HEALTH AND SAFETY STATEMENT FOR WAUNFAWR PRIMARY SCHOOL

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.

2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.

3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.

4. This document provides a customisable template for schools to adapt.

5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.

6. The safety policy statement should be signed and dated by the head teacher / chair of governors

7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.

8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

PART 1: STATEMENT OF INTENT

Waunfawr Primary School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff, a reference copy is kept in the school office and within the staff room and is stored on the OneDrive for all staff.

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

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy;
- CCBC 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

Signature:	Signature:
Mrs Melanie James, **Chair of Governors**	Mrs Melissa Armishaw **Head Teacher**

12th November 2024

PART 2: ORGANISATION

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

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. [In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body] At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

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

Responsibilities of the Head Teacher

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

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

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

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

The following tasks have been delegated to the caretaker:

- Carrying out health and safety investigations;
- 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

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

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

Responsibilities of employees

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

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

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

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

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

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Hollie Shepherd – ALNCO SLA Health and Safety Officer	SLA Agreement in situ to support school in completion of assessments. MA/HE/HS to share relevant information individually with staff where required.
Risk assessments are reviewed regularly/following significant change.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Hollie Shepherd – ALNCO SLA Health and Safety Officer Governing Body	Pupil and staff assessments reviewed annually; expectant mother assessments reviewed during each trimester. Risk assessments reviewed following any significant change or at least every two years.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher SLA Health and Safety Officer	Head Teacher to inform SLA Health and Safety Officer if specific risk assessments are required.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher SLA Health and Safety Officer	Pregnant worker risk assessments are available under the Health and Safety SLA. Head Teacher to inform SLA Health and Safety Officer if a risk assessment is required.
Educational and offsite visits: A nominated Educational Visits Coordinator	All Class Teachers	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
(EVC) is responsible for coordinating educational and offsite visits.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Governing Body	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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically. Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher All school staff Caretaker SLA Health and Safety Officer Governing Body	General Health and Safety Site Inspections are completed every other year by the SLA Health and Safety Officer. All school staff are responsible for reporting hazards/defects. Staff report to the caretaker and Head Teacher. This is recorded in the caretaker's log sheets located in main school office. The caretaker will visually inspect external areas/walkways/exits, school hall etc. Class staff will visually inspect classroom daily. Playground equipment, forest schools, allotments etc are checked prior to use. General site inspection: Termly – Head Teacher and Caretaker/Health and Safety Officer where required. Visual inspection of play equipment: 1 Annual inspection completed by Gordon Playground Inspections (RPII); with weekly visual checks made by caretaker – Records kept in the caretaker's logbook. Monthly checks are made of fire exits, escape routes, firefighting equipment and emergency lighting by the caretaker and recorded in the fire logbook. Visual inspection of chairs and furniture: Annually (rolling programme) Caretaker; all records kept on caretakers' logbook.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Head Teacher – Melissa Armishaw Health and Safety Governor	School Governor to complete annual site inspection, alongside SLA Health and Safety Officer and Head Teacher. RAMIS General Health and Safety inspections/Fire audits to be used as guidance or Authorities site inspection checklist.
A nominated Governor will be responsible for monitoring management systems.	Head Teacher – Melissa Armishaw Health and Safety Governor	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school.	Head Teacher – Melissa Armishaw	Poster displayed in the staff room.
Health and safety training: Health and safety induction training will be provided and documented for all new employees.	Head Teacher – Melissa Armishaw SLT – All SLA Health and Safety Officer	All staff are made aware of the latest Health and Safety Policy which is available from the staff room, the shared drive (L) and the schools documents Page on RAMIS4Schools. All new employees are shown around the premises, informed of welfare facilities/fire exits/site rules/procedures etc. Each class has a class planning folder including specific class information and general health and safety information. Health and safety information poster is displayed in the school staff room.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		At the start of term, all staff are issued with a Health and safety memo, records of all memos and staff signatures are kept in the health and safety file. Fire awareness training undertaken annually. Fire drills are undertaken termly - within first term for new employees. Staff undertake health and safety relevant to their role – e.g. food hygiene, cleaning bodily fluids, working at height, manual handling etc.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	Records are kept in the form of minutes of meetings. A record of attendance for fire awareness training is kept in the Fire Log book/RAMIS. Records of attendance are kept for all health and safety briefings sessions. School keep a training matrix of all staff training; first aid, specific medical conditions, fire, ladder, choking etc.
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.)	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher SLA Health and Safety Officer	Caretaker and/or Head Teacher attend LA organised training. Staff are given copies of the health and safety memos, available on the shared drive (L). Specific training needs identified with individual or if significant change.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
• refresher training where required		Head Teacher contacts Health and Safety Division/SLA Health and Safety Officer for advice on specific Health and Safety Training. Specialist Nurse/School Health Nurse to be contacted in regards to specific medical training. E.g. epilepsy, diabetes, asthma etc Staff receive regular health and safety information via staff meetings/memos.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher – Melissa Armishaw Caretaker – Jason Hughes SLA – Health and Safety Officer	All Fire Action notices are located adjacent to call points. All fire safety signs are in situ. Significant findings of the fire safety inspection are shared with staff during fire awareness training.
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker - Jason Hughes	Records kept in the school office. RAMIS updated as required.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Hollie Shepherd – ALNCO SLA – Health and Safety Officer	Head Teacher to contact Health and Safety Division/SLA Health and Safety Officer. PEEP completed by competent person/ implemented as required. All pupil assessments detail emergency evacuation procedures for individual children.
The safe evacuation of persons is an absolute priority. Staff must only attempt to	Head Teacher – Melissa Armishaw	Fire awareness training undertaken regularly for all staff.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
deal with small fire if it is safe to do so without putting themselves or others at risk.	Hannah Evans – Deputy Head Teacher	Fire Wardens – attend specific training in relation to their duties.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Nominated Fire Wardens	Staff are made aware of the type and location of portable firefighting 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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes Governing Body	Escape routes are visually inspected daily by all staff who work in the area. Fire maintenance/inspection records made by caretaker are recorded and kept in the fire logbook. Head Teacher or SLA Health and Safety Officer undertake a termly check of all areas and equipment. Records kept in fire logbook/caretaker's file.
Statutory maintenance: The school has opted into the Authority's statutory maintenance contracts.	Head Teacher – Melissa Armishaw	Please see guidance in appendix 1 regarding statutory maintenance arrangements.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Head Teacher – Melissa Armishaw Governing Body	PAT testing equipment tested as required on rolling programme annually by Caerphilly Cleaning Services.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted into the statutory maintenance contract relating to the control of legionella bacteria.	Head Teacher – Melissa Armishaw Caretaker – Jason Hughes	Caretaker flushes little used outlets weekly and records the checks in legionella file. In the school holidays all outlets are flushed and temperature checks undertaken by caretaker. Caretaker undertakes monthly water temperature checks including the Point Of Use water heaters and nearest and furthest sentinel hot and cold taps. All

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		paperwork is kept in the legionella file in the main office and uploaded to RAMIS periodically. Caretaker/SLA Health and Safety officer reports any non-compliant temperatures to Head Teacher. Specialised LA appointed contractor Aquasafe provide six monthly and annual checks in line with the legionella risk assessment through Statutory Maintenance contract.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Head Teacher – Melissa Armishaw Current First Aiders: Julie Walkley Alanah Trigger Mandy Pearson Michaela Davis	Record of the provision of first aid in situ. Where an AED has been installed the policy requires that training is provided to ensure a trained employee is on site during opening hours, where an AED has been donated to a CCBC building, the relevant training must also be provided. The policy also requires that the AED is serviced in accordance with manufacturer's recommendations and the necessary routine checks are carried out on a daily basis and recorded. LA purchased AED's and accessories can be purchased and training arranged through the Health and Safety Division. Details of the AED are also recorded on the schools RAMIS front page. Appointed Persons are First aiders. Alanah Trigger is responsible for checking contents of first aid kits.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Specialist first aid training is available under the Health and Safety SLA. Training available includes, Epipen, diabetes awareness and epilepsy awareness training as and when necessary.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Hollie Shepherd – ALNCO	School nurse/specialist nurse to provide specialist training for medical conditions, including asthma, epilepsy, diabetes, allergies and other specific conditions.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	Parents/Guardians are telephoned and invited to site to assess their child's injury. Accident form is completed: Accident forms located in the main office and on the schools RAMIS4Schools Incidents Page. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance) – The Authorities accident form is completed and sent to Health and Safety Division without delay.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	Telephone emergency services 999 await ambulance and contact parents.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Governing Body School/Specialist Nurse	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief. Managing Medicines in Schools paperwork and medical care plan completed by medical professional to be completed for any pupil who has a long-term medical need and requires prescribed medication administered in school.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley Hollie Shepherd - ALNCO School/Specialist Nurse	Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually by medical professional or following any significant change. Pupil assessments are completed under the Health and Safety SLA where appropriate. Specialist care handling plans and manual handling training are available via Health and Safety Division.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	Guidance displayed in Head Teachers office on notice board, and available on RAMIS4Schools.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	All accidents are recorded: Accident forms kept in the main office. Accidents for staff members of visitors, or accidents of a more serious nature are recorded on the authorities accident form. Head Teacher responsible for forwarding accident form onto Health and Safety Division within 48hrs. Accident forms uploaded to the schools incidents page on RAMIS4Schools automatically send to the LA Health & Safety Division. Low level/initial investigation is completed by the Class Teacher/Supervisor/SMT or Head Teacher.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Health and Safety Division/SLA Health and Safety Officer to investigate higher level investigations.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated**.**	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	All reports of accidents and near misses are investigated as required. Investigations are recorded on CCBC accident investigation forms. All serious/significant accident forms are sent to Health and Safety Division within 48 hours for further investigation.
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 Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	The school will forward details of accidents or cases of work-related ill health to the Health and Safety Division within 48 hours of the accident. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	**Low Level** investigation: This will involve a short investigation by the relevant class teacher, supervisor or SMT. **Medium** level investigation: The Authority's accident investigation form will be completed by the relevant SLT, Head Teacher; 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.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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 Health and Safety Division.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	VAW poster is displayed in main office. Head Teacher to report any VAW on the Violent Incident Report Form (VIRF) form and send to Health and Safety Division without delay. Further advice available from Health and Safety Division.
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 Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher 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 Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley Caretaker – Jason Hughes	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. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher or checking the survey for the school. Survey and logbook are kept in main office/reception area. Prohibitions/restrictions known to all staff. All staff are given instruction not to staple/push pins into walls in the form of a written memo, that they are required to sign.
Updating information: The school must ensure that changes to the asbestos		Survey is updated via Local Authority.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
containing materials are noted and survey is updated.		All information is available on RAMIS. ACM monitoring is carried out by the SLA Health & Safety Officer annually and uploaded onto RAMIS.
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos logbook.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley Caretaker – Jason Hughes	All contractors to view the survey and sign the logbook before undertaking any work on the fabric of the building. The caretaker is also required to view the survey and sign the logbook before undertaking any work. Prior to work being undertaken on the fabric of the building known to have ACM's: Health and Safety Division/Asbestos Team are to be contacted.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley Caretaker – Jason Hughes SLA Health & Safety Officer	SLA Health and Safety Officer will carry out Asbestos Condition Monitoring annually or in the case of any change. When completed Asbestos conditioning monitoring is recorded on RAMIS: - Asbestos team will be automatically notified of any changes.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes All school staff	Any damage or deterioration is to be reported to Head Teacher who will contact: The Health and Safety Division: Asbestos Team – 01443 864361. Out of Hour Control Centre - 01443 863445.
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or	Head Teacher – Melissa Armishaw	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Head Teacher who will contact:

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes	The Health and Safety Division: Asbestos Team – 01443 864361. Out of Hour Control Centre - 01443 863445.
Managing contractors: The school will adhere to the Authority's policy and guidance. **Technical expertise**: Where appropriate works are arranged through a technical department.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes	Works are arranged via the Authority where practicable. Contractors are encouraged to contact the school to make appropriate arrangements prior to visiting school. Suitable arrangements relating to segregation, hours of work etc are agreed in advance. Where technical division; Building Consultancy/Facilities is used; the Authority will vet all contractors. Whilst on site Contractors are monitored by Caretaker (non-technical monitoring). Some small works are undertaken by caretaker, changing light bulbs, general grounds maintenance etc, under direction from Head Teacher. Caretaker only carries out work within his/her remit, as defined in his/her job description, as trained to do so/under the direction of the Head Teacher.
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.	Head Teacher – Melissa Armishaw	All contractors must report to main office.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes	All visitors are asked to sign in and are given badges as means of identification. Visitors' notices are displayed in main reception area. Fire action notices are displayed with all call points. Safeguarding information is provided to contractors and visitors via a visitors pass and is displayed throughout the school. First aid posters are displayed throughout the school. Where appropriate contractors are asked to sign the asbestos logbook. Where possible/practicable contractors are accompanied on site by member of staff.
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 Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes Governing Body	School to advise SLA Health and Safety Officer of any planned work to the school. For smaller projects, where LA is not used Head Teacher is responsible for managing the project and will take on the role as the Client under CDM Regs. 2015. They will ensure that landlords' consent has been obtained, and where applicable, all statutory approvals, such as Planning permission, Asbestos (permission to work on the fabric of the building) and Building Regulations have been sought. Head Teacher must ensure that all Health and Safety documentation such as the risks/method statements and construction phase plan are in place prior to work going ahead.

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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Where practical school will arrange works via a technical division. Where contractors who are not vetted by Authority are used, Head Teacher will undertake appropriate competency checks prior to engaging a contractor and ensure they fulfil their responsibilities under CDM Regs. 2015. Where contractors are engaged via LA Procurement framework, Head Teacher will still be responsible as the Client under CDM Regs. 2015 and must ensure all documentation, approval are sought prior to work going ahead. Whilst on site caretaker undertakes non-technical monitoring of contractor's work – any concerns are reported to Head Teacher and Building Consultancy/Facilities Management etc.
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Authority/Building Consultancy/Facilities Management, vet contractors prior to work commencing. School follow Authorities guidance on CDM Regs. 2015. Risk assessments/method statements and pre construction phase plans are discussed prior to work commencing. Suitable arrangements relating to hours of work etc. are agreed in advance.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Ground maintenance and cleaning contracts: The school have opted into the contracts operated by the Authority	Head Teacher - Melissa Armishaw	All work arranged via Grounds Maintenance. Some small works are undertaken by the caretaker under the direction of the Head Teacher. Pest control completed by caretaker.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker - Jason Hughes Governing Body	Caretaker/Cleaner employed by the school. Additional cleaner through Caerphilly cleaning SLA. Head Teacher monitors work undertaken. Cleaner and caretaker trained in cleaning, COSHH and bodily fluids by Caerphilly Cleaning.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes	Head Teacher, Caretaker and Cleaner have lone worker risk assessments. School staff would need to gain approval from the Head Teacher to lone work, individual risk assessments to be completed as required.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher All school staff SLA Health and Safety Officer	Where required the SLA Health and Safety Officer will complete specific assessments for any work involving significant hazards. All information detailed in individual assessments. Tasks that should not be completed whilst working alone and those affected: • Meeting with Parents: All staff/Head Teacher. • Working at Height: Caretaker/all school staff.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		• Use of heavy machinery: Caretaker/contractors. • Use of hazardous substances: Caretaker/contractors. Home visits procedure in place: School have access to the VAW register via Health and Safety Division/SLA Health and Safety Officer. SLA Health and Safety Officer to complete risk assessments as required, under direction of Head Teacher.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher All school staff	Ladders within the school are stored safely away from unauthorised access. All ladders are class 1: industrial ladders. Caretaker has completed ladder training. Key staff within the school are trained in working at height. A generic Working at Height risk assessment and Safe System of Work is in situ.
Play equipment: All play equipment is maintained in safe condition and periodically inspected.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes	The external play equipment should only be used when supervised. Equipment will be checked daily before use for any apparent defects. Caretaker will conduct a weekly visual inspection of the equipment and document in the caretaker's logbook.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		External play equipment is inspected by a RPII registered inspector and recorded on RAMIS. PE Equipment annual inspection is undertaken by Sportsafe UK.
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Caretaker – Jason Hughes SLA Health and Safety Officer	COSHH assessment completed by Caerphilly Cleaning for all cleaning products. Wherever possible school use non-hazardous substances. Any cleaning supplies are ordered through a LA approved supplier. No products/bleach etc. are brought in from home. All products are used and stored in accordance with manufactures instruction and guidance. PPE is provided for staff, the PPE will be suitable for the task; determined by MSDS, training and instruction PPE will be used and stored in accordance with manufactures instructions. Staff to inform Head Teacher when new PPE is required. When purchasing new PPE the Head Teacher will ensure suitability. Head Teacher will seek advice on suitability of equipment if uncertain. Caretaker has attended caretaker training and has individual risk assessment.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Bodily fluids risk assessment completed with user application chart for the use of Screen for cleaning bodily fluids attached. Spill Kits are available. MSDS are held for all substances on site: COSHH assessment completed for all Hazardous substances. All hazardous substances are stored and locked out of the reach of children in the caretakers/cleaner's store.
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. Caretaker has attended training in manual handling inanimate loads.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs. Specific training is also available under Health and Safety SLA.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher School Administrator – Julie Walkley	SLA Health and Safety Officer to complete DSE assessment as required. Assessments completed for Head Teacher and School Clerk.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Governing Body	Details of arrangements are within the Onsite Traffic Management Risk Assessment. No parking on site. No vehicle movements, unless pre-arranged with Head Teacher/Caretaker for deliveries or emergencies where required.
Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher	From the 29th September, 2023 Care First was replaced by Vivup who is a UK company specialising in health and wellbeing. Staff that may have already started counselling with Care First prior to the changeover date, Care First will continue to provide the counselling to its conclusion. Access to 24/7 support and counselling, 365 days a year via their helpline: **0800 023 9387**. Authority's policy and procedure in place. School to contact HR for further advice and support. SLA Health and Safety Officer to facilitate return to work assessments/wellbeing process as required.
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.	Head Teacher – Melissa Armishaw Hannah Evans – Deputy Head Teacher Governing Body	School do not Hire Premises out to third parties. Should school decide to hire out any of the school premises, they must follow the advice available on RAMIS4Schools and the SLA Health and Safety Officer prior to agreement with third party.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Head Teacher – Melissa Armishaw Governing Body	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

Appendix: Statutory Maintenance

Statutory maintenance of:	Current contractor	Frequency
Gas Boilers	Gibsons	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire alarm systems	Ambassador	Annual and every 5 years
Firefighting equipment	Fire Safety Direct	Annually
Electrical testing – Fixed wiring	LA appointed as required	Every 5 years
Legionella testing	Aquasafe	Quarterly (if showers present) Six monthly (if cold water storage tanks present) Annually – all water systems.