



**Ysgol Gynradd
Gwaelod y Garth
Primary School**

Health and Safety Policy

Headteacher:	Helen Sharkey
Chair of Governors:	Non Gwilym
Policy Date:	October 2025
Responsibilities:	Headteacher, Governors, All Staff

Ysgol Gynradd Gwaelod y Garth

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PART ONE: POLICY STATEMENT

The Governing Body of Ysgol Gwaelod y Garth believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The school is committed to establishing, maintaining and promoting high standards of health, safety and welfare. The school recognises the importance of securing the physical, mental and social wellbeing of staff and pupils and accepts its responsibility for the health and safety of other people who are affected by its activities or who use its premises.

All school activities will, as far as is reasonably practicable, be carried out safely and without risks to the health of staff, pupils or others who are affected by school activities. A safe and healthy working environment, safe systems of work and safe equipment, plant and machinery will be provided and maintained.

The 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.

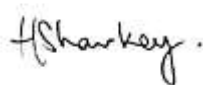
This policy will be brought to the attention of all members of staff. A reference copy is kept in the staffroom and uploaded to the staff Hwb network.

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

This policy statement supplements:

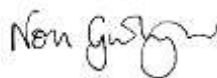
- Cardiff County General Statement of Health and Safety at Work Policy;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement.

The above statements (and other Health and Safety policies and guidance) may be downloaded by staff from the intranet.



Helen Sharkey (Head Teacher)

Date: 9.10.25



Non Gwilym (Chair of Governors)

Date: 9.10.25

PART TWO: ORGANISATION AND RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 places overall responsibility with the employer. The employer of Ysgol Gwaelod y Garth is Cardiff Council.

At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Ysgol Gwaelod y Garth's Health and Safety Staffing Structure

Chair of Governors: Non Gwilym

Head Teacher: Mrs Helen Sharkey

Person responsible for Health and Safety: Mrs Helen Sharkey*

SLA Health and Safety Officer: Cerys Driscoll-Jones (LA Health and Safety)

Caretaker: Alan Ashman

Nominated Health and Safety Governor: Rhys James

Child Protection Officer: Mrs Helen Sharkey

First Aiders: A list of first aiders is available in the emergency response plan.

The Headteacher is responsible for Health and Safety at Ysgol Gwaelod-y-Garth. In her absence, the responsibility falls to the Deputy Head.

NB: All staff have a responsibility for the safety of themselves and others. It is essential any concerns relating to any aspect of health and Safety should be communicated to the Headteacher a first priority, except in emergencies.

Governing Body Responsibilities

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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;
- Ensuring legal compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.
- 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 Ysgol Gwaelod-y-Garth, this person is Rhys James.

The nominated health and safety Governor will not be any more responsible for health and safety within the school than any other governor. They will have no personal decision-making powers in relation to health and safety. However, they 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 Headteacher as a health and safety coordinator, 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 Schools and Lifelong Learning Service.

Headteacher Responsibilities

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The Headteacher of Ysgol Gwaelod-y-Garth is Helen Sharkey, and she is responsible for the day-to-day management of health and safety and on all matters concerning health and safety. She advises the Governing Body of the areas of health and safety concern which may need to be addressed by the allocation of funds.

Helen Sharkey, as Headteacher, has responsibility for:

- Co-operating with the Authority and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to the 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.

Helen Sharkey 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.

All Staff Responsibilities

Under the Health and Safety at Work etc. Act 1974, every employee is responsible for their own acts or omissions that effect the health and safety of themselves or others. In addition all employees must:-

- 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;

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- 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.
- 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.
- 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.
- 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.

Caretaker Responsibilities

The caretaker, is responsible for:-

- Ensuring that the fire alarm is function tested weekly and the emergency lighting is function tested monthly;
- Ensuring all statutory tasks are completed and recorded as per requirements;
- Ensuring the planned maintenance of the premises and any emergency repairs, maintenance and testing is carried out;
- Ensuring that statutory inspections are carried out;
- Advising the Headteacher of any defect in the state of repair of the building or surrounds which is identified as unsafe and take whatever local action is required to minimise the risk until repairs can be arranged; or any situation which is unsafe and/or hazardous to health and which cannot be remedied from the resources available;
- Ensuring that suitable and sufficient risk assessments are carried out for their activities and control measures are followed;
- Advising the Headteacher of any situation which is unsafe or hazardous to health and cannot be remedied from within the resources available;
- Liaising and monitoring so far as is reasonably practicable, the activities of contractors, visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring all contractors follow site specific agreed upon procedures and where appropriate effectively manage contractors in accordance with Council and legal requirements;
- Attending pre contract meetings for all works on site prior to commencement.

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Pupil Responsibilities

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.

Volunteer Responsibilities

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 a 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 supervisor any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent/ have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART THREE: HEALTH AND SAFETY ARRANGEMENTS

Where **ANY** member of staff notices a Health and Safety problem which they cannot put right straight away, they must immediately remove pupils from the area and report to the Headteacher or the Deputy Headteacher in the Headteacher's absence.

Emergency Services may be called out without reference to any higher authority. The only criticism that can be made is if such necessary service is **NOT** called out.

VITAL TELEPHONE NUMBERS

Fire, Ambulance, Police	999
Gas Emergency	0800 111999
Electricity Emergency	0800 0520400
Water Emergency	0800 0520130
Local Education Authority	02920 872998
Health and Safety Team	07773 258049

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Specific Health and Safety Arrangements	Responsibility	Action/ Arrangements
Accident Reporting Procedures		
All accident that results in injury will be recorded as appropriate.	Helen Sharkey Admin Staff	If an accident occurs at school to a pupil, member of staff, or indeed, to anyone on the premises, the injury will be assessed and treated appropriately. All accidents to pupils are recorded in the accident book kept in the school office. If a child is badly injured, the parents are informed so that they can take their child to see a doctor or to hospital. Parents are informed of all head injuries. Parents are to ensure they include three emergency contact numbers on their admission form so they may be contacted in the event of an emergency. Where accidents are serious- • The Headteacher is notified as soon as is reasonably possible. • The accident is recorded in the accident book in the school office (by whoever attended or witnessed the accident), including the date, nature of the accident, first aid administered and the name of the first aider. • The LA accident form is completed and sent to the Health and Safety Team by Sally Golding. • Helen Sharkey makes a decision whether the pupil needs to be sent home, or whether immediate medical attention needs to be sought, All report forms will be sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours. • Parent(s)/ guardians/ carers are informed of the accident. The LA accident form is completed in as much information as possible, including pictures and witnesses' statements where applicable. RIDDOR reportable accidents must be reported using the same procedure.

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Any near miss (incident with the potential to cause harm) will be reported to Helen Sharkey.	Helen Sharkey	Any near miss or incident with the potential to cause harm should be recorded on the LA Near Miss form and sent to:- SchoolsAccidentsHandS@cardiff.gov.uk
Accidents and incidents are investigated to an appropriate standard.	Class Teacher, Supervisor, SMT, Helen Sharkey, Health & Safety Team	All accidents should be investigated to determine the cause(s) and any action required to prevent a reoccurrence. The level of the investigation will vary depending on the nature and severity of the accident. Low Level investigation: This will involve a short investigation which is recorded on the first aid/ school's accident forms. Medium level investigation: The LA's accident investigation form will be completed by a member of the management team and/or the Health and Safety Officer. Copies will be forwarded to the Head Teacher and Health and Safety Team. High level/ reportable incidents: School will forward the completed accident form to Health and Safety Team without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.
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.	Helen Sharkey Admin Staff	Ysgol Gwaelod-y-Garth reports all accidents/ cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Liaison Team via email SchoolsAccidentsHandS@cardiff.gov.uk or telephoning 02920 872635/ 02920 873967/ 02920 872949 if the accident/incident is serious. Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.
Administration of Medication		
Medication will only be administered in school in accordance with the WAG guidance document 'Access to Education and Support for Children	First Aiders	Medicines should generally be administered at home, or the parent / carer should make arrangements to come to school to administer the medicine.

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and Young People with Medical Needs'		Medication will be given in line with the School's Medicine School Policy. It is currently school policy that medication will not be administered by school staff unless in exceptional circumstances, staff are prepared to give medication if the parents has discussed the matter with the relevant member of staff and has sent written instructions to school. All medication should be handed to the office staff with written instructions. The school follows the guidelines below for the dispensing of medicines to pupils: - 1. Non prescribed medicines such as Calpol will not be given except in exceptional circumstances. 2. Written consent should be obtained from the parent authorising school staff to give the prescribed medicine to the pupil, including when it should be given and when the previous dose was given. Medicine will not be administered by a member of staff unless written consent is received. 3. The child's name and dosage should be clearly marked on the medicine bottle or container. 4. The assistance of the school nurse should be sought in cases where further information is thought to be necessary. 5. On all occasions reasonable safeguards should be made to ensure all medicines are kept in a safe place. 6. Records of administered medicine will be kept at all times. 7. Staff cannot be held responsible for missed dosages. All pupils who receive long term medication have care plans set out the arrangements for administering medication. Although a pupil may be well enough to be back in school, medication may perhaps still be required during the school day for a short period (such as anti-biotics). In such cases, parents must complete the relevant document for medicine to be administered by school staff. Storage of medication will depend upon the nature of the medical condition and storage requirements. Due to the immediate accessibility need, storage may be within the classroom. Steps
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		are taken to ensure that medication kept within the classroom is kept out of reach of pupils, but easily accessible in the event of an emergency. Long term medication that's kept within the school is frequently checked to ensure it's in date and sent home annually for renewal. The medication must be labelled with the child's name and include the administration instructions.
Adverse Weather		
During adverse weather, measures are put into place to ensure pupils are safe.	Helen Sharkey Caretaker	The adverse weather risk assessment contains further information on procedures. Parents are made aware of the dangers of the sun and information is shared through newsletters and the website. Pupils and staff are expected to wear clothing that protects them from the sun (including sunhats). Parents are encouraged to apply sunscreen to their children prior to them coming to school. Older children are permitted to bring sunscreen to school, and they are asked to apply it themselves. There are some shaded areas within the playground and children are encouraged to make use of these areas and drink plenty of water. Children are encouraged to bring water bottles to school and take them home to be washed on a daily basis. Where there are any concerns, these are discussed directly with the parents. During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open by the caretaker. Parents are alerted by text if the school is closed and via the council website. Dynamic risk assessment is undertaken during the day to ensure outside areas can be accessed safely. All efforts are made to ensure the school can remain open as normal. If the school has to be closed early because of inclement weather, all children must be collected from school unless the parents have given specific instructions. The parents will be informed via a text message to the mobile phone of the first nominated contact and by a message on the school website.

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Asbestos Management		
Ysgol Gwaelod-y-Garth adheres to Cardiff Council's policy and guidance.	Helen Sharkey Caretaker Any person responsible for managing asbestos	Gwaelod-y-Garth was built pre 2000 and there is asbestos containing material (ACM) onsite. The duty holder responsible for the asbestos management plan is Helen Sharkey. 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. An asbestos advice request (AAR) should be completed and emailed to asbestos@cardiff.gov.uk. The Asbestos Control Team can also be contacted on 02920 873467 should there be any concerns. 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. This is to be completed annually.
All works to the fabric of the building or fixed equipment must be entered into the asbestos logbook.	Helen Sharkey Caretaker	All staff are aware that under no circumstances must they drill or affix anything to walls without first obtaining approval from Helen Sharkey who will check the survey for the school. The asbestos log is located in the school office. The Asbestos Permit to Work must be completed by the relevant people before any work which disturbs the fabric of the building is undertaken (including school staff). All Administration and Estates Staff are aware that this procedure must be followed. 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. In circumstances where known asbestos (or suspected asbestos) is disturbed, work must cease immediately, and the area secured. The asbestos team should be contacted on 02920 873467 as soon as possible and informed of the situation. If there is no answer, the schools Health and Safety Officer should be contacted.

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		Work undertaken on asbestos containing material must be undertaken by a competent person. The asbestos team will clarify what level of asbestos training contractors require in different circumstances.
Any changes to the asbestos containing materials are noted and the Inspection Programme / Management Plan are updated.	Asbestos Control Team (or Competent Contractor) Caretaker	If asbestos containing materials were to be found during any additional sampling or refurbishment and demolition surveys, the asbestos control team would update the asbestos register and asbestos management plan. Condition checks would then be undertaken as necessary. Asbestos condition monitoring is undertaken by the school every year (unless otherwise specified in the asbestos management plan).
Body Fluid Spillages		
A risk assessment for the cleaning up of body fluid spillages has been undertaken.	Helen Sharkey	The bodily fluids risk assessment contains further information on procedures.
Spills are cleared up appropriately.	All Staff	When dealing with a bodily fluid spillage (blood, urine, vomit, saliva and/or faeces), PPE must be worn (as dictated by risk assessment). When it is a diarrhoeal or vomiting incident, disposable masks and aprons must also be worn as the spillage may be Norovirus. When clearing a bodily fluid spillage, a specialist spill kit must be used. These are readily available in the main office. All staff are responsible for cleaning up bodily fluid spillages. Spillages are cleaned up as quickly as possible to avoid the spread of any aerosols that may cause illness. PPE and any contaminated materials are disposed of in a polythene bag in a lined bin and placed into the external bins. If the event of suspected Norovirus, the Cleaning Team are notified and undertake the relevant cleaning including usage of the appropriate products and equipment.

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Catering Arrangements		
Ysgol Gwaelod-y-Garth opts into the Education Service Catering Services Service Level Agreement.	Cardiff Catering	The school's Food Hygiene Rating is prominently displayed on the main office front door. Education Service Catering manages all activities relating to catering and the kitchen facility. Education Service Catering 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.
Cleaning		
Gwaelod-y-Garth directly employs the cleaning staff onsite and are responsible for their health and safety and controlling the risks associated with their work.	Cleaning Team	Risk assessments relevant for cleaning activities are undertaken and reviewed regularly by the school. COSHH assessments and Safety Data Sheets for all products used are available. Cleaners have been provided with appropriate PPE as determined by risk assessment. Servicing and maintenance for cleaning equipment is arranged by the school. Regular training is provided to cleaning staff, arranged by the school.
Communicable Diseases		
Ysgol Gwaelod-y-Garth follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.	All Staff	Ysgol Gwaelod-y-Garth adheres to the specific exclusion periods set out in Public Health Wales, Health Protection guidance document 'Guidance on Infection Control in Schools and other Child Care Settings' which is displayed in the staff room. Clarification is sought from the health and safety department or Public Health Wales if additional guidance is required. All staff report communicable diseases to the Head Teacher and Admin Officer.

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In the event of an outbreak, or to gather more information about infectious illnesses, Ysgol Gwaelod-y-Garth contact the relevant parties. The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning. Public Health Wales can be contacted for guidance relating to infectious diseases.	Helen Sharkey	The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823. Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.
Managing Contractors		
Ysgol Gwaelod-y-Garth will adhere to the Authority's policy and guidance relating to contractor management.	Helen Sharkey	Ysgol Gwaelod-y-Garth opt into the Statutory Compliance Service Level Agreement for the majority of their statutory inspections. Where they employ their own contractors, the school ensure they follow LA guidance in relation to selecting and managing contractors onsite.
All contractors must sign in using the visitor's book and adhere to the school site rules.	Admin Staff Caretaker	All contractors are subject to health and safety vetting prior to employment. All contractors must sign in using the visitor's sign in system located in the main reception area and are provided with a visitors' badge. This must be completed on arrival and departure from the school each day, and on any occasion the contractor leaves site e.g., lunch break. Contractors are provided with the relevant health and safety information including (but not limited to) • asbestos locations, • emergency procedures, • vehicle movements • local management arrangements.

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		Office staff ensure this is done during the school hours and the caretaker ensures this is done during the school holidays an outside of school hours.
Where Ysgol Gwaelod-y-Garth undertakes building/ environmental projects directly, the school would be considered the 'client' and therefore have additional statutory requirements/obligations.	Helen Sharkey	Helen Sharkey ensure landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought. Requirements from the landlord approval are followed.
To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Helen Sharkey	Several statutory inspections are arranged by Statutory Compliance. Any contractors directed by them have been vetted. For any work undertaken at the school that is organised SOP or DCM, the responsibility for the management of the contractors is via, SOP or DCM (as appropriate). 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. The person responsible for managing contractors at Ysgol Gwaelod-y-Garth is Helen Sharkey. A minimum of £5,000,000 public liability insurance is required by all contractors, which increases depending on the complexity of the work undertaken and confirmation over the level of cover is checked with the insurance department where required. Where unsafe practice is witnessed, Helen Sharkey ensures this is immediately addressed and fed back to the relevant person (if work is arranged by the LA). Where the school directly employ a contractor, bad practice is discussed with the person responsible for health and safety of that company.
Contractors are asked to provide risk assessments and method statements relating to specific works.	DCM/ Statutory Compliance (if they are used	Risk assessments and method statements are discussed prior to commencing work. Ysgol Gwaelod-y-Garth School ensure that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.

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This should include the measures taken to reduce the risk to pupils and staff.	to arrange contractors). Helen Sharkey (if the school employs a contractor directly).	
Display Screen Equipment		
The school will adhere to the Authority's policy and guidance.	Helen Sharkey	Staff that use computers daily as the main part of the job can have a workstation assessment. Completed assessment forms are retained in employee files. Assessments can be completed as part of the Health and Safety SLA.
Educational and Offsite Visits		
A nominated Educational Visits Coordinator (EVC) is nominated for coordinating educational and offside visits.	EVC Coordinator	Staff members planning educational and offsite visits submit all relevant paperwork and risk assessments to the EVC who will review the paperwork. Trips are always arranged with safety in mind as well as educational value. Adequate supervision is of prime importance; this will depend on the age of the pupils and the potential danger of the visit. Whenever children are taken on excursions, i.e. football, netball, school trips, swimming, they are warned that good behaviour and care in what they do is required at all times. The coaches used for school trips have seat belts fitted. The leader of the activity will ensure that a list of the names and telephone numbers of all the children attending the trip will be taken on each trip and available at the school.

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		The leader of the activity will ensure that a first aid box will be taken on each trip. No child will be taken on a trip unless permission has been received from a parent/guardian. Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.
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.	EVC Coordinator	Authorisation is received for all level 3 trips.
Electrical Equipment		
Handling electrical equipment	All Staff	Children must be made aware of the dangers of electricity. Teachers supervise pupils when they plug in and use electrical equipment. All electrical equipment must be switched off and plugs removed when not being used. Pupils will be made aware of the dangers of electricity through science and Science lessons. Broken or cracked sockets are not to be used and will be reported to the caretaker and the headteacher who will arrange for a replacement by a qualified electrician. Care should be taken with electrical cables so that children and staff do not trip over them.
All portable appliances are tested annually.	Helen Sharkey/ Statutory Compliance	A competent contractor is employed to undertake PAT annually. The school will ensure that all electrical equipment will be subject to the appropriate testing. Stickers are placed on all portable appliances to evidence they have been inspected and are safe to use. All appliances are recorded on the inspection report.

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		Inspection reports are uploaded to Ramis. Failed appliances are disposed of or repaired and retested.
The fixed electrical installation is tested every 5 years.	Statutory Compliance	All C1 defects are immediately rectified, and the inspection report is uploaded to Ramis. C2 defects are rectified within a specific timeframe.
Electrical equipment is visually inspected prior to use.	All staff	Any defects should be reported to Helen Sharkey and immediately taken out of use. 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.
Emergency Procedures		
The school uses their Emergency Response Plan to record the arrangements for dealing with foreseeable emergencies. This is communicated to staff via <i>staff meetings</i> .	All Staff	In the event of an emergency related to gas, water or electricity any member of staff should isolate the supply. Fire Evacuation- Procedure displayed on the wall of each classroom/ staff room. Fire Action Notices around the school display the location of the assembly point. Bomb Threat- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the fire alarm will ring to evacuate the building. Lock Down- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the school will fully lockdown preventing unauthorised access to all school buildings. Gas Leak- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated. The isolation valves are highlighted on isolation posters displayed around the school.

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		Electrical Fault- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated. The isolation valves are highlighted on isolation posters displayed around the school. Water Leak- The area will be evacuated and sealed off. The isolation valves are highlighted on isolation posters displayed around the school. Storm/ Flood/ Weather Damage- The area will be evacuated. Persons Threatening Violence on Site- Senior Management will be informed and the Police will be called where necessary. Lockdown procedures may be implemented. Dangerous Animals on Site- RSPCA called and depending on the circumstances, lockdown procedures may be implemented, or areas evacuated.
Fire Safety		
Fire notices and instruction are posted throughout the school.	Helen Sharkey	The school has a Fire Drill and Evacuation Policy which is available as a hard copy in the school office and has also been uploaded electronically to Ramis. Fire action notices are displayed in specific locations around the school. The assembly point is:: <i>“on the top yard”</i>.
A fire risk assessment is in place for Ysgol Gwaelod-y-Garth	Cardiff Council	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 retained on RAMIS. The FRA is reviewed annually by the school to ensure it remains relevant to the site. Remedial actions generated from the review are uploaded onto RAMIS and actioned by the school.
Fire drills are undertaken termly, and a record kept in the fire logbook.	Helen Sharkey	Children must be made aware of the fire drill procedures.

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		Fire drills are carried out at least termly, and a record kept and logged. Drills are conducted over different time periods. The aim is to evacuate everybody as quickly as possible and in no more than 5 minutes. Staff are briefed on the effectiveness of the drill. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in anyway. Records are in the Fire Logbook, kept in the Headteacher's office. Class teachers bring the pupil registers for an immediate roll call. Admin staff bring the backup pupil, staff and visitor registers. All visitors report to the administrative staff. The class teachers confirm all persons have evacuated and report to Helen Sharkey. Nobody re-enters the building(s) until all clear has been given by Helen Sharkey.
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.	Helen Sharkey	PEEP's are put into place for any pupil or staff member that needs assistance during evacuation.
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.	All staff	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. Key staff are familiar with the location of service isolation points. Fire awareness training undertaken annually for all staff. Staff emergency plan documented and communicated to all staff as part of the annual fire awareness session. Evacuation procedures are practiced regularly, at least termly for all staff and pupils.

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Arrangements are in place to ensure all fire systems are in good repair.	Helen Sharkey Caretaker	The caretaker tests the fire alarm call points weekly, ensuring all call points are tested within a 13-week period. The caretaker inspects the emergency lighting monthly, firefighting equipment and fire doors monthly. Statutory Compliance arrange for a competent person to inspect the firefighting equipment, fire detection equipment and emergency lighting at regular intervals. The inspections and tests of the fire alarm and emergency lighting systems are recorded on Ramis.
Escape routes are checked daily.	All staff	Staff ensure that fire escapes are kept free from obstructions, equipment is easily accessible and that fire doors are not wedged open.
First Aid Arrangements		
A suitable number of first aiders/first aid trained staff are located throughout the school.	First Aiders	The school complies with the LA risk assessment for first aid, ensuring there is 'reasonable access' to a qualified first aider. The provision of first aid in this school is based around the extent of risk present. All staff have received up to date emergency first aid training. There are an adequate number of employees that have received more comprehensive training. There are adequate first aiders trained to ensure coverage for all times the school is open. For off-site visits, the trip risk assessment will identify the need for first aid provision. Where a venue does not have a first aider/provision, the school will ensure that a first aider accompanies the trip, is aware of all pupil's medical need and has first aid supplies with them. First aid provision is located in key locations around the school. A member of staff is responsible for checking and restocking their first aid box from the central supply.

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		First aid training dates are monitored by admin staff to ensure that first aiders carry out refresher training before their certificates expire.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Helen Sharkey	Specialist first aid training is arranged for staff where administering medication for specialist conditions e.g. epipen training, diabetes awareness training and epilepsy awareness training.
If a pupil sustains a head injury staff will contact parents/ guardians without delay to inform them of the incident.	Helen Sharkey	Parents/guardians are informed immediately of any head injuries. In cases of serious head injuries, Ysgol Gwaelod-y-Garth will seek immediate medical attention.
Where appropriate, pupils will be transported to hospital (usually by ambulance).	Helen Sharkey to ensure arrangements are adequate.	Parents and guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany when parents cannot. Helen Sharkey will determine who accompanies the injured person in the ambulance.
Glazing		
All windows on site should be made of safety material or safety filmed.	Helen Sharkey	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.
Hazardous Substances		
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.	Helen Sharkey	Manufacturers' safety data sheets are obtained by the school for any substances which are classified as hazardous to health. COSHH assessments are completed by the caretaker or the cleaners for any activities which involve the use of hazardous substances. Alan Ashman has received COSHH training. Hazardous substances are substituted with less hazardous ones, where possible. 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.

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		Hazardous substances used by the caretaker are stored in appropriate places within the cleaning cupboards. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store. Records of the COSHH assessments are kept in the cleaning cupboards.
Health and Safety Monitoring Inspections		
General inspections of the site will be conducted periodically	Helen Sharkey Governors Caretaker All Staff	Regular inspections of the school site will be undertaken to ensure a proactive approach is taken and any defects can be dealt with swiftly. The caretaker will visually inspect external areas/ walkways/ exits, school hall daily. Class staff will visually inspect classroom daily. Playground equipment, forest schools, etc. are checked prior to use. The caretaker undertakes all fire safety checks at required intervals. The caretaker undertakes a visual inspection of ladders, finger guards, and self-closing arms on a termly basis, all furniture and fixings are inspected on annual basis. General site inspection: Termly Visual inspection of play equipment: Weekly Visual inspection of chairs/ furniture: Annually 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.
Where appropriate these inspections will be forwarded to Helen Sharkey.	Nominated Governor(s)	Site inspections are recorded using the LA site inspections form. Required actions are listed and sent to designated persons responsible for rectifying the hazard. The school has access to RAMIS.

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	Health and Safety Officer	Reports are shared during Governor's meetings which are attended by Helen Sharkey. Health and Safety Officer & caretaker to attend as requested.
Health and Safety Training		
Health and safety induction training is provided and documented for all new employees	Helen Sharkey	Helen Sharkey undertakes or delegates a member of staff to have a briefing with all new members of staff who are taken on a tour around the school to ensure clarification of policy /potential risks and hazards. Topics covered are: • Accident/ Defect Reporting; • Emergency Incident Procedures; • Fire Evacuation Procedures; • First Aid Arrangements; • Job and site specific health and safety issues; • Risk Assessments; • School Health and Safety Policy. New staff are provided with a school handbook and a copy of the health and safety policy. Supply staff are provided with an information pack and class file.
The health and safety law poster is displayed in school	Admin Staff	Displayed in the main office.
Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.	Helen Sharkey	Relevant staff are provided with specific health and safety training depending on their role. Staff training needs are assessed by Helen Sharkey. Update training is provided in response to significant changes to legislation. Staff receive regular health and safety information via staff meetings, INSET days and awareness sessions with Schools Health and Safety Officer. Minutes of meetings are kept on file.

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		A record of attendance for fire awareness and lockdown training are kept in relevant files. Copies of certificates for First aid / Food Safety are retained onsite. A list of staff trained in specific medical conditions/ use of emergency medication is kept with individual child files. 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. Members of the Governing Body are also welcome to attend health and safety courses. 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.
Legionella		
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.	Helen Sharkey Cardiff Council Caretaker Aqua Safe	A risk assessment of the hot and cold-water systems has been undertaken by an external water treatment company. The risk assessment is reviewed regularly, and when there is a reason to believe the assessment is no longer valid. The risk assessment identifies 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 retained on Ramis. If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service. Annual and six-monthly legionella inspections are arranged by Statutory Compliance. The caretaker undertakes monthly temperature monitoring any non-compliances are reported to Helen Sharkey. The caretaker is responsible for weekly flushing of little used outlets. Statutory Compliance arranges for annual servicing of thermostatic mixing valves.

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Lettings		
The school ensure that the relevant documentation is received, and health and safety information is provided to all hirers of the building/grounds.	Helen Sharkey Governing Body	The Governing Body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment, or any other relevant paperwork (when requested), where their use compromises the health and safety, the occupants or building. The hirer will be provided with relevant health and safety/ building information for the area they are hiring. Any group using the building must report to the main entrance before any activity commences.
Lone Working		
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.	Helen Sharkey Caretaker	There is minimal lone working at Ysgol Gwaelod-y-Garth School A specific lone working risk assessment is required for those persons who undertake lone working at the school or off-site work visits. Lone workers include: • Only one person working on the premises • People who work separately from others* • People who work outside normal hours *Note: This includes people in isolated areas of sites or premises where other people are present elsewhere No high-risk activities are carried out when lone working. The school is secure and locked when whilst lone working. Mobile phone must be carried whilst lone working.

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Manual Handling & Lifting		
Manual handling operations are risk assessed and staff have received training, information and instruction.	Helen Sharkey	Manual handling should be avoided where possible. Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. 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.
Medical Care Plans		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.	Inclusion Team Health and Safety Liaison Team ALNCO's	Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually. Pupil assessments are completed under the Health and Safety SLA where appropriate.
New and Expectant Mothers		
A specific risk assessment is completed once a member of staff informs Helen Sharkey that she is pregnant or breastfeeding.	Helen Sharkey	All new and expectant mothers are expected to inform Helen Sharkey of their pregnancy in order that a specific risk assessment may be carried out. This is reviewed throughout the pregnancy.
Personal Protective Equipment (PPE)		
Staff are provided with personal protective equipment as required.	Helen Sharkey	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.

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		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. 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.
Pest Control		
Ysgol Gwaelod-y-Garth opts in to the LA Pest Control contract.	Helen Sharkey LA Pest Control	Sightings of pests are reported to Helen Sharkey. It is the responsibility of the school to make the necessary arrangements for call outs.
Playground/ Play Equipment		
All play equipment is maintained in a safe condition.	All Staff	External play equipment should only be used whilst supervised.
All equipment is periodically inspected.	Supervising staff Caretaker	Equipment should be inspected daily prior to pupils using it. The caretaker will conduct a formal visual weekly inspection of play equipment. The school arrange for the inspection of our play/gymnasium equipment by a competent contractor.
Recreational breaks have been risk assessed.	Helen Sharkey	A playground risk/ recreational breaks risk assessment is available and gives further information about the risks associated with the activities and environment are controlled. Staff on duty must be available at the beginning of playtime. Staff are to use the 'safety mugs' for tea / coffee if on duty during play time. No mugs of hot drinks are to be carried around the school during the school day. If a child is hurt in the playground, a member of staff on duty administers first aid and records the accident in the accident book.

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		Lunchtime Supervisory Assistants should be made aware of the policy on Health and Safety. When the bell rings at the end of the play period, all the children line up ready to go into the classroom. The class teacher or member of support staff will lead the children into the classroom
Ponds		
Activities near ponds/ water features are controlled.	Helen Sharkey	There is a school pond onsite. This area is secure and locked preventing pupils from accessing area unauthorised. This is locked at all times. A risk assessment of the area is required for the activities relating to the pond. Pupils are not permitted to enter the pond area without adequate supervision.
Premises Management		
Helen Sharkey is responsible for managing the building with support from the caretaker.	Helen Sharkey Caretaker	The school ensure that appropriate systems and documentation are in place in respect of the following: - • Building/premises related risk assessments • Day to day management of the health and safety management of the building/premises, including regular inspections and checks • Asbestos • Contractors • Fire safety • Fixed electrical installation • Legionella • Heating, gas and other mechanical systems Maintenance work • Monitoring (documented) of health and safety arrangements including formal, at least quarterly, inspections to ensure risk controls are effective • Security • Statutory checks/inspections

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		- 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		
The boundary site is secure at all times.	All Staff	The boundary is enclosed by fencing and gates to ensure it cannot be easily accessed by intruders. The gates are locked during the school day and when the school is locked. There is an intercom and access control system in operation on the main gate.
The building is secure at all times.	All Staff	All visitors gaining access via the main entrance / reception area must use the intercom system which will be answered by the admin staff. The admin staff should ensure that they have asked for verbal identification before releasing the security to the external door and ensure that the signing in process has been completed prior to entrance through the next security door into the main body of the school. All visitors are required to read 'visitor' procedures which are included on the sign in system. Staff can park their vehicles on the playground and drive through the playground to reach parking areas, this is not done at times the pupils are present on the school site. Please refer to the traffic management risk assessment. No vehicles are permitted onto the school yard unless absolutely essential- this is then strictly monitored and not undertaken when pupils are present. To gain access to the site, visitors must gain access via the intercom and access control gate on the pedestrian pathway. All other gates are padlocked and secure throughout the school day. Padlocks are placed on all gates to secure the site during the day, where these are combination locks, they are the same for all locks and all staff are informed of the combination. Where this is operated by key, it is the same key for all locks. The school is fitted with magnetically locked doors that only open when fobbed (unless in the event of a fire/ the emergency release is pressed). Any unaccompanied adult without visible ID inside the school building or on school grounds should be challenged by staff as to their purpose onsite.

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		Children are forbidden to enable entry into the school by any unauthorised person and are prevented from doing so due to the fob exit security system. It is the duty of all staff to ensure all doors are closed after use. Staff are responsible for the supervision of pupils in all areas of the school including the movement of children in and out of the buildings. Suspicious persons in the vicinity of the school should be reported immediately to a senior member of staff who will inform police. Where the school is in receipt of information from police or LEA, this will be shared with staff and, where necessary and appropriate, other schools and the community. The premises is (mostly) covered by CCTV cameras. In the event of the fire alarm being activated, all security doors will automatically release, or staff are aware to engage the emergency release buttons. The caretaker will report any faults on the system immediately so that repairs can be made as soon as possible. In the event of an unusual, extreme emergency, procedures for emergency planning should be followed as reported in the emergency response plan.
PTA (Parent Teacher Association) & other Events		
Measures are taken to ensure that all events are safe.	Helen Sharkey	Helen Sharkey 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. 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. 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		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.	Helen Sharkey	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. The school has developed a procedure on the management of pupils with medical needs. Please refer to the school's Healthcare Needs Policy. Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually.
Reporting Defects		
All defects are reported in a timely manner.	All Staff	All staff are responsible for reporting hazards as soon as they are witnessed. They report hazards to the Head Teacher or caretaker. Immediate action is taken when required i.e. closing off an area or not leaving a location unattended.
Risk Assessments		
Risk assessments are completed, documented and relevant information is provided to staff.	Helen Sharkey	Helen Sharkey is responsible for undertaking risk assessments or delegating these to competent person(s). Hard copies of these assessments are retained in the risk assessment folder. Risk assessments are constantly reviewed and updated. Pupil assessments, employee assessments and return to work assessments are available under the Health and Safety SLA.
Risk assessments are reviewed regularly and/or following a significant change.	Helen Sharkey	Risk assessments are reviewed every two years, following an accident or when circumstances to which the risk assessments relate to change.
Specific risk assessments must be completed by a competent person.	Local Authority	A fire risk assessment is undertaken every three years and reviewed by the school annually. The Legionella risk assessment is reviewed every three years or when there has been a significant change to the water system.

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Slips, Trips & Falls		
Slips, trips and falls are one of the main causes of accidents in schools.	Helen Sharkey All Staff	The Headteacher has 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: • Ensuring good housekeeping • Using suitable equipment e.g. when accessing high shelves • Cleaning up spillages • 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.
Smoking		
Ysgol Gwaelod-y-Garth School is a non-smoking site.	All Staff	In compliance with WAG requirements the school has a non-smoking policy. Signs are posted on the school site. Any adults who don't comply will be asked to leave the premises. In the case of parents, if they refuse to stop smoking, they will have to wait for their children outside the main gates. From 1st March 2021, it is against the law to smoke on school grounds.
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.	Helen Sharkey	There is a commitment from the management of the school to reduce staff and pupil stress. Stress risk assessments are completed for teams of employees, and 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: - 0900 023 0987) and the Teacher Support Network (Tel: - 08000 855 088).

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Traffic Management		
The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Helen Sharkey	A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff. The village proves problematic for traffic due to its design/layout. Improvements have been made to safe walking routes by Active Travel/ transport in recent years. As of September 2022, parental vehicles are not permitted onto site without a valid reason- this must be pre-approved by Helen Sharkey. This is then monitored and controlled by staff onsite. School buses are permitted entry at the beginning and end of the day and their movement is closely monitored by staff and vehicle banksmen. The caretaker closes the gates during peak times to prevent unauthorised vehicle access. All pedestrians are to use the pedestrian access points rather than attempt to use the vehicle gates. Contractors / deliveries are not allowed on the school yard without authorisation and only at times when the children are in class and then with caution. Administration staff authorise this, and this is closely monitored as staff must open the gates manually. Parking immediately outside the school is monitored and countered by yellow zig zag lines. Parents are regularly reminded not to park carelessly via newsletters. The school site has a blanket speed restriction for all vehicles of 5mph.
Violence at Work		
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	Helen Sharkey	Any instances of violence at work are recorded on the Schools ALERT violence at work form, taking accounts from those involved and any witnesses. The form is completed by Helen Sharkey and forwarded to SchoolsAccidentsHandS@cardiff.gov.uk 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.

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		Risk assessments for violence at work have been undertaken and communicated to all staff.
Ysgol Gwaelod-y-Garth 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.	Helen Sharkey	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.
Work Experience		
Risks and site information are communicated to the person and/or their parents prior to the placement commencing.	Helen Sharkey Placement Coordinator Relevant Staff	A generic work experience risk assessment is available and can be tailored for each placement. An information sheet for students is available to provide them with important health and safety information. Helen Sharkey will provide information on the risks to the placement organiser. The placement coordinator reviews the activities being undertaken and carries out a risk assessment where necessary. The placement coordinator provides an induction session for the students, and they are trained and supervised by relevant staff.
Working at Height		
All work at height should be risk assessed and appropriate controls introduced.	Helen Sharkey	Only trained staff should work at height, all activities must be risk assessed by Helen Sharkey. No chairs are permitted to be stood on. Step stools/ ladders are available if needed. 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.

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Equipment must be well maintained and inspected frequently.	Helen Sharkey Caretaker	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 duration work is required, specialist equipment is likely to be required. All equipment is stored appropriately to ensure that it is not accessible.
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PART FOUR: HEALTH AND SAFETY POLICY REVIEW

It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.

Person Reviewing	Reason for Review	Date of Review
Cerys Driscoll-Jones (SLA Health and Safety)	Bi-annual review/ change previous policy to new template. Amendments made.	June 2022- to be approved by HT and GB.
Cerys Driscoll-Jones (SLA Health and Safety)	Bi-annual review/ change. Amendments made.	October 2024- to be approved by HT and GB.
Helen Sharkey	Annual Review	October 2025- to be approved by HT and GB.