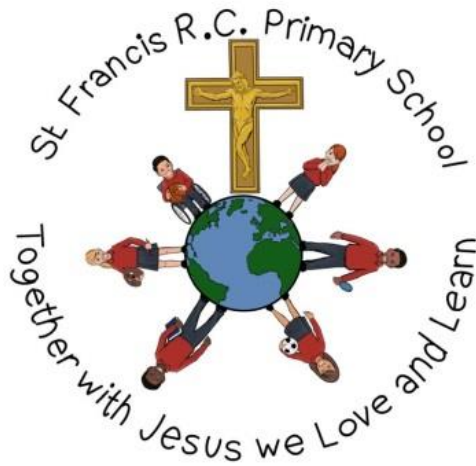


# St Francis R.C Primary School



## Health and Safety Policy 2024-2025

## 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 Governing Body of St Francis Catholic Primary School have chosen to adopt this policy and have customised it to ensure that it fits the individual circumstances at the school.
3. The Governing Body intend to comply with the Authority's Health and Safety Policy.
4. The school has ensured that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of St Francis Catholic Primary School.
5. The safety policy statement will be signed and dated by the head teacher / chair of governors
6. Our school policy will be communicated to all staff, and automatically issued to new staff as part of their induction process.
7. Our school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

### **PART 1: STATEMENT OF INTENT ST FRANCIS CATHOLIC PRIMARY SCHOOL**

The Governing Body of St Francis Catholic Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the school office and on the shared drive – Teacher share.

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.

22.05.24

## **PART 2: ORGANISATION**

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; as a Voluntary Aided Schools, the employer must have access to competent Health and Safety advice as a requirement of the Management of Health and Safety at Work Regulations 1999.
- 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*

#### **Delegation**

Premises Health and Safety Management	Mr N. Hillberg	Caretaker
Playground Equipment	Mr N. Hillberg	Caretaker
Admin regarding premises management	School Admin Staff	
Safety / First Aid	Marie Langsdale	Head
Identification of Classroom/ building Health and Safety issues	Class Teachers	Class Teachers
Identification of Classroom/ building Health and Safety issues	Teaching Assistants	Teaching Assistants

#### **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 (Governing Body) 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)
<b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.	Head teacher Governing Body Educational Visits Co coordinator	Staff to use EVOLVE for Educational Visits.
Risk assessments are reviewed regularly/ following significant change.	Head teacher Caretaker Governing Body	Risk Assessment are reviewed by the Head teacher. H&S Officer for support and advice. RA's are reviewed 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.	Head teacher ALNco	Advice is obtained via H&S for specialist risk assessments. The school has H&S visits on a monthly basis. Cardiff Docs can be accessed to obtain risk assessments and useful guidance.
<b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Head teacher	Pregnant worker risk assessment are available under the Health and Safety SLA
<b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Educational Visits Co Coordinator- Mr D. Philp	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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Officer for final approval.
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.	Educational Visits Co Coordinator- Mr D. Boyd  Head teacher	Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
<b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.	Health and Safety Governor Caretaker, head teacher.	General site inspection: termly Visual inspection of play equipment: termly. Fire Risk Assessment: Every 3 years by LA. Fire Detection and Alarm Inspections Quarterly by LA and Estate Manager weekly. Emergency Lighting checks take place annually by LA and once a month by Estate Manager Fire Extinguishers Inspection Annually completed by LA and Estate Manager weekly. PAT Testing annually by LA Inspection of the Gas Boiler Annually by LA Annual Inspection of Gas Installations in the Kitchen by LA Legionella Risk Assessment every 3 years by Aquasafe. Period Inspection of Electrical Installation: Every 5 Years Cardiff Council Contractor. Roller Shutters Annually La Kitchen Extract Clean: LA Visual inspection of chairs and furniture: Annually by the Headteacher. Risk Monitor Live programme used to monitor statutory compliance.
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Health and Safety Governor Caretaker.	H&S Officer will support school with RAMIS and monitoring statutory compliance. Caretaker to access Risk Monitor Live.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and	Governor: Patricia Murphy	

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
safety inspection annually. A nominated Governor will be responsible for monitoring management systems.	Governor: Patricia Murphy	Patricia Murphy to meet half termly with the Head teacher and Health and Safety Officer.
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school	Head teacher	Signed and displayed in the staffroom.
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Head teacher Health & Safety Officer	Staff Handbook issued, an electronic copy is kept on the main computer Drive. Induction training is arranged and delivered by the Head teacher.
<b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Head teacher	Teachers are responsible for maintaining personal training records. The school office records – First Aid Training, DBS, Food Safety Training. Caretaker Training to be updated. Fire Warden Training planned for this academic year.
<b>Programme of health and safety training</b> All employees are provided with: <ul style="list-style-type: none"> <li>• induction training</li> <li>• update training in response to any significant change;</li> <li>• Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where required</li> <li>• COVID 19 training</li> </ul>	Head teacher	To use LA Health and Safety Training courses for staff and caretaker. Refresher courses are also booked. Staff Handbook <b>School Caretaker receives manual handling, COSHH and Sypol training and work at heights every 3 years.</b>
<b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.	Head teacher Caretaker	Fire Procedure and Policy in place.
Fire drills are undertaken termly and a record kept in the fire log book.	Head teacher	Termly Fire Drills take place Cardiff Docs Form in place for feedback.
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	Head teacher Deputy Head teacher: ALNCO Class Teacher	PEEP's in place as/ when appropriate. Documents on Cardiff Docs

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
building.		
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.	Head teacher	School Policy is not to fight the fire.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All Staff	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
<b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Caretaker: N. Hillberg	Visual checks are completed daily by the Caretaker – these are not formally recorded in line with advice from Cardiff Council.
<b>Statutory maintenance:</b> The school has opted in to the Authority’s statutory maintenance contracts.	Governing Body Head teacher	The school follows Cardiff Council requirements all statutory maintenance is recorded on the Risk Monitor Live.
<b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority’s internal PAT testing arrangements.	Head teacher Tremorfa – contracted through Facilities Management	PAT Testing completed by LA To continue annually.
<b>Control of Legionella:</b> The school will adhere to the Authority’s policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	Caretaker Head teacher	Caretaker to carry out weekly flushing of little used outlets and the monthly temperature checks.  Legionella Risk Assessment – Aquasafe via the LA.
<b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.	<p><b>Emergency First Aiders</b> Mrs Gauci Mr Philp Mrs Hillberg Mrs Stratton Ross Mrs White Miss Langsdale</p> <p><b>Pediatric First Aid</b> Mrs Payne Miss Williams Mrs Francombe</p> <p><b>First Aiders</b></p>	Staff documented on left have Cardiff Council First Aid at work.  Staff have first aid training. See column to the left.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Mrs Edwards Mrs Cooke Mrs David Mrs Davies	
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.		Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training. The school avails itself annually of all relevant first aid training.
<b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Head teacher Deputy Head teacher Admin staff following the advice of First Aiders.	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
<p><b>Transport to hospital:</b> 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.</p> <p><b>Administration of medication:</b> Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>	<p>Head teacher Deputy Head teacher  Staff members</p> <p>Head teacher ALNCO Admin Staff</p>	<p>The school phones parents and advises them to take their child to hospital. In the case of an emergency staff would first call an ambulance - any staff member taking a child to hospital must be accompanied by another staff member. Staff must have the appropriate car seats in place before transporting children.</p> <p>Refer to 'administering medication in schools' guidance.</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
<b>Medical Care Plans:</b> Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	ALNCO Head teacher	<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>
<b>Communicable diseases:</b> The school will adhere to the guidance issued	Head teacher School Nurse	School will liaise with Public Health Wales and the School Nurse at Pentwyn

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
by the Authority and Public Health Wales.		Health Centre. Public Health Wales: James Hughes, <a href="mailto:james.hughes@wales.nhs.uk">james.hughes@wales.nhs.uk</a> <b>Communicable disease nurse. Public Health Wales</b> <a href="http://www.wales.nhs.uk">www.wales.nhs.uk</a> 2 Capital Quarter, Tyndall Street, Cardiff CF10 4BZ 029 2022 7744 <a href="mailto:communicabledisease@cardiff.gov.uk">communicabledisease@cardiff.gov.uk</a>
<p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.</p> <p><b>Up to date accident report forms are available on the SLA online, Cardiff Education Services:</b> <a href="#">Resources   Cardiff Education Services</a></p>	<p>First Aider Head teacher Head teacher Deputy Head teacher</p> <p>ALNCO All Staff</p>	<p>Accident Books kept in the Office.</p> <p>First Aiders fill in the accident books. Accidents are reported to the Governors Termly via the Head teachers Report. The school monitors for recurring accidents to adjust procedures or the environment to prevent accidents from happening. Serious Accidents for staff and pupils are reported to the LA.</p> <p>All staff accidents are reported to the LA. <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a></p> <p>Stickers and notes home are sent with the child informing the parent of the accident and treatment given. All accident books are kept for 7 years in the Admin Office cupboard.</p>
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Head teacher Deputy Head teacher SLT	Risk Assessment drawn up by SLT discussion takes place and is minuted – procedures are put into place to prevent a recurrence.
<b>RIDDOR reporting:</b> 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.	Head teacher	<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>
<b>Investigating accidents and incidents:</b> Accidents and incidents	Head teacher Deputy Head teacher	<b>Low Level</b> investigation: This will involve a short investigation by the relevant

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>are investigated to an appropriate standard.</p> <p><b>Investigating accidents and incidents:</b></p>	<p>Class Teacher</p>	<p>class teacher, supervisor or another member of the management team</p> <p><b>Medium</b> 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><b>High Level/Reportable Incidents:</b> School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p><b>Violence at work – Employee protection:</b> 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>Head teacher</p> <p>Deputy Head teacher</p> <p>Admin Staff</p>	<p>Head teacher to implement advice and guidance from the LA regarding Violence at work.</p> <p>Head teacher to implement training from Violence at work course.</p> <p>Head teacher to ensure that any form of violence is managed through appropriate policy – all building works to ensure that pupils and staff are safe.</p> <p>Policy in place for the expected behaviour of parents.</p> <p><b>All incidents of Violence will be recorded on a VAW alert form.</b> Speak to H&amp;S Officer.</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>Head teacher</p> <p>Governing Body</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>A Report has been sent to corporate Health and Safety regarding the school entrance and security around site to secure funding. In the interim a new barrier has been introduced with new management procedures to try to improve security.</p> <p>Admin staff question people trying to access the school at the door entry point</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		– after the buzzer before the door has been opened.
<p><b>Asbestos:</b> 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><b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Head teacher Admin Staff. Caretaker</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>The school has an Asbestos survey completed by the LA.</p> <p><b>The Asbestos log is kept in the Admin Office and on RAMIS.</b></p> <p>Inform the asbestos team of any changes: <a href="mailto:asbestos@cardoff.gov.uk">asbestos@cardoff.gov.uk</a></p>
<p><b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Head teacher Caretaker Admin Staff</p>	<p>All contractors view the Asbestos survey and sign the logbook and complete a <b>permit to work</b> which is kept on file in the Admin Office at the school, before undertaking work.</p>
<p><b>Asbestos condition monitoring:</b> 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 and Head teacher</p>	<p>Caretaker with support and guidance from the LA Health and Safety Officer to monitor condition of asbestos annually. Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p><b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.</p>	<p>Health and Safety Officer; Caretaker</p>	<p>Any damage or deterioration is reported to the Head teacher who will contact: The Council Asbestos Team – 029 2087 3467, <a href="mailto:asbestos@cardiff.gov.uk">asbestos@cardiff.gov.uk</a></p>
<p><b>Unauthorised work:</b> 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.</p>	<p>Headteacher. Caretaker. All Staff.</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Head teacher who will contact: The Council Asbestos Team – 029 2087 3467</p>
<p><b>Managing contractors:</b> The school will adhere to the Authority’s policy</p>	<p>Head teacher Caretaker</p>	<p>The school has produced information guidance to be provided to all</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>and guidance.</p> <p><b>Technical expertise:</b> Where appropriate works are arranged through a technical department</p>	<p>Admin Staff Governing Body</p>	<p>contractors on site before commencing work.</p>
<p><b>Contractors and visitors on site:</b> All contractors must sign the visitor's 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>	<p>Head teacher Admin Staff</p>	<p>All contractors must report to the Admin Office</p> <p>Contractors on site must wear the inventory badge for identification.</p> <p>Safeguarding details will be given. Copies of contractors working on site information and safety access to be drawn up.</p>
<p><b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Head teacher Governing Body</p>	<p>These are managed by the Head teacher who will ensure that landlords consent has been obtained via OFD and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>
<p><b>Contractor selection and vetting:</b></p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Head teacher Governing Body Caretaker</p>	<p>Where possible school will use Contractors who have been vetted by the Authority or the Archdiocese.</p> <p>Where contractors who are not registered are used the LA Health and Safety Officer will undertake appropriate competency checks prior to engaging a contractor</p>
<p><b>Contractor risk assessments and method statements:</b> 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 Head teacher Admin Staff SOP Planning Officer – Martin Burrows</p>	<p><b>Risk assessments and method statements are discussed prior to work commencing.</b></p> <p>Pre-Site meetings to take place and a pre-construction plan provided to the contractor. H&amp;S Officer to provide support, advice and guidance to the school with this process.</p>
<p><b>Ground maintenance and cleaning contracts:</b> The school have opted in</p>	<p>Head teacher Governing Body</p>	<p>The school manages its own Cleaners. Contract led by the LA. Grounds</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
to the contracts operated by the Authority.	Caretaker.	Maintenance is led by Webb's Nurseries.
<b>Ground maintenance and cleaning contracts:</b> The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	The school has opted out for Grounds	
<b>Lone Working:</b> 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.	Head teacher to approve. Caretaker to agree times to enter and exit the building.	Lone working is discouraged. Staff wishing to access the school during holiday time must in the first instance meet with the Head teacher to request approval. Staff will only be permitted to access the site and work during while the caretaker and cleaners are on site. This is usually in the morning during holiday time. Times to enter the school for lone working during the holidays must be agreed with the Caretaker. Staff must read and implement the guidance on the lone working risk assessment in advance.
<b>Work involving potentially significant risks:</b> 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.	Head teacher Caretaker	Detail any tasks that should not be completed whilst working alone and those affected: Work involving heights using ladders. Work involving the use of cookers/ fire. Moving furniture/ heavy equipment. Display work/ Standing on surfaces.
<b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.	Headteacher, caretaker	This mainly affects the caretaker Risk Assessment for working at heights in place. The Caretaker must follow the guidance in place.
<b>Play equipment;</b> All play equipment is maintained in safe condition.  All equipment is periodically inspected	Headteacher to action annual check. Caretaker to inspect equipment at least weekly. Daily visual check by caretaker.	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects. The Caretaker –will conduct a formal termly inspection of the equipment. The Deputy Head carries out weekly visual checks.  PE Equipment annual inspection is completed by

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Cardiff and Vale Gymnastic Services.
<b>Hazardous substances:</b> Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Headteacher	Consider the types of hazardous materials you may have on site e.g cleaning materials, glues adhesive spray. Health and Safety Officer to undertake COSHH assessment and inform caretaker. Support, advice and guidance can be obtained from the H&S Officer.
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Headteacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
<b>Paediatric manual handling:</b> 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.	Headteacher	Under the Health and Safety SLA the school are able to request a Care Handling Plan for pupils with mobility needs.
<b>Working with computers:</b> 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.	Headteacher to organise with the LA Health and Safety Officer	Workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA. Health and Safety Officer to complete workstation assessments.
<b>Vehicles:</b> 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.	Headteacher LA Health and Safety Officer. School Caretaker	. The Caretaker monitors car entry and exit by standing on the gate controlling car entry 8:30am – 9:00am. The school Car Park is closed at 3pm – 4pm. Pupils exit the school as pedestrians.
<b>Wellbeing:</b> 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	Governing Body Headteacher Leadership Team.	The School follows the LA Attendance and Wellbeing Policy  A school stress Risk Assessment is in place. Specific individual stress risk assessments can be completed using the school risk assessment and stress guidance.  LA Schools have access to VIV UP: <a href="#">Employee Assistance Programme</a>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
linked to Well Being.		<a href="http://yourcareeap.co.uk">yourcareeap.co.uk</a> Electronic LA mental health newsletter circulated monthly
<b>Shared use of premises/ hiring rooms to third parties.</b> Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Caretaker N.Hillberg	The school does not share/hire/let rooms.
<b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher	The arrangements relating to responsible persons and contractors will be updated as responsibilities and contracts change.