and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services and responding to such calls to help fellow First Aiders at an incident and/or provide support during the aftermath;
- act as a person who can be relied upon to help when the need arises;
- ensure that first aid kits are adequately stocked and always to hand;
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by dialling 999 or by asking parents to pick up a child to take them to hospital, ensuring that parents are aware of all head injuries promptly;
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance at the request of paramedics;
 - followed to a hospital by a member of staff to act 'in loco parentis' if a relative cannot be contacted;
 - met at hospital by a relative;

(The First Aider need not be the member of staff to accompany the casualty to hospital, however an appropriate person should be sent. Liaison must be made with the PA to SLT to ensure that the absence is noted and cover is provided if necessary))

- keep a record of each pupil attended to, the nature of the injury and any treatment given. In the case of an accident, the Accident Forms must be completed by the appropriate person and provided to the Estates Manager.
- ensure that everything is cleared away using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Staff trained and qualified to give First Aid within the school can be found in **Appendix 4**.

The First Aiders' responsibilities include:

- ensuring their own recommended immunisations/injections are up to date
- reporting any illness or injuries which would preclude their abilities to administer First Aid to local management to arrange alternative cover
- attending refresher training when required

The Governing Body will:

- provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981;
- monitor and respond to all matters relating to the health and safety of all persons on school premises;
- ensure all new staff are made aware of First Aid procedures in the school which is available in the staff planners.

The Headteacher and leadership team will:

- ensure that relevant staff always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell;
- ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination;
- at the start of each academic year, ensure that the first aid team is provided with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness;
- ensure that relevant staff have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for School trips/outings.

Teachers and support staff will:

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- be aware of specific medical details of individual pupils when shared with them by Heads of Year, the Director of Inclusion or the ALNCO;
- ensure that their pupils are aware of the procedures in operation;
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
- send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- send a pupil who has minor injuries or feels generally 'unwell' to the Pupil Reception office, if they are able to walk, where a First Aider will see them; this pupil may be accompanied;
- ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware;
- have regard to personal safety.

Reception, Headteacher's Office and Pupil Reception staff will:

- call for a qualified First Aider, unless they are one themselves, to treat any injured pupil;
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- **NOT** administer paracetamol or other non-prescribed medications.

Responsibilities of the Training Provider

Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers.

The role of the training provider is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements;
- provide First Aid training in line with the Health and Safety (First Aid) Regulations 1981;
- provide refresher training;
- assess and certify pupils as competent to approved HSE standards.

Indemnity and Insurance

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the School, such as a pupil, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a School designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training;
- they use relevant protective equipment as appropriate;
- the First Aider is adhering to protocols and acting within the limitations of their training;
- that the First Aider is acting in good faith.

Use of an 'EpiPen'

Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training;
- that the member of staff is acting in good faith.

5. Monitoring, Evaluation and Review

This procedure will be reviewed every two years and its implementation and effectiveness will be assessed. The procedure will be promoted and implemented throughout the School.

6. First Aid Equipment and Facilities

There are seven First Aid kits located within the school buildings, and one in the school minibus. Each First Aider has his/her own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes are identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- 20 sterile dressings,
- 20 individually wrapped sterile adhesive dressings - small, medium and large (blue detectable in food preparation areas)
- 2 sterile eye pads
- 4 triangular bandages
- 6 safety pins
- 6 medium sized, individually wrapped sterile, un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- 1 pair of disposable gloves

The contents of their individual first aid boxes must be checked frequently by first aiders and any replenishment required notified to the Estates Manager as soon as possible after use. Contents of the 7 boxes located around the site and the box in the school minibus should be checked frequently and maintained by the Estates Manager. Expiry dates of first aid materials must be checked and items beyond this date should be discarded. .

The following should be available in the vicinity of each first aid box (if not within the box):

- Scissors
- Adhesive tape
- Disposable aprons
- Disposable gloves (not latex)
- Individual wrapped moist wipes

- Body fluid spill kit and/or bleach (stored and handled in a safe and proper manner with an appropriate COSHH assessment)
- Plastic bags

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

Body fluid spill kits should be used as soon as possible to clear any spills of this nature. Follow up cleaning using bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be carried out. The Clinical disposal bags are provided as part of the spill kits. The Cleaning Team and Estates Team would undertake cleaning any spills and training would be given to all staff by Cardiff County Council.

7. Selecting a Person to be trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider, disposition for dealing with sick or injured persons and good communication skills. Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential Physical Requirements

- Have the ability to bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places [e.g. confined spaces]
- Have the ability to administer ventilation [breaths] over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties

Educational Ability

- Ability to absorb new knowledge
- Accept responsibility
- **Pass written and practical assessment**

This procedure will be reviewed at least every two years or in light of operational experience or guidance from the Local Authority or Welsh Government.

APPENDIX 4 – FIRST AID CONTACT INFORMATION

Priority	Name	Date training expires	Main location in school	Means of contact in school	Hours of work	Specialism/ Any other information
1	Catherine Evans	05/12/20	Cover supervisor	Check with Claire Wright Ext 223		If not teaching
2	Samantha Evans	18/10/21	Wellbeing	Ext 242	8:00-15:30	
3	AnnMarie Hansen	13/02/20	BESD	Ext 211/279	8:30-15:30	
4	Owain Mears	15/10/20	FLC		8:20-15:20	
5	Imogen Lee	23/09/22	ASD	Ext 280	8:20-15:20	
6	Beth Morris	23/09/22	ASD	Ext 280	8:20-15:20	
7	Jamie Miguel	18/11/22	Estates office	Walkie-talkie	6:00-14:00 13:30-1:00	Week A Week B
8	Anthony Bailey	21/11/22	Estates office	Walkie-talkie	6:00-14:00 13:30-21:00	Week A Week B
9	Russell McConkey	31/01/21	Estates office	Walkie-talkie	8:00-16:00	
10	Bethan Bruma	23/10/20	HIRB	Ext 233	8:30-15:05	
11	Samantha Parsons	02/10/20	Textiles	Ext 278	8:30-15:05	
12	Michael Furnham	02/10/20	Room 56		8:30-15:05	
13	Jenny Hall	16/10/20	ASD	Ext 280	7:30-15:30	Wednesdays only

14	Cerys Rock	18/12/22	ASD	Ext 280	8:20-15:20	
15	Danielle Hagelstein	13/12/22	Learning Support Dept.	Ext 210	8:20-15:20	
16	Matthew Griffiths	13/12/22	Learning Support Dept.	Ext 210	8:20-15:20	

Appendix 5 MANAGING MEDICINES PROCEDURE

1. Purpose

The Governing Body recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school; and the Governing Body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

2. Staff Indemnity

The Governing Body fully indemnifies all staff claims for any alleged negligence, providing they are acting within their conditions of service, following Governing Body guidelines, policies and procedures, and following instructions as set out by parents.

3. Records

On admission of a pupil to the school, parents will be required to provide information including giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements (e.g. dietary)

It is the Headteacher's decision as to whether or not school staff can administer medication to pupils in school. Where the Headteacher agrees to accept responsibility for school staff administering or supervising children taking their medication during the school day, then staff must volunteer to do so. There is no legal or contractual obligation for staff to give medication to pupils.

Medication must not be given to any pupils under the age of 16 unless there is written consent by the parents. Staff who volunteer to administer medication to a pupil need to check:

- the name of the pupil
- written instructions provided by the GP or parent
- the prescribed dose, and
- the expiry date of the medication.

If the member of staff is in any doubt regarding any of the procedures, then advice should be sought from the child's parents or GP.

Pupils sometimes ask for painkillers (analgesics) at school, including aspirin and paracetamol. **School staff must not give non-prescribed medications** to pupils because they may not know whether the pupil has taken a previous dose, or if the medication may react with other medications being taken.

4. Administration of Medication

- Parents should be encouraged to ask their GP if it is possible for the timing of doses of any medication be set for outside normal school hours. Wherever possible, the parents of pupils requiring medication during school hours should attend the school to administer the medication to their children.
- The Headteacher, with the support of the school governing body, agrees to the administration of prescribed medicines in school.
- Staff who volunteer to administer medication must be deemed competent to do so.
- Medication is administered to pupils by members of staff from the Pupil Reception office.
- If medication is to be given during school hours, the school must receive one of the following from the child's parent:
 - completion of the 'Administration of Medicines' form along; or
 - a signed letter detailing the required dose and the time it is to be given
- Any adverse effects experienced by the pupil following the administration must be reported to the parent (either immediately or at the end of the school day depending on severity).
- If the pupil refuses to take his/her medication, then they should not be forced to do so. Parents must be informed if a pupil refuses medication. If a pupil refuses medication in an emergency situation (for example: adrenaline injection in the case of anaphylaxis), then professional medical help must be requested and the parents informed immediately.
- Staff should ensure that the privacy and dignity of the pupil is maintained as best as is possible, even in an emergency situation.

5. Storage of Medication

- The school will not accept any medication which is not in its original container.
- All medication must be clearly marked with the pupil's name and form..
- With the exception of asthma inhalers, medication which needs to be kept refrigerated and medication which may be needed urgently in an emergency, all other medication must be kept in a locked cabinet/container.
- It is the Headteacher's responsibility to ensure that all staff are made aware of where the key to the medicine cabinet is kept.
- Any medication which requires refrigeration must be stored in a fridge to which only staff have access. The medication must be kept in an airtight container which is clearly marked with the pupil's name and form.
- Pupils considered mature enough to take responsibility for their asthma inhaler are allowed to carry them on their person provided that a formal request has been made by the parent.
- During off-site activities, any medication which may be needed should be carried by the member of staff in charge of the activity. Pupils who may urgently require their medication should be in a group which is supervised by the member of staff carrying the medication. Pupils considered mature enough to take responsibility for their asthma medication should be allowed to carry it on their person provided that a formal request has been made by the parent.
- Staff should never transfer medication from its original container to another container except in the event of the original container being broken. In such an instance, the alternative container must be clearly labelled with all of the information held on the label of the original container. The parent must be notified in the event of any damaged containers.
- School staff must not dispose of any unused medication. This is the responsibility of the parent. Any unused medication must be collected by the parent at the end of every half term. In the event that the parents are unable to attend the school, then the school nurse will be able to assist with the disposal of unused medication left in school. If a pupil's medication runs out or expires, it is the responsibility of the parents to replenish it.

6. Review

This procedure will be reviewed at least every two years or in light of operational experience or guidance from the Local Authority or Welsh Government.