



Radyr Comprehensive School

Ysgol Gyfun Radur

Respect ♦ Commitment ♦ Success

Health & Safety Policy

REVIEWED: December 25
NEXT REVIEW: December 26

SIGNED:



Dr D S (Chair of Governors)



Mr A D Williams (Headteacher)

DATE: 08.12.2025



PART ONE – STATEMENT OF INTENT	1
PART TWO- ORGANISATION AND RESPONSIBILITIES	
Responsibilities of the Governing Body	2
Responsibilities of the Head Teacher	3
Responsibilities of the Senior Management Team and Heads of Department	4
Responsibilities of Employees	5
Responsibilities of the Estates Manager and Estates Staff	6
Responsibilities of Volunteers	7
PART THREE- ARRANGEMENTS	
Accident Reporting	8
Administering of Medication	9
Adverse Weather	9
Asbestos Management	9
Bodily Fluid Spillages	10
Cleaning	10
Communicable Diseases	11
Managing Contractors	12
Display Screen Equipment	12
Educational and Offsite Visits	13
Electrical Equipment	13
Emergency Procedures	14
Fire Safety	14
First Aid Arrangements	16
Glazing	17
Hazardous Substances	17
Health and Safety Advice	17
Health and Safety Monitoring and Inspections	18
Health and Safety Training	18
Legionella	20
Lettings	20
Lone Working	21
Manual Handling	21
Medical Care Plans	22
New and Expectant Mothers	22
Noise	22
Personal Protective Equipment	23
Pest Control	23
Premises Management	23
Premises Security	24
PSFA (Parent, Staff and Friends Association	24
Reporting Defects	24
Review of the Health and Safety Policy	25
Risk Assessments	25
School Minibus	25
Slips, Trips & Falls	25
Smoking	26
Staff Wellbeing	26
Swimming Pool	26

Traffic Management	27
Violence at Work	28
Work Experience	28
Work at Height	28
PART FOUR: HEALTH AND SAFETY POLICY REVIEW	29
PART FIVE: APPENDIX	
Appendix One: First Aid Information	30
Appendix Two: Minibus Driver Training Dates	32

PART 1: STATEMENT OF INTENT

The Governing Body of Radyr Comprehensive 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 other statutory and common law duties.

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.

This policy will be brought to the attention of, and/or issued to, all members of staff. The Policy and referenced documentation is available to all staff and tutors. A hard copy of the Policy document can be found displayed in the staff room.

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

This policy statement supplements

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

PART 2: ORGANISATION AND RESPONSIBILITIES

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

At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are 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 annually 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;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), 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 Authorities policies and procedures.

The Governor who has been nominated to act as Health and Safety Governor in Radyr Comprehensive School is Mr David Currie.

Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

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

The Head Teacher has responsibility for:

- Co-operating with the 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 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 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 Authority policy.

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

Responsibilities of the Senior Management Team and Heads of Department:

Heads of Departments are responsible for:

- The day to day management of Health and Safety in accordance with the Education Service Health and Safety Policy and this Health and Safety Policy;
- Establishing and reviewing departmental procedures, including the provision of the Departmental Health and Safety Policy.
- Ensuring that suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff;
- Ensure that safe working procedures are brought to the attention of all staff under their control;
- Where appropriate, carrying out regular inspections, communicating the results to the Headteacher and ensuring action is taken to implement any recommendations made as a result of the inspection;
- Arranging staff training;
- Providing staff with Health and Safety information;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

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.

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 procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to 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 / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of the Estates Manager and Estates Staff

Estates staff are specifically responsible for-

- Liaising with the Fire Officer to ensure that fire evacuation drills are carried out at least once a term, in conjunction with the Headteacher;
- Ensuring that fire alarms are function tested once a week and the emergency lighting is function tested once a month;
- Ensuring alarm/security systems are monitored and attend call outs, as required;
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out;
- Ensuring that statutory inspections are undertaken;
- Ensuring the testing and any subsequent maintenance of equipment is carried out;
- Advising the Headteacher of any defect identified as being unsafe, or repairs identified as being required to the building and grounds, following the site specific procedure and taking whatever action is necessary to reduce/isolate the risk until repairs can be arranged;
- Ensuring that suitable and sufficient risk assessments are carried out for their activities, for general activities and specific legislative requirements e.g. COSHH;
- Advising the Headteacher of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaising with and monitoring the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff users are kept to a minimum;
- Following procedures detailed in the asbestos management plan;
- Completion of the asbestos permit to work if they carry out work on the fabric of the building;
- Ensure that contractors are appropriately managed in accordance with Council and Legal requirements;
- Attend pre-contact meetings for all works on site prior to commencement;

Responsibilities of volunteers

Radyr Comprehensive School treats volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

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.

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 procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to 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 / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART THREE: ARRANGEMENTS

Specific Health and Safety Arrangements	Responsibility	Action/ Arrangements
Accident Reporting Procedures		
All accident that results in injury will be recorded as appropriate.	G Coombs	<p>All accidents of staff/members of the public and students are recorded on the CCC accident report form. Completed forms are emailed within 48 hours of the incident to : SchoolsAccidentsHandS@cardiff.gov.uk All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified and accurate statistics can be collated for discussion at Education Service Senior Management Team meetings / Governors meetings.</p> <p>Minor accidents to pupils will be recorded in the first aid book and a copy of the form will be sent home with the pupil. RIDDOR reportable accidents will be recorded on the accident report form. Copies of this form are available on Ramis for Schools and CIS (4.C.047). Hard copies are found in the medical room located in Oasis and all First Aid boxes.</p> <p>G Coombs is responsible for forwarding the completed forms to the Health and Safety Liaison Team.</p> <p>Information is gathered by those who witnessed the accident to provide more detail on the accident forms.</p> <p>All report forms will be sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours.</p>
Any near miss (incident with the potential to cause harm) will be reported to G Coombs.	G Coombs	<p>Any near miss or incident with the potential to cause harm is recorded on the schools accident form by those involved, and G Coombs and sent to; SchoolsAccidentsHandS@cardiff.gov.uk</p>
Accidents and incidents are investigated to an appropriate standard.	Member of SLT G Coombs and/or Health and Safety Liaison Team An Officer from the Schools Health and Safety Liaison Team.	<p>Low Level investigation: This will involve a short investigation.</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by G Coombs or the Health and Safety Liaison Team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence	Gail Coombs	<p>Radyr Comprehensive School reports all accidents/cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Liaison Team via email: SchoolsAccidentsHandS@cardiff.gov.uk or telephoning 02920 872635/ 02920 873967/ 02920 872949 if the accident/incident is serious.</p>

Regulations 2013 will be reported within the specified timescales.		Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.
Administration of Medication		
Medication will only be administered in school in accordance with the WAG guidance document 'Access to Education and Support for Children and Young People with Medical Needs'	School First Aiders (See Appendix one)	<p>No child under 16 should be given medication without a parent or guardian's written consent.</p> <p>Medication should only be brought in to School when absolutely essential and the School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.</p> <p>The upper/lower school office will securely store any medication brought in to school by a student at any time. All medication should be accompanied by a signed and dated letter from the parent/ guardian which provides information regarding the medication their child requires and gives authorisation to administer it.</p> <p>Medicines should always be provided in the original container as dispensed and should include the instructions for administration.</p> <p>The School's First Aiders take responsibility for the administration of medication. They should exercise their professional judgement and apply their knowledge and skill in the given situation and record any medicine handed out on the student's Medicine Record Card.</p> <p>Any staff administering medicines should check: student's name, prescribed dose, expiry date, written instructions, contra-indications, when medication last taken, if the student has eaten prior to taking it.</p> <p>If in doubt about any procedure, or about administering medicine to a particular student, staff should not administer the medication but should check with the parent/carer before taking any further action.</p>
Adverse Weather		
During adverse weather, measures are put into place to ensure pupils are safe.	Estates Team	<p>A risk assessment has been undertaken for 'extreme bad weather- snow and ice' and has been communicated to all relevant staff.</p> <p>The Plan and any relevant risk assessments are located <i>in the Estates Office</i>. Snow clearance and ice gritting is carried out by Estates staff in accordance with the arrangements specified in the risk assessment and the Plan.</p> <p>Parents are notified by means of a Text Alert system (Parentmail) and the use of the local media e.g. local radio stations. Parents are also advised to check the Cardiff Council website. www.cardiff.gov.uk.</p>
Asbestos Management		
The school will adhere to the Authority's policy and guidance.		<p>Radyr Comprehensive School was constructed in the late 1960's- early 1970's which exception of the General Office (1998) and Sports Hall (2004).</p> <p>Due to the age of the school, there are asbestos containing materials onsite.</p>

The asbestos survey and log book are made available to all contractors.	A Williams G Coombs Estates Staff	<p>The dutyholder responsible for the asbestos management plan/ file in Radyr Comprehensive School is Mr A Williams (02920 845102).</p> <p>Several members of staff have attended the asbestos awareness training session run by the Education Service in November 2024 including: Mrs G Coombs (Estates Manager), Mr C Hopgood (Estates) and Mr A Hammonds. Mr C Hopgood and Mr A Hammonds have also completed the CAT B licence in October 2024. All staff have attended a toolbox talk on asbestos. Staff have been made aware of the location of asbestos, ensure they understand the dangers from asbestos and ensure they know not to disturb asbestos (October 2022)</p>
The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	A Williams G Coombs Estates Staff	<p>The Asbestos Management Plan (AMP) details the location, type and condition of asbestos containing materials, and is kept in the Estates Office. The procedures therein and the Council Asbestos Policy and the procedures in the AMP must be followed by all Education Service premises.</p> <p>All staff, including staff who visit parts of the building on an impromptu basis, e.g. to access switches, are aware of the location and condition of any asbestos containing materials. There are several walls around the school that contain asbestos. All staff know that they are not to 'pin' anything onto the walls if the walls contain asbestos.</p> <p>The Asbestos Permit to Work must be completed by the relevant people before any work which disturbs the fabric of the building is undertaken. All Administration and Estates Staff are aware that this procedure must be followed.</p> <p>The Estates Manager is responsible for ensuring that inspections, detailed in the Asbestos Inspection Programme, of the condition of asbestos are undertaken either every 12 months, as identified within the AMP.</p> <p>If any asbestos containing materials are found to be damaged, or remedial work to an area containing asbestos is being considered, the Asbestos Controlling Officers must be notified. They can be contacted on Tel: 02920872374. Chris.Bolton@caerdydd.gov.uk/Chris.Bolton@cardiff.gov.uk</p>
Body Fluid Spillages		
Spills are cleared up appropriately.	S Copner C Hopgood G Coombs	<p>A risk assessment for cleaning up of blood and other bodily fluid spillages has been undertaken and communicated to all relevant staff.</p> <p>Body fluid spillages are cleaned up as soon as possible by <i>member of Estates team, it is essential the appropriate spillage kits are used. These spillage kits are kept in the Estates Office.</i></p>
Cleaning		
Radyr Comprehensive School manages school cleaning in-house and directly		The management of cleaning activities and cleaning staff is led by the G Coombs who has attended the Institute of Occupational Safety and Health (IOSH) Managing Safely 4 day course, facilitated by the Services and Compliance Team, and has completed the NEBOSH qualification.

employs cleaning staff to undertake this function.	G Coombs	<p>All staff who have been engaged in the delivery of cleaning services have been declared as fit to work by the Council's Occupational Health Service. Any future employees will be similarly vetted to ensure their fitness for work.</p> <p>Risk assessments that are relevant to the cleaning activities are in place and are subject to regular review. Examples of risk assessments include:</p> <ul style="list-style-type: none"> • Provision of personal protective equipment (PPE) / manual handling / monitoring, use, storage and maintenance of equipment (including portable electrical appliance pre-use user checks) / electric shock / body fluids / working at height / slips, trips and falls / risk of violence / lone working / the specific premises and first aid provision. <p>The risk assessments are kept in The Estates Office</p> <p>Control of Substances Hazardous to Health (COSHH) assessments are undertaken on hazardous substances used by the cleaning staff. These are kept in a file, together with the manufacturer's safety data sheets, which is located in The Estates Office and housekeeping cupboards.</p> <p>Electrical testing (PAT) is carried out on all cleaning equipment annually. This testing was carried out by Cardiff PAT Testing July 2025.</p> <p>Servicing and maintenance arrangements of all cleaning equipment is undertaken annually by Solutions Express and GMI in April 2025.</p> <p>All records are kept in The Estates Office</p> <p>Cleaning staff are supervised and monitored by G Coombs to ensure that they undertake their duties safely.</p> <p>All cleaning staff have attended a Health and Safety training course to cover legal requirements, including Control of Substances Hazardous to Health and Accident Reporting. Cleaning staff have attended other relevant training courses, for example, first aid and fire awareness. Records are kept in Estate's office</p> <p>Staff have attended a Fire Awareness Course. Enhanced Disclosure and Barring Service (DBS) checks are carried out for cleaning staff.</p>
--	-----------------	---

Communicable Diseases

In the event of an outbreak, or to gather more information about infectious illnesses, Radyr Comprehensive School contact the relevant parties.	A Williams	<p>Radyr Comprehensive School follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.</p> <p>If it is suspected that there is an outbreak of any type of infection, the Health and Safety Team can be contacted.</p> <p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823.</p>
---	-------------------	--

		<p>Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.</p>
Managing Contractors		
All contractors must sign in using the visitor's system and adhere to the school site rules.	G Coombs	<p>All contractors must sign in using the Inventory system located in the main reception on arrival and departure from the school.</p> <p>Contractors will be provided with the relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements. <i>The Estates Manager will ensure this is done. (NB This will need to be carried out in term time and in school holidays).</i></p>
Where Radyr Comprehensive School undertakes building/environmental projects directly, the school would be considered the 'client' and therefore have additional statutory requirements / obligations.	G Coombs	<p>G Coombs is responsible for ensuring that landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought. Requirements from the landlord approval are followed.</p>
To ensure contractor competency, the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Facilities Management G Coombs	<p>Radyr Comprehensive School have several statutory inspections arranged by Building Services Facilities Management (FM). Any contractors directed by FM have been vetted by Building Services.</p> <p>For any work undertaken at the school that is organised by FM, SOP or PDD, the management of the contractors is managed by FM, SOP or PDD.</p> <p>When the school engages contractors directly, (i.e. acts as a client), the school is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2015 (as appropriate) and post contract review.</p> <p>The person responsible for managing contractors at Radyr Comprehensive School is G Coombs.</p>
Contractors are asked to provide risk assessments and method statements relating to specific works. This should include the measures taken to reduce the risk to pupils and staff.	Facilities Management G Coombs contractors are directly employed.	<p>Risk assessments and method statements are discussed prior to commencing work. Radyr Comprehensive School ensures that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.</p>

Display Screen Equipment		
The school will adhere to the Authority's policy and guidance.	Mrs C Jones	<p>DSE assessments are reviewed and if anything changes in relation to the person or work station, measures are introduced as appropriate.</p> <p>DSE assessments are kept with the Business Manager.</p> <p>Where the DSE has a problem, further advice from the Health and Safety Team. Assessments can be completed as part of the Health and Safety SLA.</p> <p>If it is necessary for medical advice relevant to the DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service by the Headteacher.</p> <p>'Users' of display screen equipment are made aware of their entitlement to free eyesight tests and, if appropriate, glasses. All staff must request an eyesight test through the Council's Shared Admin Service Desk on the Council's Intranet site.</p>
Educational and Offsite Visits		
A nominated Educational Visits Coordinator (EVC) is nominated for coordinating educational and offsite visits.	G Coombs	<p>G Coombs undertook EVC training in June 2023. Staff members planning educational and offsite visits submit all relevant paperwork and risk assessments to the EVC who will review the paperwork. Evolve is used for the planning and approval of all offsite visits. Relevant risk assessments and participant's names will be attached electronically as required.</p> <p>The Authority's offsite visits advisor, Dave Golding, must be notified of all level 3 trips, this includes self-led adventurous activities, fieldwork trips to open or wild country and all trips overseas. This is done using Evolve, the online notification and approvals system.</p>
Electrical Equipment		
All portable appliances are tested annually.	G Coombs	<p>Portable electrical equipment is inspected and / or tested by a competent person at a frequency determined by risk assessment. The school will ensure that all electrical equipment will be subject to the appropriate testing.</p> <p>Stickers are placed on all portable appliances to evidence they have been inspected and are safe to use.</p> <p>Portable electrical equipment is visually checked by the users of any equipment before the equipment is used. The equipment is checked, for example, for damage to the cable sheath, plug, external casing and for evidence of overheating. Inspection reports are uploaded to Ramis and kept onsite. Any damaged equipment is taken out of use and labelled "DO NOT USE - ELECTRICAL FAULT" and reported to The Estates Manager to be made safe or disposed of.</p> <p>Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected and / or tested by a competent person.</p>
Arrangements are in place for the fixed electrical installation	Building Services	The last inspection was undertaken in Sep 2022 by Cardiff County Council.

to be installed every five years (and annually for the swimming pool).	Facilities Management	The fixed electrical testing is arranged by Building Services Facilities Management. The inspection report is uploaded to Ramis. Any remedial work identified is undertaken by the school or, if LEA responsibility, and included within a planned programme of works. All C1/C2 defects are immediately by the electrician.
Work to the electrical system is undertaken by a competent and insured NICEIC electrician.	G Coombs	Any planned work affecting the electrical installation is put through County Estates and approval is required.
Emergency Procedures		
The school uses the Emergency Management Unit's 'Emergency Incident Response Plan Template' to record the arrangements for dealing with foreseeable emergencies. This is communicated to staff via <i>staff meetings</i> .	G Coombs	<p>G Coombs attended the emergency planning training in November 2014.</p> <p>Fire Evacuation- Procedure displayed on the wall of each class room/ staff room. Fire Action Notices around the school display the location of the assembly point – <i>"Red Gra"</i></p> <p>Bomb Threat- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the fire alarm will ring to evacuate the building.</p> <p>Lock Down- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the school will fully lockdown preventing unauthorised access to all school buildings.</p> <p>Gas Leak- The area will be evacuated and sealed off with red/white tape. If more severe, the school/ specific buildings will be evacuated.</p> <p>Electrical Fault- The area will be evacuated and sealed off with red/white tape. If more severe, the school/ specific buildings will be evacuated.</p> <p>Water Leak- The area will be evacuated and sealed off.</p> <p>Storm/ Flood/ Weather Damage- The area will be evacuated.</p> <p>Persons Threatening Violence on Site- Senior Management will be informed and the Police will be called where necessary. Lockdown procedures may be implemented.</p> <p>Dangerous Animals on Site- RSPCA called and depending on the circumstances, lockdown procedures will be implemented or areas evacuated.</p>
Fire Safety		
Fire notices and instruction are posted throughout the school.	G Coombs	Fire action notices are displayed in specific locations around the school. The assembly point for pupils, staff and visitors is on the <i>Red Gra</i> .
A fire risk assessment has been undertaken at Radyr Comprehensive School.	Cardiff Council	<p>The Council's Fire Officer is responsible for undertaking the Fire Risk Assessment every three years. This is reviewed if there are substantial changes. The last full fire risk assessment was undertaken in July 2024.</p> <p>Remedial actions generated from the review are uploaded onto Ramis and actioned by the school or by the Local Authority (where appropriate).</p>

		<p>The fire risk assessment includes all aspects of the building (including the Kitchen).</p> <p>The risk assessment is reviewed annually to identify if there are any changes. The last review date was October 2025</p>
Fire drills are undertaken termly and a record kept in the fire log book.	G Coombs	<p>Fire drills are undertaken every half term and the dates are recorded within the fire logbook. Staff feedback sessions are held to discuss the evaluation and whether it can be improved in any way.</p> <p>Due to a large amount of false alarms, a delay has been applied to the call points (3 mins) allowing the Estates Team to investigate whether the activation is a false alarm, without the need for a full school evacuation. However, if two or more call points are activated the fire alarm will automatically go into alarm.</p>
Measures are in place to identify persons who may have difficulties evacuating the building and personal emergency evacuation plans (PEEPs) are implemented for any person requiring assistance.	G Coombs	<p>A Standard Evacuation Plan (SEP) is available and is displayed in the main reception area. This outlines the fire evacuation procedures for visitors with a disability.</p> <p>If a pupil or member of staff has a disability which requires them to have assistance in evacuating the building, then a Personal Emergency Evacuation Plan (PEEP) will be completed by the Estates Manager.</p>
Safe evacuation of person is an absolute priority.	Fire Wardens (please see appendix 2)	<p>Nominated members of staff have specific roles as fire wardens and received training in March 2022 and October 2024</p> <p>All staff are responsible for ensuring the fire evacuation routes are kept free from obstructions. Smoke control doors are not wedged open, and if held open by means of electro-magnetic devices, these are regularly maintained.</p> <p>Staff ensure the alarm is raised and pupils are evacuated prior to attempting to tackle a <u>small</u> fire. Staff are made aware of the type and location of portable firefighting equipment, however the policy is only to use if absolutely necessary. Key staff are familiar with the location of service isolation points.</p> <p>Please see appendix 2 for staff names</p>
Arrangements are in place to ensure all fire systems are in good repair.	G Coombs Estates Team	<p>The Estates Team function tests the fire alarms weekly using a different call point every test.</p> <p>The Estates Team function tests the emergency lighting monthly.</p> <p>Firefighting equipment is located throughout the school. It is inspected by a competent person from (Advanced Fire Protection) annually.</p> <p>The fire alarm system is inspected by a competent person, (Advanced Fire Protection) quarterly.</p> <p>The Emergency lighting system is inspected by a competent person, (Advanced Fire Protection) quarterly.</p>

		The inspections and tests of the fire alarm, emergency lighting and firefighting equipment systems are recorded in the fire logbook which is located in the Estates Office.
First Aid Arrangements		
A suitable number of first aiders/first aid trained staff are located throughout the school.	First Aiders	<p>First aid arrangements in school have been communicated to all staff. Student welfare is the responsibility of every member of staff.</p> <p>If a child complains of being unwell during lessons staff have been told:</p> <ol style="list-style-type: none"> 1) Decide if the child seems to be genuinely unwell and in your judgement needs to go home – if so then send them straight to reception and email reception to tell them to call the parents to collect their child. If not decide if they just need some air and/or a drink of water and can stay in class. Do not send students who feel a little unwell to Oasis - decide if they are so unwell they need to go home or if they are actually fine to stay in the lesson. First Aid is not appropriate for a student who just feels slightly unwell. 2) If you decide a child actually needs emergency First aid – e.g. they have cut themselves, collapsed on the floor, sprained or possibly broken something etc. then call for a first aider – (the phone numbers for First aiders are on the list attached) to come to the child – each block has staff who are First Aid trained and Patrol and Reception have a rota for First Aiders on call. <p>If you do not have an available First Aider nearby call patrol who will either bring a first aider to you or take the student to the First Aid room or call reception who will contact a First Aider for you. First Aider attending needs to complete an accident form (copies in the First aid boxes) and email this to Gail Coombs</p> <ol style="list-style-type: none"> 3) The Medical room (First Aid room), located in admin block. It is a room all trained First Aiders can use when necessary. Anything more serious or anything you are unsure about needs professional help and if required contact Reception to call a Parent to take a child to A&E or call an Ambulance if appropriate. 4) Parents should be notified of any accident and/or treatment given please send an email to reception with details and Reception will advise the parent. <p>See Appendix One for First Aider information.</p> <p>There are adequate first aiders to ensure sufficient cover at all times when the school is open.</p> <p>Training dates are monitored by G Coombs to ensure that first aiders carry out refresher training before their certificates expire.</p>
Measures are in place to identify any persons who may require specialist first	First Aiders	Specialist first aid training is available under the Health and Safety SLA. Training available includes, Epipen training, Diabetes awareness training and Epilepsy awareness training.

aid treatment due to health conditions.		
Where appropriate pupils will be transported to hospital (usually by ambulance).	A Williams	If a pupil has to be taken to hospital, A Williams will decide who accompanies them in the ambulance, and who notifies the relevant parent / guardian. The Pupil Accident Report Form will be duly completed and submitted to the Health and Safety Team (where appropriate).
Glazing		
All windows on site should be made of safety material or safety filmed.	G Coombs	<p>Where necessary, for reasons of Health and Safety, any glazing which is not made of safety material is replaced with 'safety glass', e.g. laminated or toughened glass or is filmed to prevent / reduce shattering on impact.</p> <p>A survey will be completed shortly by G Coombs to identify any glazing which is not made of safety material or which has not been safety filmed. Records will be kept in the Estates Office.</p>
Hazardous Substances		
Where possible hazardous substances are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments are completed.	G Coombs Department Heads	<p>Manufacturers' safety data sheets can be obtained by G Coombs for any substances which are classified as hazardous to health.</p> <p>COSHH assessments are completed by the G Coombs for any activities which involve the use of hazardous substances. Hazardous substances are substituted with less hazardous ones, where possible.</p> <p>Control measures, for example, local exhaust ventilation and personal protective equipment, are provided, used and maintained where they have been identified as control measures in the COSHH assessment.</p> <p>Members of staff are informed of the hazards associated with the substances they use and trained in the correct use of control measures, including personal protective equipment as specified within the COSHH assessment.</p> <p>Hazardous substances used by the school are stored in appropriate containers on the school site. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store.</p> <p>Chemicals are stored in appropriate chemical store cupboards within Science Prep Rooms. Staff from the Science Department use the advice and guidance issued by the Consortium of Local Education Authority Provision of Science Services (CLEAPSS).</p> <p>Records of the COSHH assessments are kept in the Estates Office and Science Offices.</p>
Health and Safety Advice		
The school obtains competent Health and Safety Advice when necessary.	A Williams G Coombs	General information, guidance, forms and templates are available on the Corporate Health and Safety intranet site, Cardiff Information System (CIS) and Ramis (Cardiff Documents).

		<p>The school obtains competent advice from the designated Health and Safety Officer Mrs Johanna Burns who visits the school on a monthly basis.</p> <p>Health and Safety advice can also be sought from the Health and Safety Team (02920 873 967).</p>
Health and Safety Monitoring and Inspections		
General inspections of the site will be conducted periodically	A Williams Governing Body G Coombs	<p>Radyr Comprehensive school's monitoring arrangements include:</p> <p>Consideration of the following at full Governing Body / Sub Committee Meetings / Senior Management Team (or equivalent management meeting):-</p> <ul style="list-style-type: none"> • Health and Safety Policy • Health and Safety Action Plan • Accident statistics report • Health and Safety Inspection Reports provided by Health and Safety Advisers • Health and Safety Inspection Reports provided by managers • Other Health and Safety issues as appropriate including monitoring information <p>Workplace / work activity inspections by managers which are planned and documented.</p> <p>Consideration of specific Health and Safety responsibilities and training needs in Personal Performance and Development Reviews.</p> <p>The school has a risk assessment review process in place which outlines stages following requirement to review risk assessments.</p> <p>Termly site inspections are undertaken by the Governors Safety Committee. However, this protocol is carried far more frequently via estates staff using the School Building / Site Inspection Checklist.</p> <p>The schools Health and Safety Officer Mrs J Burns undertakes Health and Safety monitoring as advised by the School and the Health and Safety Team. .</p> <p>Any defects/issues found on these inspections are to be noted and rectified as soon as possible. Immediate action is required where there is a significant risk of injury/ill health.</p>
Statutory Inspections are undertaken at appropriate intervals.	Building Services Facilities Management G Coombs	<p>Certain statutory inspections are arranged by Building Service Facilities Management and insurance, including: Gas boiler inspections, fixed electrical testing, legionella annual & bi-annual inspections, kitchen extract cleaning, thorough examinations of passenger lifts and kitchen gas safety inspections. Records of these inspections are held on Ramis.</p> <p>Several statutory inspections are arranged by the school, including (but not limited to) firefighting equipment servicing, fire alarm inspections, emergency lighting inspection, air</p>

		<p>conditioning, lift servicing, portable appliance testing, playground equipment inspection, gymnasium equipment inspection and roller shutter door inspection.</p> <p>Inspection intervals are determined by legislation, approved codes of practice and guidance.</p> <p>Certificates and inspection reports are uploaded to Ramis.</p>
Health and Safety Training		
Health and safety induction training is provided and documented for all new employees	G Coombs	<p>G Coombs instructs new staff in the health and safety arrangements. Topics covered are:</p> <ul style="list-style-type: none"> i) Council, Education Service and School Health and Safety Policies ii) Accident / Violent Incident Report Procedures iii) Violence at Work, Stress, Alcohol and Drug Misuse, Smoking Control and Manual Handling Policies iv) Emergency evacuation procedures v) First aid arrangements vi) Risk assessments (general, display screen equipment, manual handling and COSH) vii) Personal protective equipment viii) Job and site specific Health and Safety issues and information ix) Employee Counselling Service and stress management courses x) Safety representatives xi) Health promotion initiatives e.g. Employee Active Card, Lifestyle Awareness xii) Employee Health and Safety Handbook xiii) Occupational Health Service
Supply/ Cover staff are briefed on the school's emergency procedures.	W Giannotti	<p>Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant Health and Safety information by Ms W Giannotti (Data Manager).</p>
Staff receive training relevant to their role. Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.	S Thomas C Jones G Coombs	<p>The training needs of staff are assessed by Mrs S Thomas (Deputy Headteacher) as an ongoing process and as part of the Council's Personal Performance and Development Review Scheme.</p> <p>Members of staff attend appropriate courses, some of which are detailed in a Health and Safety Education Mandatory Toolkit training programme administered by the Services and Compliance Section (Tel: 029 2087 3714); or other courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.</p> <p>The training is provided by approved external Health and Safety training providers. The approved providers are detailed on the Council's Health and Safety intranet site.</p> <p>Relevant staff are provided with specific health and safety training depending on their job role.</p> <p>Update training is provided in response to significant changes to legislation.</p> <p>Refresher training is provided at suitable intervals to ensure staff competency. The time period for which refresher training is required may be dictated by legislation and/or guidance.</p>

		<p>Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness. All training attended is recorded.</p> <p>Mr David Currie (Health and Safety Governor) has attended: Safety for Executives and Senior Management, Asbestos Awareness and Health and Safety in the Management of Educational Buildings and Premises.</p>
Legionella		
The Legionella risk assessment is reviewed every three years.	Aqua Safe G Coombs	<p>A legionella risk assessment was undertaken by Aqua Safe in August 2024.</p> <p>The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in the Estates Office. These are reviewed every 3 years, or whenever there is reason to believe the last assessment is no longer valid.</p> <p>Recommendations will be looked at and rectified by priority either directly by the school or through Education Services Facilities Management.</p>
A maintenance and monitoring regime is in place.	Aqua Safe Estates Team	<p>Flushing of little used outlets is to be done weekly by the Estates Team.</p> <p>Monthly temperature monitoring is undertaken by Aqua Safe.</p>
Lettings		
The school ensures that any persons hiring/ letting the building are insured.	G Coombs	<p>Appropriate checks are made by the Estates Manager regarding the following:-</p> <p>Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy.</p> <p>Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that all* persons over 16 present in connection with the hire will have a current DBS certificate.</p> <p>*This excludes parents/grandparents attending a children's birthday party or similar event. However, where someone is employed / volunteers to 'work/supervise' at a party, it is up to the event organiser to be satisfied that they have a valid DBS check.</p>
Hire agreements are in place.	G Coombs	<p>An agreement between the school and the hirer is signed prior to the hire taking place by using the Cardiff County Councils Non-directed user form. This agreement is kept by G Coombs in the Estates Office.</p> <p>This agreement details whom is responsible for what and includes written information detailing the school's emergency procedures.</p>

		<p>A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff.</p>
Lone Working		
Staff are encouraged not to lone work around the school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate control measures.	G Coombs	<p>Lone workers are those who work by themselves at any time without close or direct supervision. They are found in a wide range of situations and include:</p> <ul style="list-style-type: none"> (i) People in fixed establishments where: <ul style="list-style-type: none"> • Only one person works on the premises • People who work separately from others* • People who work outside normal hours <p>*Note: This includes people in isolated areas of sites or premises where other people are present elsewhere</p> <ul style="list-style-type: none"> (ii) Peripatetic employees working away from their fixed base. <p>A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff. Risk assessments are also carried out for cleaning staff and others who work alone.</p> <p>The following precautions are adopted by members of staff who work alone at the school:-</p> <ul style="list-style-type: none"> • Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working. • Access to mobile telephones • Making the school secure by locking the external doors when lone working. • Not carrying out high risk activities, such as, working at height when lone working. <p>A system for checking / monitoring these precautionary measures is in place.</p>
Manual Handling		
Manual handling operations are risk assessed and staff have received training, information and instruction.	G Coombs	<p>Manual handling of objects risk assessments are completed and reviewed by G Coombs for any tasks where there is a risk of injury and where manual handling cannot be avoided. These risk assessments are kept in Estates Office.</p> <p>Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids, such as, <i>trolleys, trucks, hoists and lifting aids</i>.</p> <p>Manual handling training, in accordance with the All Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling. Manual handling training has been provided for estates, cleaning and technicians staff July 2025. Please see appendix 3.</p> <p>To ensure that manual handling activities are carried out correctly and in accordance with the risk assessment, the activities are monitored by G Coombs using the Manual Handling Monitoring Checklist <u>Manual Handling Monitoring Checklist</u>. If monitoring is not undertaken, manual handling refresher training is required every year. If monitoring is undertaken it is required every three years unless it is needed</p>

		more frequently by the individual. Monitoring records are kept in the Estates Office.
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 will need to be reviewed periodically.	A Williams J Howlett G Payne	Care handling plans for pupils with mobility needs are requested when necessary.
Medical Care Plans		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.	Health and Safety Liaison Team	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical Care Plans are reviewed annually and kept in the First Aid room.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
New and Expectant Mothers		
A specific risk assessment is completed once a member of staff informs her line manager she is pregnant or breastfeeding.	C Jones G Coombs	<p>All new and expectant mothers are expected to inform their manager of their pregnancy in order that a specific risk assessment may be carried out.</p> <p>Pregnant worker risk assessments are covered under the Health and Safety SLA.</p>
Noise		
Noise assessments and PPE is provided where it is indicated that noise may be an issue.	G Coombs	<p>A noise risk assessment is carried out in any areas of the school where employees are exposed to noise above the lower exposure action level. This is generally in areas where employees have to raise their voices to have a normal conversation when they are about 2 metres apart.</p> <p>Employees are likely to be exposed to noise above the lower exposure action level in areas, such as, music and design and technology departments.</p> <p>Action is taken to reduce the noise exposure of any employees exposed to above the upper exposure action level. The action taken includes; <i>using quieter equipment or a different, quieter process; engineering/technical controls to reduce, at source, the noise produced by a machine or process, using screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed; designing and laying out the workplace to create quiet areas; improved working techniques to reduce noise levels; limiting the time people spend in noisy areas.</i></p> <p>Hearing protection is made available to employees who are exposed to above the lower exposure action level and is worn</p>

		<p>by employees who are exposed to above the upper exposure action level.</p> <p>Information, instruction and training about risks associated with exposure to noise and the measures taken to reduce noise exposure is provided to employees exposed to above the lower exposure action level.</p>
Personal Protective Equipment		
Staff are provided with personal protective equipment as required.	G Coombs	<p>Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken by G Coombs. It will be issued as a last resort measure, following other means of controlling the risk in the first instance.</p> <p>Risk assessments will identify who requires PPE, what PPE is needed, such as helmets, overalls, gloves, footwear, goggles, hearing protection and the specification of PPE required. It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care. A record of the training given will be kept and held in Estates Office. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair. The relevant risk assessments are kept in Estates Office.</p> <p>PPE is maintained or replaced, in the case of disposable items of equipment, in accordance with the manufacturers' instructions.</p> <p>Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.</p> <p>A record of the PPE used will be recorded using the Issue of Personal Protective Equipment form 4.C.481. The records are kept in the Estates Office.</p>
Pest Control		
Pest Management Contract is in place.	G Coombs	<p>A <i>Service Level Agreement with Cardiff Council's Pest Control</i> is in place at the school.</p> <p>Sightings of pests are reported to G Coombs or a member of the Estates Team, it is their responsibility to make the necessary arrangements for call out.</p>
Premises Management		
The school is responsible for managing the building and ensuring that appropriate systems and documentation is in place.	G Coombs	<p>G Coombs is responsible for managing the building. She ensures that appropriate systems and documentation are in place in respect of the following:</p> <ul style="list-style-type: none"> • Building/premises related risk assessments • Day to day management of the Health and Safety management of the building/premises, including regular inspections / checks • Asbestos • Contractors

		<ul style="list-style-type: none"> • Fire safety • Fixed electrical installation • Legionella • Heating, gas and other mechanical systems • Lifts • Maintenance work • Monitoring (documented) of Health and Safety arrangements including formal, at least quarterly, inspections to ensure risk controls are effective • Security • Statutory checks/inspections • Physical condition of the building and environment • Traffic management • Compliance with Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) • Co-operation with other building/premises occupiers as appropriate <p>The Health and Safety management responsibilities for managing buildings are outlined in the Council Code of Guidance on Buildings and Premises Management.</p> <p>A separate booklet outlining the responsibilities of Facilities Management, Education Service and the school is used as a reference tool. This booklet is kept in the Estates Office.</p>
--	--	---

Premises Security

The boundary site is secure at all times.	All Staff	<p>The school has recently increased the boundary fencing around the school to ensure the perimeter is enclosed so the site cannot easily be accessed by intruders.</p> <p>The gate allowing access to persons accessing the site from Danescourt are locked during the school day.</p> <p>The vehicle gates are locked between 9pm and 5:30am.</p> <p>The exterior of the school is adequately lit</p>
Visitors are required to sign in and out.	Administration Estates Staff	<p>Visitors accessing the school via main Reception must sign in and out using the Visitors Management System.</p> <p>For those persons accessing the school site outside of normal school hours e.g. a contractor undertaking work during half term, they are required to sign in using the sign in documentation in the Estates Office. Visitors will be provided with a visitors' lanyard to evidence they've signed in at reception.</p> <p>Members of staff challenge strangers</p>

PSFA (Parent, Staff and Friends Association)

The school is responsible for ensuring that risk assessments are provided and controls are in place at PSFA organised events	A Williams	<p>A Williams has overall responsibility for ensuring that the chair of the Parent Staff and Friends Association (PSFA), (or the person organising the event) is responsible for, and carries out, risk assessments for any PSFA or other organised events.</p> <p>The chair of the PSFA (or the person organising the event) is responsible for ensuring that there is adequate insurance in place for the event. All specialist equipment hired for events, for example, bouncy castles, are supplied and erected by competent persons. Adequate numbers of staff and members of the PSFA are available at events to supervise and direct</p>
--	-------------------	---

		people in the event of an emergency. Adequate first aid facilities and qualified first aiders are provided at events
Reporting Defects		
All defects are reported in a timely manner.	All Staff Estates Team	<p>All staff are responsible for reporting hazards as soon as they are witnessed. They report hazards to A Williams, G Coombs and the Bursar by email, phone or slip.</p> <p>Immediate action is taken when required i.e. closing off an area or not leaving a location unattended.</p> <p>When work has been completed, G Coombs signs it off.</p>
Review of Health and Safety Policy		
It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	G Coombs	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>
Risk Assessments		
Risk assessments are completed, documented and relevant information is provided to staff.	G Coombs Department Heads	<p>Risk assessments are undertaken by G Coombs and Heads of Department are kept in the Estates Office.</p> <p>Members of staff refer to curriculum specific guidance to assist them in completing risk assessments for specific departments. For example, guidance produced by organisations, such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Design and Technology Association (DATA), Association for Physical Education (AfPE) and National Society for Education in Art and Design (NSEAD).</p> <p>The risk assessments are reviewed annually or when the circumstances to which the risk assessments relate changes.</p> <p>Completed risk assessments are brought to the attention of relevant staff by the Estates Officer.</p>
Specific risk assessments must be completed by a competent person.	Building Services Facilities Management	<p>Legionella risk assessment to be reviewed bi-annually/ three yearly.</p> <p>Fire risk assessment to be reviewed every three years.</p>
Specialist risk assessments are completed under the Health and Safety SLA	Health and Safety Team	The schools Health and Safety Officer and/or another member from the Health and Safety Liaison Team offer advice and guidance in relation to specialised risk assessments e.g. pupil assessments, employee assessments, return to work assessments etc.
School Minibus		
The school maintain and operate a minibus. Only authorised nominated drivers are permitted to operate the minibus	Trained Staff	<p>See appendix three for named staff members and expiry dates.</p> <p>Expiry dates are monitored.</p>
Relevant inspections and permits are in place.	G Coombs	<p>A Section 19 permit has been obtained for each minibus used at the school.</p> <p>The minibuses should be checked every day to ensure that they are road worthy by the member of staff who is driving the minibus. A check list is kept in the vehicle.</p>

		<p>The minibuses are taken to the Cardiff County Council Garage every 13 weeks for safety checks.</p> <p>Arrangements are made for the minibuses to be serviced and tested by the G Coombs.</p> <p>The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own or Council vehicles, including the school minibus as part of their employment with the Council. The form is completed by G Coombs when employees start their employment and on an annual basis thereafter. It is kept in Estates Office. <i>NB This location must be secure for data protection compliance.</i></p>
Slips, Trips & Falls		
The school ensures that the likelihood of slips, trips and falls is reduced.	All Staff	<p>All employees have responsibilities to ensure the risk of slips, trips and falls are eliminated or reduced by:</p> <ul style="list-style-type: none"> • Ensuring good housekeeping • Using suitable equipment e.g. when accessing high shelves • Cleaning up spillages • Not obstructing areas e.g. with redundant furniture, computer equipment. • Wearing suitable footwear • Reporting any hazards which they cannot address, e.g. condition of playground / play areas • Paying attention to what they are doing.
Smoking		
There is no smoking permitted on the school site.	A Williams	Welsh Government signage is displayed at the entrance to the school.
Staff Wellbeing		
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 and Authority's Wellbeing Protocol. The school cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.	A Williams	<p>Stress risk assessments are completed for teams of employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues.</p> <p>Members of staff are made aware of the Employee Counselling Service (Tel: - 029 2046 8565) and the Teacher Support Network (Tel: - 08000 855 088) via posters and leaflets, which are also pinned to the staff noticeboard.</p> <p>Stress Awareness Training for Managers and Employees, and Stress Risk Assessment Training, can be arranged by the school or via Services and Compliance.</p>
Swimming Pool		
Appropriate measures are in place for ensuring pool safety.	G Coombs	The members of staff responsible for the operation of the swimming pool are Mrs G Coombs, Mr C Hopgood and Mr A Hammonds who have attended Pool Plant Operator's training. The pool chemistry is checked every two- three

		<p>hours to ensure that the chlorine and PH levels are adequate. If levels are not deemed to be adequate the pool is closed.</p> <p>A risk assessment has been completed for the operation of the pool and the activities taking place. This is located in the Estates Office.</p> <p>A Pool Safety Operating Procedure (PSOP) which consists of Normal Operating Procedures and an Emergency Action Plan has been written for the pool, changing facilities, associated plant and equipment. This includes maintenance arrangements.</p> <p>The risk assessment and the PSOP can be found in the Estates Office.</p> <p>The Health and Safety Executive Guidance – Managing Health and Safety in Swimming Pools (HSG 179) is the reference document for the management of Health and Safety in the swimming pool. A copy of this book is available for reference and is kept in the Estates Office.</p>
--	--	--

Traffic Management		
The school will make every effort to reduce the risks associated with vehicles onsite. Vehicle movement on site have been risk assessed in the Traffic Management Risk Assessment.	A Williams	<p>A traffic management risk assessment has been undertaken and communicated to all relevant staff.</p> <p>Vehicles are not permitted to move around site at the end of the school day when foot fall is at its highest. August 2020 Safety barriers were installed by the Local Authority which now enables the school to manage traffic control more effectively. Staff are able to access site via a fob. Parents. Contractors and visitors are required to use access control system to access site.</p> <p>Parking is only permitted on site in main carpark by admin and car park opposite sports hall. No parking is now permitted adjacent to Humanities block. No parking is allowed for 6th form students.</p> <p>Vehicles on the school site are segregated from pedestrians by means of separate access for vehicles and pedestrians, designated walkways and safe crossing places on the school site, clearly marked internal roadways, lines painted in the car park to designate parking spaces.</p> <p>The school is aware of the Schools Traffic Management Safety Group and contacts the group for advice about traffic management both on-site and in the vicinity of the school entrance. Vehicle movement is restricted on the school site between the hours of 08:00 – 15:20. This includes contractors who are advised of the restrictions. These restrictions should be reflected within their risk assessments.</p>

Violence at Work		
All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and	A Williams G Coombs	<p>Risk assessments for Violence at Work have been undertaken and communicated to all relevant staff.</p> <p>Any instances of violence at work are recorded on the Schools ALERT violence at work form, taking accounts from those involved and any witnesses and forwarded to SchoolsAccidentsHandS@cardiff.gov.uk</p>

forwarded to the School Health and Safety Liaison Team		<p>Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present.</p> <p>If pupils require the use of physical restraint by members of staff, those staff attend Team Teach training.</p>
Radyr Comprehensive School will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	A Williams G Coombs	<p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
Work Experience		
Risks and site information are communicated to the person and/or their parents prior to the placement commencing.	A Williams E Jones	<p>The Headteacher is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff.</p> <p>Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser.</p> <p>The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'.</p>
Working at Height		
All work at height should be risk assessed and appropriate controls introduced.	All Staff G Coombs Estates Team	<p>Where possible work at height is avoided, <i>by positioning display boards at head height, positioning shelving at an appropriate height, using long handled window poles or window winders to open windows, using poles to remove PE equipment, for example, balls which have been kicked onto roofs</i>.</p> <p>Where work at height is carried out a risk assessment is carried out and is communicated to all relevant staff. Members of staff are instructed not to use chairs, tables etc to access display boards.</p> <p>Where work at height is carried out appropriate access equipment is provided, for example, kick stools and ladders and step ladders which comply with BS EN 131.</p> <p>All equipment is stored appropriately ensuring that lighter objects are placed higher on shelving than heavier objects. Staff are reminded not to carry or move heavy equipment and not to overload boxes. Members of the estates team received training in. Please see appendix 3 for staff training record</p>
Equipment must be well maintained and inspected frequently.	G Coombs Estates Team	All equipment is stored appropriately to ensure that they are not accessible. Pre-use checks are carried out on step ladders and ladders before they are used

PART FOUR: HEALTH AND SAFETY POLICY REVIEW

Person Reviewing	Reason for Review	Date of Review
Gail Coombs	Update Information	November 2025
Gail Coombs	Update Information	November 2024
Gail Coombs	Update Information	November 23
Gail Coombs	Update Information	November 22
Gail Coombs	Update Information	November 21
Gail Coombs	Update Information	November 20



PART FOUR: APPENDIX ONE

First Aid Information

Name	Location	Telephone No	Certificate Expiry
Claire Jones *	Admin	Ext 106	29/01/2028
Andrew Sanders *	Admin	Ext 175	09/03/2028
Gail Coombs	6 th form block	07779489977	03/04/2026
Lois Standish *	6 th form block	Ext 239	07/02/2027
Andrew Hammond*	Estates	07398515633	07/02/2027
Kate Slade *	Lower school office	Ext 100	06/07/2028
Lesa Lowe *	Wellbeing Hwb	Ext 245	06/07/2028
Amelia Graham *	Wellbeing Hwb	Ext 263	07/02/2027
Chloe Powell	Wellbeing Hwb	Ext 247	06/07/2028
Hannah Bees *	Wellbeing Hwb	Ext 123	06/07/2028
Cath Randell	Wellbeing Hwb	Ext 120	07/02/2027
Jen Howlett	Oasis (mat)	Ext 115	09/07/2026
Hayley Yeoman *	Oasis	Ext 130	06/07/2028
Paul Carter	Oasis	Ext 130	06/07/2028
Philip Sage *	Oasis	Ext 130	06/07/2028
Malcolm Probert *	Oasis	Ext 130	06/07/2028
Celine Durham	Oasis	Ext 130	09/07/2026
Gareth Wakefield *	Revolve	Ext 140	06/07/2028
Sarah James *	Revolve	Ext 140	06/07/2028
Daniel Pearn	Science	Ext 147/142	09/07/2026
Lucy Jones	Science	Ext 147/142	12/07/2026
Beth Willis	Sports Hall	Ext 133/178/190	16/07/2027
William Williams	Sports Hall	Ext 133/178/190	16/07/2027
Caz Atkins	Sports Hall	Ext 133/178/190	14/04/2027
Owen Lewis	Sports Hall	Ext 133/178/190	16/07/2027
Nick Roberts	Sports Hall	Ext 133/178/190	16/06/2027
Chris Richards	Technology	Ext 151	09/07/2026
Leung Suet Lee	Technology	Ext 151/2/3	12/07/2026
Jonathan Sherigold	Technology	Ext 151/2/3	01/05/2027
Emyr Lewis *	Maths	Maths block	07/02/2027
Skye Regan *	English	Ext 138	03/10/2027
Joshua Ball *	Humanities	Ext 158	03/10/2027
Sian Evans *	Humanities	Ext 158	03/10/2027
Fraser O'Neil *	Humanities	Ext 158	03/10/2027

First Aid kits location

Wellbeing Hwb

Science staff room

H5 Humanities Block

Technology Block C5, C11, C10 and C9

Sports Hall

Location of Defibrillator

Kitchen of Oasis

Block	Fire Marshall	First Aid
Block 1 – Tech Block	Rachel Driscoll	Chris Richards Leung Suet Lee Jonathan Sherigold
Block 2 Languages/Wellbeing Hwb	Keith Allen Nia Morgan	Cath Randell Chloe Powell Lesa Lowe Hannah Bees Amelia Graham
Block 2 – Main Hall/kitchen	Leanne Carter Kylie Southwood	Jen Howlett Hayley Yeoman Paul Carter Phillip Sage Malcolm Probert
Block 2 – Science	John Firth Paul Anderson Richard Warren Joshua Ball	Daniel Pearn Lucy Jones Kate Slade
Block 2 – English	Kath Allen Jonathan Holcroft	Skye Regan
Block 3 – Gym & Pool	Owen Lewis Mac Williams	Owen Lewis Mac Williams Nick Roberts Beth Willis Caz Atkins
Block 4 – Admin	Simon Bracey Andrew Sanders Paul Jones	Claire Jones Andrew Sanders
Block 5 & 6 Maths	Syeda Naher Sam Durnan Breyton Townshend	Emyr Lewis
Block 7,8 (Demountables)	Staff member who is teaching	Gareth Wakefield Sarah James
Block 9 (Revolve)	Gareth Wakefield	Gareth Wakefield Sarah James
Block 10 – Humanities	Anna Knight	Joshua Ball Sian Evans Fraser O'Neil
Block 11 – Sports Hall	Owen Lewis Mac Williams Albyn Morgan (Invig) Steve Leaves (Invig)	William Williams Owen Lewis Nick Roberts Beth Willis Caz Atkins

Block 12 – 6th Form	Claire Perks Lois Standish Virginnia Saltmarsh	Gail Coombs Lois Standish Andrew Hammonds
---------------------------------------	--	---

Appendix Two: Minibus Driver Training Dates

Approved mini bus drivers and assessment dates

assessments are valid for 3 years only and need to be renewed before they expire.

NAME	VALID FROM	VALID UNTIL	RENEW BY
Andrew Hammonds	26/10/2023	25/10/2026	01/09/2026
Caz Atkins	12/06/2024	11/06/2027	11/06/2027
Richard Jenkins	12/06/2024	11/06/2027	11/06/2027
Paul Carter	12/06/2024	11/06/2027	11/06/2027
Gail Coombs	12/06/2024	11/06/2027	11/06/2027
Chris Hopgood	13/06/2024	13/06/2027	13/06/2027
Anthony Collins	14/06/2024	13/06/2027	13/06/2027
Dan Jay	26/10/2023	25/10/2026	01/09/2026
Tony Edwards	26/06/2025	25/06/2028	24/06/2028
Nick Roberts	25/09/2025	24/09/2028	24/09/2028
Beth Willis	21/10/2025	20/10/2028	20/10/2028
Cath Randell	26/10/2023	25/10/2026	24/06/2026
William Williams	16/09/2022	15/09/2025	15/09/2025
Nathan Jones	03/03/2023	02/03/2026	02/03/2026
Amelia Graham	03/03/2023	02/03/2026	02/03/2026
Laura Bennett	11/09/2023	10/09/2026	10/09/2026
Owen Lewis	11/09/2023	10/09/2026	10/09/2026
	Minibus Lite only		
	Staff due to take test		

Appendix 3 – H&S Training Record

Name	Manual Handling	Expiry date	Work at Height inc safe use and inspection of ladders	Exp date
Lucy Jones	Yes	Oct 2027		
Kate James	Yes	Oct 2027		
Rebecca Jones	Yes	Oct 2027	Yes	July 2026
Sandra Jones	Yes	Oct 2027	Yes	July 2026
Helen Evans	Yes	Oct 2027	Yes	July 2026
Tony Collins	Yes	Oct 2027	Yes	Oct 2027
Matthew Bayley	Yes	Oct 2027		
Gail Coombs	Yes	Oct 2027	Yes	July 2026
Kylie Southwood	Yes	Oct 2027	yes	July 2026
Andrew Hammonds	Yes	Oct 2027	Yes	Oct 2027
Leanne Carter	Yes	Oct 2027	Yes	July 2026
Syeda Naher	Yes	Oct 2027		
Chris Hopgood	Yes	Oct 2027	Yes	Oct 2027

Appendix 4 – H&S Training record for COSHH

Name	COSHH	Expiry date
Tony Edwards	yes	May 2027
Chris Hopgood	Yes	May 2027
Tony Collins	Yes	May 2027
Andrew Hammonds	Yes	May 2027
Yvonne Jones	Yes	May 2027
Syeda Naher	Yes	May 2027
Janine Mahon	Yes	May 2027
Gail Coombs	Yes	May 2027
Kylie Southwood	yes	May 2027
Leanne Carter	Yes	May 2027
Sandra Jones	Yes	May 2027
Rebecca Jones	Yes	May 2027