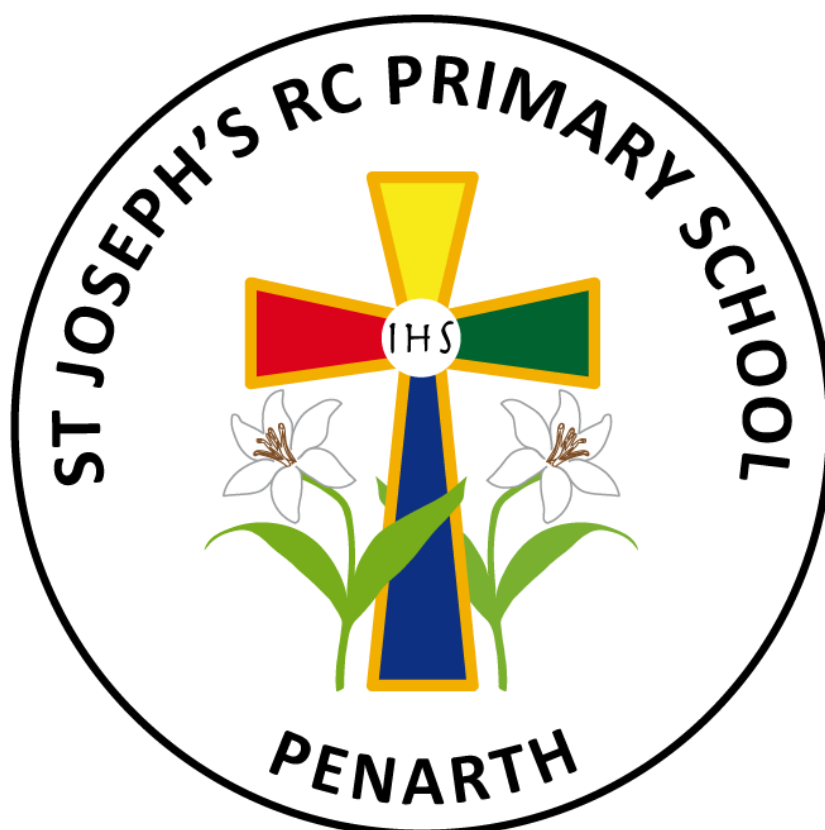


St Joseph's RC Primary School

Health and Safety Policy 2022



Date Reviewed	Date Approved by Governing Body
18 th May 2022	19 th May 2022

ST JOSEPH'S RC PRIMARY SCHOOL
HEALTH AND SAFETY.

POLICY STATEMENT

The Governing Body believes that ensuring the health and safety of staff members, pupils and visitors is essential to the success of the school.

The Head Teacher of St Joseph's Primary School acknowledges, in accordance with the Vale of Glamorgan Health and Safety Policy she is responsible for:

"The day-to-day Health and Safety Management of School and Staff. The responsibility includes ensuring staff are aware of safety rules and procedures which apply. In particular, the Head Teacher is expected to be aware of arrangements governing educational visits and holidays and regulations regarding visitors whilst on the school premises".

Statement of Intent

- *To provide adequate control of the health and safety risks arising from our work activities*
- *To consult with our employees on matters affecting their health and safety;*
- *To provide a safe and healthy working and learning environment*
- *To ensure safe working methods and providing safe equipment;*
- *To ensure safe handling and use of substances;*
- *To ensure adequate welfare facilities exist at the school*
- *To provide information, instruction and supervision for employees;*
- *To ensure all employees are competent to do their tasks and to give them adequate training;*
- *To ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable.*
- *To prevent accidents and cases of work related ill health;*
- *To comply with statutory requirements as a minimum;*
- *To monitor and review systems to make sure they are effective;*
- *To develop and maintain a positive health and safety culture;*
- *To maintain safe and healthy working conditions; and*
- *To review and revise this policy as necessary at regular intervals.*

Laura Taylor (Head teacher)

The Health and Safety at Work Act 1974 states:

” It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

Organisational Responsibilities

The day-to-day responsibility for all school safety organisation and activity rests with the Headteacher, the Deputy Headteacher in her absence, and Governors who shall:

Responsibilities of the Headteacher:

- To ensure her own health and safety as well as the health and safety of the staff, pupils and anybody else who might be affected by activities.
- To ensure that all relevant health and safety information is disseminated to the relevant parties.
- Be the focal point for all day-to-day references on safety and give advice or indicate sources of advice.
- Make arrangements for informing staff members and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- Coordinate the implementation of the approved safety procedures in the school.
- Ensure that risk assessments are carried out and stored in the Health and Safety folder in the School Administrator’s office.
- Maintain contact with outside agencies able to offer expert advice.
- Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc. she considers to be unsafe, until satisfied as to their safety.
- Maintain safe and unobstructed means of access and egress.
- Maintain safe and unobstructed conditions in all workplaces, classrooms, assembly and circulation areas.
- Maintain unobstructed playground areas of even and clean surface.
- Fire safety and evacuation procedures.
- Ensure the safe use and avoidance of contact with chemical substances and flammable materials.
- Ensure safe contact with animals or their housing or bedding material.
- Ensure avoidance of contact with electricity supplies.
- Ensure that regular safety inspections are undertaken e.g., by the caretaker, Headteacher and Health and Safety Link Governor.

- Make recommendations to the authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations.
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Vale of Glamorgan Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable;
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff members at the school as necessary.
- Review as appropriate:
 - i) the provision of first aid in the school
 - ii) the emergency regulations and make recommendations for improving the procedures laid down

Review regularly the dissemination of safety information concerning the school. Recommend necessary changes and improvements in welfare facilities.

Governors:

- To ensure Health and Safety is an agenda item at the Governors meetings.
- To ensure risk assessments are being conducted and health and safety procedures are being followed.
- Ensuring that relevant information is disseminated.
- Monitoring and reviewing the School's Health and Safety Policy and the safe working practices described within it.
- Responding to the legal duty to notify the LEA and Health and Safety Executive of major accidents and dangerous occurrences.
- Maintaining a high standard of Health and Safety in the School.
- Named Governors with responsibility for Health and Safety are the Finance, Premises and Personnel Committee.

Responsibilities of the Deputy Headteacher:

- To liaise with the Head teacher on a regular basis regarding health and safety.
- To deputise for the Headteacher.
- To assist the Headteacher in the implementation, monitoring and development of the Health and Safety policy within the school.
- To assist the Headteacher in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- To support the Headteacher in co-ordinating arrangements for the dissemination of information and for the instructions of employee, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff members are trained.

Responsibilities of Teachers:

All staff members are responsible for the health and safety arrangements in relation to staff members, students, pupils and volunteer helpers under their supervision.

In particular, teachers will monitor their own work activities and take all reasonable steps:

- To control and supervise the children and ensure that safety rules and protective equipment are followed and used.
- To follow any safe systems of work / procedures in place.
- To ensure that where appropriate, they carry out a risk assessment on an activity so that all relevant protective clothing, guards, screens etc and any relevant procedures are used and followed.
- To check that areas and equipment are safe before commencing activity. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Headteacher before allowing practical work to take place.
- To know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed.
- To ensure that safety instructions are clear and understood and check frequently that they are being followed.
- To investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- That they personally should follow safe procedures and working practices.
- To liaise with and recommend to the Headteacher any possible improvements to ensure the safety of pupils and to point out any potential hazards.
- To encourage pupils and visitors to comply with the Health and Safety Policy.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Chief Education Officer and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;

- ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Caretaker:

- The caretaker is to be informed of any change to the school's current Health and Safety Policy. He carries out daily and weekly inspections and keeps an accurate record of these.
- The caretaker locks and unlocks the school.
- The Vale Security Service is the main key holder for the school.
- The boiler room is maintained by the caretaker and kept free of any combustible materials.
- The Caretaker along with the Head teacher is designated "contact" person for reporting faults and liaising with contractors on site.

School Administration

- To ensure all visitors sign the visitor's electronic system on arrival and the time of leaving the premises is recorded.

Lunchtime Supervisors:

- To report all accidents/incidents to the Head teacher without delay.

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of self and peers.
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use appropriately, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors:

Regular visitors and other users of the premises (e.g. contractors and delivery persons) are expected, as far as reasonably possible, to observe the safety rules of the school.

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children and visitors may use the main pedestrian access. The vehicular access to the staff car park should not be used by parents and children.

Visitors are to report to the General Office on arrival at the school. The main entrance is locked, allowing access on request from the school office, via an intercom.

Visitors, including volunteer parents, are required to sign in and out on the electronic system. Staff are expected to ensure parent helpers are aware of St Joseph's RC Primary School's guidelines for Health and Safety in the school working environment.

All staff are DBS checked, this includes parents/grandparents who undertake voluntary work in school.

Arrangements

Induction and Training

Each new member of staff or pupils/ adults who visit the school on work experience training will be made aware of the school's Health and Safety Policy.

Health and Safety training will form part of INSET days, this will include risk assessment training which will be delivered by the Health and Safety section of the Vale of Glamorgan Council.

Risk Assessments

The risk assessments are to be carried out by all trained staff and will be reviewed on a regular basis, or as and when necessary.

Risk assessments are carried out for manual handling activities and for all substances used within the school (COSHH).

Completed Risk Assessments are stored in the Health and Safety Folder in the School Administrator's Office.

Spills will be reported to the caretaker, Headteacher, Deputy Headteacher or School Administrator without delay and are to be cleaned straight away.

Reporting Accidents

All significant accidents and any dangerous occurrences are to be reported to the Health and Safety Officer for Learning and Development for the Vale of Glamorgan.

This includes incidents to members of the public, visitors, pupils and staff.

Appropriate forms are available from the General Office. (AC1 accident form and INC1 incident form).

Lunchtime supervisors know they are to complete accident forms for any pupils involved in an incident during the lunchtime period.

Within the school setting an Accident Form is sent home to Parents when an accident occurs and first aid is given. It is the responsibility of the First Aiders to decide if an accident slip is sent home however it is good practice to inform Parents whenever there is doubt. Where bumps to the head occur Parents are always informed and maybe asked to visit school to check upon the injury to the child.

Certain categories of accidents are to be reported to the Health and Safety Executive.

First Aid at Work

At St Joseph's RC Primary School, a programme for periodic training for First Aiders is in place. First Aid Certificates are valid for three years. The designated First Aid Officers are known to the staff. First Aid boxes are strategically located around the school. Each building has a green first aid pack within their classes. Epi- pens where needed are kept within these packs. Where an accident/incident takes place, accident forms are to be completed by staff observing the incident and/or involved in the follow on First Aid procedures followed.

Accidents are entered in a School Accident Book kept in the General Office area.

A list of First Aiders and the date of their training is on display in the Staffroom and Reception area.

Guidelines for Medicines in School

No medicine is to be received by a member of staff from a pupil, parent or guardian without the person in charge of the child completing a school form.

These forms are available from the General Office and are kept by the School Administrator.

Only medication prescribed by the Pharmacist is able to be administered. The medicine should be in the correct box with the dosage clearly stated.

Medicines are to be safely stored in the office/staffroom and they should not be accessed by pupils or unauthorised persons.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the staffroom/office. Any member of staff is able to administer the recommended dosage on the container. Staff must record dosage and time of administering the medicine in the book provided.

In the event of cuts and grazes **no** disinfectant or creams are to be applied. Plasters are to be used unless the child has an allergy [all parents are asked this information, which is logged]. Tape can be used to attach lint or similar type dressings.

The First aid Boxes are checked and replenished at least once per half-term and the General Office is informed if further First Aid requisites are needed to replenish used stock.

Allergies

All staff members are informed of the individuals who suffer from an allergy. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary. Epi Pen training is given by the School Nurse.

Smoking

Smoking is an addictive habit that research has shown is acquired in childhood. The school teaches pupils about the hazards of smoking and wishes to reinforce the message through consistency and non-smoking role models. Passive smoking, once thought to be only a nuisance, is now also known to be harmful.

The school will therefore be considered as a non-smoking environment; smoking will not be allowed anywhere on the school site.

Lone Working Procedures

Definition of Lone Working

Where staff members are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

All lone working staff members should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Health and Safety

Co-ordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

If staff members rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff members should still be alert for their own personal safety at all times.

Staff members should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Fire Safety Procedures

St Joseph's RC Primary School buildings have a number of Exit signs to assist the evacuation of the school. Further "Green Man" signs are in place to indicate the most effective exit routes from the school.

Pupils partake in a "Fire Drill" once per term. The joint alarm system is tested weekly.

Fire extinguishers are maintained and inspected on a yearly basis.

All records are kept in the school office.

A fire risk assessment is conducted every 2 to 3 years by the Vale Health and Safety section. The Head teacher and Governing Body then manages the risk assessment and give due consideration to all recommendations.

All fire procedures are on a chart on the back of every door on all rooms.

The School's Fire Evacuation Plan can be seen in Appendix 5.

Manual Handling

The caretaker has received training in manual handling. This training will be updated on a regular basis.

Staff should avoid working at heights. Step ladders are available in the storeroom for use. A risk assessment will be undertaken if the ladders are needed.

School Trips

Only reputable bus companies with proven competent procedures are to be used for school trips.

The LA on line system for logging school visits 'Evolve' is used.

All visits have been risk assessed before the visit takes place.

Safety on School Site

1. **Approach**

Gates kept clear to allow full opening for rapid clearance of people from the pavement and so avoid over-spilling into the roadway and into the path of traffic.

2. **Assembly Areas**

All personnel are to be made aware of the assembly areas.

3. **Playgrounds**

Playgrounds must be maintained in a good condition.

Icy surfaces in winter should be treated with grit and salt by the caretaker prior to the arrival of the children.

Drains should be kept clear to avoid the possibility of localized flooding.

During playtime and lunchtimes, all children in the playgrounds must be visible to teachers on duty or dinner supervisors.

Safety in the Building

1. **Entrances**

Entrances should be kept clear and be maintained to a good condition.

2. **Corridors**

No one is to run in the corridors.

3. **Doors**

Doors in a 'dropped' condition must be corrected.

Cracked or broken glass to be replaced.

Door handles to be secure and in working order.

Doors should not swing freely when unrestrained.

4. **Fire Doors**

These will be kept closed.

5. **Windows**

Broken or cracked glass to be replaced.

Window-operating cords or levers to be in free working order.

Sun affected sides of buildings to have effective screening or louver type sun shields wherever possible.

6. **Heating**

A record of examination by manufacturer's engineers must be kept.

Insurance inspection reports should also be kept up to date.

Any fault in the central heating control equipment to be treated most urgently.

Heating of any room must be capable of being turned on or off in that room.

Radiators and pipe-runs to be kept free of debris.

7. **Lighting**

All lights work.

Broken shades/diffusers to be replaced

Switches to be free of cracks and positive in action.

Illumination values to be updated.

All the main school has LED lighting- plans to change to LED lighting in the nursery.

8. **Power Points and cables**

Sockets if cracked or broken to be corrected.

Any loose wires sighted at cable entrance to a plug calls for a stop on using that plug till corrected.

Cables must be anchored by the strap inside the plug.

Report of heat in a cable, plug or socket calls for immediate shutdown of apparatus and removal of plug and no further use until checked by electrician.

9. **Sinks**

To be free of chipped and cracked areas.

Overflow exit to be clear.

Sink drain-hole to have well fitting vertical separator to hold back solids.

Detergents held in classrooms to be user friendly.

No caustic types allowed.

Where chemistry experiments are conducted, any liquid residues or washings must be disposed of separately with flushes of water between each dumping. No alcohol or petrol-based solvents to be flushed via the sinks. They form explosive

vapour in the pipes and can explode. Before starting to use these materials, advice must be obtained for disposal of these hazardous wastes.

10. **Toilets**

To be well ventilated.

Hot and cold taps to be clearly marked.

All taps to give good flow.

Hot taps to be on line to a temperature controlled supply delivering a safe supply.

Sinks not cracked or chipped and securely fixed.

Hot air dryers to be securely fixed and BELOW face level of the possible users.

Guards in place.

Paper towel fixtures to be securely fixed.

Floors without any cracked or broken sections.

Pedestal units and seats in good repair, no cracked broken porcelain.

Flushes work and refill quickly.

All lights work.

Windows made to open and close will do so. No cracked or broken glass.

Gents type unit has automatic flush in working order. No rubbish build-up around drain.

11. **Apparatus**

Electrically powered adhesive guns and heat guns to be used strictly according to the maker's instruction. These instructions should be stored with equipment.

Creation and operation of electrical circuits, electro magnets and motors must only be powered by low voltage dry batteries and not more than 9 (nine) volts.

Even with these low voltages, use of thin wire will give very HOT sections of wire if the items being powered do not use a lot of power.

Step-down transformers connected to mains supply must NEVER be used.

Fusing of plugs supplying apparatus is very important. Each item is rated for fuse protection purposed in AMPERES or AMPS, e.g. if a tape recorder is listed for a 3 AMP rating, it is no good using a plug with a 13 AMP fuse. If power surge occurs, the surge passes the 13 AMP fuse and ruins the tape recorder. This matter should be resolved by an electrician and his recommendations carried out. In the case of a fire in a piece of electrical apparatus, like a TV or video recorder, switch off. Pull out the plug. Remove pupils from room. The smoke you see will be very poisonous due to burning insulation and varnishes in the unit. Water type extinguishers must not be used on ANY electrical fire. The correct type is the CO² gun which covers the unit in carbon dioxide gas which will not harm you. Obviously you will call the fire service.

12. **Fire Extinguishers**

In place. Regularly inspected

Inspection ticket in place and up to date.

In place printed label saying TYPE and contents intact.

Each one should have a large print notice saying what sort of fire NOT to use it on e.g. 'WATER' type would have notice NOT ELECTRICAL – HOT OIL or FATS

13. **Rooms**

All lights work. No damaged lamp shades/diffusers.

Electric switches and wall sockets undamaged.

Windows open and close as designed. No cracked or missing glass.

Heating system working. Can be turned on and off.

Doors undamaged. Door furniture complete and in good order.

Secondary exits not blocked.

Cupboards do not wobble and have no GLASS panels inset

Desks, tables, chairs and benches are stable and do not have splinters or raised plastic edging which can cause injury.

No heavy objects stored on window ledges or on top of cupboards.

14. **Hall**

Floors not chipped, splintered – no loose blocks.

Mats are non-skid and in good repair.

Benches and chairs are sound and free of splinters.

Windows open easily. No cracked or broken glass.

Exits including secondary exits always kept clear.

A system of routine established gangways at assembly and theatrical performances is observed.

15. **Kitchen and Dining Areas**

Kitchen floors are non-skid even when wet.

No raised, cracked or missing floor tiles.

First Aid box is available.

Fire blanket and fire extinguishers for use on fat and oil fires installed.

CO² gun fire extinguisher for electrical fires installed.

Staff are trained whenever possible in the correct use of the appropriate extinguishers for each type of fire.

Machinery guards, where fitted, are securely in place.

Windows have no cracked, broken or missing glass.

Ventilation is adequate – fan installations are clean and free from grease and grime.

Kitchen sinks are secure, not cracked or chipped.

Personal washing facilities for kitchen staff available.

Safe working room per person is obtained.

Lighting is adequate and undamaged.
Power points and cable undamaged and clean.

16. **Staff Facilities**

Staff room and toilet facilities are adequate for numbers.
Equipment for making tea, coffee, etc.
Sink facility for dish washing is in place and in good condition.
Lighting adequate.
Windows unbroken, no cracked or missing glass.
Ventilation adequate.
Sufficient seating for all members.
Curtain / blind providing sun shade in place.
Heating system adequate and capable of being turned on and off locally.
Floors in sound condition.
Carpets, rugs and mats, where fitted are secured by proper edging. No holes or tears.

17. **Boiler house**

Consultation with the Caretaker must take place.
No combustible materials are to be stored in a dangerous area.
The safety and temperature control devices are in good condition.
Certifiable equipment will have been checked at the required interval including insurance inspections.
Cleaning materials of a hazardous nature are stored in a secure area.

The Property Maintenance Services Department is responsible for:

- The structural safety of premises
- The safe installation and maintenance of all services and associated fittings
- The safety of electrical supplies including provision of circuit breakers and isolating devices
- The provision and maintenance of suitable isolating switches to all mains services.

Only competent contractors who have risk assessments and safe systems of work in place will be permitted to carry out work on the premises.

Electricity and PAT testing

The PAT register is kept in the school office. Maintenance is undertaken annually.

Asbestos Management

All contractors will be shown the Asbestos Management File which is found in the School Administrator's Office.

APPENDICES

Appendix 1	References
Appendix 2	Asbestos
Appendix 3	Minibus Policy
Appendix 4	Fire Evacuation Plan

APPENDIX 1

References

Vale of Glamorgan Health and Safety File
Health and Safety at Work Etc Act 1974
Health and Safety of pupils on educational visits - National Assembly 1999

APPENDIX 2

THE MANAGEMENT OF ASBESTOS

Introduction

The purpose of this information is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with St. Joseph's RC Primary School. The school recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation. Asbestos information will be relayed to employee, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building. If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in a register. If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

Statement of Intent

It is the policy of St Joseph's RC Primary School to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff members, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The School's Asbestos procedures conform with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2002. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The school's procedures on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff members, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.

- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff members.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take or of the type of asbestos to worked on.

Management of Asbestos – Organisation and Arrangements

The school acknowledges the health hazards arising from the exposure to asbestos and therefore it is vital to ensure that as far as reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings. The procedures will apply to all buildings and all individuals present on the premises without exception. The procedures will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation. The existing Health and Safety committee shall be tasked with reviewing and revising, where necessary, the procedures to meet with continuing requirements as necessary.

This document should be read in the context of the school's Health and Safety Policy.

Responsibilities

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises. Therefore, the Headteacher, in accordance with the Chair of Governors, will;

- take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

APPENDIX 3

St Joseph's RC Primary school Penarth. Minibus policy.

Operational Procedures

- Class V MOT required annually.
- At least one first aid kit in vehicle with full contents;
- Fire extinguisher charged, secure and seal intact.
- Vehicle cleanliness is maintained;
- General reasonable condition of fixtures and fittings
- Serious defects should be reported directly to the Head or Deputy. Serious defects must receive prompt attention and if necessary, the vehicle must be put out of use until they are rectified.

Safety Inspections should be carried out in accordance with the Guide to Maintaining Roadworthiness. Servicing should be carried out as per the manufacturer's recommendations. Both these must be done by fully competent professional contractors. A maintenance programme should show the dates of inspections and maintenance due and carried out.

Drivers

Passenger safety must have the utmost priority. Drivers are responsible for this safety and must not drive if, for any reason, they consider themselves unfit to do so. Only those persons authorised by the Head may drive the mini-bus if student passengers are carried. Those persons will have demonstrated their competence by holding a *MIDAS certificate*. In addition to these points, drivers must be over 21 years of age and have held a full car licence for a minimum of two years. The driver of a vehicle is always responsible for the condition of that vehicle. Drivers must know what to do in the event of an emergency such as illness, breakdown or accident.

Seat Belts

It is the responsibility of the driver to ensure that seat belts are used. Passengers will only be carried if the seat belts are used.

First Aid

The mini-bus will carry a first aid kit, which will be readily available for use, clearly marked, and maintained in good order. The First Aid Kit may contain:

- * antiseptic wipes
- * disposable bandage
- * triangular bandages
- * assorted adhesive dressings
- * large sterile un-medicated ambulance dressings

- * sterile eye pads, with attachments
- * assorted safety pins

Break-downs or Safety Defects occurring during a journey

Mechanical assistance is available through the contracted provider. Staff members should not undertake any repairs that they are not qualified or competent to carry out, especially any failure where safety may be involved. Staff members must not undertake the replacing of tyres/wheels in the event of punctures. Mechanical break-down assistance should be requested. If the vehicle cannot be brought to rest completely off the roadway following break-down of tyre failure passengers must be escorted from the vehicle to a place of safety pending resumption of the journey. This is especially important on motorways or roads with fast moving traffic. Drivers should take a mobile phone (the school has provided one) on all journeys. The driver must not use the mobile phone while driving.

APPENDIX 4

St. Joseph's R.C. Primary School Fire Evacuation Plan

Premises address and contact number	Sully Road, Penarth. CF642TQ 029 2070 2864
Plan date	Spring 2021
Review date	Spring 2022

Sound of the alarm

The sound of the alarm will be:

A continuous warning siren

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point.

If fire is detected by automatic detectors, this will trigger the fire alarm.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Headteacher will take charge and lead in the fire evacuation
- If practicable, the administration officer will look at the visitors' signed in list on the Inventory App on her iPad or phone
- Staff members will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- If required, separate 'Personal emergency evacuation plans (PEEPs) are in place for pupils with additional needs
- Class teachers should take their iPad or phone when evacuating and use the Inventory App to assist with a roll call at the Fire Assembly Point
- If it is safe to do so, staff to sweep building to ensure all areas are clear and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building
- The Headteacher to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly points and check all pupils, staff members and visitors
- The Headteacher to liaise with Fire Service upon their arrival.

Escape routes	
The escape routes from the building are:	
Main Building <ol style="list-style-type: none"> 1. The main entrance 2. Fire doors in the hall 3. Reception classroom 4. Year 1 classroom 5. Year 2 classroom 6. Key Stage 2 entrance 7. Year 3 classroom 8. Year 4 classroom 9. Year 5 classroom 10. Year 6 classroom 11. Meeting room. 	Nursery & EIB <ol style="list-style-type: none"> 1. Nursery classroom 1 2. Nursery classroom 2 3. Nursery cloakroom 4. EIB classroom 1 5. EIB classroom 2 6. EIB soft play room.
Fire assembly points	
The assembly points are:	
For main school building and from the Nursery exits: <ol style="list-style-type: none"> 1. At the far side of the Foundation playground 2. At the far side of the Key Stage 2 playground. 	For EIB exits: <ol style="list-style-type: none"> 1. Right hand corner of EIB playground. (In the event of a visible significant fire in the EIB, pupils and staff members should move out of EIB enclosure through their gate and into the car park.)

Fighting fires – Extinguisher use
Fire extinguishers will only be used where: <ul style="list-style-type: none"> • Staff have received training and feel confident in their use • Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small. <p>Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.</p>

Location of key safety hazards or other fire related equipment	
Main building <ul style="list-style-type: none"> • Gas supply shut off: in the boiler room • Mains fuse boxes: in the PPA Room, the staff room, the Year 1 classroom, PE cupboard and Year 5 classroom. • Mains water inlet: in the Reception classroom (within the external wall) • Location of fire alarm panel: foyer. 	Nursery & EIB <ul style="list-style-type: none"> • Main fuse boxes in staff room cupboard. • Location of fire alarm panel: Nursery cloakroom.

Variations to plan
In the event of an evacuation: <ul style="list-style-type: none"> • during a parents' evening, all parents will exit the building via the closest fire exit • during an event/concert in the hall, all visitors will exit via the Hall fire doors and Main Entrance.

Back up arrangements	
In the event of an evacuation when the Headteacher is off-site, the Deputy Headteacher will assume his responsibility. If the Headteacher and Deputy Headteacher are not on the premises the TLR post holder will assume responsibility for the evacuation and be assisted by the full-time Administration Officer.	

Responsibilities	
For ensuring plan is up to date	Premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

TELEPHONE NUMBERS	
Fire, Ambulance, Police	999
Gas Emergency	0800 111999
Electricity Emergency	0800 0520400
Water Emergency	0800 0520130
Local Education Authority	01446 700111
Directorate of Learning and Development Corporate Health and Safety Officer – Mrs Sue Williams	01446 709150
South Wales Police Crime Prevention Officer – Mike Todd Crime Management Unit	01446 734451 01446 731600
School Health and Safety Representative – Mrs Laura Taylor	02920 702864 07793203981
Fire Safety Contact: South Division	01443 232500