

## **PART 1: STATEMENT OF INTENT – Ysgol Gymraeg Pwll Coch**

The Governing Body of Ysgol Gymraeg Pwll Coch 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.

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.

*Nona Gruffudd-Evans*

*Dewi Rees*

Nona Gruffudd-Evans, **Chair of Governors**

Dewi Rees, **Head Teacher**

26/01/23

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## **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.
- 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)
<b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.	Headteacher + SLT	
Risk assessments are reviewed regularly/ following significant change.	Headteacher + SLT	Insert frequency of periodic review (It is recommended that assessments are reviewed at least every two years)
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher + SLT	
<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.	Headteacher	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.	Headteacher	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-led adventurous activities, fieldwork	Staff	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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.		
<b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.	Headteacher, Estates Manager + Governing Body	Insert detail of the inspections and appropriate frequency e.g. General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.		
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.		Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.		
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school	Headteacher	Insert location
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Headteacher	Insert details on how induction training is arranged and delivered.
<b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is	Headteacher	Insert details of how training records are maintained.



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implement.		
<p><b>Programme of health and safety training</b>  All employees are provided with:</p> <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> </ul>	Headteacher	Insert details on how training needs are identified and how the training programme is delivered.
<p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.</p>	Headteacher	
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	Headteacher	
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p>	ALNCo	
<p>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.</p>	All Staff	
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>	Staff	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		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.	Estates Manager	
<b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.	Estates Manager	Please see guidance in appendix 1 regarding statutory maintenance arrangements. If your school has opted out please insert these details.
<b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements.	Estates Manager	
<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.	Estates Manager	Insert arrangements for the weekly flushing of little used outlets and the monthly temperature checks
<b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.	Headteacher	Insert locations and level of qualification e.g. First aid at work, emergency first aid or paediatric first aid
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Headteacher	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness 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.	All Staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<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>	All Staff	<p>immediate medical advice (call an ambulance)</p> <p>Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
<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.</p>	ALNCo	<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>
<p><b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	Headteacher	
<p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.</p>	All Staff	Insert arrangements

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All Staff	Insert arrangements
<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.	Headteacher	The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.  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 are investigated to an appropriate standard.</p> <p><b>Investigating accidents and incidents:</b></p>	Headteacher	<p><b>Low Level</b> investigation: This will involve a short investigation by the relevant 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>
<b>Violence at work – Employee protection:</b> All incidents of unacceptable and inappropriate behaviour from visitors and	Headteacher	Insert arrangements

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.		
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.	Headteacher	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.
<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>	Estates Manager	<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. 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>Insert location of survey and log book. Insert arrangements</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.	Estates Manager	All contractors view the survey and sign the logbook before undertaking work.
<b>Asbestos condition monitoring:</b> School must ensure that a visual inspection of the condition of asbestos containing materials is	Estates Manager	<p>Insert arrangements:</p> <p>Asbestos condition monitoring is available under the</p>

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.		Health and Safety SLA.
<b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.	Estates Manager	Any damage or deterioration is reported to INSERT NAME who will contact: The Council Asbestos Team – 029 2087 3467
<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.	Headteacher	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to INSERT NAME who will contact: The Council Asbestos Team – 029 2087 3467
<b>Managing contractors:</b> The school will adhere to the Authority’s policy and guidance.  <b>Technical expertise:</b> Where appropriate works are arranged through a technical department	Headteacher and Estates Manager	
<b>Contractors and visitors on site:</b> 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,	Headteacher and Administrative Staff	All contractors must report to Insert location  Insert specific arrangements relating to visitors badges etc.  Detail how information is provided to contractors and visitors e.g. notice with signing in book/details on back of visitors pass etc.
<b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the	Headteacher and GB	These are managed by Mr Dewi Rees who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
governing body would be considered the 'client' and therefore have additional statutory obligations.		permission and building regulations have been sought
<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>	Estates Manager	<p>Where possible school will uses Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used insert name / position / insert agents name 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>	Estates Manager	Risk assessments and method statements are discussed prior to work commencing.
<p><b>Ground maintenance and cleaning contracts:</b> The school have opted in to the contracts operated by the Authority.</p>	Estates Manager	
<p><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.</p>	CountryWide	
<p><b>Lone Working:</b> Staff are encouraged not to work alone in school. Works which are</p>	All Staff	Insert arrangements for lone worker including how staff obtain approval to lone work, precautions, control

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.		measures etc
<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.	Headteacher	Detail any tasks that should not be completed whilst working alone and those affected.
<b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.	Headteacher	This mainly affects the caretaker insert arrangements for completing an assessment
<b>Play equipment;</b> All play equipment is maintained in safe condition. All equipment is periodically inspected	Caretaker	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and <INSERT NAME> will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by <INSERT CONTRACTOR DETAILS> It is recommended that play equipment is inspected annually
<b>Hazardous substances:</b> Where possible hazardous materials are substituted with non hazardous materials. Where this is not	Caretaker	Consider the types off hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray. < Insert arrangements for completing COSHH



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
possible safety data sheets are obtained and COSHH assessments completed		assessment>
<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.	SRB Teacher	Under the Health and Safety SLA a 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	Insert arrangements for workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA
<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	Insert local arrangements; If vehicles are allowed on site detail arrangements for start and end of school day, visitor access and accepting deliveries.
<b>Minibuses:</b> The school maintain and operate a minibus. Only authorised nominated drivers are	Fitzalan Minibus Hire	Detail arrangements for maintaining minibus Detail arrangements for checking if staff are licensed to drive a minibus and assessing competency.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
permitted to operate the minibus		Detail how appropriate insurance is arranged.
<p><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.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	Headteacher and GB	<p>Insert local arrangements</p> <p>LA Schools have access to CAREFIRST</p>
<p><b>Shared use of premises/ hiring rooms to third parties.</b></p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	Headteacher	Insert local arrangements detail restrictions etc
<p><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.</p>	Headteacher	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.