



HEALTH AND SAFETY STATEMENT FOR YSGOL MYNYDD BYCHAN

PART 1: STATEMENT OF INTENT – Ysgol Mynydd Bychan

The Governing Body of Ysgol Mynydd Bychan 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 all members of staff [a reference copy is kept in the Head Teacher's office].

This policy statement and the accompanying organisation and arrangements will be regularly reviewed (at least every two years).

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.

Jenny Williams - Chair of Governors *Jenny Williams*

12/10/23

Siân Evans - Head Teacher *S. Evans*

12/10/23

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 Miss Evans 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 Miss Evans will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Miss Evans 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 Miss Evans 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 Miss Evans 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 Miss Evans 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 Miss Evans 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 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.	Sian Evans	Health and Safety Officer attends the school once every three weeks and will support with the completion of Risk Assessments. Miss Evans to ensure the outcome of all risk assessments are shared with the relevant staff. Advice Guidance and Support – Mrs Rhiannon Thomas
Risk assessments are reviewed regularly/ following significant change.	Sian Evans	Reviewed at least annually, or following significant change.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Sian Evans	
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.	Miss Evans & SLA Health and Safety Officer	Once notified, SLA Health and Safety Officer to complete RA during next scheduled visit, or if required sooner, to be completed by Miss Evans.
Educational and Off Site Visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Mr Marc Jon Williams	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.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-		Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.		attached electronically as required
Health and Safety Monitoring and Inspections: General Inspections of the site to be conducted periodically.	Caretaker	All inspections must be documented and made available to the Head Teacher. General site inspection: Termly Visual inspection of play equipment i.e. bikes and scooters: Monthly Visual inspection of chairs and furniture: Annually Visual inspections of fixed outdoor play equipment and indoor gym equipment: Monthly Plus checks by staff prior to each use.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Mrs Jenny Williams	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.
Health and Safety Information instruction and training: The health and safety law poster is displayed in school		Staff room/kitchen and ground floor corridor.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	SLA Health and Safety Officer	Induction Training to be provided at the start of employment. Induction form to be signed by employee and stored in personnel file.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Miss Evans	All records forwarded to Miss Evans (and SLA Health and Safety Officer) and stored in a secure personnel file on the school drive.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Miss Sian Evans	<p>Induction Training (non-specialised) – see above All other Health and Safety Training will be provided (often fee based) by Cardiff Council. Available training courses can be viewed via Digi Gov</p> <p>SLA Health and Safety Officer can provide advice when deciding on suitable courses for employees.</p>
FIRE SAFETY		
Fire Risk Assessment	LA Fire Officer – Byron Jones	Completed every 3 years or sooner following significant change. Miss Evans to notify Fire Officer of changes to the building that may impact fire safety.
Fire Emergency Evacuation Plan	SLA Health and Safety Officer	Reviewed annually or following significant change.
Fire Risk Assessment Review	SLA Health and Safety Officer	Reviewed annually
Fire notices and instruction to staff are posted throughout the school.	Caretaker	These are reviewed on an annual basis and checked monthly to ensure fitness for purpose.
Fire drills are undertaken termly and a record kept in the fire log book.	Miss Evans, Caretaker and SLA Health and Safety Officer	The Fire Drill Log is kept in the Admin Office and completed along with a review after each fire drill.
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.	Miss Evans and SLA Health and Safety Officer	Miss Evans to notify Officer of need to undertake a PEEP. These are often completed with the support/input from 1:1 teaching assistant.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Staff must ensure the alarm is raised and pupils evacuated when discovering a fire	Caretaker	This procedure is part of the Fire Emergency Evacuation plan, it is also noted on the Fire Notices displayed throughout the building. <ul style="list-style-type: none"> Escape routes are checked daily for any obstructions. Final exit doors and magnetic locks are checked and documented weekly to ensure they are operational. Emergency lighting functionality flick test are carried out monthly. Monthly visual check of Fire Fighting Equipment
Inspection of firefighting emergency equipment:		
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Caretaker and SLA Health and Safety Officer	
Fire Fighting Equipment	FM Statutory Obligations	Annual Inspection
Portable Appliance Testing	FM Statutory Obligations	Annual Inspection
5 Yearly Electrical Inspection Testing	FM Statutory Obligations	5 Yearly
Fire Detection and Alarm Inspection	FM Statutory Obligations	At least once every six months
Emergency Lighting	FM Statutory Obligations	Annual Inspection
Gas Boiler Inspection	FM Statutory Obligations	Annual Inspection
Roller Shutter Doors N/A	FM Statutory Obligations	Annual Inspection
Lifting Equipment (lift)	Council's Engineering Insurance FM Statutory Obligations	Thorough Examination (LOLER – 6 Monthly), Service/Maintenance (Monthly)

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)																																				
<p>Legionella Risk Assessment</p> <p>Legionella Control Measures</p>	<p>Cardiff Council</p> <p>Caretaker and SLA Health and Safety Officer</p>	<p>A Legionella Risk Assessment was undertaken by Aquasafe 17/03/2022. Reviewed every three years</p> <p>A review of the Risk Assessment will be completed in 2022 by Aquasafe (school will have the option of funding the review).</p> <ul style="list-style-type: none"> • Monthly Water Temperature Recordings and adjustments • Flushing of 'Little Used Outlets'. • Cleaning and Disinfecting of water storage tank. • TMV annual maintenance 																																				
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>HYFFORDDIANT CYMORTH CYNTAF – Medi 2023</p> <table border="1" data-bbox="808 834 1189 1406"> <thead> <tr> <th>Enw</th> <th>Dyddiad yr hyfforddiant</th> </tr> </thead> <tbody> <tr><td>Sian Evans</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Iolo Williams</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Marc Jon Williams</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Rob Powell</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Non Bullen</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Lois Williams</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Wendy Wylie</td><td>30/9/2020 (Lefel 3)</td></tr> <tr><td>Vikki Tudur</td><td>21/10/2021 (Lefel 3)</td></tr> <tr><td>Elvira Griffiths</td><td>21/10/2021 (Lefel 3)</td></tr> <tr><td>Rachel Chugg</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Claire Hill</td><td>Wedi hyfforddi trwy Playworks</td></tr> <tr><td>Lisa Powell</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Fflur Ellis</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Tomos Rogers</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Mia James</td><td>20/10/2022 (Lefel 3)</td></tr> <tr><td>Medi Jones</td><td>27/9/2023 (Lefel 3)</td></tr> <tr><td>Hywel George</td><td>20/10/2022 (Lefel 3)</td></tr> </tbody> </table>	Enw	Dyddiad yr hyfforddiant	Sian Evans	27/9/2023 (Lefel 3)	Iolo Williams	27/9/2023 (Lefel 3)	Marc Jon Williams	27/9/2023 (Lefel 3)	Rob Powell	20/10/2022 (Lefel 3)	Non Bullen	27/9/2023 (Lefel 3)	Lois Williams	27/9/2023 (Lefel 3)	Wendy Wylie	30/9/2020 (Lefel 3)	Vikki Tudur	21/10/2021 (Lefel 3)	Elvira Griffiths	21/10/2021 (Lefel 3)	Rachel Chugg	20/10/2022 (Lefel 3)	Claire Hill	Wedi hyfforddi trwy Playworks	Lisa Powell	20/10/2022 (Lefel 3)	Fflur Ellis	20/10/2022 (Lefel 3)	Tomos Rogers	20/10/2022 (Lefel 3)	Mia James	20/10/2022 (Lefel 3)	Medi Jones	27/9/2023 (Lefel 3)	Hywel George	20/10/2022 (Lefel 3)	<p>Provision of First Aid equipment in the music room and office, plus bags at various locations to be used by staff supervising outdoor play and school trips.</p>
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Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Miss Evans and SLA Health and Safety Officer	Specialist first aid training is available 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.	Class teacher and/or Admin Officer	Parents/Guardians are invited to site to assess their child's injury. The injury is documented and a copy provided to the parents. 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).	Class Teacher and Administration Officer	<p>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.</p> <p>OTC medication will not be administered. Only medications prescribed by a healthcare professional will be administered.</p> <p>Managing medicines in schools paperwork/consent to be completed for any pupil who needs prescribed medication</p>														
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.	Class Teacher and Administration Officer	<p>OTC medication will not be administered. Only medications prescribed by a healthcare professional will be administered.</p> <p>Managing medicines in schools paperwork/consent to be completed for any pupil who needs prescribed medication</p>														

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		<p>administered in school.</p> <p>If a child is self-administering, the relevant form must be completed by the parents and submitted to the school.</p>																																																
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p>School Nurse</p> <p>HYFFORDDIANT EIPEN</p> <table border="1" data-bbox="801 533 1191 1082"> <thead> <tr> <th>Enw</th> <th>Dyddiad yr hyfforddiant</th> </tr> </thead> <tbody> <tr><td>Sian Evans</td><td>-</td></tr> <tr><td>Iolo Williams</td><td>23/10/2019</td></tr> <tr><td>Marc Jon Williams</td><td>26/09/2023</td></tr> <tr><td>Rob Powell</td><td>23/10/2019</td></tr> <tr><td>Non Bullen</td><td>23/10/2019</td></tr> <tr><td>Lois Williams</td><td>23/10/2019</td></tr> <tr><td>Wendy Wylie</td><td>23/10/2019</td></tr> <tr><td>Vikki Tudur</td><td>26/09/2023</td></tr> <tr><td>Elvira Griffiths</td><td>23/10/2019</td></tr> <tr><td>Beth Bradbury</td><td>26/09/2023</td></tr> <tr><td>Rachel Chugg</td><td>23/10/2019</td></tr> <tr><td>Claire Slessor</td><td>26/09/2023</td></tr> <tr><td>Lisa Powell</td><td>-</td></tr> <tr><td>Fflur Ellis</td><td>23/10/2019</td></tr> <tr><td>Tomos Rogers</td><td>-</td></tr> <tr><td>Mia James</td><td>Medi 2023</td></tr> <tr><td>Hywel George</td><td>Medi 26/09/23</td></tr> </tbody> </table> <p>HYFFORDDIANT CLEFYD Y SIWGR</p> <table border="1" data-bbox="801 1129 1191 1350"> <thead> <tr> <th>Enw</th> <th>Dyddiad yr Hyfforddiant</th> </tr> </thead> <tbody> <tr><td>Sian Evans</td><td>07/09/23</td></tr> <tr><td>Rachel Chugg</td><td>07/09/23</td></tr> <tr><td>Lisa Powell</td><td>07/09/23</td></tr> <tr><td>Gruffudd Hughes</td><td>07/09/23</td></tr> <tr><td>Medi Jones</td><td>07/09/23</td></tr> </tbody> </table>	Enw	Dyddiad yr hyfforddiant	Sian Evans	-	Iolo Williams	23/10/2019	Marc Jon Williams	26/09/2023	Rob Powell	23/10/2019	Non Bullen	23/10/2019	Lois Williams	23/10/2019	Wendy Wylie	23/10/2019	Vikki Tudur	26/09/2023	Elvira Griffiths	23/10/2019	Beth Bradbury	26/09/2023	Rachel Chugg	23/10/2019	Claire Slessor	26/09/2023	Lisa Powell	-	Fflur Ellis	23/10/2019	Tomos Rogers	-	Mia James	Medi 2023	Hywel George	Medi 26/09/23	Enw	Dyddiad yr Hyfforddiant	Sian Evans	07/09/23	Rachel Chugg	07/09/23	Lisa Powell	07/09/23	Gruffudd Hughes	07/09/23	Medi Jones	07/09/23	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
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Communicable Diseases:	All employees	The school will adhere to the guidance issued by the Authority and Public Health Wales
Accident Reporting Procedures:		
<p data-bbox="147 394 544 427">Accident/Incident Report Form</p> <p data-bbox="147 475 745 544">Any accident which results in an injury or near miss will be recorded and notified.</p>	Individual involved in accident/incident	Completed form submitted to SchoolsAccidentsHandS@cardiff.gov.uk
<p data-bbox="147 743 775 858">Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	Dependant on accident/incident level	<p data-bbox="1216 743 2045 850">Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p data-bbox="1216 858 2067 1007">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 Miss Evans and Health and Safety Division.</p> <p data-bbox="1216 1015 2078 1163">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 data-bbox="1216 1203 2029 1278">Further information is contained in the Authority's guidance to accident investigation.</p>
Violence at work:	Individual involved in	Relevant forms completed and submitted to

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
All incidents of unacceptable and inappropriate behaviour from any individual or group will be recorded on the Authority's ALERT – Violent Incident Report Form and forwarded to Corporate Health and Safety Department	accident/incident	SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk
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.		Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance.		All related documents are available from the Admin Office. *Asbestos related queries can be directed to the Cardiff Asbestos Team asbestos@cardiff.gov.uk and telephone on 029 2087 2374
<p>Asbestos Management Plan:</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>		<p>Asbestos Management Survey completed in 2010 by Enquin and is available from the Admin Office.</p> <p>All monitoring, sampling and removal waste manifests must be made available as part of the current Asbestos Management plan.</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>	All employees and contractors if applicable.	<p>Please refer to the Health and Safety Bulletin, March 2019, prior to undertaking any work on the fabric of the building, including Asbestos Advice Request Form.</p> <p>All contractors are required to review the Asbestos Register and complete an 'Asbestos Permit to Work' form, made available from</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		the admin office.
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.	Caretaker and SLA Health and Safety Officer	Asbestos condition monitoring must be logged in the Asbestos Management Plan.
Asbestos condition monitoring must be logged in the Asbestos Management Plan.	All employees and contractors if applicable	Any damage or deterioration is reported to the Cardiff Asbestos Team: 029 2087 2374 OR asbestos@cardiff.gov.uk
Any damage or deterioration is reported to the Cardiff Asbestos Team: 029 2087 2374 OR asbestos@cardiff.gov.uk		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Cardiff Asbestos Team: 029 2087 2374
Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Cardiff Asbestos Team: 029 2087 2374 Technical expertise: Where appropriate works are arranged through a technical department		
Contractors and visitors on site: All contractors must sign the visitor's 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.		All contractors must report to reception via main entrance doors. Once visitors and contractors have signed in, a pass will be issued that should be worn and displayed at all times. Contractors will be asked to read and sign Site Rules/Code of Conduct. The form will be kept by the school and stored in the 'Contractor' file.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<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, including contractor selection and vetting and risk assessments and method statements (but not limited to).</p>	Miss Evans	<p>These are managed by the Miss Evans who will ensure that landlords consent (Front Door Policy) has been obtained and where applicable, all statutory approvals, such as planning permission and building regulations have been sought.</p> <p>SLA Health and Safety Officer to undertake First Phase vetting upon request by Miss Evans, to ensure contractor competency.</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Cardiff Council	<p>Where a school has opted in to the SLA, Cardiff Council will undertake appropriate competency checks prior to engaging a contractor.</p>
<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>	Cardiff Council	<p>Risk assessments and method statements are discussed prior to work commencing.</p>
<p>Cleaning Contracts: The school have opted in to the contracts operated by the Authority.</p>	Corporate Cleaning SLA	
<p>Lone Working:</p>		<p>Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	SLA Health and Safety Officer	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.	Miss Evans	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.	SLA Health and Safety Officer	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 assessed in the Traffic Management Risk Assessment.	SLA Health and Safety Officer	A Traffic Management Risk Assessment has been completed and will be reviewed annually. There is no on-site parking.
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		School employees have access to CAREFIRST.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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.</p>		
<p>Shared use of premises/ hiring rooms to third parties.</p>	<p>Head Teacher</p>	<p>Dance Fit, Bwrlwm and Playworks currently lease part of the building. School building leases will managed in accordance with the Authority's guidance.</p>
<p>Review of health and safety policy:</p>	<p>SLA Health and Safety Officer</p>	<p>This policy and the arrangements are reviewed periodically at least every year.</p>