

HEALTH AND SAFETY POLICY



2024 - 2025



Health and Safety Policy/ Polisi Iechyd a Diogelwch
Ysgol Gynradd Groes-wen Primary School

Ysgol Gynradd Groes-wen Primary School



Health and Safety Policy



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

PART 1: STATEMENT OF INTENT

The Governing Body of Ysgol Gynradd Groes-wen 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 staffroom, within the school and also within staff handbooks.

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.

Chair of Governors: Anna Taliana

Head Teacher: Richard Carbis



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

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;
- 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:



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Overall responsibility for the day to day management of health and safety rests with Richard Carbis as 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.

Richard Carbis 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;
- Attending pre contract meetings for all works on site prior to commencement.

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



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Responsibilities of Senior Management Team

Richard Carbis can delegate the Senior Management Team specific health and safety duties and functions as necessary including:

- Day to day management of health and safety in accordance with this policy;
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy. Where appropriate, carrying out regular inspections and communicating the results to the Headteacher, ensuring action is taken;
- Arranging staff training and information;
- Co-operating with the risk assessment process.

The Senior Management Team is made up of Catrin Llwyd, Alaw Hughes and Catrina Rhisiart.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Responsibilities of Teaching Staff

Teaching staff are responsible for:

- Applying 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;
- Undertaking regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arranging for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolving 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;
- Carrying 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, arranging 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;
- Implementing procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

All Employee Responsibilities

Under the Health and Safety at Work etc. Act 1974, every employee is responsible for their own acts or omissions that effect the health and safety of themselves or others. In addition all employees must:-

- 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;
- 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;



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Administration Responsibilities

Huw Roberts is the administrator and is responsible for:-

- Liaising and monitoring so far as is reasonably practicable, the activities of contractors, visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Arranging for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe;
- Arranging the maintenance of the premises, any necessary repair, maintenance and testing of equipment that is required;
- Ensuring that statutory inspections are carried out;
- Advising the Headteacher of any defect in the state of repair of the building or surrounds which is identified as unsafe and take whatever local action is required to minimise the risk until repairs can be arranged; or any situation which is unsafe and/or hazardous to health and which cannot be remedied from the resources available.
- Ensuring that contractors, or operatives, working on the fabric of the building complete, and sign, the relevant sections of the permit to work sheet within the Asbestos Management Plan;
- Completion of an asbestos permit to work form if he undertakes work on the fabric of the building;
- Ensuring all contractors follow site specific agreed upon procedures and where appropriate effectively manage contractors in accordance with Council and legal requirements;

Estates Manager Responsibilities



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Haydn Selway is the **Estates Manager** and is responsible for:

- Ensuring that the fire alarm is function tested weekly and the emergency lighting is function tested monthly;
- Ensuring that the legionella monthly temperature checks and weekly flushing is undertaken;
- Advising the Headteacher of any defect in the state of repair of the building or surrounds which is identified as unsafe and take whatever local action is required to minimise the risk until repairs can be arranged; or any situation which is unsafe and/or hazardous to health and which cannot be remedied from the resources available;
- Ensuring that suitable and sufficient risk assessments are carried out for their activities;
- Ensuring the site is secure each evening;
- Advising the Headteacher of any situation which is unsafe or hazardous to health and cannot be remedied from within the resources available;
- Liaising and monitoring so far as is reasonably practicable, the activities of contractors, visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Following procedures detailed in the asbestos management plan;
- Ensuring that contractors, or operatives, working on the fabric of the building complete, and sign, the relevant sections of the permit to work sheet within the Asbestos Management Plan;
- Completion of an asbestos permit to work form if she undertakes work on the fabric of the building;



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Responsibilities of 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 3: ARRANGEMENTS



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Specific Health and Safety Arrangements	Responsibility	Action/ Arrangements
Accident Reporting Procedures		
All accident that results in injury will be recorded as appropriate.	Richard Carbis Admin Officer	<p>All accidents to staff will be recorded on the schools accident report form.</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 schools accident form.</p> <p>Accident forms are generally completed by a member of staff who witnessed/was involved in the accident. These forms are then given to Richard Carbis to check. The Admin Officer is responsible for sending the completed form 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> <p>Copies of the reporting forms are available on Cardiff SLA Online.</p>
Any near miss (incident with the potential to cause harm) will be reported to Richard Carbis	Richard Carbis Admin officer	<p>Any near miss or incident with the potential to cause harm is recorded on the school's accident form by those involved, and Richard Carbis. The Admin Officer is responsible for sending the completed form to the Health and Safety Liaison Team SchoolsAccidentsHandS@cardiff.gov.uk</p>
Accidents and incidents are investigated to an appropriate standard.	Class Teacher, Supervisor or a member of the SMT Richard Carbis and/or SLA H&S Officer	<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 the relevant supervisor, member of the management team or the Health and Safety Liaison Team. Copies</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

	An Officer from the Schools Health and Safety Liaison Team.	<p>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 Regulations 2013 will be reported within the specified timescales.	Richard Carbis	<p>Ysgol Gynradd Groes-wen Primary 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 the school's Health and Safety Officer if the accident/incident is serious.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.</p>
Administration of Medication		
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.	Richard Carbis	<p>Medication may be administered for acute medical conditions if agreed with the Head Teacher.</p> <p>Where possible, for pupils that require prescribed medication during the school day, their parents are expected to attend the school and administer the medication themselves.</p> <p>In exceptional circumstances the school will administer the medication on behalf of the parents. In these cases the parent</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

		<p>must supply the school with the medication and valid prescription in a secure labelled container. Information detailing the precise dosage and time frame is required.</p> <p>Managing medicines in schools paperwork is completed for any pupil who needs prescribed medication administered in school. This will provide details of the pupil, the date, the time, the dosage and the member of staff who administered the medication.</p> <p>Medication should be administered by a first aid trained member of staff.</p> <p>If there are pupils onsite who have epi-pens, staff will receive training on how to correctly administer the medication.</p>
Adverse Weather		
<p>During adverse weather conditions, control measures are put into place to ensure pupils and staff are safe.</p>	<p>Richard Carbis</p>	<p>A risk assessment has been undertaken for adverse weather conditions.</p> <p>Parents are encouraged to provide sunhats in the summer and are asked to apply suntan lotion to their children prior to coming to school.</p> <p>During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open and if so, any areas that are not to be used. Snow clearing and gritting is carried out. Parents are alerted by text if the school is closed and also via the council website.</p> <p>All efforts are made to ensure the school can remain open as normal.</p>
Asbestos Management		
		<p>The school was constructed post 2000 and has been issued with an asbestos free certificate.</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

The school will adhere to the Authority's policy and guidance.	Richard Carbis	The school receive asbestos guidance notes for items that may be brought into school (such as World War memorabilia) and follow the guidance followed by the LA.
Body Fluid Spillages		
A risk assessment for the cleaning up of body fluid spillages has been undertaken.		A risk assessment for the cleaning of bodily fluids has been undertaken.
Spills are cleared up appropriately.	All Staff	All spillages are dealt with immediately upon notification. The area is cordoned off until it has been effectively cleaned. Bodily fluid kits are available for use.
Cleaning		
Ysgol Gynradd Groes-wen Primary School has opted to go with the App cleaning company.	APP	Waste must be stored in waste containers that are disposed of everyday and all spillages cleaned immediately. APP are responsible for risk assessing activities of their staff and the procurement of products used.
Communicable Diseases		
Ysgol Gynradd Groes-wen Primary School follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.	Richard Carbis	Strict exclusion periods are adhered to (as set out in guidance).
In the event of an outbreak, or to gather more information about infectious illnesses, Ysgol Gynradd Groes-wen Primary School contact the relevant parties.	Richard Carbis	The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823. Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.
Managing Contractors		
All contractors must sign in using the visitor's system and adhere to the school site rules.	Admin Officer	All contractors must sign in using the electronic sign in system at reception.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

<p>Contractors will be provided with the relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements</p>	<p style="text-align: center;">Admin Officer Richard Carbis</p>	<p>A set of site rules is being created and will be displayed at reception for all visitors/contractors to read.</p> <p>They will be informed by the Admin Officer if a fire alarm is planned.</p>
<p>Where Ysgol Gynradd Groes-wen Primary School undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p style="text-align: center;">Richard Carbis</p>	<p>Richard Carbis ensures landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought.</p> <p>Contractors must look at the fire plans if they are undertaking work to the fabric of the building.</p>
<p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p style="text-align: center;">Richard Carbis</p>	<p>Ysgol Gynradd Groes-wen Primary School have opted into the Building Services- Facilities Management (FM) service level agreement. Any contractors directed by FM have been vetted by Building Services.</p> <p>Any contractors employed directly by the school will be subject to thorough vetting prior to work being carried out by Richard Carbis. A 'contractor vetting form' must be completed by the contractor.</p>
<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.</p>	<p style="text-align: center;">Building Services Facilities Management (if they are used to arrange contractors).</p> <p style="text-align: center;">Richard Carbis if the school employs a contractor directly.</p>	<p>Risk assessments and method statements are discussed prior to commencing work.</p> <p>Ysgol Gynradd Groes-wen Primary School ensure that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.</p>
<p>Display Screen Equipment</p>		



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

<p>The school will adhere to the Authority's policy and guidance.</p>	<p>Richard Carbis</p>	<p>Staff that use computers daily as the main part of the job can have a workstation assessment.</p> <p>Assessments can be completed as part of the Health and Safety SLA.</p>
Educational and Offsite Visits		
<p>A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Richard Carbis/ School Officer (EVC)</p>	<p>Staff members planning educational/ offsite visits must submit all relevant paperwork and risk assessment to Richard Carbis who will review the paperwork for its final approval.</p>
<p>Dave Golding must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open 'wild' country and all trips overseas.</p>	<p>School Officer (EVC)/Richard Carbis</p>	<p>Evolve online notification and approvals system will be used for planning and approval of all offsite visits.</p> <p>Dave Golding will be notified of all level 3 trips via Evolve.</p> <p>The person responsible for the trip will ensure that relevant risk assessments have been completed, including information such as the participant's names. This will be electronically attached on Evolve as required.</p>
Electrical Equipment		
<p>Ysgol Gynradd Groes-wen Primary School has opted into the Authority's internal PAT testing arrangements.</p>	<p>Competent Contractor</p>	<p>Portable equipment will be tested annually.</p> <p>Stickers are to be applied to evidence which equipment has been tested and is deemed safe to use.</p> <p>Inspection reports are uploaded to Ramis.</p>
<p>The fixed electrical installation is tested every 5 years.</p>	<p>LA Statutory Compliance</p>	<p>The fixed electrical system will be tested 5 years after the official hand over of the school (Summer 2028).</p> <p>All C1/C2 defects are immediately rectified and the inspection report is uploaded to Ramis.</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Electrical equipment is visually inspected prior to use.	All staff	Staff are not to use any visually damaged equipment. Any defects should be reported to Richard Carbis.
Fire Safety		
Fire notices and instruction are posted throughout the school.		Fire Notices and 'Fire Notice Instruction to All Staff' are situated in relevant locations.
A fire risk assessment was undertaken at Ysgol Gynradd Groes-wen Primary School	Local Authority	The fire risk assessment was completed when the school was officially opened (September 2023) and will be reviewed by the school on an annual basis, and the LA fire officer every three years. All issues identified in the risk assessment were rectified.
Fire drills are undertaken termly and a record kept in the fire log book.	Richard Carbis	Staff are briefed on outcomes of the drill to ensure improvements are made where required.
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.	Richard Carbis	PEEPS are completed for any pupil and staff requiring assistance in the event of an evacuation and are retained in the fire file. Visitors to the school are asked whether they need assistance evacuating during the signing in process.
Safe evacuation of person is an absolute priority. Staff must only attempt to deal with a small fire if safe to do so, without putting themselves or others at risk.	All staff	Staff must ensure that the alarm is raised in event of discovering a fire, and the fire evacuation plan is followed. All persons must evacuate prior to staff attempting to tackle a <u>small</u> fire. Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Arrangements are in place to ensure all fire systems are in good repair.	Estates Manager	The Estates Manager tests the fire alarm call points weekly ensuring all call points are tested within a 13-week period. The Estates Manager inspects the emergency lighting monthly.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

	LA Statutory Compliance	LA Statutory Compliance arrange for a competent person to inspect the firefighting equipment, fire detection equipment and emergency lighting at regular intervals.
Escape routes are checked daily.	All staff	Staff ensure that fire escapes are kept free from obstructions, equipment is easily accessible and that fire doors are not wedged open.
First Aid Arrangements		
A suitable number of first aiders/first aid trained staff are located throughout the school.	Most staff have attended the one day first aid course.	<p>A first aid risk assessment has been undertaken.</p> <p>Most staff have received basic first training.</p> <p>Alaw Medi Hughes is the named first aider having Level 3 Paediatric First Aid training.</p> <p>Mr Roberts monitors first aid expiration dates to ensure all first aiders training remains current.</p> <p>First aid boxes are located in the main foyer, the kitchen and all classrooms. First Aiders are responsible for checking and restock the first aid boxes.</p>
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Richard Carbis	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epi-pen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Richard Carbis	<p>Parents/guardians are informed of their child's injury by telephone or by letter (depending on the severity). Parents/ guardians are welcome to site to assess their child's injuries.</p> <p>In the case of serious head injuries the school will seek immediate medical advice (call an ambulance).</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Where appropriate pupils will be transported to hospital (usually by ambulance).	Richard Carbis	Parents and guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany when parents cannot.
Glazing		
All windows on site should be made of safety material or safety filmed.	Richard Carbis	All windows and glazed panes meet Building Regulations in place at the time of construction (2023).
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.	Richard Carbis	<p>Manufacturer's safety data sheets are kept on site in relation to any substance that has been deemed hazardous to health.</p> <p>COSHH risk assessments are completed on any activity using hazardous substances and undertaken by Mr Roberts whenever a new product is on site.</p> <p>Hazardous substances are locked away in designated cupboards.</p>
Health and Safety Monitoring Inspections		
General inspections of the site will be conducted periodically and where appropriate, forwarded to Richard Carbis.	Governor/s and/or Richard Carbis.	<p>A bi-annually site walk around will be undertaken by school Governor/s, Richard Carbis and/or the SLA Health and Safety Officer.</p> <p>A visual inspection of play equipment is to be undertaken weekly by the Estates Manager.</p>
	Class Teachers	A visual inspection of chairs/ classroom furniture is to be undertaken annually.
A whole site health and safety inspection will be completed annually	Governing Body	A self-inspection toolkit is available on Cardiff SLA Online.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Health and Safety Training		
Health and safety induction training is provided and documented for all new employees	Richard Carbis	<p>Richard Carbis has a briefing with all new members of staff who are taken on a tour around the school to ensure clarification of policy /potential risks and hazards. Topics covered are:</p> <ul style="list-style-type: none"> • Accident/ Defect Reporting; • Emergency Incident Procedures; • Fire Evacuation Procedures; • First Aid Arrangements; • Job and site specific health and safety issues; • Risk Assessments; • School Health and Safety Policy. <p>An induction checklist is completed and retained on employee files.</p>
The health and safety law poster is displayed in school.		Posters are displayed in the main Reception.
Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.	Richard Carbis	<p>Training is an ongoing process. Employees are provided with:</p> <ul style="list-style-type: none"> • Induction training ; • Update training in response to significant changes; • Training for specific skills e.g. work at height; <p>Refresher training when required.</p> <p>Governors can attend specific training arranged by Governor Services.</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</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

		information by Administration team. An information sheet has been created to provide to support staff.
Legionella		
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.	LA Statutory Compliance	<p>The Estates Manager is responsible for weekly flushing of little used outlets, monthly temperature monitoring and shower head condition monitoring. Records are retained within the Estates officer and on Ramis.</p> <p>Thermostatic Mixing Valves (TMVs) are to be serviced annually.</p> <p>Legionella inspections are undertaken by Aqua Safe on a 6 month and annual basis.</p> <p>The hot water cylinder is pasteurised daily.</p>
The Legionella risk assessment is reviewed every three years.	LA Statutory Compliance	A legionella risk assessment was completed when the school was officially opened (October 2023) by Aqua Safe and will be reviewed every three years.
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.	Richard Carbis	<p>There is minimal lone working at Ysgol Gynradd Groes-wen Primary School. A risk assessment will be carried out for all staff where lone working has been highlighted.</p> <p>No high risk activities are carried out when onsite alone.</p> <p>The school is secure and locked when whilst lone working.</p> <p>Mobile phone must be carried whilst lone working.</p>
Manual Handling		
Manual handling operations are risk assessed and staff have received training, information and instruction.	Richard Carbis	Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

<p>Pupils with mobility needs should have a care handling plan. Staff should receive appropriate information, instruction and training to enable them to assist the pupil safely. The care handling plan will need to be reviewed periodically.</p>	<p style="text-align: center;">Richard Carbis</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs. Care handling plans for pupils with mobility needs are requested when necessary.</p>
Medical Care Plans		
<p>Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p style="text-align: center;">Health and Safety Liaison Team</p>	<p>Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
New and Expectant Mothers		
<p>A specific risk assessment is completed once a member of staff informs Richard Carbis she is pregnant or breastfeeding.</p>	<p style="text-align: center;">Richard Carbis</p>	<p>Pregnant worker risk assessments are covered under the Health and Safety SLA or completed by Richard Carbis.</p> <p>Templates are available on Cardiff SLA Online.</p>
Personal Protective Equipment		
<p>Staff are provided with personal protective equipment as required.</p>	<p style="text-align: center;">Richard Carbis</p>	<p>Risk assessments will identify the use for any PPE.</p> <p>When PPE is administered, it is checked regularly to ensure it is fit for purpose and in good condition.</p> <p>Where PPE is issued to a member of staff it must be worn and they may be subjected to disciplinary action should they knowingly fail to use it.</p>
Playground/ Play Equipment		
<p>All play equipment is maintained in a safe condition.</p>		<p>External play equipment should only be used whilst supervised.</p>
<p>All equipment is periodically inspected.</p>	<p style="text-align: center;">Supervising staff Estates Manager</p>	<p>Equipment should be inspected daily prior to pupils using it.</p> <p>The Estates Manager will conduct formal weekly inspections.</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gyfnedd Groes-wen Primary School

		<p>PE equipment will be inspected by a competent person annually.</p> <p>External play equipment will be inspected annually by a competent person.</p>
Recreational breaks have been risk assessed.	Richard Carbis	A playground risk/ recreational breaks assessment has been undertaken to ensure that risks associated with the activities and environment are controlled. This has been reviewed 2022.
Premises Security		
Measures are in place to ensure the school site is secure throughout the day.	<p>Richard Carbis</p> <p>All Staff</p>	<p>Access to the school is controlled by a magnetically locked gate that leads to the Main Entrance. People accessing this gate are required to use an intercom system which is monitored via the administration room and CCTV screen. Only Admin Officer or Richard Carbis should allow people access through the gate.</p> <p>The school entrance is controlled by the secretary via an intercom and CCTV unit. Access into the school requires entering a holding lobby as the main school doors are locked via an access control system.</p> <p>The school perimeter is enclosed via fencing.</p> <p>Employees are instructed to challenge strangers.</p> <p>All visitors, including Council staff and contractors must sign in using the visitor's iPad upon arrival and departure from the school. They are asked for identification and escorted to and from their destinations.</p>
Risk Assessments		
Risk assessments are completed, documented and relevant information is provided to staff.	Richard Carbis	Risk assessments have been completed and recorded for those activities/ situations that have significant risks associated. This is an ongoing process.



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

		<p>Risk assessment templates are available on Cardiff SLA Online.</p> <p>SLA H&S officer is responsible for reviewing risk assessments for the school when requested by Richard Carbis.</p>
Risk assessments are reviewed regularly and/or following a significant change.	Richard Carbis	Risk assessments are generally reviewed annually-biannually depending on the level of risk.
Specific risk assessments must be completed by a competent person.	Local Authority	<p>Fire risk assessments are completed every three years and reviewed annually by the school.</p> <p>Legionella risk assessments are reviewed every three years.</p>
Specialist risk assessments are completed under the Health and Safety SLA.	Richard Carbis	<p>Specialist risk assessments can also be undertaken by SLA H&S Officer if required, including:</p> <p>Pupil assessments, employee assessments and return to work assessments.</p> <p>Templates and guidance are available on Cardiff SLA Online</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 cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.	Richard Carbis and/or the Health and Safety Liaison Team	<p>Stress risk assessments are completed for employees, individual staff members and staff returning to work following absence due to stress.</p> <p>Ysgol Gynradd Groes-wen Primary School has access to VIVUP which offers 24 hour free counselling: 0800 023 9387.</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Traffic Management		
<p>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>Richard Carbis</p>	<p>Staff park their vehicles in a designated area of the playground. Times they are allowed to drive onto the site by 8.20 a.m.</p> <p>Delivery/refuse vehicles are currently required to access the school yard during the day. Enquiries are in place to reduce and eliminate this risk by ensuring refuse collection is not at a time pupils are on the yard or by moving the bin store to the upper yard adjacent to the gates.</p> <p>Refuse vehicles use a banksman when reversing.</p>
Violence at Work		
<p>All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to the School Health and Safety Liaison Team</p>	<p>Richard Carbis</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. The form is completed by Richard Carbis and forwarded to SchoolsAccidentsHandS@cardiff.gov.uk</p> <p>Risk assessments for violence at work have been undertaken and communicated to all staff.</p>
<p>Ysgol Gynradd Groes-wen Primary 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>Richard Carbis</p>	<p>Signs are displayed in reception areas requesting members of the public not to be abusive towards staff.</p> <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</p>



Health and Safety Policy/ Polisi Iechyd a Diogelwch Ysgol Gynradd Groes-wen Primary School

Work Experience		
Risks and site information are communicated to the person and/or their parents prior to the placement commencing.	Richard Carbis	<p>A work experience risk assessment is due to be undertaken.</p> <p>An information sheet for students is being developed to provide them with important health and safety information.</p> <p>Richard Carbis provides information on the risks to the placement organiser.</p> <p>Richard Carbis provides an induction session for the students and they are trained and supervised by relevant staff.</p>
Working at Height		
All work at height should be adequately risk assessed and appropriate control measures introduced.	Richard Carbis	<p>Only the Estates Manager should work at height, all activities must be risk assessed by Richard Carbis.</p> <p>No chairs are permitted to be stood on, stepladders/ step stools are available if needed.</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.</p>
Equipment must be suitable for use, well maintained and inspected frequently.	Richard Carbis	<p>All ladders and scaffolding must be inspected before use to ensure they are in good condition.</p>



**Health and Safety Policy/ Polisi Iechyd a Diogelwch
Ysgol Gynradd Groes-wen Primary School**
