Llandaff City
Church In Wales
Primary School

HEALTH AND SAFETY POLICY

1.PART 1: STATEMENT OF INTENT

1.1 The Governing Body of Llandaff C.W 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.

1.2 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.

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

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

1.5 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.

Elizabeth Elias, **Chair of Governors**	Gen Hallett, **Head Teacher**
Date: 20.10.26	Date: 20.10.26

2. PART 2: ORGANISATION

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

2.2. 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.

3. Responsibilities of the Governing Body

3.1The 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.

4. Responsibilities of the Head Teacher:

4.1 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.

4.2 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.

4.3The 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

5. Delegated Responsibilities Below:
(Caretaker)

- In conjunction with the Headteacher ensuring the fire evacuation drills are carried out at least 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,
- Advising the Headteacher 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,
- Advising the Headteacher of 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 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 that any contractors working on the fabric of the building are aware of the location of the asbestos and that they complete the relevant sections of the Permit to Work Sheet.

6. Teaching staff

6.1 The safety in classrooms is the responsibility of the class teachers: teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers that he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing practical work to take place.

6.2 Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out,
- record any accidents on the specified report forms and inform the Headteacher and the parents of the incident,
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied,
- to give clear instructions and warnings as often as necessary,
- to follow safe working procedures personally,
- to call for protective clothing, guards, special safe working procedures etc. where necessary,
- to make recommendations to the AoLE Lead e.g. of safety equipment and on additions or improvements to plant, machinery, equipment or tools which are hazardous or potentially so,
- to carry out risk assessments when requested to do so by the Headteacher.

7. 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

8. Responsibilities of employees

8.1 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.

8.2 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.

9. Responsibilities of volunteers

9.1 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.

9.2 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.

9.3 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.

10. PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Headteacher Class Teachers Educational Visits Coordinator	Risk Assessments are completed and communicated to relevant staff. These are then uploaded to teacher share.
Risk assessments are reviewed regularly/ following significant change.	Headteacher Class teachers Educational Visit Coordinator	Risk Assessments are reviewed every 2 years or if a significant change occurs in the meantime.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher SLA H&S Officer	SLA H&S Office can assist with any specialist risk assessments. Specialist risk assessments are completed in conjunction with all relevant personnel, shared and filed accordingly.
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.	Headteacher SLA H&S Officer	Pregnant worker risk assessment are available under the Health and Safety SLA.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Educational Visits Coordinator: Nominated EVC (See current Roles and Responsibilities document).	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 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.	The Headteacher advises The advisor for outdoor education and education visits where applicable.	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

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Headteacher Caretaker SLA H&S Officer Governing Body	General Site Inspection: Termly Visual inspection of Play Equipment: Termly Visual inspection of Finger Guards: Termly Health & Safety – Self-Audit: Annually Visual inspection of Chairs and Furniture: Annually Visual inspection of Glazing: Annually All reports to be forwarded to the Head Teacher to be signed off. The Head Teacher will escalate any relevant concerns.
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Headteacher SLA H&S Officer	RAMIS can be used to obtain up-to-date statutory maintenance reports.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Health & safety Governor: (See current Roles and Responsibilities document).	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Headteacher	The H&S law poster is signed and displayed in the staffroom.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Headteacher	New members of staff are instructed in the school's health and safety arrangements by Headteacher. 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 Headteacher.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Headteacher Class teachers	Teachers are responsible for maintaining personal training records. The school office records – First Aid Training and Food Hygiene Certificates.
Programme of health and safety training: All employees are provided with**:** • 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	Headteacher SLA H&S Officer	The training needs of staff are assessed by Head Teacher as an ongoing process. Members of staff attend appropriate courses, relevant to their role. Members of the Governing Body are also welcome to attend these courses. Health & Safety refresher training provided by SLA H&S Officer Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Headteacher Caretaker	Fire notices and instructions are visually checked on a monthly basis to ensure they are clearly visible and legible.
Fire drills are undertaken termly and a record kept in the fire log book.	Headteacher Caretaker	Fire drills are carried out termly. Records are kept in the fire file in the school office. Comments on what worked well and what didn't are recorded.
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.	Headteacher Class teachers	Requirement for PEEPs is identified by Teachers or Line Managers. On completion these are shared appropriately and filed in the fire log book.

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.	Headteacher All Staff	It is Llandaff C.W Primary School's policy not to attempt to fight fires in school. No training in the use of fire fighting equipment has been completed by staff.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Headteacher All Staff	Staff are made aware of the type and location of portable fire fighting equipment however staff have not received instruction on its correct use. The caretaker is familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Headteacher Caretaker All staff	The school caretaker carries out a site walk at the beginning of his shift, this would identify if any escape routes are obstructed. Throughout the working day it is the responsibility of all staff to check and ensure that all identified escape routes are free from obstruction. Staff are encouraged to report any faults / repairs / maintenance issues to the Headteacher.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Headteacher Caretaker	Any minor repairs required of a non-urgent nature can be entered in the minor repairs file which is kept in the school office. These will be acted upon by the Headteacher and the caretaker. Repairs of a dangerous nature must be reported immediately to the Headteacher who will then take further action.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Headteacher Facilities Management	PAT testing is carried out annually. Any items that fail are either discarded, repaired or replaced.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Control of Legionella: 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.	Headteacher Caretaker SLA H&S Officer	Weekly flushing of little used outlets and the monthly temperature checks are carried out and recorded by the site Caretaker and reports any issues to head teacher. Quarterly inspection / clean of shower heads, six monthly check of DHW heaters >15l, annual inspection of tanks and TMV maintenance by LA.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Names of current qualified First Aiders can be found on the staff room board.	Each First Aider has received the 3 day St John's training course. First Aid boxes are stored in the Upper School and Lower School Entrances.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Where a teacher has a child who requires an EPI Pen, training is given.	There is a file including photographs of pupils who may require epi-pens. EPI Pens are in a box with the photograph of the pupil on the box. It is the responsibility of the parent to ensure that the EPI pen is kept within date. All medicines administered in school have to be accompanied by a relevant completed form giving details of dosage etc. Medicines are kept out of reach of pupils in a locked cabinet. It is the responsibility of the parent to collect the medicines at the end of the day or the end of the year in the case of EPI Pens. Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Residential Trips - the medical needs of the children are discussed prior to the trip and this is added to the risk assessment and The Evolve documentation. A copy is kept in the school office and a copy is taken on the trip. All medication is handed to the lead teacher who will store it securely for the duration of the trip. All medication must be clearly named and distributed by a nominated teacher. On return to school, the nominated children will hand the medication to the parent/carer and never hand it directly to the child. Where a child is leaving the school grounds for a local area visit, e.g Insole Court, Llandaff Cathedral, all medication must be taken by the class teacher.
Head Injuries: If a pupil sustains a serious head injury staff will contact parents/guardians without delay to inform them of the incident.	Headteacher Class teacher Admin Staff	Where the member of staff has assessed the child and deems a cold pack to be sufficient a note will go home at the end of the day. Where the injury requires assessment from a First Aider the parents/Guardians will be contacted. The Parents/Guardians are invited to site to assess their child's injury. In the case of a serious head injury the school will seek immediate medical advice/call an ambulance.
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.		The school phones parents and advises them to take their child to hospital. In the case of an emergency, staff would first call an ambulance - any staff member taking a child to hospital must be accompanied by another staff member. Staff must have the appropriate car seats in place before transporting children.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		There are photographs of pupils who may require epi-pens in the staff room. These forms should be taken to the hospital with the child.
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.	Headteacher Class teacher Admin Staff	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief. Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school including dosage and timings.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Headteacher	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate. The school has developed a Health Care Policy which covers the management of pupils with medical needs.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher Public Health Wales SLA H&S Officer School Nurse	Headteacher to contact Public Health Wales to report any communicable disease and adhere to any actions provided.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Headteacher All Staff	The Head Teacher is responsible for ensuring that the appropriate accident report forms are completed for both staff and pupils: - Current Accident books are kept in the lower and upper school entrance. Older records are stored in the filing cabinet in the SLT office. Any member of staff can complete the accident record.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified. Accident and Near Miss information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall (within 48 hours): SchoolsAccidentsHandS@cardiff.gov.uk Reportable accidents are reported to the Governors Termly via the Head teachers Report. The Head Teacher and Health and Safety Governor are responsible for carrying out accident investigations in Llandaff C.W Wales Primary School.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated**.**	Head teacher SLT	Near misses will be investigated proactively. The procedure for investigating incidents / accidents will be followed. Risk Assessment drawn up by SLT discussion takes place and is minuted – procedures are put into place to prevent a recurrence.
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.	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.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Headteacher	**Low Level** investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team **Medium** level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Investigating accidents and incidents:		Copies will be forwarded to the Head Teacher and Health and Safety Division. **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. Further information is contained in the Authority's guidance to accident investigation.
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.	Headteacher	Headteacher to ensure that any form of violence is managed through appropriate policy. The Alert violent incident report form is available on Cardiff Docs. This must be sent to the Corporate Health and Safety department via SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	Health & Safety Lee (see Roles and Responsibilities Document)	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors.	Headteacher Governing Body	The asbestos survey and log book are kept in the school office these should be signed before any works are carried out. Permits to work must also be completed prior to work commencing.
Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	Headteacher	Any changes to asbestos containing materials should be recorded in the log book.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Headteacher	All contractors view the survey and sign the logbook before undertaking work. ***A localised R&D survey may be necessary – all works to go through County Estates One Front Door (Landlord permission)*** **Seek advice from Corporate Asbestos Team (CAT)**
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.	Headteacher Caretaker SLA H&S Officer	Caretaker to carry out annual asbestos monitoring to check the condition of the asbestos containing materials identified in the asbestos log book. Any damage or deterioration is reported to SLA H&S Officer who will contact: The Council Asbestos Team – 029 2087 3467
Unauthorised work: 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 Caretaker All Staff	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Headteacher who will contact: The Council Asbestos Team – 029 2087 3467
Managing contractors: The school will adhere to the Authority's policy and guidance.	Headteacher	Cardiff Council's Health and Safety Policy on the Management of Contractors applies to all contracts let by the Council and LEA maintained schools and is recommended to non LEA maintained schools. Llandaff Church in Wales Primary School uses Facilities Management (FM) Building Services and/or Education Service Schools Organisation Planning (SOP), or Projects, Design and Development (PDD) when building work is undertaken at the school. For work organised by FM, SOP Officers or PDD, the

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Technical expertise: Where appropriate works are arranged through a technical department		management of the contractors is managed by FM, SOP or PDD. They will liaise with the school and will ensure liaison between contractors on site.
Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Headteacher Admin Staff	All contractors must report to the school office where they will be asked to sign in They will be issued with a visitor's badges and given site specific instructions. All contractors will be required to read, understand and sign site inductions before commencing work.
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' under CDM regs 2015 and therefore have additional statutory obligations.	Headteacher Governing Body	These are managed by the Headteacher and the governing body 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. If engaging more than one contractor then a principal contractor will be appointed in writing. **SLA H&S Officer** will also be able to assist and liaise on the school's behalf. **Andy Hawkins** from the LA continues to assist in building developments / projects.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Headteacher Governing Body	Where possible school will use Contractors who have been vetted by the Authority. Where Contractors who are not registered are used SLA H&S Officer will 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.	Headteacher Caretaker	Risk assessments and method statements are discussed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority.	Headteacher Caretaker	All staff are responsible for ensuring that good standards of housekeeping are maintained. The school is cleaned by cleaners employed by Education Cleaning Services suitable and sufficient risk assessments and accompanying work instructions are carried out for relevant housekeeping activities. School cleaning items and Council cleaning items are stored separately. Wet floor cleaning is carried out after school hours. Warning signs are displayed when wet floor cleaning is carried out. Rubbish bins are emptied daily by the caretaker and rubbish is disposed of into the external waste bins which are located away from the building.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Glass or sharp objects are wrapped in newspaper, placed in a strong container and disposed of in the school's external waste bins. Gloves are worn to dispose of any glass or sharp objects.
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.	Headteacher	Lone working is discouraged. Staff wishing to access the school during holiday time must in the first instance meet with the Headteacher to request approval. Staff will only be permitted to access the site and work during while the caretaker and cleaners are on site. This is usually in the morning during holiday time. Times to enter the school for lone working during the holidays must be agreed with the Caretaker. A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff. Risk assessments are also carried out for cleaning staff and others who work alone. The following precautions are adopted by members of staff who work alone at the school: •Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working. •Access to mobile telephones. •Making the school secure by locking the external doors when lone working.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		•Not carrying out high risk activities, such as, working at height when lone working.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Headteacher	There is a specific 'Working at Height' risk assessment. Working at height is avoided as much as possible. Small, lightweight floor locked stools are provided for staff to be able to put up displays etc., Standing on chairs and desks etc, is not permissible.
Play equipment; All play equipment is maintained in safe condition. All equipment is regularly inspected.	Headteacher Caretaker	The external play equipment should only be used when supervised, equipment will be checked regularly for any apparent defects, The caretaker will conduct a formal termly inspection of the equipment and report any defects to head teacher Play equipment is inspected annually by a RPII inspector PE 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	Headteacher Caretaker	COSHH Assessments are carried out by competent staff and/or by utilising SLA H&S Officer for the school. All staff to be briefed on COSHH annually. All cleaning chemicals are stored in a locked cupboard.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Headteacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Headteacher All Staff	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Headteacher Admin Staff	DSE assessments are available under the Health and Safety SLA H&S Officer will make arrangements for workstation / DSE assessments.
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.	Headteacher All Staff	Staff parking only. Parents are not permitted to park onsite. Deliveries are accepted at the both entrances avoiding the start/end of the school day when pedestrian footfall is at its highest. Please see Traffic Risk Assessment. In November 2021 the LA safeguarding team agreed to add fencing on site to ensure children cannot play where cars are parked.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Headteacher Deputy Head	LA Schools have access to VIVUP – Employer Assistance Programme Provider, who have a free 24/7 helpline and website. The DHT has received a training session about stress management. Management encourages staff to have a good work/life balance. Support is sought for any individual member of staff who requires above and beyond what the school itself is able to provide.
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	To be arranged with the Headteacher	Arrangements, e.g. risk assessments, nominated competent person and fire safety measures will be put into place if premises/hiring of rooms to third parties occurs.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher Governing Body SLA H&S Officer	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.