

# Ysgol Pencae



## Health and Safety Policy 2024-2026

# Health and Safety Policy

## 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 must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the Head Teacher / Chair of Governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

**PART 1: STATEMENT OF INTENT YSGOL PENCAE**

The Governing Body of Ysgol Pencae 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 shared drive.

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.

Signed:

Date:

Signed: *Siwan Dafydd*

Date: 30.9.24

**Daniel Tiplady, Cadeirydd Llywodraethwyr / Governors  
Chair**

**Siwan Dafydd, Pennaeth / Head**

## **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:**

Overall responsibility for the day to day management of health and safety rests with Siwan Dafydd 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 concerns which may need to be addressed by the allocation of funds.

Siwan Dafydd 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 the Authority any hazards that 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*

### **Responsibilities of Senior Management Team**

Head Teacher 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 Aled Thomas, Catrin Cleverley and Bethan Parry.

### **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.

### All Employee Responsibilities

Under the Health and Safety at Work etc. Act 1974, every employee is responsible for their own acts or omissions that affect 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;

### Administration Responsibilities

Administrators (Jean Monk and Cath Owen) are 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 a contractor 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;

### **Caretaker Responsibilities**

#### **Alison Bartlett is the caretaker 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;



### **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 actions 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**

Specific Health and Safety Arrangements	Responsibility	Action/ Arrangements
<b>Accident Reporting Procedures</b>		
All accident that results in injury will be recorded as appropriate.	Head Teacher Administrators  School Staff	All accidents to staff will be recorded on the school's accident report form. 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 school's accident form. Accident forms are generally completed by a member of staff who witnessed/was involved in the accident. These forms are then given to the Head Teacher to check. Administrators and/or the Head Teacher are responsible for sending the completed form to the Health and Safety Team. Information is gathered by those who witnessed the accident to provide more detail on the accident forms. <b>All report forms will be sent to <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a> within 48 hours.</b> Copies of the reporting forms are available on CIS and Ramis.
Any near miss (incident with the potential to cause harm) will be reported to the Head Teacher	Head Teacher Administrators	Any near miss or incident with the potential to cause harm is recorded on the school's accident form by those involved, and the Head Teacher. Administrators are responsible for sending the completed form to the Health and Safety Team <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a>
Accidents and incidents are investigated to an appropriate standard.	Class Teacher, Supervisor or a member of the SLT	<b>Low Level investigation:</b> This will involve a short investigation. <b>Medium level investigation:</b> The Authority's accident investigation form will be completed by the relevant supervisor, member of the

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	<p>Head Teacher and/or SLA H&amp;S Officer</p> <p>An Officer from the Schools Health and Safety Team.</p>	<p>management team or the Health and Safety Team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p><b>High Level/Reportable Incidents:</b> 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>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>Head Teacher</p>	<p>Ysgol Pencae reports all accidents/ cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Team via email: <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a> or telephoning 02920 872635/ 02920 873967/ 02920 872949 if the accident/incident is serious.</p> <p>Where appropriate the School Health and Safety Team will report under RIDDOR and investigate the accident.</p>
<p><b>Administration of Medication</b></p>		
<p><b>Administration of medication:</b> 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>Head Teacher</p>	<p>Medication can be administered for acute medical conditions that require 'over the counter' medication, but this follows the same procedures as all other medicine and requires documented parental consent and information about the medicine.</p> <p>For pupils that require medication during the school day and their parents cannot attend site to administer, the school will administer in accordance with the <b>Healthcare Needs Policy</b>.</p> <p>Parents must supply the school with the medication and valid prescription (where appropriate) in a secure labelled container. The medication must be in date, have clear administration/dosage instructions and be clearly labelled with the pupil's name.</p>

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		<p>Managing medicines in schools' paperwork is completed for any pupil who needs 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> <p>All medication is kept in secure locations in accordance with their storage instructions.</p>
<b>Adverse Weather</b>		
<p>During adverse weather conditions, control measures are put into place to ensure pupils and staff are safe.</p>	<p>Head Teacher</p>	<p>A risk assessment has been undertaken for adverse weather conditions-<b>see risk assessments for cleaning ice and snow, extreme heat (school operation) &amp; extreme snow and ice (school operation).</b></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. Pupils can bring suntan lotion to school to reapply during the day.</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 via the council website.</p> <p>All efforts are made to ensure the school can remain open as normal.</p>
<b>Asbestos Management</b>		
<p>The school will adhere to the Authority's policy and guidance.</p>	<p>Head Teacher</p>	<p>An asbestos survey was undertaken in 2006 and is kept in the main school office for viewing.</p>

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<p>An asbestos survey was undertaken and a copy of the Management Plan and Inspection Programme are available for all contractors to view.</p>		<p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>Any work to the fabric of the building must be authorised. The Head Teacher consults the asbestos matrix to determine if advice from the Asbestos Team is required. Either an asbestos advice request is submitted, or the asbestos team are contacted on 02920 873467/ <a href="mailto:asbestos@cardiff.gov.uk">asbestos@cardiff.gov.uk</a></p> <p>Asbestos awareness training is provided to all staff who have a duty to manage asbestos or undertake work to the fabric of the building.</p>
<p>All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Contractors Head Teacher</p>	<p>All contractors to view the management plan and sign a Permit to Work <u>before</u> undertaking work.</p> <p>Any work being undertaken on the fabric of the building must be requested through one-front door and asbestos request advice forms are completed as necessary.</p>
<p>Any changes to asbestos containing materials are noted and the Inspection Programme / Management Plan are updated.</p>	<p>Asbestos Control Team (or Competent Contractor)</p>	<p>There are no known asbestos containing materials onsite.</p>
<p>Any damage/deterioration in asbestos containing material must be reported and documented.</p>	<p>Head Teacher</p>	<p>There are no known asbestos containing materials onsite.</p> <p>However, in the event that asbestos is discovered, all staff will be made aware of its location and the reporting procedure should they suspect it is damaged. The damage must be reported to the Asbestos Control Team 029 2087 3467.</p>
<p>Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or</p>	<p>Head Teacher</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Asbestos Team 029 2087 3467</p>

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suspected of disturbing or damaging asbestos containing materials will be reported and documented.		
<b>Body Fluid Spillages</b>		
A risk assessment for the cleaning up of body fluid spillages has been undertaken.	Head Teacher	A risk assessment for the cleaning of bodily fluids has been undertaken and the control measures shared with relevant staff.
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 and kept in the staff ladies' toilet.
<b>Cleaning</b>		
Ysgol Pencae has opted into the cleaning service operated by the Local Authority.		Education Service Cleaning Services communicates and organises relevant information and training relating to staff- including risk assessments. Waste must be stored in waste containers that are disposed of everyday and all spillages cleaned immediately.
<b>Communicable Diseases</b>		
Ysgol Pencae follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.	Head Teacher	Strict exclusion periods are adhered to (as set out in guidance).

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<p>In the event of an outbreak, or to gather more information about infectious illnesses, Ysgol Pencae contact the relevant parties.</p>	<p>Head Teacher</p>	<p>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.</p>
<p><b>Managing Contractors</b></p>		
<p>All contractors must sign in using the visitor's system and adhere to the school site rules.</p>	<p>Administrators</p>	<p>All contractors must sign in using the visitor's sign in system at reception and wear the identification sticker provided.</p>
<p>Contractors will be provided with the relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements</p>	<p>Administrators Head Teacher</p>	<p>A set of site rules is being created and will be displayed at Reception for all visitors/contractors to read. Visitors/ contractors are informed of key health and safety messages on arrival. They will be informed by Administrators if a fire alarm is planned.</p>
<p>Where Ysgol Pencae undertakes building/environmental projects directly the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Head Teacher</p>	<p>The Head Teacher ensures landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought. Contractors must look at the Asbestos Management Plan and 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>LA Statutory Compliance  Head Teacher</p>	<p>Ysgol Pencae have opted into the LA Statutory Compliance service level agreement. Any contractors directed by Statutory Compliance have been vetted by Building Services. Any contractors employed directly by the school will be subject to thorough vetting prior to work being carried out by Head Teacher. A 'contractor vetting form' should be completed by the contractor to evidence competence and valid insurance.</p>

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<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>LA DCM / SOP (if the LA are used to arrange contractors).</p> <p>Head Teacher if the school employs a contractor directly.</p>	<p>Risk assessments and method statements are discussed prior to commencing work.</p> <p>Ysgol Pencae ensure that when any work is arranged by them, relevant copies of RAMS, permits to work etc. are provided/signed.</p>
<b>Display Screen Equipment</b>		
<p>The school will adhere to the Authority's policy and guidance.</p>	<p>Head Teacher</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>
<b>Educational and Offsite Visits</b>		
<p>A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Head Teacher / EVC</p>	<p>Staff members planning educational/ offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork for its final approval.</p> <p>Whole school training was given to teaching staff September 20th, 2023.</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>Administrators / Head Teacher</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>
<b>Electrical Equipment</b>		



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Ysgol Pencae has opted into the Authority's internal PAT testing arrangements.	Competent Contractor	Portable equipment is tested annually. Stickers are applied to evidence which equipment has been tested and is deemed safe to use. Inspection reports are uploaded to Ramis.
The fixed electrical installation is tested every 5 years.	Statutory Compliance	All C1/C2 defects are immediately rectified and the inspection report is uploaded to Ramis.
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 Head Teacher.
<b>Fire Safety</b>		
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 Pencae	Local Authority	Last review date: January 2024
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher	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.	Head Teacher	PEEPS are put into place where required for temporary or long term conditions.
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.

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		Key staff are familiar with the location of service isolation points.
Arrangements are in place to ensure all fire systems are in good repair.	Caretaker  Statutory Compliance	The caretaker undertakes regular checks and inspections of the fire systems around the school, including weekly testing of the fire alarm call points, monthly emergency lighting flick tests, monthly fire extinguisher checks and monthly fire door/escape route checks. 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.
<b>First Aid Arrangements</b>		
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.	A provision of first aid risk assessment has been undertaken for the school site. Most staff have received basic first training (first aider information is retained in the emergency response plan). There are two level 3 first aiders onsite and staff know who they are. Administrators monitor first aid expiration dates to ensure all first aiders training remains current. 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.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head Teacher	Specialist first aid training is available under the Health and Safety SLA. Epi-pen training was provided to a first aider in 2023, and information was disseminated to all staff.

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<p><b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Head Teacher</p>	<p>Parents/guardians are informed of their child's injury by telephone and are welcome on site to assess their child's injuries. In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance).</p>
<p>Where appropriate pupils will be transported to hospital (usually by ambulance).</p>	<p>Head Teacher</p>	<p>Parents and guardians will be informed if their child should attend hospital. No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany when parents cannot.</p>
<p><b>Glazing</b></p>		
<p>All windows on site should be made of safety material or safety filmed.</p>	<p>Head Teacher  Caretaker</p>	<p>A glazing survey was completed by Kate Weston, School Services on July 2<sup>nd</sup>, 2001, to identify any glazing which is not made of safety material or safety filmed. This survey is kept in the administration office.  The caretaker undertakes annual checks on the glazing.</p>
<p><b>Hazardous Substances</b></p>		
<p>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.</p>	<p>Head Teacher</p>	<p>Manufacturer's safety data sheets are kept on site in relation to any substance that has been deemed hazardous to health. COSHH risk assessments are completed on any activity using hazardous substances and undertaken by the caretaker. Hazardous substances are locked away in designated cupboards.</p>
<p><b>Health and Safety Monitoring Inspections</b></p>		

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<p>General inspections of the site will be conducted periodically and where appropriate, forwarded to the Head Teacher.</p>	<p>Governor/s and/or Head Teacher.</p> <p>Class Teachers</p>	<p>A bi-annually site walk-around will be undertaken by school Governor/s, Head Teacher and/or the SLA Health and Safety Officer.</p> <p>A visual inspection of play equipment is to be undertaken weekly by the caretaker.</p> <p>A visual inspection of chairs/ classroom furniture is to be undertaken annually.</p>
<p>A whole site health and safety inspection will be completed annually</p>	<p>Governing Body</p>	<p>A self-inspection toolkit is available on CES.</p>
<p><b>Health and Safety Training</b></p>		
<p>Health and safety induction training is provided and documented for all new employees</p>	<p>Head Teacher</p>	<p>The Head Teacher 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"> <li>● Accident/ Defect Reporting;</li> <li>● Emergency Incident Procedures;</li> <li>● Fire Evacuation Procedures;</li> <li>● First Aid Arrangements;</li> <li>● Job and site-specific health and safety issues;</li> <li>● Risk Assessments;</li> <li>● School Health and Safety Policy.</li> </ul>
<p>The health and safety law poster is displayed in school.</p>		<p>Posters are displayed in the main Reception.</p>
<p>Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.</p>		<p>Training is an ongoing process. Employees are provided with:</p> <ul style="list-style-type: none"> <li>● Induction training;</li> <li>● Update training in response to significant changes;</li> <li>● Training for specific skills e.g. work at height;</li> </ul>

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	Head Teacher	<p>Refresher training is provided 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 information by Administration team. An information sheet has been created to provide to support staff.</p>
<b>Legionella</b>		
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.	Statutory Compliance	<p>Legionella inspections are undertaken by a competent person as arranged by Statutory Compliance. This includes annual TMV servicing, 6 monthly and annual legionella inspections (information regarding these checks can be found on Ramis).</p> <p>Inspection reports are uploaded to Ramis.</p> <p>Flushing of little-used outlets is to be done weekly by the caretaker.</p> <p>Monthly temperature monitoring is undertaken by the caretaker.</p>
The Legionella risk assessment is reviewed every three years.	Statutory Compliance	<p>A legionella risk assessment was undertaken by Aqua Safe in September 2023 (available on Ramis) and will be reviewed every three years or earlier if there are significant changes to the water system.</p> <p>Recommendations will be looked at and rectified by priority.</p>
<b>Lone Working</b>		
Staff are encouraged not to work alone around the school. Works that are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate control measures.	Head Teacher	<p>There is minimal lone working at Ysgol Pencae. 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 whilst lone working.</p> <p>Mobile phone must be carried whilst lone working.</p>

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<b>Manual Handling</b>		
Manual handling operations are risk assessed and staff have received training, information and instruction.	Head Teacher	Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
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.	Head Teacher	The 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.
<b>Medical Care Plans</b>		
Pupils with chronic complex medical needs will have a medical care plan that has been written by a healthcare professional.	Inclusion Team/ School	Where required, staff are trained in accordance with Medical Care Plans/ Individual Health Care Plans. Health Care Plans are reviewed annually. Pupil assessments are completed under the Health and Safety SLA where appropriate.
<b>New and Expectant Mothers</b>		
A specific risk assessment is completed once a member of staff informs Head Teacher she is pregnant or breastfeeding.	Head Teacher	New and expectant mothers have a risk assessment completed by the Head Teacher when made aware of the pregnancy. Relevant control measures are put into place. This is reviewed regularly throughout the pregnancy. Templates are available on CES.
<b>Personal Protective Equipment</b>		

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Staff are provided with personal protective equipment as required.	Head Teacher	Risk assessments will identify the use for any PPE. When PPE is administered, it is checked regularly to ensure it is fit for purpose and in good condition. 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.
<b>Playground/ Play Equipment</b>		
All play equipment is maintained in a safe condition.		External play equipment should only be used whilst supervised.
All equipment is periodically inspected.	Supervising staff  Caretaker	Equipment should be inspected daily prior to pupils using it. The caretaker conducts formal weekly inspections. PE equipment is inspected by a competent person (arranged by the school). External play equipment is inspected annually by a competent person (arranged by the school).
Recreational breaks have been risk assessed.	Head Teacher	A playground risk/ recreational breaks assessment has been undertaken to ensure that risks associated with the activities and environment are controlled. There is a separate risk assessment in place for the agility unit. Staff are briefed on the relevant control measures.
<b>Premises Security</b>		
Measures are in place to ensure the school site is secure throughout the day.	Head Teacher  All Staff	Access to the school is controlled by a magnetically locked gate that leads to the playground. People accessing this gate are required to use an intercom system which is monitored via the administration room and CCTV screen. Only Administrators, the Head Teacher or Deputy should allow people access through the gate, staff should not allow entry directly from the yard.

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		<p>The school entrance is controlled by administration staff 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 walls and fencing.</p> <p>Employees are instructed to challenge strangers.</p> <p>All visitors, including Council staff and contractors must sign in using the signing in programme upon arrival and departure from the school. They are asked for identification and escorted to and from their destinations.</p>
<b>Risk Assessments</b>		
Risk assessments are completed, documented and relevant information is provided to staff.	Head Teacher	<p>Risk assessments have been completed and recorded for those activities/ situations that have significant risks associated. This is an ongoing process.</p> <p>Risk assessment templates are available on CES.</p> <p>SLA H&amp;S officer is responsible for reviewing risk assessments for the school when requested by Head Teacher.</p>
Risk assessments are reviewed regularly and/or following a significant change.	Head Teacher	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 reviewed every three years.</p> <p>Legionella risk assessments are reviewed every 2 years.</p>
Specialist risk assessments are completed under the Health and Safety SLA.	Head Teacher	<p>Specialist risk assessments can also be undertaken by SLA H&amp;S Officer if required, including:</p> <p>Pupil assessments, employee assessments and return to work assessments.</p> <p>Templates and guidance are available on CES.</p>
<b>Wellbeing</b>		



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<p>The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.</p>	<p>Head Teacher and/Health and Safety Team</p>	<p>A whole school stress risk assessment was completed for the school Stress risk assessments are completed for employees, individual staff members and staff returning to work following absence due to stress. Ysgol Pencae has access to VIVUP which offers 24 hour free counselling: 0800 023 9387.</p>
<p><b>Traffic Management</b></p>		
<p>The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site is risk assessed in the Traffic Management Risk Assessment.</p>	<p>Head Teacher</p>	<p><b>See specific traffic management risk assessment.</b></p> <p>Staff park their vehicles in a designated area of the playground which is fenced off. Times they are allowed to drive into the yard are restricted to before 8.40 a.m. If vehicles must be moved during the school day, this must be done when pupils are not on the yard and its strictly controlled.</p> <p>Refuse is collected from outside the school boundary.</p> <p>Deliveries are walked into the school.</p>
<p><b>Violence at Work</b></p>		
<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 Team</p>	<p>Head Teacher</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 Head Teacher and forwarded to <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a></p> <p>Risk assessments for violence at work have been undertaken and communicated to all staff.</p>

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<p>Ysgol Pencae 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>Head Teacher</p>	<p>Signs are displayed in reception areas requesting members of the public not to be abusive towards staff. Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate</p>
<p><b>Work Experience</b></p>		
<p>Risks and site information are communicated to the person and/or their parents prior to the placement commencing.</p>	<p>Head Teacher</p>	<p>A work experience risk assessment has been undertaken. An information sheet for students is being developed to provide them with important health and safety information. The Head Teacher provides information on the risks to the placement organiser. The Head Teacher provides an induction session for the students, and they are trained and supervised by relevant staff.</p>
<p><b>Working at Height</b></p>		
<p>All work at height should be adequately risk assessed and appropriate control measures introduced.</p>	<p>Head Teacher Caretaker</p>	<p>Only the caretaker should work at height, all activities must be risk assessed by the Head Teacher. A risk assessment for working at height activities has been undertaken. No chairs are permitted to be stood on. Stepladders/ step stools are available if needed. 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>
<p>Equipment must be suitable for use, well maintained and inspected frequently.</p>	<p>Head Teacher</p>	<p>All ladders and scaffolding must be inspected before use to ensure they are in good condition.</p>

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Date / Dyddiad: 24 <sup>th</sup> September 2024	Review Date / Dyddiad yr adolygiad: Medi / September 2026	Llofnod Aelodau'r Pwyllgor Iechyd a Diogelwch Members of Health and safety Committee Signatures
<b>Llofnod y Pennaeth Headteacher</b>	<i>Siwan Dafydd</i>	
<b>Llofnod y Cadeirydd Chair of Governors</b>		