



# HEALTH AND SAFETY POLICY

## Baden Powell Primary School



### PART 1: STATEMENT OF INTENT BADEN POWELLSCHOOL

The Governing Body of Baden Powell 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 issued to, all members of staff. A hard copy of this policy can be found in the main reception office entrance and within staff handbooks. An electronic copy of this policy is available on Ramis for Schools and on the schools website.

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.

Signed:

Chair of Governors – Stuart Parsons

Date:

22 January 2025

Signed:

Head Teacher – Ceri Gibbon

Date:

22/1/25

### PART 2: ORGANISATION

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. 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.

To support the Governing Body with its health and safety functions, a system of health and safety governors has been established. The Governor who have been nominated to act as Health and Safety Governors for Baden Powell Primary school is Jenny Ashton.

This Governor will not be any more responsible for health and safety within the school than any other Governor. She will have no personal decision-making powers in relation to health and safety. However, she will: -

- Take a special interest in health and safety, checking that the Governing Body is meeting its objectives, and pointing out the health and safety implications of other actions under consideration.
- Support the Head teacher /Health and Safety Co-ordinator, 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, in their absence the Deputy Headteacher will take on these responsibilities. As a manager of the establishment and of all the activities carried on within it, the Headteacher 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.

In the absence of the Head teacher these responsibilities fall to his/her immediate deputy.

### **Senior Leadership Team**

The Senior Leadership Team 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 Head teacher, ensuring action is taken;
- Arranging staff training and information;
- Co-operating with the risk assessment process.

The Senior Management Team is made up of Ceri Gibbon, Rachel Letman (Deputy Headteacher) & Lisa Hill (ALNCo)

### **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

### **Responsibility of Estates Manager**

- In conjunction with the Head Teacher, ensuring that fire evacuation drills are carried out once per term.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Arranging the maintenance of the premises and any necessary repair, maintenance and testing of equipment.
- Ensuring statutory inspections are undertaken
- Ensuring the testing and any subsequent maintenance of equipment is carried out.
- Advising the Head Teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged; or any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring alarm/security systems are monitored and attend call outs as required;
- Follow procedure detailed in the Asbestos Management Plan for the school.
- Ensure that any contractors, or operatives (including Estates Manager), working on the fabric of the building complete, and sign, the relevant sections of the Permit to Work Sheet within the site's Asbestos management Plan.
- Ensure, if appropriate, that contractors are effectively managed in accordance with council and legal requirements
- Attend pre-contract meetings for all works on site prior to commencement.
- Ensure all contractors follow site specific agreed upon procedures.

## **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**

For the purpose of health and safety volunteers are treated the same way as employees. The school's classes supervising adults and parents who attend off site visits as volunteers.

Volunteers will 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

### **Responsibility of 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 follow instructions issued by any member of staff in the case of an emergency
- Pupils should inform staff of any situation which may affect their or other people's safety.
- Pupils should not misuse or interfere with items provided for their or other people's health and safety.

### PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.</p>	<p>Ceri Gibbon HT Rachel Letman DHT</p>	<p>Suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff. Risk assessment templates are available on the SLA online: <a href="#">Health &amp; Safety - Cardiff Schools Documents   Cardiff Education Services</a> H&amp;S Officer can help and support school with risk assessments as part of the SLA.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Ceri Gibbon HT Rachel Letman DHT</p>	<p>Risk assessments are to be reviewed by the date specified on the assessment- between one and four years depending on risk.</p>
<p>Specific risk assessments must be completed by a competent person</p>	<p>e.g Legionella and Fire</p>	<p>Legionella risk assessment is carried out every 3 years as part of the SLA agreement. Aquasafe is the contractor to complete these risk assessments. They are saved on RAMIS.  Fire risk assessment to be reviewed every three years. Byron Jones the Fire Safey Officer completes these.</p>
<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>Ceri Gibbon HT</p>	<p>Advice is obtained via H&amp;S for specialist risk assessments. The school has H&amp;S visits on a fortnightly basis. H&amp;S Officer can provide advice and support with these risk assessments.</p>
<p><b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.</p>	<p>Ceri Gibbon HT</p>	<p>Pregnant worker risk assessment are available under the Health and Safety SLA.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Educational Visits Co Coordinator- Ceri Gibbon</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment onto the Evolve System. The EVC Coordinator will review the paperwork and the Head Teacher/ Authority's Offsite Visits Officer will approve the visit on Evolve. The EVC Coordinator needs to complete Evolve training on a regular basis.</p>
<p>The Authority's offsite visits advisor, Dave Golding, must be notified of all level 3 trips, this includes self-led adventurous activities, fieldwork trips to open or wild country and all trips overseas. This is done using Evolve, the online notification and approvals system.</p>	<p>Ceri Gibbon – HT</p>	<p>Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required</p>
<p><b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.</p>	<p>Ceri Gibbon HT Governors Alison Hamilton (School Clerk) All Staff Estates staff</p>	<p>Members of staff report hazard/ maintenance issues via the Maintenance log board located in the reception office. These are removed by the Estates Manager when work completed and transferred into the care takers job file that is completed weekly.</p> <p>General site inspection and Health and safety walkabouts to identify hazards are carried out termly by Alison Hamilton or Estates Manager with H&amp;S Governors or somebody on the Safety Committee, using the School Building / Site Inspection Checklist.</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>Persons involved in the site inspection.</p>	<p>Inspection forms can be found on Sharepoint or <a href="#">Health &amp; Safety - Cardiff Schools Documents   Cardiff Education Services</a></p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school.	Ceri Gibbon – HT	The health and safety posters are located: In the main office and staffroom
<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Ceri Gibbon – HT	<p>New members of staff are instructed in the school's health and safety arrangements by Head teacher at point of induction. The following topics are included as appropriate to the role:</p> <ul style="list-style-type: none"> <li>i) School Health and Safety Policies</li> <li>ii) Accident / Incident Report Procedures</li> <li>iii) Manual Handling Policies</li> <li>iv) Emergency evacuation procedures</li> <li>v) First aid arrangements</li> <li>vi) Risk assessments (general, display screen equipment, manual handling and COSHH)</li> <li>vii) Personal protective equipment</li> <li>viii) Job and site specific health and safety issues and information</li> <li>ix) Where to get further Health and Safety Information</li> <li>x) What to do if there is a problem</li> </ul> <p>Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by Head teacher or admin staff in their absence.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p>		<p>A central record is kept of health and safety inset in the main office. Teachers are responsible for maintaining personal training records.</p> <p>The school office records – First Aid Training DBS, Food Safety Training, asbestos.</p>
<p><b>Programme of health and safety training</b> All employees are provided with:</p> <ul style="list-style-type: none"> <li>● induction training</li> <li>● update training in response to any significant change;</li> <li>● training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>● refresher training where required</li> </ul>	<p>Ceri Gibbon School Admin (Rachael Davies and Alison Hamilton) Class Teachers</p>	<p>The training needs of staff are assessed by Head Teacher as an ongoing process.</p> <p>Members of staff attend appropriate courses, these are detailed on sharepoint &gt; Academy: <a href="mailto:cardiffacadamy@cardiff.gov.uk">cardiffacadamy@cardiff.gov.uk</a> or other courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.</p> <p>The training is provided by Cardiff Council training staff via the Academy. Staff can book onto the course through Gigigov and their line manager will approve or not approve the training course.</p> <p>Governors can attend specific courses facilitated by Governor Services.</p> <p>All training attended is recorded and records are held electronically in the employee Digigov system. Refresher training is provided as necessary.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.</p>	<p>Ceri Gibbon – HT</p>	<p>Fire action notices are displayed conspicuously in every classroom and also by manual call points throughout the school so that everyone knows what to do in the event of a fire.</p> <p>Designated assembly points are located in foundation phase playground and junior playground.</p> <p>Rachael Davies and Alison Hamilton are responsible for implementing the evacuation procedure i.e. taking overall registers.</p> <p>All members of staff are responsible for ensuring the fire escape routes are kept free from obstructions.</p>
<p><b>A fire risk assessment was undertaken at Baden Powell Primary School</b></p>	<p>Top sliced from Baden Powell Primary school's budget and arranged by Facilities Management.</p>	<p>Last assessment was on: <b>20.2.23</b></p> <p>A new risk assessment will take place every 3 years and a fire risk assessment review will be carried out annually by the H&amp;S Officer/school.</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Ceri Gibbon - HT</p>	<p>Fire evacuation drills are carried out every term and the dates are recorded within the fire log book. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in any way. This acts as training sessions on the school's evacuation procedure.</p>
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal</p>	<p>Ceri Gibbon - HT</p>	<p>If a pupil or member of staff has a disability which requires them to have assistance in evacuating the building, then a Personal Emergency Evacuation Plan</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.		(PEEP) will be completed by Ceri Gibbon or H&S Officer. Templates available on SLA online: <a href="#">Health &amp; Safety - Cardiff Schools Documents</a>   <a href="#">Cardiff Education Services</a>
The safe evacuation of persons is an absolute priority.	Ceri Gibbon – HT All Staff	Staff ensure the alarm is raised and pupils are evacuated.
A fire evacuation plan detailing all fire safety arrangements/ measures.	Ceri Gibbon – HT All staff	All staff are to read the evacuation plan to ensure they are aware of the procedures in place.  Fire awareness training for all staff is annually.  Class teachers assume responsibility for their classroom and there are nominated staff who sweep sections of the corridor.
Arrangements are in place to ensure all fire systems are in good repair.		Firefighting equipment is located throughout the school. It is inspected by a competent person, Fire Safety Direct Ltd – Annually.  The fire alarm system is inspected by a competent person.  The emergency lighting system is inspected by a competent person.  Estates Managers make sure the fire alarm is function tested once a week and the emergency lighting are function tested once a month by using a different call

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>point/test switch for each test and inspects the fire extinguishers monthly.</p> <p>The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire log book. The inspections of the fire extinguishers are recorded on stickers on the extinguishers.</p>
<p><b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Ceri Gibbon - HT Estates Staff</p>	<p>Monthly checks on fire escape routes, internal fire doors, external fire doors and fire extinguishers which are recorded and kept in the H&amp;S folder.</p>
<p><b>Statutory maintenance:</b> The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>DCM</p>	<p>The school follows Cardiff Council requirements all statutory maintenance is recorded on the RAMIS System. Please see Part 4 for maintenance arrangements.</p>
<p><b>Portable Appliance Testing (PAT):</b> The school has opted into the Authority's internal PAT testing arrangements.</p>	<p>DCM</p>	<p>Stickers are placed on all portable appliances to evidence they have been inspected and are safe to use. Inspection reports are uploaded to Ramis.</p> <p>Rachel Davis keeps an inventory of portable appliances held at the school to ensure no equipment is missed</p>
<p><b>Control of Legionella:</b> 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>Aqua safe carried out a renew of the Legionella Risk Assessment on March 2022.</p> <p>The risk assessments identify the risks due to legionella bacteria and detail a control scheme of the</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in School Office. These are reviewed every 3 years, or whenever there is reason to believe the last assessment is no longer valid, by Head teacher or SLA health and safety officer on request. .</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 or DCM.</p> <p>Monthly water temperatures are to be taken by the Estates Managers who have received training.</p> <p>SLA health and safety can assist when required.</p> <p>Additional control measures, for example, regular flushing of little used outlets is carried out by Estates Manager, Weekly.</p>
<p><b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Ceri Gibbon – HT</p>	<p>There are adequate first aiders to ensure sufficient cover at all times when the school is open, including breakfast clubs / after school clubs, etc.</p> <p>First aid boxes are located in the following areas: Nursery and PPA room. School also have portable FA kits for breaks times.</p> <p>School have a FA Risk Assessment.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Ceri Gibbon - HT Staff	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
<b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Ceri Gibbon - HT School Admin Class teacher or teaching assistant as appropriate	School contact the parent/guardian and fill in an injury form. Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance)
<b>Transport to hospital:</b> 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.	Ceri Gibbon - HT	The school phones parents and advises them to take their child to hospital.  In the case of an emergency staff would first call an ambulance - any staff member taking a child to hospital must be accompanied by another staff member.
<b>Administration of medication:</b> 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.	Rachael Davies/Alison Hamilton  Ceri Gibbon – HT	Managing medicines in school's paperwork to be completed for any pupil who needs prescribed medication administered in school.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Medical Care Plans:</b> Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p>Ceri Gibbon</p>	<p>Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually and kept in pupil files in the main office Pupil assessments are completed under the Health and Safety SLA where appropriate.</p> <p>Any medication is stored securely in the main school office/(staff cupboards - asthma pumps/Epipens).</p>
<p><b>Communicable diseases:</b> The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Ceri Gibbon</p>	<p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning. 02920 873832/02920 873823. <a href="mailto:communicabledisease@cardiff.gov.uk">communicabledisease@cardiff.gov.uk</a>.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases. 0300 00 300 32.</p>
<p><b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.</p>	<p>Ceri Gibbon First aiders All staff</p>	<p>The Head Teacher is responsible for ensuring that the appropriate accident report forms are completed for both staff and pupils: - Accident report forms should be printed off the SLA online ensuring the most up-to-date version is used.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Ceri Gibbon All staff</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 Management Team meetings / Governors' meetings.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>RIDDOR reporting:</b> Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	<p>Ceri Gibbon</p>	<p>Baden Powell Primary reports all accidents/ cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Liaison Team via email <a href="mailto:schoolsaccidentsHandS@cardiff.gov.uk">schoolsaccidentsHandS@cardiff.gov.uk</a> or telephoning 02920 872635/ 02920 873967/ 02920 872949 if the accident/incident is serious.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.</p> <p>Copies of the reporting forms are available on SLA online.</p>
<p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p> <p><b>Investigating accidents and incidents:</b></p>	<p>Ceri Gibbon</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation, a form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p><b>Violence at work – Employee protection:</b> All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Ceri Gibbon All staff</p>	<p>Head teacher to ensure that any form of violence is managed through appropriate policy. The Alert violent incident report form is available on SLA online or sharepoint. This must be sent to the Corporate Health and Safety department via <a href="mailto:SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk">SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk</a></p>
<p>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.</p>	<p>Ceri Gibbon Governing body</p>	<p>School Visitor policy details expectations and sanctions. 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.</p>
<p><b>Asbestos:</b> The school will adhere to the Authority's policy and guidance.  The asbestos survey and log book are made available to all contractors.</p>	<p>Ceri Gibbon All staff Contractors</p>	<p>No member of staff is to drill/ affix anything to the walls without obtaining permission from the building manager and checking the survey for the school.  The survey is available to view on RAMIS and the Management Plan/Inspection Programme are located in the administration office.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.		Any work to the fabric of the building must be authorised and the Asbestos Control Team can be contacted on 02920 873467 or <a href="mailto:asbestos@cardiff.gov.uk">asbestos@cardiff.gov.uk</a> should there be any concerns.
<b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.	Ceri Gibbon Estates Staff	Ensuring any contractor undertaking work on the fabric of the building have seen the asbestos register and signed an asbestos permit to work, before undertaking work.
<b>Asbestos condition monitoring:</b> 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.	Ceri Gibbon Estates staff	Estates staff have received asbestos training. Ceri Gibbon, Alison Hamilton and Rachel Letman have also received asbestos training.  Asbestos Condition Monitoring should be undertaken 12 months. This is included in the Health and Safety SLA.
<b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.	Ceri Gibbon	Any damage or deterioration is reported to the Council Asbestos Team – 029 2087 3467, <a href="mailto:asbestos@cardiff.gov.uk">asbestos@cardiff.gov.uk</a>
<b>Unauthorised work:</b> Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Ceri Gibbon	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to the Council Asbestos Team – 029 2087 3467
<b>Managing contractors:</b> The school will adhere to the Authority's policy and guidance.	Ceri Gibbon Facilities management/DCM	Cardiff Council's Health and Safety Policy on the Management of Contractors applies to all contracts let by the Council and LEA maintained schools. Baden Powell Primary School use DCM.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Technical expertise:</b> Where appropriate works are arranged through a technical department</p>		<p>Management (FM) DCM and/or Education Service Schools Organisation Planning (SOP), or Projects, Design and Development (PDD) when building work is undertaken at the school.</p> <p>For work organised by FM, SOP Officers or PDD, the management of the contractors is managed by FM, SOP or PDD. They will liaise with the school and will ensure liaison between contractors on site.</p>
<p><b>Contractors and visitors on site:</b> All contractors must sign the visitor's book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	<p>Ceri Gibbon Rachael Davies and Alison Hamilton</p>	<p>On arrival, and departure from the school all contractors and visitors must sign the electronic visitor register. This is located outside School administration office.</p> <p>Contractors and visitors via the electronic sign in are asked to see school reception for their visitor agreement and safe-guarding information. They are then asked to accept to agree and sign in.</p> <p>A visitor stick on badge will be printed with the visitor's photo and details. Staff know to question any visitors without the appropriate visitor badge.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		(NB This will need to be carried out in term time and in school holidays) Consider contactors handbook.
<p><b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	Ceri Gibbon	These are managed by Rachael Davies who will ensure that landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
<p><b>Contractor selection and vetting:</b> To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	Ceri Gibbon	<p>Where possible school will use contractors, who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used Ceri Gibbon will undertake appropriate competency checks prior to engaging a contractor. H&amp;S Officer can provide advice and support with this process.</p>
<p><b>Contractor risk assessments and method statements:</b> 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.</p>	<p>Ceri Gibbon or Facilities management (if going through the authority)</p> <p>Contractor</p>	Risk assessments and method statements are discussed prior to work commencing.
<p><b>Ground maintenance and cleaning contracts:</b> The school have opted in to the contracts operated by the Authority.</p>	The school is cleaned by cleaners employed by Education Cleaning Services	<p>All staff are responsible for ensuring that good standards of housekeeping are maintained.</p> <p>The school is cleaned by cleaners employed by Education Cleaning Services. Suitable and sufficient</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		risk assessments and accompanying work instructions are carried out for relevant housekeeping activities. Wet floor cleaning is carried out after school hours.
<b>Ground maintenance and cleaning contracts:</b> The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Ceri Gibbon	Cut grass lawnmower, strimming, trim hedges. Estates staff carry this out and there are risk assessments in place for activities.
<b>Lone Working:</b> Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Ceri Gibbon	<p>The school has adopted the Cardiff Council Risk Assessment for Estates Staff - Lone Working).</p> <p>Lone working is discouraged. Staff wishing to access the school during holiday time must in the first instance meet with the Head teacher to request approval.</p> <p>Risk assessments are also carried out for cleaning staff and others who work alone. The following precautions are adopted by members of staff who work alone at the school:</p> <ul style="list-style-type: none"> <li>- Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working.</li> <li>- Access to mobile telephones and / or two way radios.</li> <li>- Making the school secure by locking the external doors when lone working.</li> <li>- Not carrying out high risk activities, such as, working at height when lone working,</li> </ul>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p><b>Work involving potentially significant risks:</b> A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.</p>	Ceri Gibbon	Detail any tasks that should not be completed whilst working alone and those affected.
<p><b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.</p>	Ceri Gibbon	Working at heights mainly affects the caretaker Where possible working at height is avoided. Where work at height is carried out a risk assessment is carried out and is communicated to all relevant staff.
<p><b>Play equipment;</b> All play equipment is maintained in safe condition. All equipment is periodically inspected</p>	Ceri Gibbon Estates Staff	<p>The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Estates staff will conduct a formal weekly inspection of the equipment.</p> <p>PE Equipment annual inspection is completed by Gymnasium Services.</p> <p>Play equipment is inspected annually by ROSPA.</p>
<p><b>Hazardous substances:</b> Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	Ceri Gibbon Estates staff.	<p>Manufacturer's safety data sheets are kept on site in relation to any substance that has been deemed hazardous to health.</p> <p>Hazardous substances are locked away in designated cupboards.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		COSHH assessments are completed by Head teacher and Estates Manager for any activities which involve the use of hazardous substances. COSHH training for estates staff.
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Ceri Gibbon	Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. Estates staff receive manual handling training via the academy and there are risk assessments in place.
<b>Paediatric manual handling:</b> Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Ceri Gibbon	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs. Care handling plans for pupils with mobility needs are requested when necessary.
<b>Working with computers:</b> The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Ceri Gibbon	Assessments can be completed as part of the Health and Safety SLA.  DSE assessment checklist is available on SLA online.
<b>Vehicles:</b> The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk	Ceri Gibbon	A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. It is kept in School Office. View risk assessment for specific arrangements.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
assessed in the Traffic Management Risk Assessment.		
<b>Minibuses:</b> The school do not maintain or operate a minibus.		Baden Powell Primary School does not have mini bus. The school hires coaches with drivers for school trips.
<b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Ceri Gibbon	LA Schools have access to VIVUP: <a href="http://yourcareap.co.uk">Employee Assistance Programme (yourcareap.co.uk)</a> and occupational health: <a href="http://sharepoint.com">Occupational Health Service - Home (sharepoint.com)</a> and all staff are forwarded emails advising of wellbeing updates from Cardiff Council via the County newsletter.  Wellbeing is an agenda item at staff meetings on a regular basis.  There is a stress management risk assessment in place for school and this will help support individual specific stress risk assessments.
<b>Shared use of premises/ hiring rooms to third parties.</b> Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Ceri Gibbon	The school does not hire any part of the school out to third parties
<b>Breakfast Clubs</b> A breakfast club is held daily between 8.15 and 9.00 for reception to year 6 children and is located in the dining hall.	Ceri Gibbon Breakfast club is led by Bev Rodd with staff to help serve food.	A risk assessment for the use of the breakfast club has been undertaken and communicated to all relevant staff.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Staff have completed their food hygiene level 2 if they prepare food for breakfast club.
<p><b>Catering</b> Baden Powell Primary School opts into the Education Service Catering Services Service Level Agreement to undertake this function.</p>	Education Service Catering Services manages all activities relating to catering and the kitchen facility.	5 star food hygiene rating which is displayed in main school entrance. 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><b>Adverse Weather</b> During adverse weather, measures are put into place to ensure pupils are safe.</p>	Ceri Gibbon	An adverse weather risk assessment has been completed. Parents are encouraged to provide sunhats in the summer and are asked to apply suntan lotion to their children prior to coming to school. School communicates with parents via class Dojo. During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open. Parents are alerted by text if the school is closed and also via the council website. All efforts are made to ensure the school can remain open as normal.
<p><b>Glazing</b> All windows on site should be made of safety material or safety filmed.</p>	Ceri Gibbon	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.  This will be reviewed when any new windows are fitted or any changes occur to the current windows.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Estates staff on an annual basis carry out a glazing check to ensure all glass is in a good condition and it is compliant to safety standards.
<b>Personal Protective Equipment</b> Staff are provided with personal protective equipment as required.	Ceri Gibbon Estates staff	Risk assessments will identify the use for any PPE. When PPE is administered, it is checked regularly to ensure it is fit for purpose and in good condition. Where PPE is issued to a member of staff it must be worn and they may be subjected to disciplinary action should they knowingly fail to use it.
<b>Site Security</b> <b>Measures are in place to ensure the school site is secure throughout the day and night.</b>	Ceri Gibbon All staff	Access to the school is controlled by magnetically locked doors that only open when fobbed (unless in the event of a fire). All external doors are fobbed. Access into the school requires entering a holding lobby. The school perimeter is enclosed via fencing. Employees are instructed to challenge strangers. All visitors, including Council staff and contractors must sign in using the electronic visitor's register upon arrival and departure from the school. They are asked for identification and escorted to and from their destinations. The site is covered by CCTV cameras accessible and monitored by the admin office. School security risk assessment in place and reviewed.
<b>Emergency Procedures</b> The school uses the Emergency Management Units 'Emergency Incident Response Plan Template' to record	Ceri Gibbon	Emergency procedures cover; Fire evacuation procedure, Bomb alert, Gas leak, Electrical fault, Water leak, Storm/Flood/weather damage, Persons threatening violence on site and dangerous animals on site.

<b>Specific health and safety arrangements</b>	<b>Responsibility (insert name and position)</b>	<b>Action/Arrangements (insert local arrangements)</b>
arrangements for dealing with foreseeable emergencies		This is communicated to staff via staff meetings/staff handbook and displayed on staff notice board. Ceri Gibbon is to attend Emergency planning training course on when next running.
<b>Location of Isolation points</b>	Ceri Gibbon	Water- plan with Estates manager/Office, multiple points Electricity – Electricity cupboard Gas – gas cupboard There is a plan displayed with all isolation points in the main office and in estates office as a visual.
<b>Smoking No smoking is permitted on site</b>	Ceri Gibbon	Welsh Government signage is displayed outdoors and in staff toilets. No smoking anywhere on school site.
<b>PTA (Parent Teacher Association) and other events</b>	Ceri Gibbon	The head teacher has overall responsibility for ensuring that the chair of the PTA or person organising the event carries out the necessary risk assessments. The chair of the PTA or person organising the event is responsible for ensuring adequate insurance is in place. All specialist equipment hired for events for example bouncy castles are supplied and erected by competent persons
<b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Ceri Gibbon	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

#### **Part 4: Maintenance Arrangements**

Equipment	Inspected by	Date of last inspection	Frequency of inspection	Location of records
Gas Boilers	Newly installed	Installed March 2024	Annually	Ramis
Gas Kitchen Appliances	Catering	Newly installed	Annually	Ramis
Kitchen Extraction	Catering	Newly installed	Annually	Ramis
Roller Shutter Doors			Annually	Ramis
PE/ Gym Equipment	Gynmasium Services	January 2024	Annually	Ramis
Ladders (including scaffolding)	Nick/Seagar & Philip Cole	N/A	Every use	Ramis
Outdoor Play Equipment	Estates Manager Rospa	June 2023	Weekly Annually	Ramis Ramis
Fire Extinguishers	Grahams	June 2023	Annually	Ramis
Fire Alarms	Tremorfa	September 2023	Quarterly	Ramis
Emergency Lighting	Grahams	May 2023	Annually	Ramis
Intruder Alarms	Tremorfa		Annually	Ramis
Premises CCTV	Sonic		Annually	Ramis
Fixed Electrical Installations	NICEIC approved contractor		5 Yearly	Ramis
Portable Electrical Installations	Cardiff Council	September 2023	Annually	Ramis
Hoist/Changing table	Medserve	October 2023	6 Monthly	Ramis



