



Health and Safety Policy

Organisation	The Saints' Federation
Title	Health and Safety Policy
Author	School
Owner	Executive Headteacher and Governing body
Protective marking	NOT PROTECTIVELY MARKED
Review date:	Annually

Revision history

Revision Date	Revision	Previous version	Description of revision
March 2024		N/A	Policy created and signed off

Signed by Chair of Governors on behalf of the Governing Body:

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Signed by the Executive Headteacher:

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Date approved:(by full Governing Body)

Date of review:

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 Executive Headteacher / 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 School

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

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

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

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.

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 Executive Headteacher 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 Executive Headteacher:

Overall responsibility for the day-to-day management of health and safety rests with the Executive Headteacher. As a manager of the establishment and of all the activities carried on within it, the Executive Headteacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Executive Headteacher 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 Executive Headteacher 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 Executive Headteacher 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 Head of School, 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 Executive Headteacher 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 Executive Headteacher 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

The following list of arrangements covers the key elements of a Health and Safety Policy.

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.	Executive HT Head of School	Risk assessments are available to all on the shared drive or a hard copy can be obtained from the Head of School.
Risk assessments are reviewed regularly/ following significant change.	Executive HT Head of School	See H&S folder for frequency of renewals. Risk assessments are updated at least every 2 years
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Executive HT Head of School	
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.	Executive HT Head of School	Pregnant worker risk assessments are available under the Health and Safety SLA. These are updated and amended, individualised for each pregnant staff member.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	EVC Head of School Executive HT	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. Risk assessments for residential trips are sent at least a month before the trip is due to take place.
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.	EVC Head of School Executive HT	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. All trips will have parental consent and an individualised assessment. Risk assessments for residential trips are sent at least a month before the trip is due to take place.
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Estates Manager Head of School Executive HT H&S Officer Nominated Governor for Health and Safety	General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: Annually

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Estates Manager	General inspections are verbally communicated with the head of School/ Executive Headteacher.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Nicola Jones	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.	Nicola Jones	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Estates Manager Head of School Executive HT	This is displayed in the staff room.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head of School Executive HT H&S office (Where appropriate/ Estates Manager)	H&S training is delivered to staff annually at the beginning of the year. 1:1 sessions are held with individuals who start mid-year. Training is delivered to staff after any significant changes or updates.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Estates Manager Head of School Executive HT	Training records and a register is maintained in the Head of School's office. Evaluation and reflection records are also completed and in each individual staff member's file on the shared drive.
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 of School Executive HT	Training is delivered by SLT during INSET sessions or briefing sessions. Training is delivered as part of the induction process and after significant changes. H&S officer shares Toolbox Talks for Head of School to deliver when appropriate.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Estates Manager Head of School Executive HT	Fire safety posters are displayed around the school next to fire points/ exit points. Evacuation information is also displayed.
Fire drills are undertaken termly and a record kept in the fire log book.	Estates Manager Head of School Executive HT	Fire drills are taken and kept within the fire file.
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 of School Executive HT ALNCo	PEEPs are in place for specific pupils and staff. These are shared with the class teachers and in the Red Files (to be updated) as necessary.

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.	Estates Manager Head of School Executive HT	Safe evacuation is of high priority. Exit points are highlighted around the school along with fire routes – these are displayed by the exits in each room. Staff must not deal with a fire.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Head of School Executive HT	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Estates Manager Class Teachers	Staff are responsible to ensure their exit routes are free of clutter and not obstructed in any way. The estates manager checks the exits daily and ensures their functionality is of good condition. The estates manager reports any obstructions to the head of school.
Statutory maintenance: The school has opted into the Authority's statutory maintenance contracts.	Yes	Please see guidance in appendix 1 regarding statutory maintenance arrangements If your school has opted out please insert these details.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Yes	Taken annually and uploaded to RAMIS.
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.	Yes	Weekly flushing of little used outlets and the monthly temperature checks are taken and recorded in the legionella folder which is kept in the office. Temperatures are recorded and uploaded to RAMIS.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Lara Kerem All Teaching Staff Trained	School Administrator – SCQS Level 6 Qualification (School Office) Classroom Teachers and LSAs are trained in First Aid (F.A.S.T Emergency First Aid at Work).
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Yes	Children and Adults are known and information is shared with relevant members of staff.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	School Administrator Class Teachers	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<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>SLT</p> <p>Two members of staff to administer and witness</p>	<p>At least two members of staff will accompany any pupil to hospital. This will be one member of staff in the ambulance (if needed) and one member of staff to follow.</p> <p>Two members of staff are to accompany the child to the hospital or escort the child to hospital.</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school. See Healthcare Policy</p>
<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>Yes ALNCO Head of School</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually (Red File currently under development)</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>Yes Executive Headteacher Head of School</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>School Administrator Class Teachers</p>	<p>Accidents and injuries are communicated with admin staff. These staff call or message the parents/ next of kin using Parent Mail. Head injuries, the parents are always called. Reporting messages are stored on the ParentMail system.</p> <p>Significant accidents and injuries are also recorded using the accident forms and forwarded to Cardiff Council. These are also stored in staff/ pupil files in school.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	School Administrator Head of School	Near miss incident forms are completed and forwarded to Cardiff Council. These are also stored in staff/ pupil files in school.
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.	Head of School	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. Investigating accidents and incidents:	Head of School Executive Headteacher (where applicable)	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. 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.	Head of School SLT/ DSPs	Violence at work forms are completed and reported to the LA. Risk assessments are in place for these incidents and recorded on record. Precaution assessments are also in place – follow emergency continuity plan.
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.	Head of School Executive Headteacher Chair of Governors LA	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 logbook are made available to all contractors.	Head of School Executive Headteacher Estates Manager Asbestos Trained:	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Executive Headteacher Head of School School Administrator Estates Manager</p>	<p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>These documents and assessments are stored electronically on the H&S drive and also in physical form in the asbestos file.</p>
<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>	<p>Estates Manager Head of School</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<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>	<p>H&S officer Head of School Estates Manager</p>	<p>Asbestos condition monitoring is available under the Health and Safety SLA.</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	<p>Head of School Estates Manager</p>	<p>Any damage or deterioration is reported to Chris Bolton/ Johanna Burns who will contact: The Cardiff Asbestos Team – 029 20872374/ asbestos@cardiff.gov.uk</p>
<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 containing materials will be reported and documented.</p>	<p>Head of School Executive Headteacher</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Chris Bolton/ Johanna Burns who will contact: The Cardiff Asbestos Team – 029 20872374/ asbestos@cardiff.gov.uk</p>
<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>	<p>Head of School Executive Headteacher</p>	
<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</p>	<p>School Administrator Head of School Executive Headteacher</p>	<p>All contractors must report to the reception. Sign in system must be completed.</p> <p>Visitor badges will be issued on arrival. Visitor badges contain safeguarding arrangements.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
information relating to emergency procedures, vehicle movements and local management arrangements,		
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.	Head of School Executive Headteacher	These are managed by The Executive Headteacher/ Head of School 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
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Head of School Executive Headteacher	Where possible school will use Contractors who have been vetted by the Authority.
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.	Executive Headteacher Head of School Estates Manager	Risk assessments and method statements are discussed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted into the contracts operated by the Authority.	Cardiff Cleaning Services	School uses Cardiff Local Authority for cleaning services.
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.	Crown	School use Crown Garden Services for grounds maintenance such as, cutting of grass. School uses the LA for the tree inspections and services to maintain trees on the estate.
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.	Executive Headteacher Head of School	Lone workers: Head of School/ Estates Manager/ Cleaning staff/ Admin Staff Contractors visiting site. Risk assessments are in place and can be obtained from the shared drive and Head of School office. Lone working is requested and reported to Head of School/ Executive Headteacher.
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	Executive Headteacher Head of School Estates Manager	Working at height/ with ladders/ on the roof/ electrical work/ heavy manual handling should not be undertaken whilst working alone.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
involving significant risk should not be undertaken whilst working alone.		
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Executive Headteacher Head of School	Risk assessment is in place for working at height. This is annually updated and reviewed. Working at height training is scheduled for the estates manager (when available and appropriate).
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected.	Executive Headteacher Head of School Estates Manager	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Head of School will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by and reports are uploaded to RAMIS. 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	Executive Headteacher Head of School Cardiff LA	All types of hazardous materials are locked away in the cleaners cupboards. A COSHH assessment has been undertaken and can be located in the Head of School office.
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Estates Manager Executive Headteacher Head of School	Risk assessments for regular manual handling operations are undertaken and staff are 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.	Executive Headteacher Head of School Dave Williams (Behaviour support and inclusion)	The school currently does not have any pupils who would need manual handling due to mobility issues. This would be obtained if needed. Team Teach training has been completed, all staff received this September 2024. This will be used in the safe handling of pupils.
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.	School Administrator Head of School	Two members of the SLT have work station assessments completed due to working on computers at length.
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.	Executive Headteacher Head of School Health and Safety officer	A road traffic and car park assessment have been completed and are adhered to. Please refer to the assessment for details.
Minibuses: The school maintain and operate a minibus.	NA	NA

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Only authorised nominated divers are permitted to operate the minibus		
<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>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	Executive Headteacher Head of School	<p>The school has a risk assessment in place. Please read the assessment for further details. This is available on request or on the shared drive.</p> <p>LA Schools have access to Vivup</p>
<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>	NA	NA
<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>	Executive Headteacher Head of School	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.