

# MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS



## Introduction

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

## **PART 1: STATEMENT OF INTENT Lakeside Primary School**

The Governing Body of Lakeside 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 Headteacher's office and an electronic copy kept on the shared drive and the school website.

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.

*Rachel Mitchell*

*Nick Alexander*

Nick Alexander	<b>Chair of Governors</b>
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Rachel Mitchell	<b>Head Teacher</b>
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15/2/23

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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.

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 Health and Safety, 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;
- 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.

H&S appointed Governor is Nick Alexander. Governors receive regular updates from the Head Teacher and Estates Manager at Resources and Full Governing Body meetings. The Head Teacher also provides weekly reports that include Health and Safety information. The County Health and Safety officer Rhian Jones regularly visits the school and is kept up to date on any concerns which the school need advice with and updating Ramis.

### **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*

In the absence of the Head teacher these responsibilities fall to her immediate deputy.

**Where tasks have been delegated to nominated individuals insert details below:**  
**Deputy Head and ALNCo** – day to day running decisions.

### **Responsibility of Estates Manager**

- In conjunction with the Head Teacher, ensuring that fire evacuation drills are carried out once per term.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Arranging the maintenance of the premises and any necessary repair, maintenance and testing of equipment.
- Ensuring statutory inspections are undertaken
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Advising the Head Teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged; or any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring alarm/security systems are monitored and attend call outs as required;
- Follow procedure detailed in the Asbestos Management Plan for the school.
- Ensure that any contractors, or operatives (including Estates Manager), working on the fabric of the building complete, and sign, the relevant sections of the Permit to Work Sheet within the site's Asbestos management Plan.
- Ensure, if appropriate, that contractors are effectively managed in accordance with council and legal requirements
- Attend pre-contract meetings for all works on site prior to commencement.
- Ensure all contractors follow site specific agreed upon procedures.

## **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 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



## **Responsibility of pupils**

Pupils, and where relevant, parents or carers, will be made aware of arrangements, policies and procedures in respect of health and safety.

- Pupils should follow instructions issued by any member of staff in the case of an emergency
- Pupils should inform staff of any situation which may affect their or other people's safety.
- Pupils should not misuse or interfere with items provided for their or other people's health and safety.

### PART 3: ARRANGEMENTS

*The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from School Health and Safety Liaison Team.*

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.	Rachel Mitchell – Head Teacher	Suitable and sufficient risk assessments are carried out and reviewed, and that the findings are communicated to relevant staff. Risk assessment templates are available on SLA Online for Schools.
Risk assessments are reviewed regularly/ following significant change.	Rachel Mitchell – Head Teacher	Risk assessments are to be reviewed by the date specified on the assessment- at least every two years.
Specific risk assessments must be completed by a competent person	Sean Carey - Estates Manager	Legionella risk assessment to be reviewed bi-annually. Fire risk assessment to be reviewed every three years
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Rachel Mitchell and Sean Carey	Advice is obtained via H&S for specialist risk assessments. The school has H&S visits on a termly basis. Ramis 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.	Rachel Mitchell - Headteacher	Pregnant worker risk assessment is available under the Health and Safety SLA
<b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator	Vicky Burgin Acting Deputy Headteacher	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)	
(EVC) is responsible for coordinating educational and offsite visits.	Virginia Pritchard – Business Manager	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 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.	Virginia Pritchard – Business Manager	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.	Rhian Jones / Sean Carey	Members of staff report hazard/ maintenance issues to the Estates Manager.  General site inspection and Health and safety walkabouts to identify hazards are carried out termly by H&S Governor – Nick Alexander – Chair of Governors accompanied by the Estates Manager using the School Building / Site Inspection Checklist.  General site inspection: termly	
		Roller shutters	Annually
		PE and gymnasium equipment	Annually
		Ladders / step ladders other access equipment	Every time they are used
		<del>Stage lighting</del>	<del>Annually</del>
		Outdoor play equipment	Termly Weekly by Estates

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)	
			Manager
		Visual inspection of chairs and furniture	Annual
		Fire extinguishers	Annually
		Fire alarm systems	Twice a year
		Emergency lighting	Annually by LA Monthly by Estates Manager
		Intruder alarm systems	Annually
		Premises CCTV	Annually
		Gates or barriers	Weekly
		Fixed electrical installations	Annually
		Portable electrical appliances	Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Virginia Pritchard – Business Manager	Inspection reports uploaded onto Ramis	
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Estates Manager and SLA H&S officer Nick Alexander - Governor	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.	Nick Alexander		
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school	Virginia Pritchard – Business Manager	Staff Room / Dragonflies room	
<b>Health and safety training:</b> Health and	Rebecca Strange		

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>safety induction training will be provided and documented for all new employees</p>		<p>Staff Handbook and Induction Handbook</p> <p>New members of staff are instructed in the school's health and safety arrangements by Office staff. The students are inducted by their relevant mentors. The following topics are included</p> <ul style="list-style-type: none"> <li>i) School Health and Safety Policies</li> <li>ii) Accident / Incident Report Procedures</li> <li>iii) Manual Handling Policies</li> <li>iv) Emergency evacuation procedures</li> <li>v) First aid arrangements</li> <li>vi) Risk assessments (general, display screen equipment, manual handling and COSHH)</li> <li>vii) Personal protective equipment</li> <li>viii) Job and site specific health and safety issues and information</li> <li>ix) Where to get further Health and Safety Information</li> <li>x) What to do if there is a problem</li> </ul> <p>Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by office staff on arrival.</p>
<p><b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p>	<p>Rachel Mitchell - Headteacher</p>	<p>Teachers are responsible for maintaining personal training records.</p> <p>The school office records – First Aid Training</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<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>		<p>DBS, Food Safety Training. Fire Awareness Training</p> <p>The training needs of staff are assessed by Head Teacher as an ongoing process. Training needs are identified for new starters according to role and those working with them will pass on all relevant information.</p> <p>Additional training needs are reviewed in the event of significant change or the need for a specific skill. Training is often delivered through whole staff insets.</p> <p>Requirements are reviewed in line with change to recommended renewal periods or a change to statutory or recommended staff training</p> <p>Refresher training is arranged according to recommended or statutory timeframes</p> <p>Members of staff attend appropriate courses, some of which are detailed in a health and safety Education Mandatory Toolkit training programme administered by the Services and Compliance Section (Tel: 029 2087 3714); or other courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.</p> <p>The training is provided by approved external health and safety training providers. The approved providers are detailed on the Council's Health and Safety intranet site.</p> <p>Governors can attend specific courses facilitated by</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness.</p> <p>All training attended is recorded by the Deputy Head in the weekly GLT reports</p> <p>Refresher training is provided as necessary</p>
<p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.</p>	<p>Rachel Mitchell – Headteacher</p> <p>Sean Carey – Estates Manager</p>	<p>Fire action notices are displayed conspicuously throughout the school so that everyone knows what to do in the event of a fire.</p> <p>Designated assembly points are located in foundation phase playground and junior playground.</p> <p>Class teachers are responsible for implementing the evacuation procedure i.e. taking overall registers.</p> <p>All members of staff are responsible for ensuring the fire escape routes are kept free from obstructions.</p>
<p><b>A fire risk assessment was undertaken at Lakeside Primary School</b></p>	<p>Cardiff Council Fire Safety Officer</p>	<p>Last assessment was on 23/02/2021</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Rachel Mitchell - Headteacher</p>	<p>Fire evacuation drills are carried out every term and the dates are recorded within the fire log book. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in any way. This acts as training sessions on the schools evacuation procedure.</p>
<p>Measures are in place to identify persons</p>	<p>Beth Williams - ALNCo</p>	<p>If a pupil or member of staff has a disability which</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
(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.		requires them to have assistance in evacuating the building, then a Personal Emergency Evacuation Plan (PEEP) will be completed.  There are currently 24 pupils subject to a PEEPs.at Lakeside Primary School.
The safe evacuation of persons is an absolute priority.		Staff ensure the alarm is raised and pupils are evacuated. Staff should not tackle a fire?
Staff must ensure the alarm is raised and pupils evacuated.		Key staff are familiar with the location of service isolation points.
A fire evacuation plan detailing all fire safety arrangements/ measures.	SLT in their area of the school	All staff are to read the evacuation plan to ensure they are aware of the procedures in place.  Fire awareness training delivered by Rachel Mitchell was last given to all staff on 3 February 2023.  Class teachers assume responsibility for their classroom.  Nominated fire wardens sweep the building - SLT
Arrangements are in place to ensure all fire systems are in good repair.	Sean Carey / Virginia Pritchard	Firefighting equipment is located throughout the school. It is inspected by a competent person, Fire Safety Direct Ltd – Annually  The fire alarm system is inspected by a competent person, Tremorfa Ltd - Quarterly.  The emergency lighting system is inspected by a competent person, Tremorfa Ltd – Annually  Sean Carey makes sure the fire alarm is function



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>tested once a week and the emergency lighting is function tested once a month by using a different call point/test switch for each test and inspects the fire extinguishers monthly.</p> <p>The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book. The inspections of the fire extinguishers are recorded on stickers on the extinguishers.</p>
<p><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.</p>	<p>Sean Carey - Estates Manager</p>	
<p><b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.</p>		<p>The school follows Cardiff Council requirements that all statutory maintenance is recorded on the RAMIS System. Please see Part 4 for maintenance arrangements.</p>
<p><b>Portable Appliance Testing (PAT):</b> The school has an arrangement with an external PAT testing company.</p>	<p>Sean Carey – Estates Manager</p>	<p>Stickers are placed on all portable appliances to evidence they have been inspected and are safe to use.</p> <p>Inspection reports are uploaded to Ramis.</p>
<p><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.</p>		<p>Aqua safe carried the Legionella Risk Assessment on 22/10/2021</p> <p>The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in School</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>Office. These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid, by Head teacher or SLA health and safety officer on request.</p> <p>If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service or Facilities Management.</p> <p>Monthly water temperatures are taken by the school.</p> <p>Additional control measures, for example, regular flushing of little used outlets are carried out by Estates Manager, Weekly.</p>
<p><b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Sian Johns - FP  Penny Doyle – KS2  Nerys Davies – FP  Russell Vanstone – KS2  Pauline Morgan – FP  Louise Evans – KS2  Alys Evans – FP  James Thomas - WB</p>	<p>First aid at work</p> <p>Location of First Aid boxes - Staffroom and in each classroom. One First aid cupboard in Staffroom and one next to cleaner’s cupboard.</p> <p>Before and after school clubs are provided by an external company.</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>		<p>Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.</p>
<p><b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>Class teachers</p>	<p>Parents/Guardians are invited to school to assess their child’s injury.</p> <p>In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance)</p>
<p><b>Transport to hospital:</b> Where appropriate</p>	<p>Head Teacher or SLT</p>	<p>The school phones parents and advises them to take</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>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>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.</p> <p>Medication will only be administered for acute medical conditions where prescribed by a doctor e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed by parent or carer 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>		<p>Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually and kept in the pupil's ALN file.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p> <p>Any medication is stored securely in the pupil's classroom/fridge.</p>
<p><b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>		<p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning. 02920 873832/02920 873823 Public Health Wales can be contacted for guidance relating to infectious diseases. 0300 00 300 32</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate parents are informed.</p>		<p>The appropriate accident forms are completed and the Health &amp; Safety advisor liaised with where appropriate.</p> <p>The Head Teacher is responsible for ensuring that the appropriate accident report forms are completed for both staff and pupils: - Accident report forms should be printed ensuring the most up-to-date version is used. Accident Books to be kept in main reception office. Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>		<p>All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified and accurate statistics can be collated for discussion at Management Team meetings / Governors meetings.</p>
<p><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.</p>		<p>Lakeside Primary School reports all accidents/ cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Team via email Schoolsaccidentshands@cardiff.gov.uk or by telephoning 02920 872949 if the accident/incident is serious.</p> <p>Where appropriate the School Health and Safety SLA Team will report under RIDDOR and investigate as necessary. Copies of the reporting forms are available from H&amp; S Team or SLA online.</p>
<p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p>		<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>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<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 to ensure that any form of violence is managed through appropriate policy. The Alert violent incident report form is available on SLA Online or from Health and Safety Team.</p> <p>This must be sent to the Corporate Health and Safety department via <a href="mailto:SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk">SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk</a></p> <p>A copy of the VAW form is available on SLA Online or Health and Safety team.</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>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><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.</p>	<p>Sean Carey – Estates Manager</p>	<p>No member of staff is to drill/ affix anything to the walls without obtaining permission from the building manager and checking the survey for the school.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<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>The survey is available to view on Ramis and the Management Plan/Inspection Programme are located in the administration office.</p> <p>Any work to the fabric of the building must be authorised and the Asbestos Control Team can be contacted on <a href="mailto:asbestos@cardiff.gov.uk">asbestos@cardiff.gov.uk</a> or officers' mobile telephone numbers should there be any concerns.</p> <p>The survey and log book are kept in the HT office</p> <p>All contractors must complete the Asbestos Permit to Work prior to starting work.</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>All contractors must view the survey and sign the logbook before undertaking work.</p> <p>All contractors must complete the Asbestos Permit to Work prior to starting 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>Asbestos condition monitoring is carried out annually under the Health and Safety SLA.</p>
<p><b>Reporting damage/deterioration in</b></p>		<p>Any damage or deterioration is reported to Sean Carey</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<b>asbestos containing material:</b> Must be reported and documented.		who will contact: The Council Asbestos Team – 029 2087 2374 or asbestos@cardiff.gov.uk
<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.		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Sean Carey who will contact: The Council Asbestos Team – 029 2087 2374
<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		
<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,		All contractors must report to School office on arrival to sign in to the InVentry system and collect visitor badge then return badge and log out on departure.  Contractors will be provided with the Contractor Site Rules and asked to complete relevant forms including Asbestos Permit to Work.
<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.		These are managed by Rachel Mitchell 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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Contractor selection and vetting:</b> To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>		<p>Where possible school will use Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used, Rachel Mitchell 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>Risk assessments and method statements are discussed prior to work commencing.</p>
<p><b>Ground maintenance and cleaning contracts:</b> The school employ their own cleaning and maintenance staff.</p>		<p>The school employ Greenfields Contractors Ltd to maintain the school grounds.</p>
<p><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.</p>		<p>Staff should not work alone in the school. If it is necessary, that member of staff must arrange to contact someone outside of the building at regular intervals to confirm they are safe.</p>
<p><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</p>		<p>High risk activities should not be undertaken when working alone e.g. working at height. All external doors must be closed securely to prevent intruders.</p> <p>Risk assessments are in place for regular tasks and reviewed periodically.</p>



Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
alone.		Specific risk assessments are undertaken for a new task and existing ones reviewed if conditions change
<b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.		A risk assessment has been carried out for the Estates Manager to work at height and controls put in place. This is reviewed periodically and if conditions change.
<b>Play equipment;</b> All play equipment is maintained in safe condition. All equipment is periodically inspected		The external play equipment should only be used when supervised, equipment will be checked weekly for any apparent defects, H&S Governor – Nick Alexander – Chair of Governors accompanied by the Estates Manager will conduct a formal termly inspection of the equipment. Sean Carey performs weekly checks. PE Equipment annual inspection is completed by Gymnasium Services. Fixed equipment is inspected termly by Gordons Playground Inspections Ltd.
<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	Sean Carey – Estates Manager	COSHH assessments are completed by Sean Carey Estates Manager for any activities which involve the use of hazardous substances.
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	ALNCo	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><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.</p>	ALNCo	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
<p><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.</p>		DSE assessments are available under the Health and Safety SLA
<p><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.</p>		Vehicles are allowed on site as there is little room for deliveries and staff parking. APNR Cameras are now in place between 8.30-9.30am and 3-4pm to minimise vehicle movement. The gates to the school car park are closed 8.40 to 9.00 and 15.10 to 15.45 and staff are on the gate to greet/dismiss pupils. Vehicles are allowed to enter the car park either side of these times for wellbeing drop off and collection, visitors and deliveries. For more information see Traffic Management Risk Assessment.
<p><b>Wellbeing:</b> The school and governing body are committed to promoting high levels of</p>		LA Schools have access to CAREFIRST Stress risk assessments are completed for teams of

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<p>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>		<p>employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues.</p> <p>School Stress Risk Assessment completed 2022/23.</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>	Rebecca Strange	<p>Dragonflies run a out of hours childcare facility in term time and through the school holidays.</p> <p>School halls are hired out to third parties for after school activity clubs. The application process follows the Authority's guidelines and application for hire of premises form.</p>
<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>	Rachel Mitchell	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change. The policy is reviewed as a whole every 2 years.</p>