



**Health and
Safety
Policy**



HEALTH AND SAFETY POLICY - RHIWBEINA PRIMARY SCHOOL

STATEMENT OF INTENT – Rhiwbeina Primary School

The Governing Body of Rhiwbeina 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 hard copy signed will be kept in the White Folder in the Head Teachers Office and a on line copy with be in a PDF Format on the Shared drive.

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

This policy statement supplements

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

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

Mr M Sutton **Chair of Governors**

Ms C Harry **Head Teacher**

14th March 2023

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their school.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

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

Responsibilities of the Head Teacher:

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

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

The Head Teacher has responsibility for:

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

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

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

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

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

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

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- 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)
<p>Risk assessment: Risk assessments are completed and relevant information provided to staff.</p>	<p>Head Teacher</p>	<p>Head Teacher will produce and sign off all the Risk Assessments that are present on the shared Cardiff Health and Safety Page. The signed RA's are kept in the Green RA File in the Head Teachers Office</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Head Teacher</p>	<p>Most RA's are reviewed every 2 years but there are some that are reviewed every 12 months – it states on each RA when the review date is and there is also a control sheet at the front of the RA File</p>
<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>H&S Officer and SLA</p>	
<p>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.</p>	<p>Head Teacher</p>	<p>The New and Expectant mothers RA is completed several times throughout the term of the pregnancy and signed by both the person conducting the RA and also the person receiving it – it is then kept in the individuals file.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Head Teacher</p>	<p>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.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
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.	Head Teacher	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Head Teacher	There are various inspections that are conducted throughout the year some by a more organised structured panel and others by the Estates Officer. Details can be found on each inspection as to their frequency
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.		All inspections are kept in their relevant files.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Head Teacher	The school uses the Yearly Health and Safety Inspection Template and this is carried out with the Link Governor, Head Teacher, H&S Officer and Estates Contractor
A nominated Governor will be responsible for monitoring management systems.	Head Teacher	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Head Teacher	Staff Room

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher	The 1 st NSET Day time is set aside for H&S Training and Induction Training for new Staff.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Head Teacher	Training Records are kept in the Training Section of the Buildings File in the Head Teachers Office and also given Electronically to the H&S Officer
Programme of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Head Teacher	As described above INSET Days are used to convey H&S Training that isn't delivered centrally by the LEA. If there is a significant change in a process or something needs urgent updating then the Staff Briefing or Emails can be used
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher	
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher	
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.	Head Teacher	All PEEPS are kept in the Care Plans of the relevant pupils and also in the classrooms. If staff need PEEPS then there are kept in their Personnel Files

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	Head Teacher	Training Course has been delivered in house using the LEA Powerpoint Presentation
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Head Teacher	
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Head Teacher	This task is delegated daily to the Cleaners, Estates Officer and Teachers who constantly check their classrooms and open and close doors twice daily
Statutory maintenance: The school has not opted in to the Authority's statutory maintenance contracts.	Head Teacher	Statutory Obligations are delegated to the Estates Contractor who helps the school Organise and ensure they are compliant.
Portable Appliance Testing (PAT): The school has not opted into the Authority's internal PAT te	Head Teacher	PAT Testing is completed every year of all equipment on site. The school doesn't distinguish between yearly, twice yearly or longer periods between testing for different items.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted into the statutory maintenance contract relating to the control of Legionella bacteria.	Head Teacher	Weekly Flushing conducting by Estates Officer, the school has delegated the Monthly Testing, Quarterly Shower Cleans and Disinfects and Yearly Tank Inspection to Aquasafe

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Head Teacher</p>	<p>All staff are trained in Basic First Aid and the school has several First Aiders trained to a more advanced level. There are forms around the school indicating who the First Aiders are.</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Head Teacher</p>	<p>.</p>
<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Head Bump Policy</p>	<p>The School has a Head Injury Policy</p>
<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p> <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.</p>	<p>Head Teacher</p>	<p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<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>Head Teacher</p>	<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>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Head Teacher</p>	<p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.</p>
<p>Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.</p>	<p>Head Teacher</p>	<p>The school follows the new guidance issued by the H&S Team on Accident Reporting</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Head Teacher</p>	<p>As above</p>
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	<p>Head Teacher</p>	<p>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p> <p>Investigating accidents and incidents:</p>	Head Teacher	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	Head Teacher	Please refer to VAW RA
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.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	Head Teacher	The school follows the guidance of the LEA
<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>	Head Teacher	As above
<p>Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	Head Teacher	Asbestos condition monitoring is available under the Health and Safety SLA.
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	Head Teacher	Any damage or deterioration is reported to Head Teacher who will contact: The Cardiff Asbestos Team – 029 20872374/ asbestos@cardiff.gov.uk
<p>Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos</p>	Head Teacher	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Head Teacher who will contact: The Cardiff Asbestos Team – 029 20872374/ asbestos@cardiff.gov.uk

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
containing materials will be reported and documented.		
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>	Head Teacher	Delegated to Estates Contractor and Estates Officer in their absence
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	Head Teacher	<p>All contractors must report to reception and sign in using the INVENTORY system</p> <p>The school uses a set team of contractors who are fully aware of the procedures and if these change then the Estates Contractor meets with them and any new contractors to induct them into the site.</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	Head Teacher	These are managed by Estates Contractor who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they</p>	Head Teacher	<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</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
understand and abide by health and safety regulations.		undertake appropriate competency checks prior to engaging a contractor
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.	Head Teacher	Risk assessments and method statements are discussed prior to work commencing. All major and minor works are preceded by a Pre Contract Meeting
Ground maintenance and cleaning contracts:		
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Grounds Maintenance Cleaning	Grounds for Learning In house Team managed by Head Teacher and helped by Estates Contractor
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.		
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant		Detail any tasks that should not be completed whilst working alone and those affected.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
risk should not be undertaken whilst working alone.		
Working at height: All working at height should be risk assessed and appropriate controls introduced.		This mainly affects the caretaker insert arrangements for completing an assessment.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Head Teacher	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Sovereign will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by Gym Services It is recommended that play equipment is inspected annually
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Head Teacher	The school has a Yellow COSHH File kept in the Head Teachers Office and uses the Councils SYPOL System to update the File – this is reviewed periodically and whenever a new product is ordered into the school
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Head Teacher	Manual Handling Training is identified by the H&S Officer and delivered through the Council

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>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.</p>	<p>Head Teacher</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>
<p>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.</p>	<p>Head Teacher</p>	
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	<p>Head Teacher</p>	<p>Please refer to Traffic Management RA</p>
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p>		<p>Insert local arrangements</p> <p>LA Schools have access to CARE FIRST</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.		
<p>Shared use of premises/ hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	Head Teacher	
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	Head Teacher	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.