



## Roath Park Primary School Health and Safety Policy



### Statement of Policy

The Governing Body of Roath Park Primary 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 on **Google 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.

This policy will be reviewed at regular intervals and at least annually.

Signed:

Lewis Fitzgerald  
**Headteacher**

Richard Harris  
**Chair of Governors**

Date:

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**Organisation**

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### **Responsibilities**

As the employer, the Local Authority has overall responsibility for the Health and Safety at Roath Park Primary.

Section 197 of the Education Act 2002 (Wales) enables the Local Authority to form an agreement providing a formal legal basis that makes clear how the authority and the governing body of a school will discharge their respective statutory functions on specific matters, including health and safety. To ensure schools have a consistent and appropriate understanding of their health and safety responsibilities, each school is required by the Local Authority to adopt the Education Maintained Schools Partnership Agreement. In signing the agreement, the Governing Body acknowledges the school's legal responsibility and a defined number of actions to ensure legal compliance.

Roath Park Primary is expected to produce and review a local Health and Safety Policy that is consistent with the Policy of the Education Service.

### **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.

The Governor who is nominated to act as Health and Safety Governor in Roath Park Primary is **Gareth Brown**.

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**Gareth Brown** will not be any more responsible for health and safety within the school than any other Governor. However she will:

- Take a special interest in health and safety, checking the governing body is meeting objectives, and pointing out the health and safety implications of other actions under consideration;
- Support the Headteacher as well as other members of staff in the strategic management of health and safety;
- Provide a contact point for information, support, training and guidance from the Education Service.

### **Responsibilities of the Head Teacher**

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

Lewis Fitzgerald 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.

*Lewis Fitzgerald 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.*

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### **Strategic Learning Team**

The Strategic Learning Team (SLT) are specifically responsible for:

- Day to day management of health and safety in accordance with this policy;
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy. Where appropriate, carrying out regular inspections and communicating the results to the Headteacher, ensuring action is taken;
- Arranging staff training and information;
- Co-operating with the risk assessment process.

The SLT is made up of:

Lewis Fitzgerald: Headteacher

Jane Marker: Deputy Headteacher

Rachell Smith: Progression step 1 leader for Nursery and Reception

Mike Parsons: Progression step 2 leader for Year 1-3

Chloe Owen: Progression step 3 leaders for Year 4-6

Jamie-Rose Rigby: Additional learning needs co-ordinator

### **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 Lewis Fitzgerald 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.

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### **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 to Lewis Fitzgerald 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 Lewis Fitzgerald.
- 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 Estates Staff**

Carson Burnett is the Estates Manager at Roath Park Primary and is responsible for:

- Liaising with the Headteacher to ensure that fire evacuation drills are carried out at least once a term;
- Ensuring that the fire alarm system is function tested at least once a week and the emergency lighting system is function tested once a month;
- Ensuring that legionella monthly temperature monitoring and weekly flushing is undertaken;
- Ensuring any issues or defects found during systems monitoring are brought to the attention of the Headteacher;
- Ensuring alarm/ security systems are monitored and attend call outs (as required);
- Ensuring the testing and any subsequent maintenance of equipment is carried out;
- Advising the Headteacher of any defect identified as being unsafe, or repairs identified as being required to the building and grounds, and action is taken (where necessary) to reduce the risk until repairs can be arranged;
- Advising the Headteacher of any situation which is unsafe or hazardous to health, which cannot be remedied from within the resources available;
- Liaising with, and monitoring the activities of contractors, visitors and others on the site, to ensure that any risks to the health and safety of staff, pupils and visitors are kept to a minimum;
- Following procedures detailed in the asbestos management plan;

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- Completing an asbestos permit to work form if they carry out any work to the fabric of the building;
- Ensure that contractors are appropriately managed in accordance with Council and Legal requirements.

### **Pupils**

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

Pupils should inform staff of any situation which may affect their own or other people safety;

Pupils should not misuse or interfere with any items provided for their or other people's health and safety.

### **Responsibilities of volunteers**

At Roath Park Primary, volunteers are treated in the same way as employees, parents and adults who attend off site visits are seen as volunteers.

Volunteers are 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;
- 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



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**PART THREE: ARRANGEMENTS**

Specific Health and Safety Arrangements	Responsibility	Action/Arrangements
<b>Accident Reporting, Recording &amp; Investigation</b>		
<p>Any accident that results in injury will be recorded and reported (where appropriate).</p>	<p><b>Lewis Fitzgerald Jane Marker</b></p>	<p>All accidents to staff, pupils and visitors will be recorded. For minor accidents an accident slip will be completed, and a copy retained by the school and parent (where required).</p> <p>For more serious accidents that may be reportable under RIDDOR 2013, the Local Authority (LA) accident form is completed and emailed to the Schools Accidents inbox. Copies of up-to-date reporting forms are available on Cardiff Education Services website.</p> <p>If a pupil suffers a head injury, the parents/guardians are contacted, and the pupil is sent home.</p> <p>Accident forms are generally completed by <b>Headteacher</b> or <b>Deputy Headteacher</b>.</p> <p>When an accident is deemed to be 'work related', the Headteacher would ensure that a thorough accident investigation is carried out to understand the root cause and prevent a reoccurrence. The LA accident investigation form is used to carry out investigations.</p> <p>Information is gathered by those who witnessed the accident to provide more detail on the accident forms.</p> <p><b>All report forms will be sent to <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a> within 48 hours.</b></p> <p>Health and Safety Bulletins are sent to Roath Park Primary, highlighting when there is a change in the way accidents should be recorded, reported or investigated.</p>
<p>Any miss, with the potential to cause harm, will be reported to the management team and investigated.</p>	<p><b>Lewis Fitzgerald Jane Marker</b></p>	<p>All staff are aware of the importance of reporting all incidents, including near misses, in order that trends may be identified, and accurate statistics can be collated for discussion at Senior Leadership Team meetings / Governors meetings.</p> <p>Any near miss, or incident with the potential to cause harm is recorded on the schools accident form and sent to; <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a></p>

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<p>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><b>Lewis Fitzgerald Jane Marker</b></p>	<p><b>Serious incidents must be reported immediately to the Health and Safety Liaison Team on Tel: 029 2087 2949.</b></p> <p>Accident forms are sent to the Health and Safety Liaison Team within 48 hours. They are responsible for ensuring the Health and Safety Executive are notified of any accidents reportable under RIDDOR.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.</p> <p>The Headteacher and Deputy are aware of what needs to be reported under RIDDOR.</p>
<p>Accidents and incidents are investigated to an appropriate standard.</p>	<p><b>Class Teacher  Headteacher/ Deputy Headteacher &amp;/or Health and Safety Officer  Health and Safety Liaison Team</b></p>	<p>Low Level investigation: This will involve a short investigation.</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by a member of the management team or the Health and Safety Liaison Team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>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.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p><b>Administering Medication</b></p>		
<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>Class Teacher  Teaching Assistant  Firs Aiders Office / Admin Staff</b></p>	<p>No child under 16 should be given medication without a parent or guardian's written consent.</p> <p>There is a written policy in place that covers the administration of medication 'Healthcare Needs Policy 2022-2025). This can be found on the school's website.</p> <p>Unless detrimental to health, medicines should be given outside of school hours. Individual healthcare plans are in place for pupils that require medication for pre-existing medical conditions. Where medication needs to be administered during the school day, either for a pre-existing</p>

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	<b>SLT</b>	<p>medical condition, or for an acute medical condition, parental consent needs to be obtained and documented. A medical form is completed by parents and retained within the school office.</p> <p>Medication is stored within the school securely, and as per the storage requirements for the specific medication.</p> <p>Medicines should always be provided in the original container as dispensed and should include the instructions for administration.</p> <p>All named adults take responsibility for the administration of medication. They should exercise their professional judgement and apply their knowledge and skill in the given situation and record any medicine handed out. The administration of medication should always be witnessed by another member of staff.</p> <p>There is a medication register within the school where details of every medication given is recorded.</p> <p>Any staff administering medicines should check: student's name, prescribed dose, expiry date, written instructions, contra-indications, when medication last taken, if the student has eaten prior to taking it.</p> <p>If in doubt about any procedure, or about administering medicine to a particular student, staff should not administer the medication but should check with the parent/carer before taking any further action.</p>
<b>Adverse Weather</b>		
<p>During adverse weather conditions, control measures are put into place to ensure pupils and staff are safe.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>A risk assessment has been undertaken for adverse weather conditions.</p> <p>During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open and if so, what measures will be undertaken to ensure the safety of pupils, staff and visitors, including areas not to be used etc. All efforts are made to ensure the school can remain open as normal.</p>

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		<p>Dynamic risk assessments occur during the school day to determine which areas of the site are unsafe, and actions are taken to close off unsafe areas. Carson Burnett will commence gritting as soon as possible. The priority areas will be from the main entrance gate and all entrances to school buildings. Where snow is affecting the site, Carson Burnett will work to clear safe pathways for pedestrians and vehicle access.</p> <p>Parents are encouraged to provide sunhats in the summer and are asked to apply suntan lotion to their children prior to coming to school.</p> <p>Parents are notified of the school closure on the school website and use of other social media. All efforts are made to ensure the school can remain open as normal. If the school needs to close during the school day, parents will be notified using the school app and telephone calls.</p>
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**Asbestos Management**

The school will adhere to the Authority's policy and guidance.

**Lewis Fitzgerald  
Carson Burnett**

An asbestos survey was undertaken in 2006 (and subsequent samples taken since) and information regarding the asbestos onsite is kept within the asbestos management plan outside of the admin rooms.

Asbestos was found in Blocks 1, 2 and 3 and a management plan put into place.

The duty holder responsible for the asbestos management plan is the Headteacher. Carson Burnett has been assessed by the duty holder as being competent to act on his behalf.

The duty holder must ensure that

- The asbestos management plan is consulted prior to any work affecting the fabric of the building;
- Ensuring the asbestos permit to work form is completed correctly (in sufficient detail) by the relevant people, if any work disturbs the fabric of the building (whether or not asbestos is present);

Advice from the Asbestos Control Team is sought if work affecting the fabric of the building is planned. The Asbestos Control Team can be contacted on 02920 873467 should there be any concerns.

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		Asbestos Awareness training is arranged for any person that has a responsibility for managing asbestos onsite or undertakes 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.	<b>Carson Burnett</b>	<p>The Asbestos Permit to Work must be completed by the relevant people before any work which disturbs the fabric of the building is undertaken <u>prior</u> to works commencing. All Administration and Estates Staff are aware that this procedure must be followed.</p> <p>Any work being undertaken on the fabric of the building must be requested through one-front door and asbestos request advice forms are completed as necessary.</p>
Any changes to the asbestos containing materials are noted and the Inspection Programme / Management Plan are updated.	<b>Asbestos Control Team (or Competent Contractor)</b>	<p>Annual condition monitoring is undertaken by Carson Burnett, and the asbestos team complete three yearly condition checks.</p> <p>Where there is a change in condition to the asbestos, the asbestos team are notified, and checks are undertaken when deemed necessary.</p> <p>Where asbestos is removed, this is done via a contractor framework and dealt with directly by the asbestos team. Waste transfer notices are kept within the management plan, and the register is updated.</p> <p>Where asbestos may have been damaged or disturbed, emergency protocols are put into place to prevent any person being potentially exposed. Details of the procedure are known by staff and documented within the management plan.</p>
<b>Bodily Fluid Spillages</b>		
A risk assessment for the cleaning up of body fluid spillages has been undertaken and communicated to all staff.	<b>All Staff</b>	<p>A risk assessment for cleaning up of blood and other bodily fluid spillages has been undertaken and communicated to all relevant staff.</p> <p>Body fluid spillages are cleaned up as soon as possible by staff, using the appropriate spillage kit. These spillage kits are kept with First Aid boxes in both buildings, all corridors. These are checked by the Level 2 (Senior) First Aider and Estate Manager termly.</p>
<b>Catering Arrangements</b>		

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<p>Roath Park Primary opts into the Education Service Catering Services Service Level Agreement.</p>	<p><b>Cardiff Catering</b></p>	<p>The school's Food Hygiene Rating Certificate is 5 and is prominently displayed in the Canteen.</p> <p>Education Service Catering Services manages all activities relating to catering and the kitchen facility.</p> <p>Education Service Catering Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the school also advises the catering staff of the information regarding emergency procedures, etc.</p>
<p><b>Cleaning Arrangements</b></p>		
<p>Roath Park Primary manages school cleaning in-house and directly employs our own cleaning staff to undertake this function.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>The management of cleaning activities and staff is led Carson Burnett. Carson makes use of a cleaning handbook to detail cleaning arrangements related to health and safety.</p> <p>Risk assessments relating to cleaning activities have been undertaken and are subject to regular review. These are kept in the digital Health and Safety file.</p> <p>Control of Substances Hazardous to Health (COSHH) risk assessments are undertaken on hazardous substances used by the cleaning staff. These are kept together in a file with the manufacturer's safety data sheets, where are located in the digital Health and Safety file.</p> <p>Personal protective equipment is provided as necessary. Some substances only Carson Burnett uses.</p> <p>Electrical testing is carried out on all cleaning equipment. All records are kept on Ramis.</p> <p>Cleaning staff are supervised and monitored by Carson Burnett to ensure that they undertake their duties safely. Carson Burnett shows the cleaners how to use the products and the correct dilution rates.</p> <p>The school uses Senior Cleaner and Estate Manager to provide training (usually annually).</p> <p>Enhanced Disclosure and Barring Service (DBS) checks are carried out for cleaning staff.</p>

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**Communicable Diseases**

<p>Roath Park Primary follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>Strict exclusion periods are adhered to (as set out in guidance).</p>
<p>In the event of an outbreak, or to gather more information about infectious illnesses, Roath Park Primary contact the relevant parties.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>In the event of an outbreak, the attendance staff monitor the numbers.</p> <p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on: 02920 873832/02920 873033/ 02920 872780.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases on: 0300 00 300 32.</p>

**Contractors**

<p>All contractors must sign in using the visitor's system and adhere to the school site rules.</p>	<p><b>Administration Staff</b></p>	<p>All contractors must sign in using the visitor's electronic sign in system located in the reception lobby. This must be done during any arrival and departure at the school (even for short breaks offsite).</p> <p>A visitor's badge will be provided to them. This must be worn for the duration of their stay.</p>
<p>Contractors will be provided with the relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>Contractors will be provided with relevant health and safety information via Carson Burnett or Lewis Fitzgerald. There is a specific file for contractors located outside of reception in the KS2 corridor.</p>
<p>Where Roath Park Primary undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>Lewis Fitzgerald ensures landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought. An asbestos advice request is obtained if works are being done on the fabric of the building.</p> <p>Contractors must look at the Asbestos Management Plan and Fire Plans if they are undertaking work to the fabric of the building.</p>

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<p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p style="text-align: center;"><b>Facilities Management</b>  <b>Lewis Fitzgerald Carson Burnett</b></p>	<p>Any contractors directed by the Council's Facilities Management department have been vetted by Building Services.</p> <p>Any contractors employed directly by the school will be subject to thorough vetting prior to work being carried out by the Estates Manager. A 'contractor vetting form' must be completed by the contractor. A minimum of £5,000,000 public liability insurance is required by all contractors.</p>
<p>Contractors are asked to provide risk assessments and method statements relating to specific works. This should include the measures taken to reduce the risk to pupils and staff.</p>	<p style="text-align: center;"><b>Building Services Facilities Management (if they are used to arrange contractors).</b>  <b>Lewis Fitzgerald if the school employs a contractor directly.</b></p>	<p>When the school engages contractors directly, (i.e. acts as a client), the school is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information , vetting of contractor information, management of the contractors on site, compliance with the Construction (Design and Management) Regulations 2015 ( as appropriate) and post contract review.</p> <p>Risk assessments and method statements are discussed prior to commencing work.</p> <p>Roath Park Primary ensure that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.</p>
<b>Display Screen Equipment</b>		
<p>The school will adhere to the Authority's policy and guidance.</p>	<p style="text-align: center;"><b>Lewis Fitzgerald</b></p>	<p>Staff that use computers daily as the main part of the job can have a workstation assessment.</p> <p>Assessments can also be completed as part of the Health and Safety SLA.</p> <p>If the DSE assessor has a problem, they should seek advice from the Health and Safety Liaison Team after carrying out an initial, recorded assessment. If it is necessary for medical advice relevant to the DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service by the Headteacher.</p>
<b>Educational Visits</b>		
<p>A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p style="text-align: center;"><b>Educational Visits Coordinator</b></p>	<p>The role of Educational Visits Co-ordinator (EVC) is undertaken by Jane Marker. She is the deputy headteacher with substantial experience of leading visits. The EVC is responsible for ensuring that all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.</p>

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<p>Dave Golding must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open 'wild' country and all trips overseas.</p>	<p><b>Educational Visits Coordinator</b></p>	<p>Evolve online notification and approvals system will be used for planning and approval of all offsite visits.</p> <p>Dave Golding will be notified of all level 3 trips via Evolve.</p> <p>The person responsible for the trip will ensure that relevant risk assessments have been completed, including information such as the participant's names. This will be electronically attached on Evolve as required.</p>
<p><b>Electrical Equipment</b></p>		
<p>Roath Park Primary arranges portable appliance testing.</p>	<p><b>Carson Burnett</b></p>	<p>Portable electrical equipment is inspected and / or tested by a competent person, at a frequency determined by risk assessment. The school will ensure that all electrical equipment will be subject to the appropriate testing. The records of the portable electrical equipment inspections and tests are kept on Ramis. Stickers are affixed onto the plugs of portable electrical equipment to indicate when the last tests were carried out and when the next test is due.</p>
<p>The fixed electrical installation is tested every 5 years.</p>	<p><b>Building Services Facilities Management</b></p>	<p>All C1/C2 defects are immediately rectified and the inspection report is uploaded to Ramis.</p>
<p>Electrical equipment is visually inspected prior to use.</p>	<p><b>All staff</b></p>	<p>Staff are not to use any visually damaged equipment and all equipment should be checked prior to use. Any defects should be reported immediately to the Headteacher and Carson Burnett.</p> <p>An item should not be used under any circumstances if there is a problem with the power cord or plug.</p> <p>Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected and / or tested by a competent person.</p>
<p><b>Emergency Procedures</b></p>		
<p>The school uses the Emergency Management Unit's 'Emergency Incident Response Plan Template' to record the arrangements for dealing with foreseeable emergencies. This is</p>	<p><b>All Staff</b></p>	<p>The emergency response plan was updated in the Autumn Term 2023.</p> <p>Fire Evacuation- Procedure displayed on the wall of each classroom/ staff room. Fire Action Notices around the school display the location of the assembly points.</p> <p>Bomb Threat- Procedure contained within the emergency response plan.</p>

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<p>communicated to staff via <i>staff meetings</i>.</p>		<p>Lock Down- Procedure contained within the emergency response plan. Depending on the circumstances, the school will fully lockdown preventing unauthorised access to all school buildings.</p> <p>Gas Leak- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated.</p> <p>Electrical Fault- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated.</p> <p>Water Leak- The area will be evacuated and sealed off.</p> <p>Storm/ Flood/ Weather Damage- The area will be evacuated.</p> <p>Persons Threatening Violence on Site- Senior Management will be informed and the Police will be called where necessary. Lockdown procedures may be implemented.</p> <p>Dangerous Animals on Site- RSPCA called and depending on the circumstances, lockdown procedures will be implemented or areas evacuated.</p>
<b>Fire Safety</b>		
<p>Fire notices and instruction are posted throughout the school.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>The school has a Fire Drill and Evacuation Policy which is available on SharePoint. All staff are aware of evacuation procedures.</p> <p>Fire action notices are displayed in specific locations around the school. The assembly point for pupils and staff is on designated playgrounds.</p>
<p>A fire risk assessment is undertaken three yearly.</p>	<p><b>Local Authority</b></p>	<p>The school has a Fire Risk Assessment (FRA) which is carried out by the Local Authority Fire Officer. This is undertaken every 3 years, unless there are changes in use or layout of an area, in which case the FRA is reviewed at the time of the change. A copy of the FRA is kept on Ramis. The FRAs are reviewed annually by the school.</p> <p>Remedial actions generated from the review are uploaded onto Ramis and actioned by the School.</p>

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<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p style="text-align: center;"><b>Carson Burnett</b></p>	<p>Fire evacuation drills are carried out every term and the dates are recorded within the fire logbook. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in any way through Health &amp; Safety meetings.</p>
<p>Measures are in place to identify persons who may have difficulties evacuating the building and personal emergency evacuation plans (PEEPs) are implemented for any person requiring assistance.</p>	<p style="text-align: center;"><b>Carson Burnett Health and Safety Officer</b></p>	<p>PEEP's are put into place for any pupil or staff member that needs assistance during evacuation.</p>
<p>Safe evacuation of person is an absolute priority. Staff must only attempt to deal with a small fire if safe to do so, without putting themselves or others at risk.</p>	<p style="text-align: center;"><b>All staff</b></p>	<p>Staff must ensure that the alarm is raised in event of discovering a fire, and the fire evacuation plan is followed. All persons must evacuate prior to staff attempting to tackle a <u>small</u> fire.</p> <p>Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use.</p> <p>Key staff are familiar with the location of service isolation points.</p>
<p>Arrangements are in place to ensure all fire systems are in good repair.</p>	<p style="text-align: center;"><b>Carson Burnett</b></p>	<p>Carson Burnett tests the fire alarm call points weekly, ensuring all call points are tested within a 13 week period.</p> <p>Carson Burnett inspects the emergency lighting monthly.</p> <p>The school arrange for a competent person to inspect the firefighting equipment, fire detection equipment and emergency lighting at regular intervals.</p> <p>The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire logbook. The inspections of the fire extinguishers are recorded on stickers on the extinguishers.</p>
<p>Escape routes are checked daily.</p>	<p style="text-align: center;"><b>All staff</b></p>	<p>Staff ensure that fire escapes are kept free from obstructions, equipment is easily accessible and that fire doors are not wedged open.</p>

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**First Aid**

<p>A suitable number of first aiders/first aid trained staff are located throughout the school.</p>	<p><b>First Aiders</b></p>	<p>A first aid needs assessment has been undertaken and communicated to all relevant staff.</p> <p>The provision of First Aid in this school is based around the extent of risk present. We therefore follow the LA guidance and have XX fully qualified First Aiders who hold a current recognised First Aid at Work Certificate.</p> <p>First aid boxes are in the Junior Corridor, Infant Corridor and Lewis Fitzgerald's Office.</p> <p>There are adequate first aiders to ensure adequate coverage for all times the school is open.</p> <p>Responsibility for checking and restocking the first aid boxes is delegated to Saskia Matthews (Level 2 First Aider).</p> <p>First aid training dates are monitored by Headteacher and Estate Manager to ensure that first aiders carry out refresher training before their certificates expire.</p>
	<p><b>Lewis Fitzgerald Jamie-Rose Rigby (ALNCo)</b></p>	<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>
	<p><b>Office / Admin Staff Lewis Fitzgerald Jane Marker</b></p>	<p>Parents/guardians are informed of their child's injury by telephone or by letter (depending on the severity). Parents/ guardians are welcome to site to assess their child's injuries.</p>
<p>Where appropriate pupils will be transported to hospital (usually by ambulance).</p>	<p><b>Lewis Fitzgerald</b></p>	<p>If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in the ambulance, and who notifies the relevant parent / guardian. An accident report form will be duly completed and submitted to the Health and Safety Liaison Team.</p>

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**Glazing**

<p>All windows on site should be made of safety material or safety filmed.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>Where necessary, for reasons of Health and Safety, any glazing which is not made of safety material is replaced with 'safety glass', e.g. laminated or toughened glass or is filmed to prevent / reduce shattering on impact.</p>
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**Hazardous Substances (COSHH)**

<p>Where possible hazardous substances are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments are completed.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>Manufacturers' safety data sheets are obtained by the Site Manager for any substances which are classified as hazardous to health. COSHH assessments are completed by Carson Burnett for any activities which involve the use of hazardous substances.</p> <p>Hazardous substances are substituted with less hazardous ones, where possible.</p> <p>Control measures, for example, local exhaust ventilation and personal protective equipment, are provided, used and maintained where they have been identified as control measures in the COSHH assessment.</p> <p>Hazardous substances used by Carson Burnett are stored in appropriate containers. Hazardous substances, for example, cleaning products for cleaners are kept in a locked store.</p> <p>Records of the COSHH assessments are held on Google Drive.</p>
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**Health and Safety Monitoring Inspections**

<p>General inspections of the site will be conducted periodically and where appropriate, forwarded to the Headteacher.</p>	<p><b>Carson Burnett Lewis Fitzgerald Governor(s)</b></p> <p><b>Class Teachers</b></p>	<p>Regular inspections of the school site will be undertaken to ensure a proactive approach is taken and any defects can be dealt with swiftly.</p> <p>Termly site inspections will be undertaken by school Governor/s, Carson Burnett and/or Lewis Fitzgerald.</p> <p>Any defects/issues found on these inspections are to be noted and rectified as soon as possible. Immediate action is required where there is significant risk of injury/ill health.</p> <p>A visual inspection of chairs/ classroom furniture is to be undertaken annually.</p>
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**Health and Safety Training**

<p>Health and safety induction training is provided and documented for all new employees</p>	<p><b>Lewis Fitzgerald Jane Marker Deputy Head Line Managers Carson Burnett</b></p>	<p>The Deputy Head Teacher and/or Carson Burnett has a briefing with all new members of Teaching staff, who are taken on a tour around the school to ensure clarification of policy /potential risks and hazards. Topics covered are:</p> <ul style="list-style-type: none"> <li>• Accident/ Defect Reporting;</li> <li>• Emergency Incident Procedures;</li> <li>• Fire Evacuation Procedures;</li> <li>• First Aid Arrangements;</li> <li>• Job and site specific health and safety issues;</li> <li>• Risk Assessments;</li> <li>• School Health and Safety Policy.</li> </ul> <p>All new employees are provided with the document 'Induction of New Staff' which contains important health and safety information such as fire, asbestos and first aid. All new employees sign an induction document.</p> <p>A copy of the health and safety policy is also provided.</p> <p>All staff are provided with a copy of the Staff Handbook annually. This contains information regarding security, fire drills and fire evacuation procedures. Staff meetings are held every Monday evening. Any important health and safety information is relayed to staff during these meetings.</p> <p>Relevant information is provided to staff on the weekly whiteboard located within the staffroom.</p> <p>Support staff are briefed by their Line Manager and Cleaners are briefed by Carson Burnett. Supply staff are briefed on the school's emergency procedures and other relevant health and safety information by a member of SLT.</p>
<p>The health and safety law poster is displayed in school.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>Posters are displayed in the staffroom.</p>

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<p>Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.</p>	<p><b>Lewis Fitzgerald Line Managers Carson Burnett</b></p>	<p>Relevant staff are provided with specific health and safety training depending on their role. Staff training needs are assessed by their Line Manager. Update training is provided in response to significant changes to legislation.</p> <p>Refresher training is provided at suitable intervals to ensure staff competency. The time period for which refresher training is required may be dictated by legislation and/or guidance.</p> <p>Members of staff attend appropriate courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.</p> <p>Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness. This is recorded by Governor Services.</p> <p>All staff training attended is recorded by Headteacher and Estate Manager.</p>
<p><b>Legionella</b></p>		
<p>The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.</p>	<p><b>Carson Burnett</b></p>	<p>A risk assessment of the hot and cold water systems has been undertaken by Aqua Safe.</p> <p>The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed on SharePoint and Ramis. These are reviewed every 2 years, or whenever there is reason to believe the last assessment is no longer valid.</p> <p>If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service.</p> <p>Annual and six-monthly legionella inspections are arranged by Facilities Management.</p> <p>Thermostatic mixing valves are inspected annually via Facilities Management.</p> <p>The school is responsible for monthly temperature monitoring and weekly flushing.</p>

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**Lettings**

<p>An agreement between the school and the hirer is signed prior to the hire taking place. This agreement is kept by the Headteacher.</p>	<p><b>Lewis Fitzgerald Carson Burnett</b></p>	<p>The agreement details whom is responsible for what and includes written information detailing the school's health and safety information.</p> <p>A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff.</p> <p>Appropriate checks are made by the Headteacher including:</p> <ul style="list-style-type: none"> <li>• Whether the hirer has sufficient public liability insurance, i.e. a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach a copy of the current insurance policy.</li> <li>• Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that where someone is employed / volunteers to 'work/supervise' at a party, they are satisfied that they have a valid DBS check.</li> <li>• A clear audit trail for all income generated and payment to staff in connection with the booking.</li> </ul>
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**Lone Working**

<p>Staff are encouraged not to lone work around the school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate control measures.</p>	<p><b>Carson Burnett Relevant Staff</b></p>	<p>Lone workers include:</p> <ul style="list-style-type: none"> <li>• Only one person works on the premises</li> <li>• People who work separately from others*</li> <li>• People who work outside normal hours</li> </ul> <p>*Note: This includes people in isolated areas of sites or premises where other people are present elsewhere</p> <p>A specific risk assessment for lone workers has been undertaken and in the process of being reviewed.No high-risk activities are carried out when lone working.</p> <p>The school is secure and locked when whilst lone working. Mobile phone must be carried whilst lone working.</p>
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**Manual Handling & Lifting**

<p>Manual handling operations are risk assessed and staff have received training, information and instruction.</p>	<p><b>Carson Burnett Relevant Staff</b></p>	<p>Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p> <p>Appropriate precautions are introduced to reduce the risk of injury, for example, the use of lifting and handling aids. Manual handling training, in accordance with the All-Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling.</p> <p>Where pupils are required to be lifted or moved, where possible, this will be by means of mechanical aids, e.g. hoists, etc. If it is necessary to lift a pupil, this is done as a last resort and those members of staff have received appropriate training in the handling of people.</p>
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**New and Expectant Mothers**

<p>A specific risk assessment is completed once a member of staff informs their Line Manager she is pregnant or breastfeeding.</p>	<p><b>Lewis Fitzgerald/or Health and Safety Liaison Team</b></p>	<p>All new and expectant mothers are expected to inform their manager of their pregnancy in order that a specific risk assessment may be carried out. This is reviewed throughout the pregnancy.</p>
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**Personal Protective Equipment (PPE)**

<p>Staff are provided with personal protective equipment as required.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken and it will be issued following other means of controlling the risk in the first instance.</p> <p>Risk assessments will identify who requires PPE and what is required. It will be provided, together with the necessary instructions and training to enable proper use, storage and care. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair.</p> <p>Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.</p>
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**Pest Control**

Sightings of pests are reported to Carson Burnett	<b>Carson Burnett</b>	It is the responsibility of Carson Burnett to make the necessary arrangements for call outs.
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**Play Equipment**

All play equipment is maintained in safe condition.	<b>Lewis Fitzgerald Carson Burnett</b>	External play equipment is only used whilst supervised.
All equipment is periodically inspected.	<b>Supervising Staff Carson Burnett Contractor(s)</b>	<p>Equipment should be inspected daily prior to pupils using it.</p> <p>Carson Burnett undertakes weekly inspections of play equipment.</p> <p>PE equipment is inspected annually by Gymnasium Services.</p> <p>External play equipment is inspected annually by Gordons Playground Inspections.</p>

**Premises Management**

Lewis Fitzgerald is responsible for managing the building.	<b>Lewis Fitzgerald Carson Burnett</b>	<p>They will ensure that appropriate systems and documentation are in place in respect of the following:-</p> <ul style="list-style-type: none"> <li>• Building/premises related risk assessments</li> <li>• Day to day management of the health and safety management of the building/premises, including regular inspections / checks</li> <li>• Asbestos</li> <li>• Contractors</li> <li>• Fire safety</li> <li>• Fixed electrical installation</li> <li>• Legionella</li> <li>• Heating, gas and other mechanical systems</li> <li>• Lifts</li> <li>• Maintenance work</li> <li>• Monitoring (documented) of health and safety arrangements including formal, at least quarterly, inspections to ensure risk controls are effective</li> </ul>
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- Security
- Statutory checks/inspections
- Physical condition of the building and environment
- Traffic management
- Compliance with Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Cooperation with other building/premises occupiers as appropriate.

**Premises Security**

<p>Measures are in place to ensure the school site is secure throughout the day</p>	<p align="center"><b>Carson Burnett All Staff</b></p>	<p>A risk assessment for the security of the site and buildings has been undertaken and communicated to all relevant staff. The boundary of the school is secure at all times.</p> <p>Access to the school is controlled by magnetically locked gates that are controlled by an intercom and CCTV unit.</p> <p>Access into both buildings is controlled by access control systems. The main school entrance is controlled by the secretary via an intercom and CCTV unit. Access into the school requires entering a holding lobby. The school perimeter is enclosed via a wall and/or fencing.</p> <p>All visitors, including Council staff and contractors must sign the visitor electronic sign in system upon arrival at, and departure from, the school are asked for identification, and are escorted to and from their destinations. Members of staff challenge strangers.</p> <p>The exterior of the school is adequately lit.</p>
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**PTA (Parent Teacher Association) & other Events**

<p>Measures are taken to ensure that all events are safe.</p>	<p align="center"><b>Lewis Fitzgerald</b></p>	<p>The Headteacher has overall responsibility for ensuring that the Chair of the Parent Teacher Association (PTA), (or the person organising the event) is responsible for, and carries out, risk assessments for any PTA or other organised events.</p> <p>The Chair of the PTA (or the person organising the event) is responsible for ensuring that there is adequate insurance in place for the event. All specialist equipment hired for events, for example, bouncy castles, are supplied and erected by competent persons.</p>
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		Adequate numbers of staff and members of the PTA are available at events to supervise and direct people in the event of an emergency.
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**Pupils with Medical Needs**

<p>Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>		<p>The DfES / Department of Health document 'Managing Medicines in Schools and Early Years Settings' provides the framework for the management of medicines in the school. See the school's Healthcare Needs Policy.</p> <p>The school has developed a procedure on the management of pupils with medical needs. Please refer to the school's Healthcare Needs Policy (2022-2025).</p> <p>Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually. Medical care plans are kept in the medical cupboard.</p>
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**Reporting Defects**

<p>All defects are reported in a timely manner.</p>	<p><b>All Staff Carson Burnett</b></p>	<p>All staff are responsible for reporting hazards as soon as they are witnessed. They report hazards to the Headteacher or Carson Burnett.</p> <p>Immediate action is taken when required i.e. closing off an area or not leaving a location unattended.</p>
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**Review of Health and Safety Policy**

<p>It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	<p><b>Lewis Fitzgerald</b></p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>
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**Risk Assessments**

<p>Risk assessments are completed and relevant information provided to staff.</p>	<p><b>Lewis Fitzgerald SLT Carson Burnett</b></p>	<p>Generic risk assessment templates are available Cardiff Education Service.</p> <p>Risk assessments are undertaken by the relevant person, and they discuss the findings with the staff and retain the assessment in the relevant location.</p>
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		<p>Carson Burnett is responsible for undertaking site risk assessments on behalf of the Headteacher. Electronic copies are held on SharePoint.</p> <p>Pupil assessments, employee assessments and return to work assessments are available under the Health and Safety SLA.</p>
Risk assessments are reviewed regularly/ following significant change.	<b>Lewis Fitzgerald</b>	Risk assessments are reviewed annually, following an accident or when circumstances to which the risk assessments relate to change.
Specialist risk assessments are completed by a competent person.	<p><b>Cardiff Council Fire Officer</b></p> <p><b>Facilities Management</b></p>	<p>A fire risk assessment is undertaken every three years and reviewed by the school annually.</p> <p>The Legionella risk assessment is reviewed every three years or when there has been a significant change to the water system.</p>
<b>School Minibus</b>		
Measures are taken to ensure the minibus is safe and insured to drive, and that staff are adequately trained.	<p><b>Lewis Fitzgerald</b> <b>Carson Burnett</b> <b>Relevant Staff</b></p>	<p>Staff will only be permitted to drive the school minibus where they have either undertaken a full minibus driver training course and passed the subsequent test, or have D1 entitlement on their driving licence and have attended a Cardiff County safety course. A record of staff who have undertaken this training will be kept and maintained by Estate Manager / Headteacher.</p> <p>A Section 19 permit has been obtained for each minibus used at the school.</p> <p>The minibuses are checked regularly to ensure that they are road worthy by Carson Burnett. However, it is the responsibility of every driver to ensure that the vehicle is safe to use before driving. A checklist for the driver is contained in the record book within each minibus. Arrangements are made for the minibuses to be serviced and MOT tested by the Site Manager.</p>
<b>Slips, Trips &amp; Falls</b>		
Slips, trips and falls are one of the main causes of accidents in schools.	<b>Carson Burnett All Staff</b>	<p>Managers have specific responsibilities in ensuring the physical premises and environment and workplace layout is suitable, but all employees have responsibilities to ensure the risk of slips, trips or falls are eliminated or reduced by:</p> <ul style="list-style-type: none"> <li>• Ensuring good housekeeping</li> <li>• Using suitable equipment e.g. when accessing high shelves</li> <li>• Cleaning up spillages</li> </ul>

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- Not obstructing areas e.g. with redundant furniture, computer equipment.
- Wearing suitable footwear
- Reporting any hazards which they cannot address, e.g. condition of playground / play areas
- Paying attention to what they are doing.

**Staff/ Trade Union Consultation**

There are **two** Trade Union Safety Representatives at the school.

**Lewis Fitzgerald**

Health and safety is an agenda item at staff meetings and there is a Health & Safety Governors Committee. Members of staff raise health and safety concerns by informing the Headteacher.

**Stress/ Staff 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 cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.

**Lewis Fitzgerald**

A whole school stress risk assessment was completed in summer 2023.

Stress risk assessments are completed for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues.

Members of staff are made aware of the Employee Counselling Service VIVUP (Tel: - 0800 023 9387) and the Teacher Support Network (Tel: - 08000 855 088).

**Smoking**

There is no smoking permitted on the school site.

**Lewis Fitzgerald**

Welsh Government signage is displayed at the entrance to the school.

No smoking (including electronic devices) is permitted onsite.

**Traffic Management**

The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement

**Lewis Fitzgerald**

A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff.

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<p>on site are risk assessed in the Traffic Management Risk Assessment.</p>		<p>Only the school minibuses are permitted onsite. This is strictly controlled by staff and no pupils are permitted on the playground when vehicles are moving.</p>
<b>Violence to Staff</b>		
<p>All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to the School Health and Safety Liaison Team</p>	<p><b>Lewis Fitzgerald</b></p>	<p>Any instances of violence at work are recorded on the school's violence at work form, taking accounts from those involved and any witnesses. The form is completed by Headteacher and forwarded to <a href="mailto:SchoolsAccidentsHandS@cardiff.gov.uk">SchoolsAccidentsHandS@cardiff.gov.uk</a></p> <p>Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present.</p> <p>Risk assessments for violence at work have been undertaken and communicated to all staff. These are reviewed regularly or following an incident.</p> <p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<b>Working at Height</b>		
<p>All work at height should be adequately risk assessed and appropriate control measures introduced.</p>	<p><b>Carson Burnett</b></p>	<p>All activities must be risk assessed by Carson Burnett.</p> <p>When working at height, appropriate equipment must be provided and used. Ladders and scaffold tower platforms are provided to assist with this. Ladders and step ladders must conform to safety standard BS EN131, be checked before each use and only be used for short durations. If longer use is required, then the tower platform must be used. This must be erected by a competent person and inspected before use. All equipment is stored appropriately to ensure that it is not accessible.</p> <p>No chairs are permitted to be stood on, stepladders are available if needed.</p>

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		<p>All equipment is stored appropriately ensuring that lighter objects are placed higher on shelving than heavier objects. Staff are reminded not to carry or move heavy equipment and not to overload boxes.</p>
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**PART FOUR: HEALTH AND SAFETY POLICY REVIEW**

<b>Person Reviewing</b>	<b>Reason for Review</b>	<b>Date of Review</b>