

# St Joseph's Catholic Primary School



## Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

*"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

# HEALTH AND SAFETY POLICY

## Article 19:

*You have the right not to be harmed and should be looked after and kept safe*

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| This Policy was approved by the Governing Body on       | September 2020 | The first policy was drawn up and ratified by the Governing Body | Signed:<br> |
| This policy is due to be reviewed by the Governing Body | September 2023 | This Policy was reviewed by the Governing Body and ratified      | Signed:<br> |
| This policy is due to be reviewed by the Governing Body | November 2025  | This Policy was reviewed by the Governing Body and ratified      | Signed:  |

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| This policy is due to be reviewed by the Governing Body |  | This Policy was reviewed by the Governing Body and ratified | Signed: |
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## 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. This 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 voluntary aided schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances. The Governing Body of St Joseph's Catholic Primary School and Nursery have chosen to adopt this policy and have customised it to ensure that it fits the individual circumstances at the school.
3. The Governing Body intend to comply with the Authority's Health and Safety Policy.
4. The school has ensured that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of St Joseph's Catholic Primary School and Nursery.
5. The safety policy statement will be signed and dated by the Head Teacher/Chair of Governors.
6. Our school policy will be communicated to all staff, and automatically issued to new staff as part of their induction process.
7. Our school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

## PART 1: STATEMENT OF INTENT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL AND NURSERY

The Governing Body of St Joseph's Catholic Primary School and Nursery 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 – Teachershare.

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.

Matthew O'Brien – Chair of Governors

Alexandra Riordan – Headteacher



### 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*

### Delegation

|                                       |                    |              |
|---------------------------------------|--------------------|--------------|
| Premises Health and Safety Management | Mr S Hexter        | Caretaker    |
| Playground Equipment                  | Mr S Hexter        | Caretaker    |
| Admin Regarding Premises Management   | Mrs S Ekstrom-Gabb | School Admin |
| Safety/First Aid                      | All Staff          | All Staff    |

|  |                     |                     |
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| Identification of Classroom/ Building Health and Safety issues | Class Teachers      | Class Teachers      |
| Identification of Classroom/ Building Health and Safety issues | Teaching Assistants | Teaching Assistants |

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

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

### **Responsibilities of Employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Only use equipment or machinery that they are competent / have been trained and are authorised to use

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

### **Responsibilities of Volunteers**

It is recommended that employers (Governing Body) treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering
- Comply with the school's health and safety policy and procedures at all times
- Follow the direction/instruction of their supervisor, school management team etc
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor
- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

### **PART 3: ARRANGEMENTS**

| Specific health and safety arrangements | Responsibility | Action/Arrangements |
|---|----------------|---------------------|
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| <p><b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.</p> <p>Risk assessments are reviewed regularly/ following significant change.</p> <p>Specialist risk assessments are completed under the health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p> | <p>Head teacher<br/>Governing Body<br/>Educational Visits<br/>Coordinator</p> <p>Head teacher<br/>Governing Body</p> <p>Head teacher<br/>SLA Health &amp;<br/>Safety Officer</p> | <p>Staff to use EVOLVE for Educational Visits.</p> <p>Risk Assessment are reviewed by the Governing Body on an annual basis</p> <p>Advice is obtained via H&amp;S for specialist risk assessments. The school has H&amp;S visits on a fortnightly basis. Cardiff Docs can be accessed to obtain risk assessments and useful guidance.</p> |
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| <p><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.</p> <p><b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p> <p>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.</p> | <p>Head teacher<br/>SLA Health &amp;<br/>Safety Officer</p> <p>Educational Visits<br/>Co Coordinator</p> <p>Educational Visits<br/>Coordinator</p> | <p>Pregnant worker risk assessment are available under the Health and Safety SLA</p> <p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/<br/>Authority's Offsite Visits Officer for final approval.</p> <p>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</p> |
| <p><b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically</p>  | <p>SLA Health &amp;<br/>Safety Officer</p>   | <p>General site inspection: termly</p> <p>Visual inspection of play equipment: termly</p>   |

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|  | Health and Safety Governor<br><br>Caretaker | Annual playground inspections are covered by Gordon Playground Inspections Limited<br><br><ul style="list-style-type: none"> <li>• Fire Risk Assessment – every 3 years by LA</li> <li>• Fire Detection and Alarm Inspections quarterly by Tremofa</li> <li>• Emergency Lighting checks take place annually by Tremofa</li> <li>• Fire Extinguishers Inspection completed by Fire Safety direct – annually</li> <li>• PAT Testing by Tremofa – annually</li> <li>• Inspection of the Gas Boiler Annually by Kia</li> <li>• Legionella Risk Assessment by Dantek every 3 years</li> <li>• Annual Inspection of Gas Installations in Kitchen – Annually by LA</li> </ul> |
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| <b>Specific health and safety arrangements</b>   | <b>Responsibility (insert name and position)</b>  | <b>Action/Arrangements (insert local arrangements)</b>  |
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|  |   | Period Inspection of Electrical Installation: Every 5 Years NICEIC Contractor.<br>Roller Shutters Annually Industrial Door Services.<br>Kitchen Extract Clean: Annually Completed by A Clean Services Ltd.<br>Visual inspection of chairs and furniture: Annually by the Headteacher.   |
| Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.<br><br>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.<br>A nominated Governor will be responsible for monitoring management systems. | SLA Health & Safety Officer<br>Health and Safety Governor<br>Caretaker.<br>Governor:<br>Mr S Lawrence<br><br>Governor:<br>Mr S Lawrence | Ramis Risk monitor programme used to monitor statutory compliance.<br>Head teacher to access Ramis System. Caretaker to access Ramis System<br><br>Mr Lawrence to work with Mrs Riordan to use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc<br>Mr Lawrence to meet half termly with the Head teacher and Health and Safety Officer. |

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| <p><b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school</p>  | <p>Head teacher</p>  | <p>Signed and displayed in the staffroom.</p>  |
| <p><b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees</p> <p><b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p> <p>Fire Warden Training planned for all employers this academic year.</p> | <p>Head teacher</p> <p>Health &amp; Safety Officer</p> <p>Head teacher</p> | <p>Staff Handbook issued, an electronic copy is kept on Teacher share.</p> <p>Induction training is arranged and delivered by the Head teacher and</p> <p>Teachers are responsible for maintaining personal training records.</p> <p>The school office records – First Aid Training</p> <p>DBS, Food Safety Training</p> <p>Caretaker training to be updated this academic year.</p> <p>To use the LA Health &amp; Safety</p> <p>Refresher courses are also booked</p> |

| <b>Specific health and safety arrangements</b>  | <b>Responsibility (insert name and position)</b>  | <b>Action/Arrangements (insert local arrangements)</b>  |
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| <p>(e.g. use of hazardous substances, work at height etc.) refresher training where required</p> <p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school. Fire drills are undertaken termly and a record kept in the fire log book.</p> <p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p> <p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p> <p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</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><b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.</p> <p><b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements. <b>Control of Legionella:</b> The school</p> | <p>Head teacher<br/>Caretaker</p> <p>Head teacher</p> <p>Head teacher Deputy<br/>Head teacher: ALNCO<br/>Class Teacher</p> <p>Head teacher</p> <p>All Staff</p> <p>Caretaker:</p> <p>Governing Body<br/>Head teacher</p> <p>Headteacher Tremorfa – contracted through Facilities Management<br/>H&amp;S Officer</p> | <p>Fire Procedure and Policy in place.</p> <p>Termly Fire Drills take place</p> <p>School Policy is not to fight the fire.</p> <p>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. Visual checks are completed daily by the Caretaker – these are not formally recorded in line with advice from Cardiff Council.</p> <p>The school follows Cardiff Council requirements all statutory maintenance is recorded on the Ramis System.<br/>PAT Testing to continue annually.</p> <p>H&amp;S Officer</p> |

| <b>Specific health and safety arrangements</b>  | <b>Responsibility (insert name and position)</b> | <b>Action/Arrangements (insert local arrangements)</b>   |
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| <p>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>Caretaker<br/>Head teacher</p>                | <p>Caretaker to carry out weekly flushing of little used outlets and the monthly temperature checks. At the moment Dantek carry out monthly checks – this is due to finish April 2019 – April 2019 Hannah Thomas, Cardiff Council is due to take over. Aquasafe due to renew Legionella Risk Assessment Spring Term 2019. Staff documented on left have Cardiff Council First Aid at work.</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>Staff</p>                                     | <p>All Staff including Mid-Day Supervisors have emergency First Aid led by St John's Ambulance.</p>  |
| <p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>   | <p>Staff members<br/><br/>Head teacher</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. All Teaching Assistants receive Epi Pen Training annually. The school avails itself annually of all relevant first aid training.</p>   |

**Head Injuries:** If a pupil Parents/Guardians are invited sustains a head injury staff to site to assess their child's

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| <p>will contact parents/guardians without delay to inform them of the incident.</p> <p><b>Transport to hospital:</b><br/>Where appropriate pupils will be transported to hospital (usually by</p> |  | <p>injury.<br/>In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)<br/>The school phones parents and advises them to take their child to hospital.<br/>In the case of an emergency</p> |
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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.

**Administration of Medication**

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.

Medication will not be administered for

| Specific health and safety arrangements   | Responsibility  | Action/Arrangements  |
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| <p>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><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>ALNCO<br/>Admin Staff</p><br><p>ALNCO<br/>Head teacher</p> | <p>acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p> <p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p> |

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| <p><b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.</p> | <p>Head teacher<br/>School Nurse</p> | <p>School will liaise with Public Health Wales and the School Nurse at Pentwyn Health Centre. Public Health Wales: James Hughes, <a href="mailto:james.hughes@wales.nhs.uk">james.hughes@wales.nhs.uk</a> Communicable disease nurse. <a href="http://www.wales.nhs.uk">Public Health Wales www.wales.nhs.uk</a> 2 Capital Quarter, Tyndall</p> |
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| <p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.</p> <p><b>Up to date accident report forms are available on the RAMIS SYSTEM.</b></p> | <p>First Aider<br/>Head teacher<br/>Head teacher<br/>Deputy Head teacher</p> <p>ALNCO<br/>All Staff</p> <p>Head teacher</p> | <p><a href="#">Street, Cardiff CF10 4BZ</a><br/>029 2022 7744</p> <p>Accident Books kept in the Medical Room.</p> <p>First Aiders fill in the accident books. Accidents are reported to the Governors Termly via the Head teachers Report. The school monitors for recurring accidents to make adjustments to procedures or the environment to prevent accidents from happening. Serious Accidents for staff and pupils are reported to the LA. All staff accidents are reported to the LA. Stickers and notes home are sent with the child informing the parent of the accident and treatment given.</p> |
| <p>Any near miss (incident which has a potential to cause harm) will be reported to the</p>  | <p>Deputy Head teacher SLT</p>  | <p>All accident books are kept for 7 years in the Admin Office cupboard. Risk Assessment drawn up by SLT discussion takes place</p>   |
| <p>management team</p>   |   | <p>and is minuted – procedures are put into place to prevent</p>  |

| <p><b>Specific health and safety arrangements</b></p>   | <p><b>Responsibility (insert name and position)</b></p> | <p><b>Action/Arrangements (insert local arrangements)</b></p>  |
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| <p>and investigated.</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>Head teacher</p>                                     | <p>a recurrence.</p> <p>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p> |

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| <p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p> <p><b>Investigating accidents and incidents:</b></p>                           | <p>Head teacher<br/>Deputy Head<br/>teacher Class<br/>Teacher</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 <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. <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</p>  | <p>Head teacher<br/><br/>Deputy Head</p>                              | <p>Head teacher to implement advice and guidance from the LA regarding Violence at work. Head teacher to implement</p> <p>training from Violence at work course.<br/>Head teacher to ensure that any form of violence is managed through appropriate policy – all building works to ensure that pupils and staff are safe. Policy in place for the expected behaviour of parents. All incidents of Violence will be recorded. Where appropriate the school will seek advice from the Authority where sanctions are required.<br/>In extreme cases the case will be passed</p>   |
| <p>and inappropriate</p>   |   |   |
| <p>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>The school will take appropriate action to</p> | <p>teacher Admin<br/><br/>Staff</p> <p>Head teacher<br/>Governing</p> |   |
| <p>minimise the risk of violence and aggression to staff and visitors. Where appropriate this will</p>   | <p>Body</p>   |   |





inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.

**Reporting damage/deterioration in asbestos containing material:** Must be reported and documented.

Health and Safety Officer;  
Caretaker

Safety Officer to monitor condition of asbestos annually. Asbestos condition monitoring is available under the Health and Safety SLA.

Any damage or deterioration is reported to the Head teacher who will contact:  
The Council Asbestos Team –  
029 2087 3467

| <p><b>Specific health and safety arrangements</b></p> <p><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.</p>  | <p><b>Responsibility (insert name and position)</b></p> <p>Headteacher.<br/>Caretaker.<br/>All Staff.</p> | <p><b>Action/Arrangements (insert local arrangements)</b></p> <p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Head teacher who will contact:<br/>The Council Asbestos Team – 029 2087 3467</p>   |
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| <p><b>Managing contractors:</b> The school will adhere to the Authority's policy and guidance.</p> <p><b>Technical expertise:</b> Where appropriate works are arranged through a technical department</p>   | <p>Head teacher<br/>Caretaker<br/>Admin Staff<br/>Governing Body</p>                                      | <p>The school has produced information guidance to be provided to all contractors on site before commencing work.</p>  |
| <p><b>Contractors and visitors on site:</b> All contractors must sign the visitor's book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p> <p><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.</p> | <p>Head teacher<br/>Admin Staff</p> <p>Head teacher<br/>Governing Body<br/>Health and Safety Officer</p>  | <p>All contractors must report to the Admin Office</p> <p>Contractors on site must wear the inventory badge for identification.</p> <p>Safeguarding details will be given. Copies of contractors working on site information and safety access to be drawn up.</p> <p>These are managed by the Head teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p> |

**Contractor selection and vetting:** Governing Body uses Contractors who have been vetted by the Authority or Head teacher To ensure contractor Body Where possible school will be vetted

competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.

**Contractor risk assessments and method statements:** Contractors are asked to provide risk assessment and method statements relating to the specific works. This

Caretaker

Caretaker  
Head teacher  
Admin Staff  
SOP Planning  
Officer – Dean  
Griffiths.

the Archdiocese.

Where Contractors who are not registered are used the LA Health and Safety Officer will undertake appropriate competency checks prior to engaging a contractor  
Risk assessments and method statements are discussed prior to work commencing. Pre Site meetings to take place

| <b>Specific health and safety arrangements</b>  | <b>Responsibility (insert name and position)</b>  | <b>Action/Arrangements (insert local arrangements)</b>   |
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| <p>should include detail of measures taken to reduce the risk to pupils and school staff.</p> <p><b>Ground maintenance and cleaning contracts:</b> The school have opted in to the contracts operated by the Authority.</p> <p><b>Ground maintenance and cleaning contracts:</b> The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.</p> | <p>Head teacher<br/>Governing Body<br/>Caretaker.</p> <p>The school has opted out for Grounds</p> | <p>The school has opted into the Cleaning Contract led by the LA.</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>Head teacher to approve.<br/>Caretaker to agree times to enter and exit the building.</p>      | <p>Lone working is discouraged. Staff wishing to access the school during holiday time must in the first instance meet with the Head teacher to request approval.<br/>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.</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 alone.</p>  | <p>Head teacher<br/>Caretaker</p>   | <p>Times to enter the school for lone working during the holidays must be agreed with the Caretaker.<br/>Staff must read and implement the guidance in the lone working risk assessment in advance.<br/>Detail any tasks that should not be completed whilst working alone and those affected:<br/>Work involving heights using ladders. Work involving the use of cookers/ fire. Moving furniture/ heavy equipment. Display work/ Standing on surfaces.</p> |

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| <b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced. | Headteacher<br>Health and<br>Safety Officer                          | This mainly affects the caretaker Risk Assessment for working at heights in place. The Caretaker must follow the guidance in place.                               |
| <b>Play equipment;</b><br><br>All play equipment is maintained in safe condition.                            | Headteacher to<br>action annual<br>check.<br>Caretaker to<br>inspect |   |
|  | equipment at<br>least  | The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects,. The Caretaker Mr P Mullane |

| <b>Specific health and safety arrangements</b>   | <b>Responsibility (insert name and position)</b>                       | <b>Action/Arrangements (insert local arrangements)</b>   |
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| All equipment is periodically inspected  | weekly.<br>Daily visual check by caretaker.                            | Wilkes will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by Gordon Playground Inspections Ltd 10, The Beeches, Bangor BT19 7RF<br><a href="mailto:info@gordoninspections.co.uk">info@gordoninspections.co.uk</a><br>Phone: 07818 426651<br>27, Clos Cae Pwll, Nelson, Treharris CF46 6LA<br>Play equipment is inspected annually |
| <b>Hazardous substances:</b><br>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<br>Health and Safety Officer to complete COSHH assessment. | Consider the types off hazardous materials you may have on site e.g cleaning materials, glues adhesive spray. Health and Safety Officer to undertake COSHH assessment and inform caretaker.  |
| <b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff has received appropriate information instruction and training.  | Health and Safety Officer.<br>Headteacher                              | Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.   |
| <b>Paediatric manual handling:</b> Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed. | Health and Safety Officer.<br>Headteacher                              | Under the Health and Safety SLA the school are able to request a Care Handling Plan for pupils with mobility needs.  |

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| <p><b>Working with computers:</b><br/>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</p>       | <p>Headteacher to organise – LA Health and Safety Officer to undertake workstation assessment.</p> | <p>Workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA. Health and Safety</p> |
| <p>assessment.</p>  |  | <p>Officer to complete workstation assessments.</p>  |
| <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> | <p>Headteacher<br/>LA Health and Safety Officer.<br/>School<br/>Caretaker</p>                      | <p>St Mark's Car Park is open for Parents to drop off children in the morning and collect in the evening</p>         |

| Specific health and safety arrangements   | Responsibility (insert name and position)  | Action/Arrangements (insert local arrangements)  |
|---|--|--|
| <p><b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p> | <p>Governing Body<br/>Headteacher<br/>Leadership Team.<br/>Health and Safety Officer</p> | <p>The School follows the LA Attendance and Wellbeing Policy</p> <p>Stress Risk Assessments are in place.<br/>LA Schools have access to CAREFIRST helpline.</p> <p>Electronic LA mental health newsletter circulated monthly</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>  | <p>Caretaker</p>   | <p>Lettings Policy in place. Administration by School Secretary.</p>   |

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| <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> | <p>Headteacher</p> | <p>The arrangements relating to responsible persons and contractors will be updated as responsibilities and contracts change.</p> |
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