



Llanedeyrn
Primary School

Headteacher: Mrs B Knuckey
Date: Wednesday 9th October 2024

Chair of Governors: Mr A Ingram
Date: 9th October 2024



HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

PART 1: STATEMENT OF INTENT: Llanedeyrn Primary School

The Governing Body of Llanedeyrn 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 on the School's website and on TEAMS under Policies and Documents.

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.

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

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. This will be considered within the remit of the Governing Body's Premises and Buildings, Health and Safety Sub-Committee;
- 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 Authority's 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 the 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 the Authority's Policy.

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

Responsibilities of Other Teaching Staff / Non-Teaching Staff Holding Posts of Special Responsibility

Leon Evans – Estates Manager responsible for school site, plant, equipment and statutory checks.

Andrew Price – Senior Leader and Educational Visits Coordinator.

- Apply the School's Health and Safety policy to their own area of work and be directly responsible to the Headteacher 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 Headteacher 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, and they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the School's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- 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 treat volunteers in the same way as employees. Schools should class supervising adults, parents and carers 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 leadership team etc.;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school leadership 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 and/or 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
Risk Assessment: Risk assessments are completed and relevant information provided to staff.	Head Teacher Estates Manager Senior Leadership Team H&S Officer	SLA Health and Safety Officer in situ to support School in completion of assessments. Headteacher to share relevant information individually with staff where required. All School's risk assessments are stored on TEAMS.
Risk assessments are reviewed regularly/ following significant change.	Head Teacher Estates Manager Senior Leadership Team H&S Officer Governing Body (GB)	Risk assessments are reviewed with any significant change, following an accident, incident or at least every two years.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; employee assessment and return to work assessment.	Head Teacher H&S Officer	Specialist or individual risk assessments are provided to School as requested. Headteacher to inform SLA Health and Safety Officer if specific risk assessments required.
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.	Head Teacher H&S Officer	Pregnant worker risk assessments are available under the Health and Safety SLA. Headteacher to inform SLA Health and Safety Officer if assessment is required.
Educational and Offsite Visits A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Head Teacher EVC – Helena Jones, Senior Leader	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Head Teacher/ Authority's Offsite Visits Officer for final approval.</p> <p>Further help and guidance can be found on EVOLVE or via OEAP Outdoor Educational Advisor's Panel https://oeapng.info</p>
<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. EVOLVE</p>	<p>Teachers EVC Andy Meek Dave Golding</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>Further guidance can be sought from Cardiff's Outdoor Education advisers.</p> <p>Andy Meek (EVA) Adviser for Outdoor Education and Educational Visits Tel: 01874 623598 Mobile: 07815531150, Email ameek@cardiff.gov.uk or Dave Golding Strategic Lead for Outdoor Education Mobile: 07880 044407</p>
<p>Health and Safety Monitoring and Inspections General inspections of the site will be conducted periodically.</p>	<p>Estates Manager Head Teacher Senior Leadership Team</p>	<p>The Estates Manager makes visual checks when opening and closing the School daily.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
	Governing Body (GB) H&S Officer	<p>Class staff check learning areas daily prior to the pupils accessing areas.</p> <p>Staff record any faults in the Estates Manager’s logbooks kept in School Office.</p> <p>The Estates Manager undertakes a range of site, health and safety monitoring including:</p> <ul style="list-style-type: none"> ▪ Weekly checks: Running of little used outlets for legionella control; Weekly fire alarm tests; Weekly visual inspection of fixed play equipment. ▪ Monthly checks: Monthly Water temperature testing for legionella control; Monthly scald checks on all hot water taps accessible to pupils; Fire safety checks; Fire exit doors; Internal fire doors; Emergency lighting; Green box / emergency release checks; Fire exits and escape routes clear. ▪ Termly checks: Paths and playgrounds;

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Pinch points, finger guards and self-closing arms on doors and gates, ladder checks and general site inspections.</p> <p>Estates Manager also undertakes an annual formal check of all fixtures and fittings, all records are kept in the Estates' Manager Health and Safety Files located in the School Office. Any issues are highlighted to the Headteacher without delay.</p> <p>Learning Leaders check mobile play equipment on termly basis and informs Estates Manager and Headteacher of any concerns. Broken and damaged equipment is taken out of use.</p>
Where appropriate these inspections will be documented and reports forwarded to the Headteacher.	Estates Manager Head Teacher Governing Body (GB) H&S Officer	Health and Safety Officer will conduct a health and safety audit /site inspection on annual basis, all findings will be recorded and copies provided to the Headteacher and Governing Body.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Governing Body (GB) Head Teacher	School document annual site walk around on Authority's self-inspection toolkit. Headteacher and Governing Body representatives refer to RAMIS reports and General Inspection /Audits.
A nominated Governor will be responsible for monitoring management systems.	Governing Body (GB) Head Teacher H&S Officer	School Governor and Headteacher to periodically review School's RAMIS reports with SLA Health and Safety Officer.

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Health and Safety Information Instruction and Training The health and safety law poster is displayed in School.</p>	<p>Head Teacher</p>	<p>The poster is displayed in the Staffroom and School Kitchens.</p>
<p>Health and Safety Training Health and safety induction training will be provided and documented for all new employees.</p>	<p>Head Teacher Office Administrators</p>	<p>All New employees are taken through the School's induction process by the Head Teacher. All information is sent to the employee via TEAMS.</p> <p>Supply staff are given a brief site induction and provided with School guidance (staff packs and fob).</p> <p>A copy of the most recent Health and Safety Policy is made available on the School's website and on TEAMS.</p> <p>Fire awareness training is undertaken annually, with fire drills undertaken on a termly basis.</p>
<p>Training Records Relevant records are kept, a system for ensuring that appropriate refresher training is undertaken is implemented.</p>	<p>Head Teacher School's Administration Officers ALNCO</p>	<p>Staff CPD is recorded.</p> <p>First Aid training Certs are kept in individual files.</p> <p>A record of attendance for fire awareness training is kept in the Fire Log book and on RAMIS.</p> <p>Headteacher also shares all memorandums sent by Education Health and safety with staff via TEAMS and minutes of Sub-Committee Health and Safety Meetings are available for all staff.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>A list of staff trained in specific medical conditions / use of emergency medication is kept by the ALNCO alongside care plans and risk assessments on TEAMS.</p>
<p>Programme of Health and Safety Training</p> <p>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, for example, use of hazardous substances, work at height etc.; ▪ refresher training where required. 	<p>Head Teacher Governing Body (GB) H&S Officer Office Administrators</p>	<p>Estates Manager and Headteacher attend LA organised training.</p> <p>All staff know that all policies including copies of the Health and Safety Policy are on the website. Staff also have access to TEAMS for all School's policies, procedures and risk assessments.</p> <p>Specific training needs identified with individual or if significant change. Site specific risk assessments, such as working at height or fire risk assessments assist School in identifying staff training needs.</p> <p>Headteacher contacts SLA Health and Safety Officer for advice on specific Health and Safety Training.</p> <p>Specialist Nurse / School Health Nurse to be contacted in regard to specific medical training, for example, epilepsy.</p> <p>Staff receive regular health and safety information via staff meetings.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Office administrators keep written record of dates of attendance and expiry dates to establish the frequency required.</p> <p>Health and Safety Officer to provide fire awareness, midday supervisor, general health and safety, ladder safety and cleaning briefings to staff as required.</p>
<p>Fire Safety Fire notices and instruction to staff are posted throughout the School.</p>	<p>Head Teacher Estates Manager</p>	<p>Fire Action Notices are displayed adjacent to call points around the School.</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Head Teacher Estates Manager All School Staff H&S Officer</p>	<p>School fire drills are practised termly. All records are kept in the fire logbook and uploaded to RAMIS.</p> <p>Fire drills are unplanned and undertaken at various times during the School day, for example, for Breakfast Club and lunch time when pupils are not in their classrooms.</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>Head Teacher ALNCO H&S Officer Inclusion and Disabilities Team</p>	<p>School to seek advice from H&S Officer/ Fire Safety Officer if staff member or pupil requires PEEP.</p> <p>Inclusion and Disability's Team also offer support and advice regarding pupils who may need assistance when evacuating the building.</p>
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with a</p>	<p>Head Teacher All School Staff H&S Officer</p>	<p>Staff attend annual Fire Awareness Training.</p> <p>Staff Emergency Evacuation plan in situ.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
small fire if it is safe to do so without putting themselves or others at risk.		Key staff trained as Fire Wardens.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Head Teacher All School Staff Cardiff Catering/ Kitchen staff Estates Manager	Staff are provided with an awareness of the type and location of portable firefighting equipment – however the focus is to raising the alarm, isolating the power supply to the item ignited if safe to do so, and evacuating pupils from the area. Key staff are familiar with the location of service isolation points. Key staff are trained as Fire Wardens.
<p>Inspection and Maintenance of Emergency Equipment</p> <p>Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	Headteacher Estates Manager All school staff	Estates Manager checks areas daily when opening/ closing up. A formal check is documented on a monthly basis. All records are kept in the Estates Manager’s logbook. The fire alarm test is undertaken and recorded weekly. Staff to report any defects to Estates Manager via the logbook located on TEAMS.
<p>Statutory maintenance: The School has opted in to the Authority’s Statutory Maintenance contracts.</p>	Head Teacher Governing Body (GB) Cardiff Council – Building Service/ FM/ Statutory Obligations	Please see guidance in Appendix 1 regarding Statutory Maintenance. Statutory Maintenance Schedules are overseen by Building Services/ Statutory Obligations Team Schedule and reports available on RAMIS. See Appendix 1

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<p>Portable Appliance Testing (PAT) The School has opted into the Authority's internal PAT testing arrangements.</p>	<p>Head Teacher Governing Body (GB) Cardiff Council – Building Service/ FM/ Statutory Obligations</p>	<p>PAT testing equipment tested as required on rolling programme etc.</p> <p>All records available on RAMIS.</p> <p>Staff will not bring equipment in from home.</p>
<p>Control of 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.</p>	<p>Head Teacher Estates Manager H&S Officer Cardiff Council – Building Service/ FM/ Statutory Obligations</p>	<p>Annual and biannual checks are completed by Cardiff Council's appointed water contractor under the Building Services/ FM statutory maintenance agreement.</p> <p>Weekly flushing of little used outlets identified in the Legionella Risk Assessment or identified by the Estates Manager as an infrequently used outlet are run weekly to avoid stagnation of water. All records are kept in the Legionella/ Water Management folder.</p> <p>Estates Manager to complete water temperature checks ensuring hot and cold-water supply are within safe parameters. Any non-compliances are reported to Headteacher</p> <p>Records uploaded to RAMIS periodically.</p>
<p>First aid arrangements</p>	<p>First Aid trained staff. Administrating Officers Headteacher</p>	<p>Provision of First Aid risk assessment in situ.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements		
<p>A suitable number of first aiders and first aid trained staff are located throughout the School.</p>		<p>2 staff members trained in first aid to cover offsite visits and sporting events.</p> <p>Appointed First aider on site.</p> <p>First aid area is in the Medical Room.</p> <p>Staff carry portable first aid kits for offsite visits.</p>		
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Head Teacher ALNCO Specialist Teachers Specialist Nurse</p>	<table border="1" data-bbox="1249 667 2027 722"> <tr> <td data-bbox="1249 667 1637 722">through Academy Training</td> <td data-bbox="1637 667 2027 722">First aid training is available</td> </tr> </table> <p>ALNCO undertakes pupil assessments and can seek assistance from specialist Teachers in Inclusions and Disabilities team. Individual pupil assessments, identify the need for specialist first aid.</p> <p>School nurse / Specialist nurse to provide specialist training for medical conditions, including asthma, epilepsy, diabetes, allergies and other specific conditions.</p>	through Academy Training	First aid training is available
through Academy Training	First aid training is available			
<p>Head Injuries If a pupil sustains a head injury staff will contact parents and carers without delay to inform them of the incident.</p>	<p>First Aiders All School Staff Administrating Officers Head Teacher</p>	<p>Parents and carers are invited to site to assess their child's injury. An accident form is completed. Accident forms are located in the School Office.</p> <p>In the case of serious head injuries, the School will seek immediate medical advice - call an ambulance.</p>		

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Cardiff Council's accident form is completed and sent to Health and Safety without delay.</p> <p>SchoolsAccidentsHands@cardiff.gov.uk</p> <p>Tel: 02920 872 949</p>
<p>Transport to Hospital Where appropriate pupils will be transported to hospital usually by ambulance. Parents and carers will be informed. No casualty will be allowed to travel to hospital unaccompanied. A member of staff will accompany a pupil where parents and carers cannot attend immediately.</p> <p>Administration of Medication Medication will only be administered in School in accordance with the Welsh Government guidance document: Supporting Learners with Healthcare Needs (March 2016)</p>	<p>Headteacher All School Staff</p> <p>Headteacher Governing Body (GB) Office Administrators All School Staff</p>	<p>School to call emergency services – 999 - and parent and carer.</p> <p>Cardiff have developed a toolkit - Meeting Health Care Needs of Children and Young People in Cardiff 2017 to aid schools in complying with Welsh Government Guidance.</p> <p>Medication will not be administered for acute medical conditions, for example, pain relief</p> <p>Managing Medicines in Schools' paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
<p>Medical Care Plans Pupils with chronic or complex medical needs will have a medical care plan which has been</p>	<p>Headteacher ALNCO</p>	<p>Where required, staff are trained in accordance with the Individual Health Care Plan.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>completed with advice from a healthcare professional.</p>	<p>School Nurse/ Specialist Nurse Inclusion and Disabilities Team</p>	<p>Individual Health Care Plans are reviewed annually.</p> <p>Pupil assessments and Health Care Plans are completed with advice from a medical professional, for example, the School Nurse, Specialist Nurse, Inclusion and Disabilities Team and ALNCO or Headteacher.</p> <p>Where required, SLA Health and Safety Officer can support in completing pupil risk assessment for medical / acute medical such as broken limbs.</p>
<p>Communicable Diseases The School will adhere to the guidance issued by the Shared Regulatory Services / Communicable Diseases / Environmental Health / Health and Safety / and Public Health Wales.</p>	<p>Headteacher Administrating Officer Cardiff Cleaning All School Staff H&S Officer Communicable Diseases Team</p>	<p>School follow the HPA guidance on infection control in schools.</p> <p>Copy of the guidance is located in the School Office.</p> <p>Cleaning of bodily fluids risk assessment in situ.</p> <p>Advice on Norovirus and training for staff available from Health and Safety Officer.</p> <p>Any cases of notifiable diseases to be forwarded to Cardiff Communicable Diseases team communicabledisease@cardiff.gov.uk</p>
<p>Accident Reporting Procedures Any accident which results in an injury will be recorded where appropriate.</p>	<p>Headteacher First Aiders Class Teacher Senior Leadership Team</p>	<p>All accidents are recorded on School Accident Forms kept in the School Office. Any accident involving an employee or visitor, or a serious injury, is recorded on a Cardiff Council accident form, available from the School Office. The</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
	H&S Officer	<p>Headteacher or Office Administrators are responsible for forwarding accident forms to Health and Safety via the Education H&S mailbox: SchoolsAccidentsHandS@cardiff.gov.uk within 48hours.</p> <p>Low level / initial investigation is completed by the class teacher/ supervisor, Senior Leadership Team or Headteacher.</p> <p>SLA Health and Safety Officer to investigate higher level investigations.</p>
Any near miss – an incident which has a potential to cause harm - will be reported to the Senior Leadership Team and investigated.	Headteacher Senior Leadership Team Office Administrators H&S Officer	<p>All reports of accidents and near misses are investigated as required.</p> <p>Investigations are recorded on accident investigation forms, and sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48hours.</p>
<p>RIDDOR Reporting</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>	Headteacher Senior Leadership Team Office Administrators H&S department	<p>The School will forward details of accidents or cases of work related to ill health to Health and Safety. SchoolsAccidentsHandS@cardiff.gov.uk within 48hours.</p> <p>Where appropriate the Health and Safety department will report under RIDDOR and investigate the accident.</p>
<p>Investigating Accidents and Incidents</p> <p>Accidents and incidents are investigated to an appropriate standard.</p>	Headteacher Class Teacher Senior Leadership Team Office Manager H&S Officer	<p>Low Level Investigation:</p> <p>This will involve a short investigation by the relevant class teacher, supervisor or member of the Senior Leadership Team – to be completed on the back of the accident form.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Medium Level Investigation: A Cardiff Council accident investigation form will be completed by the Head Teacher. Copies will be forwarded to Health and Safety. SchoolsAccidentsHandS@cardiff.gov.uk within 48hours</p> <p>High Level Reportable Incidents: School will forward the completed accident form to Health and Safety <u>without delay</u>. A Health and Safety Officer will contact the school to arrange to complete the investigation.</p>
<p>Violence at Work – Employee Protection All incidents of unacceptable and inappropriate behaviour from visitors, parents and carers will be recorded on the Authority’s VAW report form and forwarded to the Corporate Health and Safety department.</p>	<p>Headteacher SMT Governing Body (GB)</p>	<p>Headteacher to report any VAW on the ALERT form and send to the Corporate Health and Safety Department via SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk without delay. Further advice available from Health and Safety Department on Tel: 02920 872 949.</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>Headteacher Governing Body (GB) H&S Department</p>	<p>Where appropriate, the School will seek advice from the Local Authority in regard to appropriate response. In extreme cases, the case will be passed over to the Local Authority to investigate and issue appropriate sanctions.</p> <p>Home visits are individually risk assessed with staff accessing the employee protection register, via the Health and Safety Department, prior to visits.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>School has a lockdown procedure that is practised with staff on an annual basis.</p> <p>Further advice available from Health and Safety Department on Tel: 02920 872 949.</p>
<p>Asbestos The School will adhere to the Cardiff Council's Policy and guidance.</p> <p>The Asbestos Survey and logbook 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 Estates Manager Administrating Officers All School Staff Cardiff Asbestos Team (CAT)</p> <p>Headteacher Estates Manager Cardiff Asbestos Team (CAT)</p>	<p>Cardiff Asbestos Team (CAT) available to support schools with Asbestos Management. Schools to contact CAT via Telephone: 029 2087 2374 or via email: asbestos@cardiff.gov.uk</p> <p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.</p> <p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Estates Manager or Headteacher who will check the Survey for the School and where required, contact the Cardiff Asbestos Team.</p> <p>Asbestos Survey and Management Plan, including permits to work are kept in the School Office.</p> <p>Estates Manager checks any asbestos in situ on annual basis. All checks to be recorded in the Asbestos Survey/ Management Plan. Any changes noted are to be referred to CAT without delay.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Survey undertaken on 22/08/2018.</p> <p>Inspection undertaken in the Summer Term 2022 – waiting for the new Survey to arrive.</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>Headteacher Estates Manager Office Administrators CAT Cardiff Council – Building Service/ FM/ Statutory Obligations</p>	<p>All works requests are processed via Cardiff Council’s One Front Door (OFD) system. School follows advice provided via OFD to ensure compliance with applicable regulations.</p> <p>All contractors view the Survey and complete a permit to work. This is signed off by the Estates Manager or Headteacher.</p> <p>Due to limitations on the Survey, where works are likely to disturb the fabric of the building, then School are to contact CAT via telephone: 029 2087 2374 or via email: asbestos@cardiff.gov.uk, where required an (AAR) Asbestos Advise request form to be submitted. Cardiff Asbestos Team will provide written advice that should be kept in the Asbestos Management Plan file.</p> <p>Where work is requested via the service desk – OFD - to Building Services or a building project is arranged via SOaP. That technical department are responsible for ensuring that advice is sought from CAT and relevant site information acquired and provided to the chosen contractor. School must ensure that the onsite survey is provided and permit to work completed for any works.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Where a works request – Landlord consent only is requested via the service desk – OFD – and School engage with a contractor directly. The Headteacher is responsible for following the ticket advice provided by OFD, ensuring compliance with legislation including submitting the AAR to CAT and providing the contractor with appropriate asbestos advice.</p> <p>Any contractor that works on CCC property must hold relevant UKATA accredited asbestos training.</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 Estates Manager H&S Officer CAT</p>	<p>Estates Manager checks any asbestos in situ on annual basis. All checks to be recorded in Asbestos Survey/ Management Plan – any changes will be sent to CAT asbestos@cardiff.gov.uk</p> <p>Health and Safety Officer is able to undertake asbestos condition monitoring on behalf of the School if requested by the Headteacher.</p>
<p>Reporting Damage/Deterioration in Asbestos Containing Material Must be reported and documented.</p>	<p>Headteacher Estates Manager Office Manager All School Staff</p>	<p>Any damage or deterioration is reported to Cardiff Asbestos Team (CAT) via Telephone: 029 2087 2374 or via email: asbestos@cardiff.gov.uk without delay.</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</p>	<p>Headteacher Estates Manager Office Manager All School Staff.</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Cardiff Asbestos Team (CAT) via Telephone: 029 2087 2374 or via email: asbestos@cardiff.gov.uk without delay.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>asbestos containing materials will be reported and documented.</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, the Governing Body must ensure that there is the correct level of technical expertise.</p>	<p>Cardiff Council – Building Service/ FM/ Statutory Obligations Headteacher Governing Body (GB) Estates Manager Senior Leadership Team H&S Officer</p>	<p>Prior to any planned works, the Headteacher or Office Administrators submit a Works Request or where School intend to arrange the work directly with a contractor a Landlords Consent only, via Cardiff Council's One Front Door (OFD) system. School follows advice provided via OFD to ensure compliance with applicable regulations.</p> <p>School in SLA with Building Services/ FM/ Statutory Obligations, where work is undertaken via their services, that technical department is responsible for vetting and ensuring contractors are competent with relevant skills knowledge and experience and hold the correct insurances to undertake designated works.</p> <p>Where School engages directly with a contractor to undertake works on the School building, the Headteacher and Governing Body are responsible for ensuring the contractor is suitable for the works intended, including making sure that they hold the correct sum of indemnity and have appropriate skills, knowledge and experience to undertake the works. School should follow the OFD process and can request support from their Health and Safety Officer in ensuring the contractor can fulfil Cardiff Council's health and safety contractor requirements and comply with relevant legislation.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Whilst contractors are on site, the Estates Manager, Office Administrators or Headteacher are to ensure the contractor is given site specific information, such as emergency evacuation details, use of welfare facilities and ensure that permission to work forms are completed; School based staff are to undertake non-technical monitoring of the contractor and report any issues back to Building Services.</p> <p>Where schools engage a contractor directly, the Estates Manager and Office Administrators are to report any issues with contractor to the Head Teacher without delay. School can base the non- technical monitoring of works, comparing work processes against the provided Risk and Method Statements (RAMIS).</p> <p>Some small works are undertaken by Estates Manager - changing light bulbs, painting and decorating, general grounds maintenance works, under the direction of the Headteacher.</p> <p>Estates Manager only carries out work within his remit, as defined in his job description, and as trained to do so.</p>
<p>Contractors and Visitors on Site All contractors must sign the online visitors' book and adhere to School site rules.</p>	<p>Cardiff Council – Building s Service/ FM/ Statutory Obligations Headteacher Governing Body (GB)</p>	<p>All contractors must report to main reception. Access to site is controlled via security access gate and fob entry system.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	<p>Estates Manager Senior Management Team H&S Officer</p>	<p>All visitors are asked to sign in and are given slips as means of identification.</p> <p>Safeguarding information is provided to contractors and visitors via the sign in. This is also posted in key locations around the School.</p> <p>Where possible and practicable, contractors are accompanied on site by a member of staff.</p> <p>Contractors are required to read the Asbestos Survey and sign permission to works forms, prior to starting works. Where necessary, additional information provided by the CAT team to be provided to the contractor.</p> <p>Emergency procedures, safe access / egress and use of welfare facilities are discussed prior to the start of works.</p> <p>Where applicable this site-specific information should be included in the contractor's Construction Phase Plan (CPP).</p> <p>Fire action notices and fire exit signs are displayed with all call points/ exits.</p>
<p>School Managed Building / Environmental Projects</p> <p>Where the School undertakes building/environmental projects directly, the</p>	<p>LA – Cardiff Council (SOaP, PDD, Energy Management) Headteacher</p>	<p>School use LA (Cardiff Council) for large building/ environmental projects.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Governing Body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Governing Body (GB) H&S Officer H&S Dept</p>	<p>Where School engages directly with a contractor to undertake works on the School building, the Headteacher and Governing Body are responsible for ensuring the contractor is suitable for the works intended, including making sure they hold the correct sum of indemnity and have appropriate skills, knowledge and experience to undertake the works. School follows the OFD process to ensure compliance with relevant legislation.</p> <p>The Headteacher can request support from their Health and Safety Officer in ensuring the contractor can fulfil Cardiff Council's health and safety contractor requirements and comply with relevant legislation - first phase vetting or contractor.</p> <p>The Health and Safety department offer an additional payable CDM Client Advisory Service for works where schools require additional support with the management of the project and contractor ensuring they fulfil their duties and responsibilities under CDM2015.</p>
<p>Contractor Selection and Vetting</p> <p>To ensure contractor competency, the Authority vet contractors to ensure that they understand and abide by health and safety regulations.</p>	<p>Headteacher Governing Body (GB) Estates Manager H&S Officer</p>	<p>Where possible, School engage with LA contractors to undertake works, via OFD, in line with their SLA agreement.</p> <p>Schools follow advice provided via OFD to ensure compliance with applicable regulations.</p> <p>Where School choose to engage directly, the Governing Body would be considered the 'client' and therefore take</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>on additional statutory obligations. In this instance, the Headteacher or Estates Manager on behalf of the Headteacher and Governing Body will undertake appropriate competency checks prior to engaging the contractor: Where requested, the School's Health and Safety officer can support with first phase vetting of contractors.</p>
<p>Contractor Risk Assessments and Method Statements</p> <p>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>Headteacher Governing Body (GB) Estates Manager H&S Officer Cardiff Council – Building Service/ FM/ Statutory Obligations</p>	<p>School in SLA with Building Services / FM / Statutory Obligations, where work is undertaken via their services, the technique department is responsible for vetting and ensuring contractors are competent and provide suitable and sufficient (RAMS) and where needed a construction phase plan (CDM2015).</p> <p>For planned works, managed via Building Services or LA, a site meeting prior to the works should be arranged to communicate relevant information to all parties, including safe access / egress, parking, suitable hours of work, other planned works on site, emergency procedures, site hazards, asbestos locations, use of welfare facilities, etc.</p> <p>Where School engage directly with contractor, the Headteacher or the Estates Manager on behalf of the Headteacher is responsible for ensuring contractors have site specific risk and method statements (RAMS) and where required a construction phase plan is completed for the works.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>School will provide the contractor with site specific information, such as, location of utility services, asbestos information, safe access / egress, use of welfare facilities, safeguarding and site safety – such as emergency evacuation procedures.</p>
<p>Ground Maintenance and Cleaning Contracts</p> <p>The School has opted out of the contracts operated by the Authority. The School must ensure they select a competent contractor as detailed above.</p>	<p>Headteacher Governing Body (GB) Estates Manager Senior Administrator H&S Officer Cardiff Cleaning Services</p>	<p>School directly engage Countrywide to undertake grounds maintenance works. Contractor has undergone CCC vetting process and satisfy Cardiff Council’s assessment criteria. Senior Office Administrator checks contractor annually for any changes.</p> <p>School opt into Cardiff Councils Cleaning SLA.</p>
<p>Lone Working</p> <p>Staff are encouraged not to work alone in School. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p>	<p>Headteacher Governing Body (GB) Estates Manager All School Staff H&S Officer</p>	<p>Lone worker risk assessments in place for Headteacher and Estates Manager.</p> <p>School staff required to gain approval from the Headteacher to lone work and individual risk assessments to be completed as required.</p> <p>Staff to ensure a mobile phone is carried on person. No high-risk activities, such as, working at height, will be undertaken when lone working.</p> <p>Staff must advise the Headteacher if there is anything that could affect their ability to lone work safely.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Work Involving Potentially Significant Risks</p> <p>A specific risk assessment should 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>Headteacher Governing Body (GB) Estates Manager H&S Officer</p>	<p>Tasks and activities considered to be high risk, require individual risk assessments, including:</p> <ul style="list-style-type: none"> ▪ lone working; ▪ meeting with parents and carers; ▪ working at height; ▪ use of heavy machinery; ▪ use of hazardous substances; ▪ manual handling tasks. <p>Health and Safety Officer to support School on the complete risk assessments as needed under the direction of Head Teacher</p>
<p>Working at Height</p> <p>All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Headteacher Governing Body (GB) Estates Manager Senior Leadership Team All School Staff H&S Officer</p>	<p>Advice sought from LA and suitable equipment is hired or purchased.</p> <p>Ladders within School are stored safely away from unauthorised access. All ladders are Class 1: industrial ladders.</p> <p>Estates Manager trained in working at height and step ladder training</p> <p>A risk assessment has been completed for the Estates Manager.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Play Equipment</p> <p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected.</p>	<p>Headteacher Governing Body (GB) Estates Manager Office Administrators All School Staff Early Years Learning Leader and Years 1, 2 and 3 Learning Leader H&S Officer</p>	<p>Key staff briefed in ladder safety and working at height.</p> <p>When pupils access the external fixed play equipment, they are closely supervised to ensure it is appropriately used, equipment will be visually checked by supervising staff before each use.</p> <p>The Estates Manager undertakes a weekly visual inspection and records findings on the Playground Inspection Report.</p> <p>External play equipment is inspected by Gordons Play. RPII qualified inspector. All reports available on RAMIS.</p> <p>PE Equipment annual inspection is completed by Steve Jones, Gymnasium Services.</p> <p>Mobile equipment is checked by Early Years Learning Leader and Years 1, 2 and 3 Learning Leader.</p>
<p>Hazardous Substances</p> <p>Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible, safety data sheets are obtained and COSHH assessments completed</p>	<p>Headteacher Governing Body (GB) Estates Manager Office Administrators All School Staff H&S Officer Cardiff Cleaning Services</p>	<p>Estates Manger and Senior Office Administrator keeps an inventory of chemicals held on site.</p> <p>COSHH assessment completed by Health and Safety Officer where required.</p> <p>COSHH assessment and product information will provide information on PPE requirements and other controls, for example, use in well ventilated area.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>Wherever possible, School use non-hazardous substances.</p> <p>When using chemicals / hazardous substances, the Estates Manager and staff are to follow manufactures instruction, product label or product information sheet.</p> <p>All staff have been given information and instruction on enhanced cleaning, product dilution and contact times in the form of webinar and guidance documents produced by the Health and Safety Team.</p> <p>Schools have a SLA (service level agreement) with Cardiff Cleaning. They are responsible for purchasing, training information and instruction of products used by cleaners on School site.</p> <p>No products / bleach etc., are brought in from home.</p> <p>All products are used and stored in accordance with manufactures instruction and guidance.</p> <p>All products are kept out of the reach of children, in a lockable cupboard with sign stating no unauthorised access.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		<p>PPE is provided for staff.</p> <p>Staff have been provided with information on cleaning bodily fluids; appropriate spill kits are available.</p>
<p>Inanimate Manual Handling</p> <p>Manual handling operations are risk assessed and staff has received appropriate information instruction and training.</p>	<p>Head Teacher Governing Body (GB) Estates Manager All School Staff H&S Officer</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling techniques.</p> <p>Where identified, specific manual handling risk assessment will be undertaken for work tasks.</p> <p>Staff must advise the Headteacher of any reason they may not be able to undertake manual handling tasks safely. Staff are instructed to only lift or carry what is comfortable and to seek help where needed.</p> <p>Manual handling training is available via CC Academy on intranet.</p>
<p>Paediatric Manual Handling</p> <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</p>	<p>Headteacher Governing Body (GB) ALNCO Inclusions and Disabilities Team.</p>	<p>Inclusion and Disabilities team to assist in the provision of care plans and care handling plans to School to support School and staff with pupils who have specific manual handling needs</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<p>Handling Plan will need to be periodically reviewed.</p>		<p>School responsible for keeping track of lifting equipment, servicing and Lola inspections. Lola inspections arranged vis Inclusions and Disabilities Team.</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>Headteacher Governing Body (GB) Office Administrators H&S Officer</p>	<p>DSE assessments to be completed by the Health and Safety officer as required.</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>Headteacher Governing Body (GB) All School Staff H&S Officer</p>	<p>Traffic management risk assessment in situ – to be reviewed annually.</p> <p>No onsite parking – only vehicle movement is refuse collection or emergency vehicle/ contractors with prior arrangement. Not at peak times.</p> <p>Pedestrians and vehicles are kept separate by physical barriers and on-site management procedures.</p> <p>The School gates are closed during the school day when pedestrians may access the site.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		Where possible deliveries will be taken outside of peak times.
<p>Wellbeing</p> <p>The School and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol.</p> <p>The School will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well-being.</p>	<p>Headteacher Governing Body (GB) All School Staff HR H&S Officer</p>	<p>LA Schools have access to CAREFIRST. CAREFIRST leaflets in staffroom.</p> <p>Authority's Policy and procedures in place.</p> <p>School to contact HR for further advice and support.</p> <p>CC well-being sessions are held online to enable staff to access them when needed.</p> <p>SLA Health and Safety Officer to facilitate Return to Work assessments / well-being process as required.</p>
<p>Shared Use of Premises / Hiring Rooms to Third Parties.</p> <p>Hiring rooms and the shared use of School's facilities is managed in accordance with the Authority's guidance.</p>	<p>Headteacher Governing Body (GB)</p>	<p>School do not hire the School's building out to third parties on a regular basis.</p>
<p>Review of Health and Safety Policy</p> <p>It is recommended that this Policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p>Headteacher Governing Body (GB) H&S Officer</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
		Where there are no significant changes – the Policy will be reviewed within a 24-month period.

Appendix

Statutory Maintenance Of:	Current Contractor	Frequency
Gas Boilers	Lorne Stewart	Annually
Curriculum Gas	Lorne Stewart	Annually
Kitchen Gas	Lorne Stewart	Annually
Emergency lighting systems	Tremorfa	Annually
Fire alarm systems	Tremorfa / Fire Safety Direct	Biannual
Firefighting equipment	Fire safety Direct	Annually
Roller shutter doors	IDS	Annually
Electrical testing – Fixed wiring	Appointed as required	Every 5 years
Legionella	Rock – Lorne Stewart	Annually – all water systems
Pressure testing automated gates	To be agreed when introduced	To be agreed when introduced
Lifting equipment	MEDI Serve – Personal lifting equipment. LOLA inspection Cardiff Lifts – maintenance and servicing.	Biannual