

Ysgol Gynradd Herbert Thompson

Herbert Thompson Primary School



Health and Safety Policy

February 2022-2024

[See Covid Guidance also](#)

INTRODUCTION

Under the Health and Safety at Work Act etc 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. This school policy will be communicated to all staff and automatically issued to new staff as part of their induction process. It will be reviewed annually so that remains current.

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities and the procedures in maintaining a healthy and safe environment.

PART ONE: STATEMENT OF INTENT

The Governing Body of Herbert Thompson 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 Act etc 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 all members of staff and a reference copy is kept in the Headteacher's office and on 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 School Shared Area.

Chair of Governors

Headteacher:

Date:

Date:

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 the Head Teacher.

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

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It must be 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. A summary of delegated responsibilities can be seen in Appendix 1.

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

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

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- 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's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor..
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART THREE: ARRANGEMENTS AND PROCEDURES

The following arrangements detail how the School will implement its Health and Safety Policy and also the Policy of the Education Service and should be read in conjunction with the Council and Education Service Policies.

Specific health and safety arrangements	Responsibility	Action/Arrangements
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Headteacher Deputy Headteacher ALNCo	Generic risk assessments are available on the CIS system. Completed risk assessments are shared with relevant staff.
Risk assessments are reviewed regularly/ following significant change.	Headteacher Deputy Headteacher ALNCo	Risk assessments are reviewed at least every two years.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher Deputy Headteacher Senior Administrator	Completed as 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.	Headteacher	Pregnant worker risk assessments are available under the Health and Safety SLA. Council Code of Guidance available – New and Expectant Mothers at work
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	EVC Co-ordinator <i>Overseen by:</i> Headteacher for final approval	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC electronically who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.

Specific health and safety arrangements	Responsibility	Action/Arrangements																																				
<p>The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.</p>	<p>EVC Co-ordinator</p> <p><i>Overseen by:</i> Headteacher for final approval</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>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	<p>Headteacher</p> <p>Caretaker</p> <p>Health & Safety Governor</p>	<p>General site inspection: termly</p> <p>Visual inspection of play equipment: termly</p> <p>Visual inspection of chairs and furniture: Annually</p> <p>EXTERNAL INSPECTIONS:</p> <table border="1" data-bbox="911 922 1497 1989"> <tbody> <tr> <td>Lifts</td> <td>OHS</td> <td>Quarterly</td> </tr> <tr> <td>Roller Shutters</td> <td>Door Maintenance</td> <td>Annually</td> </tr> <tr> <td>Gymnasium equipment</td> <td>Gymnasium Services</td> <td>Annually</td> </tr> <tr> <td>Outdoor Play Equipment</td> <td></td> <td>Annually</td> </tr> <tr> <td>Ladders / step ladders / tower scaffolds / other access equipment</td> <td>Caretaker</td> <td></td> </tr> <tr> <td>Stage lighting</td> <td>Caretaker</td> <td></td> </tr> <tr> <td>Outdoor play equipment</td> <td>PE Teacher External</td> <td>Annually</td> </tr> <tr> <td>Fire extinguishers</td> <td>Tremorfa</td> <td>Annually</td> </tr> <tr> <td>Fire alarm systems</td> <td>Tremorfa</td> <td>6 monthly</td> </tr> <tr> <td>Emergency lighting</td> <td>Tremorfa</td> <td>6 monthly</td> </tr> <tr> <td>Intruder alarm systems</td> <td>Sonic</td> <td>Annually</td> </tr> <tr> <td>Premises CCTV</td> <td>Sonic</td> <td>Annually</td> </tr> </tbody> </table>	Lifts	OHS	Quarterly	Roller Shutters	Door Maintenance	Annually	Gymnasium equipment	Gymnasium Services	Annually	Outdoor Play Equipment		Annually	Ladders / step ladders / tower scaffolds / other access equipment	Caretaker		Stage lighting	Caretaker		Outdoor play equipment	PE Teacher External	Annually	Fire extinguishers	Tremorfa	Annually	Fire alarm systems	Tremorfa	6 monthly	Emergency lighting	Tremorfa	6 monthly	Intruder alarm systems	Sonic	Annually	Premises CCTV	Sonic	Annually
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Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Senior Administrator	Copies kept in Health and Safety folders in the main office area												
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection termly.	Health and Safety Governor	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc												
A nominated Governor will be responsible for monitoring management systems.	Health and Safety Governor													
Health and Safety Information instruction and training: The health and safety law poster is displayed in school.	Headteacher	Main office area.												
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Headteacher	Health and Safety presentation as part of the induction process. Annual Health and Safety training update for all staff.												

Specific health and safety arrangements	Responsibility	Action/Arrangements
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken.	Headteacher Senior Administrator	Records are kept in the Health and Safety folders located in the main office.
Programme of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Headteacher Deputy Headteacher Senior Administrator Administrator	A Health and Safety briefing is given to all visitors. Induction training as new staff join the school team. Staff briefing time used to share updates and respond to Health and Safety findings. Health and Safety refresher training annually for all staff. Specific training as needed, selected from the Health and Safety toolkits sent to staff.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Caretaker	In all classrooms/key areas. There is also a separate Fire Safety Policy and Fire Safety Assessment.
Fire drills are undertaken termly and a record kept in the fire log book.	Headteacher Caretaker	Fire Safety Folder located in the main office.
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.	ALNCo	PEEP plans are completed as needed and updated as needed. Plans are saved in individual pupil folders and hard copies kept in the main office.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	

Specific health and safety arrangements	Responsibility	Action/Arrangements
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Headteacher Deputy Headteacher Caretaker	Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use. Isolation Points: Water – Pavement at the front of the school. Electricity – Plant Room ground floor (08000520400). Gas – green box next to the main gate (0800111999).
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Caretaker	Daily checks as part of the inspection/maintenance routines.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Caretaker	Please see guidance in appendix 1 regarding statutory maintenance arrangements.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Organised by: Senior Administrator	All portable electrical appliances will be tested annually. Semi portable equipment, such as printers, computers etc will be tested every three years.
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.	External Contractors (LA) Caretaker	File located in the main office. Weekly flushing of little used outlets carried out by the caretaker. Monthly temperature checks carried out by external contractors.
First aid arrangements: 24 suitable first aiders and first aid	Deputy Headteacher	<ul style="list-style-type: none"> ● Emergency First Aid at in the Workplace ● Paediatric First Aid

Specific health and safety arrangements	Responsibility	Action/Arrangements
trained staff are located throughout the school.		<ul style="list-style-type: none"> ● First Aid at Work ● Schools First Aid
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	ALNCo	Specialist first aid training is undertaken as needed (under the Health and Safety SLA). Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	All First Aiders Classteachers	Parents/Guardians are invited to site to assess their child's injury (even if the child presents as well). In the case of serious head injuries the school will seek immediate medical advice (call an ambulance).
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately. Administration of medication: Medication will only be administered in school in accordance with the WG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	First Aiders Headteacher Deputy Headteacher Administrator	In the event of an incident like this, SLT must be informed immediately. Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief. Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	ALNCo to co-ordinate	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually

Specific health and safety arrangements	Responsibility	Action/Arrangements
		Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable Diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher All staff	In the event of an outbreak of any type of infection, the Headteacher will contact the Services and Compliance Team, Education Service (029 20873714).
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Headteacher All staff	<p>All accidents must be reported to the Headteacher.</p> <p>All accidents must be recorded in the accident books in the main office and at the First Aid stations.</p> <p>For serious accidents/incidents relevant forms should be used which are located in the main office. Completed forms are transferred to the LA by school admin staff.</p> <p>The Governing Body will be informed of serious incidents by the Headteacher as soon as practical.</p>
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All staff	All near misses are reported to the Headteacher.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Headteacher	<p>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Classteachers SLT Health & Safety Division</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Headteacher Deputy Headteacher ALNCo Administrator</p>	<p>When an incident occurs, it must be reported to the SLT as soon as possible.</p> <p>The administrator will</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 Chair of Governors</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p> <p>If needed the police will be called to site in the event of violence and aggression towards staff and/or visitors.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Headteacher</p> <p>Caretaker</p> <p>Senior Administrator</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 Building Manger or checking the survey for the school.</p> <p>All asbestos logs, surveys and information is located in the main office.</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>Caretaker</p> <p>Senior Administrator</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</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>Caretaker</p> <p>Senior Administrator</p>	<p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	<p>Caretaker</p> <p>Senior Administrator</p>	<p>Any damage or deterioration is reported to Senior Administrator who will contact:</p> <p>The Council Asbestos Team – 029 2087 3467</p>
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging</p>	<p>Headteacher</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher who will contact:</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
asbestos containing materials will be reported and documented.		The Council Asbestos Team – 029 2087 3467
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department.</p>	Senior Administrator Administrator Caretaker	Documents for managing contractors can be found in the main office.
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	Senior Administrator Administrator	<p>All contractors must report to Main Reception and sign in via the Ipad logging in system.</p> <p>All visitors are given visitor badges.</p> <p>Detail how information is provided to contractors and visitors e.g. notice with signing in book/details on back of visitors pass etc.</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	Senior Administrator	These are managed by the Senior Administrator who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.
<p>Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Headteacher Senior Administrator.	<p>Where possible school will uses Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used, the Senior Administrator will undertake appropriate competency checks prior to engaging a contractor.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	<p>Caretaker Senior Administrator</p>	<p>Risk assessments and method statements are discussed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority.</p>	<p>Headteacher</p>	<p>Liaise with cleaning contractors as needed. Contact in the Local Authority is Diane Podd.</p>
<p>Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p>	<p>Headteacher Caretaker</p>	<p>Those who are lone workers must complete the Local Authority lone working course via the Health and Safety Team.</p> <p>The Headteacher must be informed if lone working is required.</p>
<p>Work involving potentially significant risks: 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</p>	<p>The Headteacher must be informed if this type of work is required.</p>
<p>Working at height: All working at height should be risk assessed and appropriate controls introduced.</p>	<p>Headteacher Caretaker</p>	<p>The Headteacher and Caretaker will complete a risk assessment together.</p>
<p>Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected</p>	<p>Caretaker Senior Administrator</p>	<p>The external play equipment should only be used when supervised; equipment will be checked daily before use for any apparent defects by the caretaker.</p> <p>The caretaker will conduct a formal termly inspection of the equipment.</p> <p>PE Equipment annual inspection is completed by an external inspector.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
		Play equipment is inspected annually by an external inspector.
Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Caretaker	<p>Consider the types of hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.</p> <p>Where appropriate complete the following COSHH Assessment Form</p> <p>http://www.hse.gov.uk/nanotechnology/coss-assessment-form.doc</p>
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Headteacher Caretaker	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	ALNCo	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
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.	Deputy Headteacher	<p>Assessments completed annually or after changes and when new staff are employed.</p> <p>DSE assessments are available under the Health and Safety SLA</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.	Caretaker Gate Duty LSA	<p>Access onto site is available from 6:00am - 8:40 am.</p> <p>The gates are locked from 8:40 - 9:10am.</p> <p>The gates are then opened until 11:00am when they are locked again.</p>

Specific health and safety arrangements	Responsibility	Action/Arrangements
		The gates are opened at 12:00 and remain open until 2:50pm, when they are locked until 3:25pm.
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Wellbeing.</p>	<p>Headteacher Deputy Headteacher</p>	<p>Open door policy, should staff need to discuss anything related to their role.</p> <p>LA Schools have access to CAREFIRST.</p> <p>Access to Cardiff Council Counselling Services.</p>
<p>Shared use of premises/ hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	Senior Administrator	Third parties hiring facilities must have adequate insurance (see Charging and Remissions Policy)
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	Headteacher	The headteacher will review the policy annual and present this to the Governing Body. New contractors and contacts will be amended accordingly.

EMERGENCY PROCEDURES

Type of emergency procedure	Location(s) of procedure / guidance within School
In all cases the LA Bronze Officer must be informed (029) 20 872998. A Contingency plan is in place, should the school need to be evacuated and not in close proximity. All persons will relocate to the Care Home situated on Mill Road.	
Lock Down	If a Lock Down is initiated then the Police must be called. See the Lock Down policy for full procedures in the event of a lockdown on the T Share.
Fire	Evacuate as per Fire Safety policy and assemble at the back of the KS2 yard.
Bomb Alert	Activate the fire alarm. Evacuate as with a fire alarm then relocate all persons to the nearby bowling green. Call Bronze Officer as above.
Gas Leak	Inform the school office. Call the school Caretaker to assess. Call DSU. In an emergency ring 0800111999 and evacuate as with a fire. Call Bronze Officer as above.
Electrical Fault	In an emergency call 0800 0580400
Water Leak	Isolate the leak. Evacuate.
Storm / Flood / Weather Damage	Council Emergency
Persons Threatening Violence on Site	All staff know the key word 'Cynthia'. 'Call Cynthia' means call 999.
Dangerous Animal(s) on Site	Call RSPCA. Initiate Lock Down if needed.

Health and Safety Action Plan

The Head Teacher will develop and maintain Health and Safety Action Plan for the school together with the LA Health and Safety Officer.

The Plan will be submitted to the Governing Body for approval annually. It will be reported to the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the Plan will be reported to the next appropriate meeting of the Governing Body. The plan is to be kept in the Health and Safety File in the Head Teachers office.

Date	Review Date	Nominated Governor
Apr 22	Apr 24	Kathryn Hughes

Headteacher:		Date:	
Governor:		Date:	