



HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

PART 1: STATEMENT OF INTENT Coed Glas Primary School

The Governing Body of Coed Glas Primary 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 shared drive.

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

This policy statement supplements

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

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



Mrs Meredith Gardiner, **Chair of Governors**

January 2023

Mrs Sophie Notley, **Acting Head Teacher**

January 2023

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.
[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]
At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
[In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

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

The Head Teacher has responsibility for:

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

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

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

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

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

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

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

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

All volunteers have responsibility to:

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

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Mrs S Notley: Acting Teacher Senior Management team H&S officer All staff	Risk assessments for all premises risks are completed by the H&S officer and the Head Teacher. Educational visits risk assessments are completed by staff organising the visit and collated by the educational visits coordinator Specialist risk assessment for issues such as ad hoc activities are completed by the H&S officer with assistance from the Head Teacher and the relevant members of staff.
Risk assessments are reviewed regularly/ following significant change.	Mrs S Notley: Acting Head Teacher Senior Management team H&S Officer All staff	Premises risk assessments are reviewed bi-annually specialist risk assessments are reviewed when changes to the person, premises or location take place
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Corporate health and safety H&S Officer Relevant members of staff Parents / guardians	Whenever a specialist risk assessment is identified the Head Teacher will contact the SLA H&S Officer to arrange a meeting to complete a risk assessment
DBS /vetting and barring protocols – All staff, contractors and visitors who may be working with children must have an up to date enhanced DBS certificate in place	Mrs S Notley: Acting Teacher Clerk All staff	The clerk will ensure that an up to date enhanced certificate is in place for all staff, relevant contractors (music, literacy, numbers specialists, supply teachers, school nurse etc.). Prior to working with children evidence must be provided of a current up to date certificate and the certificate number recorded by the clerk and kept on file in the office. The file will be reviewed by the clerk annually and any outstanding issues raised with the relevant agencies. No person will

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		be permitted to work alone with a pupil without an up to date DBS certificate.
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.	Mrs S Notley: Acting Teacher Staff members Health and Safety Officer	Pregnant worker risk assessment are available under the Health and Safety service.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	EVC Jo Adams Mrs S Notley Acting Head Teacher Senior Leadership and Management teams	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 Head Teacher/ Authority's Offsite Visits Officer for final approval. Further help and guidance can be found on EVOLVE or via OEAP Outdoor Educational Advisor's Panel https://oeapng.info
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.	EVC Jo Adams Mrs S Notley: Acting Teacher David Goulding/ Andy Meek Offsite Visits Advisor Senior Management Team	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 Further guidance can be sought from Cardiff's Outdoor Education advisers Andy Meek (EVA) Adviser for Outdoor Education and Educational Visits Tel: 01874 623598 Mobile: 07815531150, Email ameek@cardiff.gov.uk Or

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Dave Golding Strategic Lead for Outdoor Education Mobile: 07880 044407
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Mrs S Notley acting Head Teacher Senior Leadership and Management team H&S Officer Caretaker H&S link governor School Senedd	The Estates Manager makes visual checks when opening and closing the school daily. Class staff check learning areas daily prior to the pupils' accessing areas. Staff record any faults in the Estates Manager's log books kept in the main office. The Estates Manager undertakes a range of site, health and safety monitoring including: 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, Pinch points, finger guards and self-closing arms on doors and gates, ladder checks and general site inspections.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		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 main office: Any issues are highlighted to the Head Teacher without delay. Foundation phase staff check mobile play equipment on termly basis and inform Estates Manager and Head Teacher of any concerns. Broken and damaged equipment is taken out of use.
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Mrs S Notley: Acting Head Teacher Estates Manager 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.	Mrs S Notley: Acting Head Teacher Governing Body (GB)	School document annual site walk around on Authority's self-inspection toolkit. Head Teacher 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 Head Teacher to periodically review schools RAMIS reports with SLA Health and Safety Officer.
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Mrs S Notley: Acting Head Teacher SLA H&S officer	The law poster is displayed in the staff room.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Mrs S Notley Acting Head Teacher Senior Management team	All New employees are taken through the school induction process by the Head Teacher. Supply staff are given a brief site induction and provided with school guidance. A copy of the most recent Health and Safety Policy is made available via the shared drive. Fire awareness training is undertaken annually, with fire drills undertaken on a termly basis.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Mrs S Notley Acting Head Teacher Sandra Prole: Senior administrator	Staff CPD is recorded on staff individual records. First Aid training certs are kept in individual files, with a list of first aiders displayed around the school. A record of attendance for fire awareness training is kept in the Fire Log book and on RAMIS. Head Teacher also shares all memorandums sent by Education Health and safety with staff via email through a weekly staff newsletter, minutes are recorded for staff meetings. A list of staff trained in specific medical conditions/ use of emergency medication is kept by the ALNCo alongside care plans and risk assessments.
Programme of health and safety training All employees are provided with: ● induction training	Mrs S Notley Acting Head Teacher Senior Management team	Estates Manager, and Headteacher attend LEA organised training.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
• 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	H&S Officer Office staff	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. Headteacher contacts SLA Health and Safety Officer for advice on specific Health and Safety Training. Specialist Nurse/ School Health Nurse to be contacted in regard to specific medical training. E.g., epilepsy Staff receive regular health and safety information via staff meetings. Office administrators keep written record of dates of attendance and expiry dates to establish, frequency required.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Mrs S Notley: Acting Head Teacher H&S Officer	Fire action notices are posted at all Manual call points and fire order signs are posted close to exit doors in all classrooms
Fire drills are undertaken termly and a record kept in the fire log book.	Mrs S Notley: Acting Head Teacher Estates Manager Senior Management team	Trial evacuations are carried out once a term and coordinated by the head teacher and the senior management team. Results of trial evacuations are recorded and uploaded to the RAMIS data base.
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.	Mrs S Notley: Acting Head Teacher ALNCo H&S Officer Inclusion and Disabilities team.	School to seek advice from H&S Officer/ Fire safety Officer if staff member or pupil requires PEEP. Inclusion and Disability's team also offer support and advice regarding pupils who may need assistance evacuating the building.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fires if it is safe to do so without putting themselves or others at risk.	All staff	Staff attend annual fire awareness training. Staff Emergency Evacuation plan in situ. Key staff trained as Fire Wardens.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	If a fire is discovered all staff are aware of the need to raise the alarm promptly and to prioritise evacuation of the premises. Administration staff will call the emergency services if needed Some key staff have been trained in use of fire extinguishers and may attempt to fight a small fire (e.g bin fire) if it is safe to do so.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Mrs S Notley: Acting Head Teacher Senior Management Team H&S officer Estates Manager All staff	The caretaker will routinely check escape routes and corridors first thing in the morning to ensure routes are clear and free from obstructions. All staff are responsible during operation hours for maintaining access and egress routes. Monthly inspections are carried out by the caretaker of all final exit doors to ensure they are operating correctly and final exit routes to maintain access and egress. Records are kept of all monthly inspections.
Statutory maintenance: The school has opted out of the Authority's statutory maintenance contracts.	Mrs S Notley Acting Head Teacher Governing Body	School opt out of the Building Services SLA.
Portable Appliance Testing (PAT): The school has opted out of the Authority's internal PAT testing arrangements.	Mrs S Notley Acting Head Teacher Governing Body	School engage Cardiff PAT test directly. All records available on RAMIS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Staff will not bring equipment in from home.
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.	Mrs S Notley Acting Head Teacher Estates Manager H&S Officer Cardiff Council – Building service/ FM/ Statutory obligations	Annual and biannual checks are completed by Cardiff Councils appointed water contractor under the Building Services/ FM statutory maintenance agreement. 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. Estates Manager to complete water temperature checks ensuring hot and cold-water supply are within safe parameters. Any non-compliances reported to Headteacher Records uploaded to RAMIS periodically.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Mrs S Notley Acting Head Teacher Mr Chin-Adams (Emergency Care Assistant)	Mr Chin-Adams – Emergency Care Assistant (ECA) Year 2 FAW KS2 Marco Arrighi Mary Esufali Angie Sparey Steph Barrett FP Katrina Williams Sam Purnell Sam Assinder Nic McGrath

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Nursery Jo Flavel EFAW KS2 Charlotte Davies FP Rhian Lewis Kim Chin-Adams Sadie Hackett MDS all have annual training with Mr Chin-Adams (not a regulated qualification)
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Mrs S Notley Acting Head Teacher Senior Management team SLA H&S officer Mr Chin-Adams (Emergency Care Assistant) ALNco - Mrs R Charles	First aid training is available through Mr Chin-Adams who is a registered 1st aid provider through CCC. Admission pack is sent out to parents and declaration of pupil medical needs for parents to complete. ALNCo undertakes pupil assessments and can seek assistance from specialist Teachers in Inclusions and Disabilities team. Individual pupil risk assessments, identify the need for specialist first aid. School nurse / Specialist nurse to provide specialist training for medical conditions, including asthma, epilepsy, diabetes, allergies and other specific conditions.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Mrs S Notley Acting Head Teacher Senior Management team	Parents/Guardians are invited to site to assess their child's injury. An accident form is completed: Accident forms are located in the main office.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	All staff	Head injury report goes home with the child and advice given to parents. All accident forms are sent home with children and an electronic copy is held at school. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance) –Cardiff Council's accident form is completed and sent to Health and Safety without delay. SchoolsAccidentsHandS@cardiff.gov.uk Tel: 02920 872 949
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 WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Mrs S Notley Acting Head Teacher Senior Management team All staff	School to call emergency services (999) and parent/guardians. 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. Medication will not be administered for acute medical conditions e.g. pain relief

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Managing medicines in school's 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.	Mrs S Notley Acting Head Teacher Senior management team ALNco - Mrs R Charles All staff	Where required staff are trained in accordance with the Individual Health Care Plan. Individual Health Care Plans are reviewed annually Pupil assessments and health care plans completed with advice from a medical professional, e.g., the School Nurse/ Specialist Nurse, Inclusion and Disabilities team and school ALNCo/ Head Teacher Where required, SLA Health and Safety Officer can support in completing pupil risk assessment, for medical / acute medical such as broken limbs.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Mrs S Notley Acting Head Teacher All school staff H&S Officer Communicable Diseases team	School follow the HPA guidance on infection control in schools. Copy of the guidance is located in the main office. Cleaning of bodily fluids risk assessment in situ. Advise on Norovirus and training for staff available from Health and Safety Officer. Any cases of notifiable diseases to forwarded to Cardiff Communicable Diseases team communicabledisease@cardiff.gov.uk

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Mrs S Notley Acting Head Teacher Senior Management team All staff	All accidents are recorded on the school accident forms which are located with first aid kits. Minor accidents such as playground incidents are recorded on the minor injury record sheet and sent home to parents or guardians. Any serious or major accident are recorded on the corporate accident and incident form and fully investigated by the senior management team. Head Teacher responsible for forwarding accident form onto Health and Safety via the education H&S mailbox: SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours. Low level/ initial investigation is completed by the class teacher/ supervisor, SMT or Headteacher. SLA Health and Safety Officer to investigate higher level investigations.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Mrs S Notley Acting Head Teacher Senior Management team SLA H&S officer	All reports of accidents and near misses are investigated as required. Investigations are recorded on accident investigation forms, and sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours.
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.	Mrs S Notley Acting Head Teacher Senior Management team SLA H&S officer All staff	The school will forward details of accidents or cases of work related ill health to Health and Safety. SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Where appropriate the Health and Safety department will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard. Investigating accidents and incidents:	Mrs S Notley Acting Head Teacher Senior Management team All staff Office staff H&S Officer	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team 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 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. Further information is contained in the Authority's guidance to accident investigation.
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.	Mrs S Notley Acting Head Teacher Senior Management team All staff Governing Body	Headteacher to report any VAW on the ALERT form and sent 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.
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.	Mrs S Notley Acting Head Teacher Senior Management team	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 Local Authority to investigate and issue appropriate sanctions.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Home visits are individually risk assessed with staff accessing the employee protection register, via the Health and Safety Department prior to visits. Further advice available from Health and Safety Department on Tel: 02920 872 949.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors. Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	Mrs S Notley Acting Head Teacher Senior Management team SLA H&S officer Estates Manager	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 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. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Estates Manager / Head Teacher who will check the survey for the school and where required contact the CAT Cardiff Asbestos Team. Asbestos survey and management plan, including permits to work are kept in the main office. Estates Manager checks any asbestos in situ on annual basis. All checks to be recorded in Asbestos survey/ management plan. Any changes noted are to be referred to CAT without delay. Survey undertaken in June 2022.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Mrs S Notley Acting Head Teacher Senior Management team Reception staff Estates manager	All works requests are processed via Cardiff Councils One Front Door (OFD) system. Schools follow advice provided via OFD to ensure compliance with applicable regulations. All contractors view the survey and complete a permit to work. This is signed off by the Estates Manager / Head Teacher. 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. Where a works request – Landlord consent only is requested via the service desk- OFD. And school engage with a contractor directly. The Head Teacher 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. Any contractor that works on CCC property must hold relevant UKATA accredited asbestos training
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is	Mrs S Notley Acting Head Teacher Estates manager	Estates Manager checks any asbestos in situ on annual basis. All checks to be recorded in Asbestos

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
periodically completed. The visual inspection should be completed at least annually and documented.	H&S Officer CAT Team	survey/ management plan – any changes will be sent to CAT asbestos@cardiff.gov.uk Health and Safety Officer is able to undertake asbestos condition monitoring on behalf of the school if requested by the Headteacher
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	Mrs S Notley Acting Head Teacher	Any damage or deterioration is reported to Sophie Notley who will contact: The Council Asbestos Team – 029 2087 3467
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Mrs S Notley Acting Head Teacher	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Cardiff asbestos team (CAT) via Telephone: 029 2087 2374 or via email: asbestos@cardiff.gov.uk without delay
Managing contractors: The school will adhere to the Authority's policy and guidance.	Mrs S Notley Acting Head Teacher Cardiff Council – Building service/ FM/ Statutory Obligations Governing Body (GB) Estates Manager Senior Management Team H&S Officer	Prior to any planned works. Head Teacher/ Office Administrators submit a Works Request or where school intend to arrange the work directly with a contractor a Landlords Consent only, via Cardiff Councils One Front Door (OFD) system. Schools follow advice provided via OFD to ensure compliance with applicable regulations. 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. Where school engages directly with a contractor to undertake works on the school building, The Head

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Teacher 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 should follow the OFD process and can request support from their Health and Safety Officer in ensuring the contractor can fulfil Cardiff Councils health and safety contractor requirements and comply with relevant legislation. Whilst contractors are on site, Estates Manager, Office Administrators or Head Teacher to ensure 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 base staff to undertake non-technical monitoring of the contractor and report any issues back to Building Services. Where schools engage a contractor directly. Estates Manager, Office Administrators 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 (RAMS). Some small works are undertaken by Estates Manager; changing light bulbs, painting and decorating, general grounds maintenance works, under the direction of the Headteacher.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Technical expertise: Where appropriate works are arranged through a technical department		Estates Manager only carries out work within his remit, as defined in his job description, and as trained to do so.
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Mrs S Notley Acting Head Teacher Cardiff Council – Building service/ FM/ Statutory Obligations Governing Body (GB) Estates Manager Senior Management Team H&S Officer	All contractors must report to main reception. Access to site is controlled via security access gate and fob entry system. All visitors are asked to sign in and are given badges as means of identification. Safeguarding information is provided to contractors and visitors via sign in. This is also posted in key locations around the school. Where possible / practicable contractors are accompanied on site by member of staff. 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. of welfare facilities are discussed prior to the start of works.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Where applicable this site-specific information should be included in the contractors Construction Phase Plan (CPP) Fire action notices and fire exit signs are displayed with all call points/ exits.
School managed building/environmental projects: Where the school undertakes building/environmental projects directly the governing body would be considered the 'client' and therefore have additional statutory obligations.	Mrs S Notley Acting Head Teacher LEA – Cardiff Council (SOaP, PDD, Energy Management) Governing Body (GB) H&S Officer H&S Dept	School use LEA (Cardiff Council) for large building/ environmental projects. Where school engages directly with a contractor to undertake works on the school building, The Head Teacher 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 follow the OFD process to ensure compliance with relevant legislation. The Head Teacher can request support from their Health and Safety Officer in ensuring the contractor can fulfil Cardiff Councils health and safety contractor requirements and comply with relevant legislation.(First phase vetting or contractor. 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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		they fulfil their duties and responsibilities under CDM 2015.
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Mrs S Notley Acting Head Teacher Governing Body (GB) Estates Manager H&S Officer	Where possible school engage with LA contractors to undertake works, via OFD, in line with their SLA agreement. Schools follow advice provided via OFD to ensure compliance with applicable regulations. Where school choose to engage directly, the Governing Body would be considered the 'client' and therefore take on additional statutory obligations. In this instance the Head Teacher or Estates Manager on behalf of the Head Teacher and Governing Body will undertake appropriate competency checks prior to engaging the contractor: Where requested schools Health and Safety officer can support with first phase vetting of contractors.
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include details of measures taken to reduce the risk to pupils and school staff.	Mrs S Notley Acting Head Teacher Governing Body (GB) Estates Manager H&S Officer Cardiff Council – Building service/ FM/ Statutory obligations	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) For planned works, managed via Building Services or LEA, a site meeting prior to the works should be arranged to communicate relevant information to all parties, including safe access/ egress, parking,

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		suitable hours of work, other planned works on site, emergency procedures, site hazards, asbestos locations, use of welfare facilities etc. Where school engage directly with contractor, the Head Teacher or the Estates Manager on behalf of the Head Teacher is responsible for ensuring contractors have site specific risk and method statements (RAMS) and where required a construction phase plan completed for the works. 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.
Ground maintenance and cleaning contracts: The school has opted out to the contracts operated by the Authority.	Mrs S Notley Acting Head Teacher	School directly to undertake grounds maintenance works. Contractor has undergone CCC vetting process and satisfies Cardiff councils' assessment criteria. Senior Office Administrator re-checks contractors annually for any changes. School opt out of Cardiff Councils Cleaning SLA.
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Insert contractor details	Insert contractor details.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Mrs S Notley Acting Head Teacher Governing Body (GB) Estates Manager All school staff H&S Officer	Lone worker risk assessments in place for Head Teacher and Estates Manager. School staff required to gain approval from the Head Teacher to lone work, individual risk assessments to be completed as required. Staff to ensure mobile phone is carried on person. No high risk activities, such as working at height will be undertaken when lone working. Staff must advise the Head Teacher if there is anything, that could affect their ability to lone work safely.
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.	Mrs S Notley Acting Head Teacher Governing Body (GB) Estates Manager All school staff H&S Officer	Tasks and activities considered to be high risk, require individual risk assessments, including: Lone working, meeting with parents, working at height, Use of heavy machinery, use of hazardous substances, manual handling tasks. Health and Safety Officer to support school on the complete risk assessments as needed, under direction of Head Teacher
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Mrs S Notley Acting Head Teacher Governing Body (GB) Estates Manager Senior Management Team	Advice sought from LEA and suitable equipment is hired/ purchased. Ladders within school are stored safely away from unauthorised access. All ladders are class 1: industrial

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	All school staff H&S Officer	ladders. Estates Manager trained in working at height/ step ladder training A risk assessment has been completed for the Estates Manager. Key staff briefed in ladder safety/ working at height
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Acting Head Teacher Mrs S Notley Governing Body (GB) Estates Manager Office Administrators All school staff Foundation phase leader H&S Officer	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and John Millward Estates Manager will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by Gymnasium Services. It is recommended that play equipment is inspected annually
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		Estates Manager/ Senior Office Administrator keeps an inventory of chemicals held on site. COSHH assessment completed by the Health and Safety Officer where required. COSHH assessment and product information will provide information on PPE requirements and other controls, e.g., use in well ventilated area. Wherever possible schools use non-hazardous substances.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		When using chemicals/ hazardous substances, Estates Manager / staff to follow manufacturer's instruction, product label or product information sheet. 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. Schools use cleaning contractors A&R Cleaning Services. They are responsible for purchasing, training information and instruction of products used by cleaners on school site. No products / bleach etc., are brought in from home. All products are used and stored in accordance with manufacturer's instruction and guidance. All products are kept out of the reach of children, in a lockable cupboard with a sign stating no unauthorised access. PPE is provided for staff. Staff have been provided with information on cleaning bodily fluids; appropriate spill kits are available.
Inanimate manual handling: Manual handling operations are risk assessed and	Acting Head Teacher Mrs S Notley Governing Body (GB)	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
staff has received appropriate information instruction and training.	Estates Manager All school staff H&S Officer	information, instruction and training on safe handling techniques. Where identified specific manual handling risk assessment will be undertaken for work tasks. 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/ carry what is comfortable and to seek help where needed. Manual handling training is available via CC Academy on intranet.
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.	Acting Head Teacher Mrs S Notley Governing Body (GB) ALNCo Inclusions and Disabilities Team	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 School responsible for keeping track of lifting equipment, servicing and Loler inspections. Loler inspections arranged vis Inclusions and disabilities team.
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.	Acting Head Teacher Mrs S Notley Governing Body (GB) Office Administrators H&S Officer	Insert arrangements for workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk	Acting Head Teacher Mrs S Notley Governing Body (GB)	Traffic management risk assessment in situ – to be reviewed annually:

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
assessed in the Traffic Management Risk Assessment.	All school staff H&S Officer	No onsite parking – only vehicle movement is refuse collection or emergency vehicle/ contractors with prior arrangement. Not at peak times. Pedestrians and vehicles are kept separate by physical barriers and on-site management procedures. Where possible deliveries will be taken outside of peak times.
Minibuses: The school maintain and operate a minibus. Only authorised nominated drivers are permitted to operate the minibus	Insert details of who maintains/checks the minibus Insert details of authorised nominated drivers	Detail arrangements for maintaining minibus Detail arrangements for checking if staff are licensed to drive a minibus and assessing competency. Detail how appropriate insurance is arranged.
Wellbeing: 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 Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Acting Head Teacher – Mrs S Notley Governing Body (GB) All school staff HR H&S Officer	LA Schools have access to CAREFIRST: School display CAREFIRST leaflets on the back of the toilet doors. Authority's policy and procedure in place. School to contact HR for further advice and support. CC wellbeing sessions are held online to enable staff to access them when needed. SLA Health and Safety Officer to facilitate return to work assessments/ wellbeing process as required. LA Schools have access to CAREFIRST

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Head Teacher Governing Body (GB) Estates manager	School hire their premises out to third parties. These 3 rd parties have produced their risk assessments
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Mrs S Notley Acting Head Teacher Governing Body (GB) H&S Officer	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change. Where there are no significant changes – the policy will be reviewed within a 24 month period.