



TON YR YWEN PRIMARY SCHOOL HEALTH AND SAFETY POLICY TYH&SP



Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy details the organisation and arrangements for the management of health and safety.
2. The policy found below is based on the principle that the local Authority is the employer.
3. Adopting this policy is the best way of complying with the Authority's Health and Safety Policy.
4. Section 2 Organisation and Section 3 Arrangements have been customised to reflect the individual arrangements of our school.
5. The safety policy statement is signed and dated by the head teacher / chair of governors
6. This policy is communicated to all staff, and automatically issued to new staff as part of their induction process.
7. This policy is reviewed every 2 years to ensure it remains current.

PART 1: STATEMENT OF INTENT Ton Yr Ywen School

The Governing Body of Ton Yr Ywen Primary 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. A reference copy is kept in the school office and saved in the TYY Team drive for all staff to access (www.gmail.com).

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

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

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the intranet.

[James Aubrey], Chair of Governor

[Annette James-Griffiths], Head Teacher

9th October 2024

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PART 2: ORGANISATION

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 establishments 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; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- 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.

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.

Where tasks have been delegated to nominated individuals insert details below:

- Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles:
Deputy Head, Safety Coordinator, Heads of Department, and Premises Managers etc.
- Where applicable, schools may also wish to insert details relating to specialist provisions.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- 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
- Cooperate 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
- Only use equipment or machinery that they are competent / have been trained and are authorised to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat 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.
- Cooperate 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 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from School Health and Safety Liaison Team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements
<p>Risk assessment:</p> <p>Risk assessments are completed and relevant information provided to staff.</p>	<p>Headteacher</p> <p>All class teachers</p>	<p>Teachers need to consider any possible risk of harm when planning activities and how they will control those risks. The control measures can be described in their daily planning or using a general risk assessment template. Precautions need to be communicated to any teaching assistants or volunteers supporting the activity.</p> <p>A wide range of general risk assessments are available in the 'risk assessments' folder within TYY Team drive. Staff should refer to these before undertaking activities which involve the risk of injury.</p> <p>General information is also included in the Staff handbook.</p> <p>Particular attention should be paid to PE, outdoor activities, art & craft, science, design technology and cookery activities where risks of harm are increased.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Governors' resources committee</p>	<p>Risk assessments are reviewed every 2 years by the Headteacher and the Governors' Resources committee.</p>

<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>		
<p>New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Headteacher Pregnant staff members</p>	<p>Pregnant worker risk assessments are available in the 'risk assessments' folder within TYY Team drive and available from the Headteacher.</p> <p>Pregnant staff should notify the head or deputy of their pregnancy as soon as possible. When an employee notifies the head that she is pregnant a meeting will be arranged within 5 days to complete a 'new & expectant mothers' risk assessment to minimise the risk of harm to the employee and their unborn baby.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>EVC – S. Babareza</p>	<p>Staff members planning educational/offsite visits must complete an Evolve form online and submit it to the EVC a minimum of 3 days before the visit. The EVC will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.</p> <p>When planning visits teachers should ensure:</p> <ul style="list-style-type: none"> ● Risk assessments are carried out. ● Parents are fully informed of the arrangements. ● Consent forms are signed and returned by parents or carers before the visit date. ● First aid kits and a mobile phone are taken on the visit. <p>Coaches are hired by office staff and only from companies who have fitted appropriate seat belts. Children are allocated a whole, adult equivalent seat space. No 'doubling up' is permitted.</p>

		<p>When public transport is to be used, close supervision of the pupils should be ensured at all times. Pupils should be prepared in advance concerning expectations of their behaviour.</p> <p>When private cars are used, staff should be confident that vehicles and drivers are legal, i.e.</p> <ul style="list-style-type: none">● Valid driving licences are held.● Vehicle road fund licences and MOT certificates are in place.● Vehicle insurance valid for carrying passengers on an off-site visit has been arranged.● The driver is accompanied by another member of staff to supervise the children. <p>Staff should ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Parents should always be informed that it is intended to use private transport to convey their children.</p> <p>The Educational Visits Co-ordinator (EVC) is responsible for ensuring that all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.</p>
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<p>The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.</p>	<p>EVC – S.Babareza</p>	<p>Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.</p> <p>For visits involving adventurous activities the Evolve form must be completed at least 28 days before the visit.</p>
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	<p>Headteacher Governors' resources committee</p>	<p>A general inspection of the whole site is undertaken once each term by the Headteacher and school governors. The results are recorded on a specific template.</p> <p>General site inspection: termly Visual inspection of play equipment: Weekly Visual inspection of chairs and furniture: Annually Visual inspection of folding tables: Annually Visual inspection of finger guards: Annually</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>Headteacher Estates Manager</p>	<p>The results of safety inspections are recorded and any reactive actions needed transferred to the Health & Safety Action Plan.</p> <p>Day to day maintenance tasks are written in the Estate Manager's file and tasks are given a priority rating (high, medium or low).</p>
<p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p>	<p>Chair of Resources committee</p>	<p>The school uses Cardiff Council's 'self-inspection' toolkit each year to review H&S provision in the school and identify areas for improvement. Issues arising are discussed and actions agreed in termly Resources committee meeting. In TYY we have a nominated Governor who undertakes the LA audit, supported by the Estates Manager and other members of the Resource Committee.</p>

<p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Chair of Resources committee</p>	<p>The school's level of Compliance to cyclical and reactive tasks within RAMIS is discussed in termly resources meetings. Minutes of these meetings are maintained.</p>
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school.</p>	<p>Headteacher</p>	<p>The Health & Safety law poster is displayed in the main staff room. This is checked annually.</p>
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	<p>Office staff</p>	<p>All new staff are provided with a staff handbook which contains key health & safety information.</p> <p>An induction checklist is used to ensure all new staff are trained in key procedures, e.g. first aid, fire safety, safeguarding, etc.</p> <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 a handout given to all supply teachers by office staff.</p>
<p>Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.</p>	<p>Head/deputy Office staff</p>	<p>A spreadsheet is maintained documenting the types and dates of training courses staff have attended in relation to Health and safety.</p> <p>The head and deputy review this periodically and plan refreshing training accordingly.</p>

<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> ● induction training ● update training in response to any significant change; ● training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) ● refresher training where required 	SLT	<p>The training needs of staff are assessed by the Senior Leadership Team (SLT) as an ongoing process.</p> <p>The head and deputy attend the courses on the Council's mandatory H&S list. These are renewed every 3-5 years.</p> <p>1-day first aid training is updated for all teaching assistants every 3 years on an INSET day, usually in the autumn.</p> <p>'Health & safety at work' first aid training is updated for all designated first aiders every 3 years. Office staff keep records of certificates from these courses.</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	Headteacher	<p>Fire evacuation notices are located next to every red call point in the school. Spare ones are stored in the headteacher's office if needed. Fire evacuation plans are also located in every classroom showing the primary and secondary escape route in the event of a fire. Electronic copies of these are stored in the Google Admin drive. Fire evacuation arrows are located throughout the building indicating the nearest final exit point. These notices are checked each term as part of the general H&S inspection.</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>		<p>The fire safety log is kept in the headteacher's office and updated after each termly fire drill. The target time for evacuation is 3 minutes. A detailed fire evacuation plan is included in the staff handbook.</p>

<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p>	<p>ALNCO</p>	<p>The ALNCO will draw up a PEEP in consultation with the teacher and parents of any child who may need special arrangements during a fire evacuation, e.g. mobility or sensory difficulties.</p>
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p>	<p>All staff</p>	<p>A detailed fire evacuation plan is included in the staff handbook. This is highlighted during staff induction.</p> <p>All staff receive basic fire awareness and evacuation training during the first INSET day back in September.</p>
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>	<p>All staff</p>	<p>A detailed fire evacuation plan is included in the staff handbook. This is highlighted during staff induction.</p> <p>Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use.</p> <p>The head, deputy and office staff are familiar with the location of service isolation points. These are detailed in the school's 'Emergency Incident response plan' which is located in the Google Admin drive. Paper copies are in the main office and the head's office.</p>
<p>Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>All staff</p>	<p>All members of staff are responsible for ensuring the fire escape routes are kept free from obstructions. Reminders are given during weekly briefings if problems are identified. Fire exits are labelled with 'fire exit – keep clear' signs.</p>

		<p>Fire-fighting equipment is located throughout the school. It is inspected and serviced by a competent person annually. The head undertakes routine checks of the location and pressure of fire extinguishers every month. The results of these safety checks are stored in the Fire safety log in the head's office.</p> <p>The fire alarm and emergency lighting system are inspected and serviced by a competent person arranged by Cardiff Council annually.</p> <p>The fire alarm is function tested once a week by the office staff using a different call point for each test.</p> <p>The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book, which is kept in the headteacher's office.</p>
<p>Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>Headteacher FM</p>	<p>Details of when statutory and recommended checks are carried out are recorded in the RAMIS live system and the school's own Compliance spreadsheet. The head and office staff liaise with the Council to arrange for statutory maintenance visits. Any reactive tasks generated from statutory checks are actioned as quickly as possible.</p>
<p>Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.</p>	<p>Headteacher</p>	<p>Portable electrical equipment is inspected by a competent person annually. Stickers are affixed onto the plugs of portable electrical equipment to indicate when the last tests were carried out and when the next test is due.</p> <p>Certificates of testing are stored in the RAMIS live system.</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.</p> <p>Any damaged equipment is taken out of use and labelled “DO NOT USE” and reported to the Headteacher or school Office to be repaired or disposed of, usually by ITeach. The inventory is amended at this time too.</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. This advice is included in the staff handbook and discussed during annual INSET in Sep.</p>
<p>Legionella Control: The school will adhere to the Authority’s policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.</p>	<p>Headteacher Estates Manager</p>	<p>A risk assessment of the hot and cold-water systems is undertaken by external contractors arranged by the Council. 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 Main office. These are reviewed every 3 years, or whenever there is reason to believe the last assessment is no longer valid.</p> <p>The water temperatures are tested regularly by our Health & Safety officer/Estates Manager. Many of our hot water tanks are less than 15litres so are checked every 3 months. Larger tanks are checked monthly. The record file is kept in main office.</p>

First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.

Level 3 Award in Paediatric First Aid

- C. Parsons
- C. Pontone
- L. Maguire-Davies
- L. Kamath
- E. Molloy-Evans
- K. Wozencroft
- A. Girardi
- H. May
- C. Steele
- A. Bezodis

Award in Emergency Paediatric First Aid

- R. Wood

First Aid at Work

- C. Cook
- K. Edwards

13 staff across the school have completed training for designated first aiders, and that training is renewed every 3 years.

Lists of designated first aiders are shown on posters located around the school. First aid kits are available in the main office, the junior foyer and each infant kitchen. Midday supervisors carry basic first aid kits in their bags.

Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.

ALNCO

The ALNCO will organise any specialist first aid or medical training for staff who support children with medical needs. Specialist first aid training is available under the Health and Safety SLA. Training available includes, EpiPen training, diabetes awareness training and epilepsy awareness training.

<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Office staff</p>	<p>In cases where a child sustains a head injury our office staff will telephone parents/carers and invite them to come to school to assess their child's injury. In the case of all injuries a First Aid form is completed by the First Aider who has responded to the child. A copy of this is held in school and a copy sent home with the child. In the case of serious injuries, the school will seek immediate medical advice and may call an ambulance. Parents will be notified.</p>
<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied. A member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p>	<p>Headteacher</p>	<p>If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in the ambulance, and who notifies the relevant parent / carer. The Pupil Accident Form will be duly completed and submitted to Cardiff Council.</p>
<p>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.</p>	<p>Office staff</p>	<p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school. See School Healthcare policy for more information. We only permit medication to be given that specifically indicates a time in the school day or where the medication must be administered 4+ times a day. Only medications that include a dispensing label with the child's name on will be administered unless a medical letter provides direct instructions around the administration of non dispensed medication usage.</p>

<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p>ALNCO</p>	<p>The ALNCO will draw up any medical care plans in consultation with the child, their parents and specialist staff from the Council and medical services.</p> <p>Staff working with children who have medical care plans will receive relevant training to implement the plan properly.</p> <p>Medical care plans are reviewed annually.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher</p>	<p>The school has a policy which lists which communicable diseases prevent children from attending school. This information is shared with parents via the school website.</p> <p>If it is suspected that there is an outbreak of any type of infection, the Headteacher contacts the Services and Compliance Team, Education Service on Tel: 029 2087 3714 in the first instance to inform them of the situation.</p> <p>The Services and Compliance Section will inform the Council's Health Improvement Team and/or, if appropriate, the Consultant in Communicable Disease Control in Cardiff on Tel: 029 2040 2478. The appropriate team will then make contact with the school to inform them of the next stage to follow.</p>

<p>Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.</p>	<p>All staff</p>	<p>All accidents which require first aid will be recorded by the member of staff who deals with the accident in the accident book. The date of the accident, the name of the child, the nature of the injury and the first aid administered should be recorded. If the injury is minor then parents can be notified via a note, phone call or face-to-face message at the end of the day.</p> <p>If the injury is more serious then parents should be notified immediately by telephone. This includes all head injuries, suspected fractures or dislocations, injuries to eyes, broken or damaged teeth. Office staff will usually do this. If in doubt it is always better to phone. Office staff will describe the injury and invite parents to attend school if possible.</p> <p>If a child needs to leave school for further treatment following an injury in school, staff need to fill in the County accident form. Office staff will then return this to Cardiff Council.</p> <p>An investigation into the causes of any serious accidents will be undertaken by senior staff and measures put in place to prevent a reoccurrence if appropriate.</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>SLT</p>	<p>An investigation into the causes of any 'near-miss' incident will be undertaken by senior staff and measures put in place to prevent a reoccurrence if appropriate. Parents will be notified.</p>

<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	<p>Headteacher</p>	<p>The school will forward details of accidents or cases of work-related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p> <p>The School Health & Safety Team is responsible for ensuring that the Health and Safety Executive (HSE) is notified of any reportable accidents (including major injuries, absences over 7 days as a result of an accident at work, or if a pupil/member of the public is taken to hospital from the scene of the accident) on the F2508 form.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Teachers SLT</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team.</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management 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>

<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority’s VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>All staff Headteacher Office staff</p>	<p>Staff are shown the Violence at Work forms as part of induction training. These are also discussed during the annual INSET day in Sep.</p> <p>All staff are encouraged to fill in a Violence at work form following any incident involving violence or aggression towards them from a visitor, parent, member of staff or child. The head or deputy will undertake an investigation and consider if any measures need to be put in place to prevent a reoccurrence. Office staff will return completed forms to the Council.</p>
<p>The 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.</p>	<p>All staff</p>	<p>The school has adopted the Council’s ‘Keeping all School Safe’ policy. Where appropriate the school will seek advice from the Authority where sanctions are required following violence or aggression towards school staff. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Asbestos: The school will adhere to the Authority’s policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Headteacher All staff</p>	<p>The school Asbestos log file is stored in the main office. It shows the location of any asbestos in the school. In general terms there are small amounts of asbestos in the school, mostly in the bitumen under the original floor tiles and remnants of the original ceiling. There is no asbestos in any of the school’s walls.</p> <p>Staff must not pull up old carpets or push up ceiling tiles to suspend displays from.</p> <p>The Asbestos Inspection programme is carried out every year and the AIP document updated to show any changes to asbestos containing materials</p>

<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Office staff/SLT All contractors</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p> <p>Permit to work forms should be filled in for any work that disturbs the fabric of the building.</p>
<p>Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	<p>Headteacher</p>	<p>The Asbestos Inspection programme is carried out every year and the AIP document updated to show any changes to asbestos containing materials.</p> <p>Asbestos condition monitoring is available under the Health and Safety SLA.</p> <p>The Asbestos Controlling Officers can be contacted on Tel: 029 2078 5473/5475</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	<p>All staff</p>	<p>All staff must report any carpets which are lifting or missing tiles to the office staff. The Headteacher will assess the damage and decided what action to take. Any damage or deterioration to areas containing asbestos will be reported to the Council Asbestos Team – 029 2087 3467.</p>
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>	<p>Headteacher</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher who will contact: The Council Asbestos Team – 029 2087 3467</p>

<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>	Office staff	The head, deputy or office staff will log all maintenance calls through the County Estates website. Most contractors will be arranged by the Council. A small number of approved contractors are contacted directly by the school.
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	Office staff	<p>All contractors must report to the main office and sign the visitor log. All contractors must wear a visitor badge which office staff will print for them.</p> <p>All contractors must sign to say they have read and understood the 'Guidelines for contractors' sheet which office staff will give them.</p> <p>Office staff or SLT will discuss any work to be undertaken before commencement to ensure safe working practices are in place.</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	Headteacher	These are managed by the Headteacher who will ensure that landlord's consent has been obtained, via the County Estates website and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For larger projects (£5k +) consent will be obtained from the Governors.
<p>Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Headteacher	Where possible school will use Contractors who have been vetted by the Authority. Where Contractors who are not registered are used the Headteacher or their appointed representative will seek advice from the County health & safety officer and undertake appropriate competency checks prior to engaging a contractor.

<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	<p>All contractors</p>	<p>Office staff or SLT staff will discuss any work to be undertaken with contractors before commencement to ensure safe working practices are in place.</p> <p>Risk assessments and method statements are discussed prior to work commencing. Where applicable Risk Assessments and Project information should be provided to the school in advance of all major works. Where the LA is undertaking the works they undertake all project management.</p> <p>Verification paperwork (provided by Cardiff Council) must be signed off by Governors where we elect to use our own contractors.</p>
<p>Cleaning contracts: The school have opted in to the contracts operated by the Authority.</p>	<p>County cleaning</p>	<p>The school uses County cleaning for all cleaning services at the school. The junior building is cleaned between 3.30-7.00pm every weekday. The infant building is cleaned between 6.00-9.00am every weekday.</p> <p>Wet floor cleaning is carried out before and after school. Warning signs are displayed when wet floor cleaning is carried out.</p> <p>Rubbish bins are emptied daily by the Estates Manager and rubbish is disposed of into the external waste bins located at just inside the front gates of the school. The waste bins are sited at least six metres from any part of the school building and secured inside a compound.</p> <p>Glass or sharp objects are wrapped in newspaper, placed in a strong container and disposed of in the school's external waste bins. Gloves are worn to dispose of any glass or sharp objects. Should sharps by a regular part of the day to day management of the school site a sharps bin will be sourced.</p>

		All staff are responsible for ensuring that good standards of housekeeping are maintained in their work areas.
Litter: Site users are encouraged to place litter in the bins provided. Stray litter is cleaned up by site staff daily.	Estates Manager Cleaners	Litter on the school site is the responsibility of the site staff. The school Estates Manager will clear the playground and paths at the commencement of each day. Children are actively encouraged to place their litter in the bins provided and to pick up any litter from the playground and field. It is important that children wash their hands after such activity. There are 'litter pickers' and gloves available for children picking up litter.
Snow and Ice	Headteacher Estates Manager Office staff	A risk assessment for Extreme Bad Weather – Snow and Ice has been undertaken and communicated to all relevant staff. The Plan and any relevant risk assessments are located in a file in the Headteacher's office. Snow clearance and ice gritting is carried out by the Estates Manager in accordance with the arrangements specified in the risk assessment and the Plan. Parents are notified by means of Parentmail and the County's STAS system. Parents are also advised to check the Cardiff Council website: https://www.cardiff.gov.uk

<p>Pest control: The school has a Service level agreement with County pest control.</p>	<p>Headteacher Council Pest control</p>	<p>The Headteacher is responsible for ensuring that a Service Level Agreement with Cardiff Council's Pest Control is in place at the school (including control of seagulls during the summer time).</p> <p>Should they occur, sightings of pests are reported to the office staff, who make arrangements to call out the County Pest Control officer. A log of visits is kept in a folder in the main office.</p>
<p>Ground maintenance: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.</p>	<p>Crown Garden services</p>	<p>The school uses Crown Garden services for Grounds maintenance. Most grounds maintenance work is undertaken out of school hours, especially on weekends or school holidays. The school uses the Council's park service to check all the trees on site every 3 years.</p>
<p>Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance must be risk assessed to determine appropriate control measures.</p>	<p>Head, deputy or Estates Manager</p>	<p>The school has a lone working risk assessment.</p> <p>The head, deputy and Estates Manager are key holders. The school has a magnetic door locking system which prevents unauthorised access and a CCTV system to monitor the site. On rare occasions when the head or deputy are on site they must notify the Estates Manager. On rare occasions when the Estates Manager is on site along he will notify the head or deputy. SLT members may on rare occasions be permitted access when the site is otherwise closed. To do this they sign an agreement with the Headteacher and borrow a key. They sign the key back and must not attend alone. They are expected to message the Headteacher and Estates Manager on arrival and departure.</p>

<p>Work involving potentially significant risks: A specific risk assessment must be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>	<p>TBC</p>	<p>The head or deputy will only undertake paperwork whilst on site alone. The Estates Manager must not undertake any work at height or heavy lifting whilst on the site alone.</p>
<p>Working at height: All working at height must be risk assessed and appropriate controls introduced.</p>	<p>TBC</p>	<p>A risk assessment will be undertaken on rare occasions when the Estates Manager or other trained staff need to work at height. This is usually in connection with replacing a ceiling tile in one of the school halls, a bulb in one of the stage lights or servicing the junior hall projector. In such situations at least 3 staff will collaborate on the task.</p>
<p>Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected</p>	<p>All duty staff Headteacher</p>	<p>Children are only permitted to use the play equipment in the junior and infant play areas if staff are on duty. Children are not permitted to use it before or after school. Each day, duty staff carry out a visual inspection of equipment to ensure it is safe before use. Children will not be allowed to use any suspect equipment. Hazard tape is available from the main office to warn of suspect equipment.</p> <p>A more detailed inspection of play equipment is carried out weekly by the Headteacher or their nominated representative using a checklist. Any problems identified are reported to the Estates Manager or Sovereign Play systems for repair.</p> <p>Sovereign Play systems carry out a termly inspection of all our play equipment and report on any remedial actions needed.</p>

Physical Education: Staff follow careful guidelines to ensure PE lessons are safe for all children.

All teachers
Children

PE apparatus is checked annually by a safety inspector to ensure that it conforms to British Standards Institute and European Community Standards and is adequately maintained.

Mats are non-slip and are used to cushion deliberate landings for floor work, where appropriate. Children are trained to get out and put away apparatus safely and do so only under adult supervision both in the hall and playground. Jewellery, watches, earrings (apart from studs) must not be worn. Children who need to tape their ears should do so themselves.

Suitable safe clothing and footwear must be worn by staff and children for all PE lessons. In lessons where children go barefoot, suitable shoes must be worn by any children suffering from conditions such as verruca's or athletes' foot. Trainers are the recommended choice. Children are NOT to work in socks.

Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed

All staff

School cleaners work outside school hours. Their cleaning chemicals are stored in locked cupboards marked with 'cleaning chemical' warning signs. They only use chemicals recommended by County cleaning. COSHH data sheets are stored with the chemicals and the senior cleaner is COSHH trained. Cleaners use gloves and aprons as appropriate. If school staff discover an unlocked cleaner's cupboard, please lock it immediately.

Other kinds of low or medium risk cleaning chemicals used by teachers and teaching assistants are stored in cupboards out of reach of children (anti-bac spray, whiteboard spray, dishwasher tablets, washing liquid,

		<p>body spill granules). COSHH data sheets for these chemicals are stored in the staff room. If school staff discover any cleaning chemicals left out in an area accessible to children please put it away immediately. Some chemicals are accessible to children, e.g. hand soap, hand sanitiser, washing up liquid and glue. Children are taught as part of PSE to be careful using these substances.</p> <p>All chemicals must be kept in their original containers, which list ingredients and precautions to be taken. Chemicals must not be transferred to other unlabelled containers, e.g. empty bottles or cups.</p> <p>High risk chemicals must not be used in school when children are present, e.g. white spirit, methylated spirits, surgical spirits, paint thinner, bleach, ammonia, caustic <u>soda</u>.</p>
<p>Smoking: Smoking is not permitted on site.</p>	<p>All staff and visitors</p>	<p>No smoking is permitted on the school site. Signage is displayed at the entrance to the school and both main building entrances.</p>
<p>Sun safety</p>	<p>All staff</p>	<p>We believe in sun safety to ensure that children and staff are protected from skin damage caused by over exposure to harmful ultra-violet rays in sunlight. We will:</p> <ul style="list-style-type: none"> ● Educate the children throughout the curriculum about the causes of skin cancer and how to protect their skin ● Encourage children to wear clothes, including hats that provide good sun protection, and use sunscreens where appropriate. (Staff must not

		<p>apply sunscreens)</p> <ul style="list-style-type: none"> ● To schedule outdoor activities at times other than the middle of the day. ● Encourage children to use shady areas during breaks, lunchtimes, etc. Sunbathing is definitely not allowed. ● Regularly remind children, staff and parents about sun safety. <p>In Ton Yr Ywen we have a separate sun Safety Policy which follows LA advice and is approved by the Governing Body.</p>
<p>Body spillages All body spillages are cleared up by nearby staff as quickly as possible to prevent infection.</p>	<p>All staff</p>	<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 any member of staff supervising the children at the time to ensure it is dealt with immediately using the appropriate spillage kit. These spillage kits are kept in each year group and the general office.</p> <p>If required the Education Cleaning Services Rapid Response Cleaning Team from Services and Compliance are called in to undertake a 'deep clean'. They can be contacted on Tel: 029 2078 8212/8003/8209.</p> <p>All suspected cases of Norovirus are reported to the Services and Compliance Team on Tel: - 029 2087 3714, who, in turn, will notify other relevant parties.</p>

<p>Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.</p>	<p>Estates Manager</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric manual handling: 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 periodically reviewed.</p>	<p>ALNCO</p>	<p>The ALNCO will organise any care Handling plans for children with mobility problems. Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>
<p>Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.</p>	<p>Office staff</p>	<p>The school secretary is trained in DSE assessment. All office staff undertake a DSE assessment to ensure their ICT use is safe and not likely to cause future health conditions. All office staff have well positioned screens and keyboards as well as comfortable office chairs for good posture. All office areas are well-lit and ventilated.</p>
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	<p>Head & deputy</p>	<p>The school has a risk assessment for traffic management. Only certain cars are permitted to enter the school car park (staff, visitors and blue badge holders). Staff are encouraged to walk, cycle or car share where possible. Some staff choose to park outside the school.</p> <p>Regular messages are sent to parents reminding them of traffic management arrangements. At drop off and pick up time senior staff patrol the school car park to ensure compliance. Traffic cones are placed to prevent vehicles entering pedestrian areas. Staff are asked not to manoeuvre in pedestrian areas during drop off and pick up time.</p>

<p>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 will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>All staff</p>	<p>The staff handbook contains information about the support services available to school staff (Employee Counselling, Occupational health, Care first, etc). These are highlighted during the whole staff INSET day in Sep.</p> <p>The school follows the Council's Attendance and Wellbeing policy and works closely with HR to support staff who are encountering difficulties, e.g. work-related stress or chronic health problems.</p> <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>Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Headteacher Resources committee</p>	<p>Third parties who wish to use the school premises must fill in a lettings form for approval by the Resources committee. Costs are detailed in the Charging & remissions policy. Third parties must have valid Public liability insurance and those that work with children need a valid DBS.</p> <p>Group leaders are briefed on the school's fire safety arrangements. No lettings currently take place out of the school's extended hours so school staff are always on hand to check on the group.</p>
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Headteacher Chair of Resources committee</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>