



**Health and Safety Policy
Pentrebane Primary School**



PENTREBANE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

REVISED AND UPDATED JANUARY 2024



Health and Safety Policy Pentrebane Primary School

1.0 Statement of Policy

- 1.1 This is the Health and Safety policy of Pentrebane Primary School, which should be read in conjunction with Cardiff Council's Health and Safety at Work Policy and Cardiff Council's Health and Safety policy, Organisation and Arrangements Statement. These policies can be downloaded by staff from the intranet.
- 1.2 The Governing Body of Pentrebane 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.
- 1.3 Pentrebane Primary School accepts its responsibilities under the Health and Safety at Work etc. Act 1974 for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other person who may be affected by its activities.
- 1.4 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 the areas of risk will be addressed are given in the arrangements section.

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

This policy will be brought to the attention of, and/ or issued to all members of staff, a reference copy is kept in the Headteacher's office and the Admin office.

E.J. Prescott
(Head Teacher)

Date: January 2024

D. Corp
(Chair of Governors)

Date: January 2024

Review Date: January 2025



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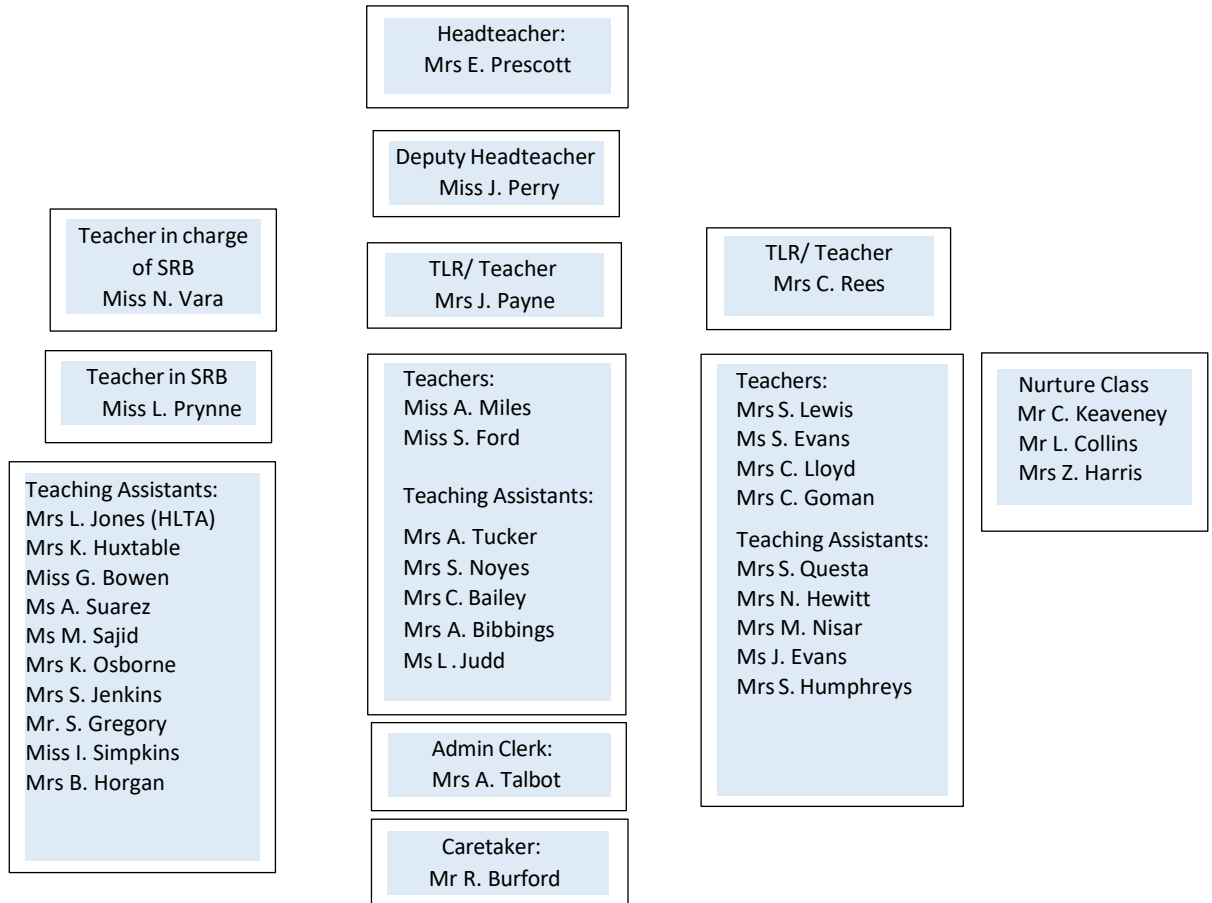


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Organisation and Responsibilities

2.1 The Health and Safety at Work etc. Act 1974 places overall responsibility with the employer. The employer of Pentrebane Primary School is Cardiff Council.

Pentrebane Primary School Staffing Organisational Structure 2023 - 24



Mrs E. Prescott (Headteacher) is responsible for Health and Safety at Pentrebane Primary School. In the absence of Mrs E. Prescott, the responsibility falls to Miss J Perry, Miss N. Vara, Mrs C. Rees and Mrs J. Payne.

The Health and Safety Sub Committee of the Governing Body: Mr. D. Evans, Mrs. E. Prescott, Dr L. Clayton, Mrs. Z. Harris

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

Pentrebane Primary School is expected to produce and review a local Health and Safety policy that is consistent with the policy of the Education Service.



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Cardiff Council must provide health and safety guidance to Pentrebane Primary School. It must ensure that staff are trained in their health and safety responsibilities, and those who are delegated health and safety tasks (such as risk assessments) are competent to carry them out. If a Local Authority risk assessment shows that training is needed, the Local Authority must ensure that this takes place.

2.2 The Governing Body

The Governing Body along with Headteacher is responsible for:

- Ensuring adherence to the local authority health and safety matters policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the school's 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 Headteacher, or other nominated member of staff, reports on health and safety matters and reporting to Education, Cooperate 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 has been nominated to act as Health and Safety Governors for Pentrebane Primary School is Mr D. Evans as part of the Health and Safety Committee.

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.

2.3 The Headteacher

Mrs E. Prescott is the Headteacher of Pentrebane Primary School and has overall responsibility for the day to day management of health and safety. Mrs E. Prescott will advise the Governors of areas of health and safety concern which may need to be addressed by the allocation of funds.

Mrs E. Prescott, as Headteacher, is specifically responsible for:

- Co-operating with the Authority and Governing Body to enable health and safety policies and procedures to be implemented and complied with;



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- 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.
- Ensuring that the fire alarm system is tested on a weekly basis;
- Ensuring that emergency lighting is function tested once a month;
- Ensuring that asbestos condition monitoring is undertaken.

In the absence of Mrs E. Prescott, these responsibilities fall to Miss J Perry, Deputy Headteacher.

2.5 Teaching Staff

Teaching staff are responsible for:

- Day to day management of health and safety in accordance with this Policy;
- The safety of pupils under their supervision during an organised activity/ programme;
- Checking classrooms and workspaces are safe;
- Ensuring equipment is safe before use;
- Ensuring safe working procedures are followed;
- Ensuring that they adhere to site/process risk assessments and that control measures are being implemented;
- Ensuring that where protective clothing or equipment is issued, it is used;
- Ensuring that the correct procedure is followed for reporting specific accidents, incidents and near misses both whilst on the school site and during organised activities and initiating an investigation when required;
- Carrying out risk assessments for school trips when requested to by Mrs E. Prescott;
- Leading their class to the designated assembly point in the event of a fire alarm activation and undertake roll call.

2.6 Caretaker

The caretaker, Mr. R. Burford is responsible for:

- 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.
- He has a programme of work outlined to guide him through these tasks.



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2.7 All Employees

Under the Health and Safety at Work etc. Act 1974, every employee has general health and safety responsibilities. Staff must be aware 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 acts or omissions.

All employees have a 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 provide for health or safety reasons.

2.8 Pupils

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

Pupils should inform staff of any situation which may affect their own or other people safety; Pupils should not misuse or interfere with any items provided for their or other people's health and safety. Pupils should follow all instructions by any member of staff in case of an emergency.

2.9 Volunteers

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

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



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3.0 Arrangements and Procedures

3.1 Accident, Near Miss and Occupational Disease Reporting

If an accident does happen, and it results in an injury to a child, the teacher/TA will do all they can to aid the child concerned. First aid stations can be found on each floor and are identified with a white cross on a green background.

All accident forms are kept electronically covering all incidents involving injury. Parents are informed of any head injuries. Should a child be seriously hurt, we contact the parent/guardian through the emergency telephone number kept on file. These numbers are updated annually. Certain workplace accidents to employees and pupils must be reported to the Health and Safety Team so they can be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013. High level reportable accidents will result in a Health and Safety Officer contacting the school to complete an accident investigation.

Mrs E. Prescott is responsible for ensuring that the appropriate accident forms are completed. Accident forms are available online using the CIS system or Ramis for Schools. Blank accident forms are printed off and kept in the main office. The forms available for use are:

- Dangerous Occurrence Form;
- Incident Investigation Report Form;
- Pupil Accident Notification Form;
- Accident Report Form;
- Statement of Witness Form.

Mrs A. Talbot is responsible for forwarding completed forms to the Health and Safety Department, Room 452, County Hall, Atlantic Wharf, Cardiff, CF10 4UW or emailed to SchoolsAccidentsHandS@cardiff.gov.uk

Serious accidents or incidents must be reported immediately to the Health and Safety Team on 07773 258 049

Staff are aware of the importance of reporting all incidents (including near misses) in order for trends to be identified.

3.2 Administering Medication

Most pupils will at some time have a condition requiring medication. For many the condition will be short term. 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. In such cases, parents will be expected to visit to administer the medication themselves (after first reporting to the office). **If they are unable to do this, parents must sign a consent form giving consent for a staff member to administer the medication.** Only medication with a valid medical prescription will be administered. Parents must supply the medication (with the medication instructions) in a secure, labelled container. Records will be kept of all medication administered by the school.

Asthma pumps and Epi-pens will be kept in the appropriate first aid boxes. Pictures of children with allergies and long-term medical needs are placed in the kitchen, forest schools file, medical file on Teams (with parental permission), so that all members of staff (including peripatetic and supply teachers) are aware of who they are and their medical needs.

Staff responsible for administering medication (e.g. epi-pens) will receive training.

3.3 Adverse Weather (Refer to Adverse Weather Risk Assessment)

During the summer term children are encouraged to wear sunhats and parents are asked to apply sunscreen to their children before coming to school. The child is permitted to bring sunscreen to school and apply it themselves. Children are encouraged to use the shaded areas of the school 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.



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In cases of extremely cold or bad weather, a risk assessment will be undertaken to determine whether the school and grounds are suitable for children and adults, advice will be provided accordingly following a discussion between Mrs E. Prescott and Mr. R. Burford.

All efforts are made to ensure the school can remain open as normal.

3.4 Asbestos Management

An asbestos survey has been undertaken for Pentrebane Primary School. Following the asbestos survey, an asbestos management plan has been provided containing details of the location, type and condition of the asbestos containing material onsite. The management plan is kept in the main office. Procedures are kept in Cardiff Council's Asbestos Policy and the procedures contained in the asbestos management plan must be followed.

The responsibility for the management of asbestos is with the duty holder of the school, Mrs E. Prescott who completed the Asbestos Awareness training run by Cardiff Council in November 2023. Miss J. Perry will undertake training in order for her to be competent in Mrs E. Prescott's absence.

The duty holder, Mrs E. Prescott, must ensure that:

- The condition of the asbestos containing material on site is inspected at regular intervals (as determined in the asbestos management plan);
- All staff are aware of all asbestos containing material in locations they may come into contact with;
- The asbestos management plan is consulted if any work will disturb the fabric of the building;
- The asbestos controlling officers are made aware of any work that will involve disturbing asbestos containing materials;
- That nobody (including staff, contractors, pupils and visitors) enters any area e.g. ceiling voids where it is stated that an asbestos survey was not carried out, until the asbestos controlling officers have been consulted. Surveying may have to take place before access to this area is granted;
- An asbestos permit to work is completed by anyone who disturbs the fabric of the building, it must clearly state the work being undertaken and the location of that work (blank copies of the permit to work form are contained within the Asbestos Management Plan);
- Any asbestos removal or encapsulation is reported to the Asbestos Controlling Officers to ensure that an up to date record of the asbestos on site is maintained;
- 6 or 12 monthly inspections of asbestos containing material are carried out as detailed in the Asbestos Management Plan's asbestos inspection programme, this is the responsibility of Mrs E. Prescott;
- All staff are aware of the emergency action to be taken in the event of disturbance to asbestos containing material.

Chris Bolton Asbestos Officer can be contacted on 07971 539133. They should be contacted in the event of damage to asbestos containing materials, a contractor carrying out unauthorised work on the fabric of the building and remedial work to asbestos containing material such as encapsulation or removal.

All staff, including staff who visit parts of the building on an impromptu basis, e.g. to access switches, are aware of the location and condition of any asbestos containing materials. All staff know they are not to 'pin' anything onto the walls if they contain asbestos however the last survey undertaken in November 2021 did not highlight the walls of any classroom containing asbestos.

3.5 Blood/Body Fluid Spillages

There is a specific risk assessment for the cleaning of bodily fluids. The risk assessment has been communicated to all relevant staff. This risk assessment is kept in the main office.



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Body fluid spillages are cleaned up as soon as possible by a member of staff using a spillage kit (these are kept in the school hall, the photocopy room and in the cupboards above the sinks on each floor).

If required the Educational Cleaning Services Rapid Response Cleaning Team are called to undertake a deep clean. They can be contacted on Cleaning operation manager David Lowe 029208736460.

If sickness absence is high, or the school suspects cases of Norovirus, the Services and Compliance Team is contacted on 02920 873714 who will in turn notify the relevant parties. If a member of staff or pupil suffers from vomiting or diarrhoea they will be excluded from school until they have been free of symptoms for 48 hours.

3.6 Breakfast/ After School Clubs (see risk assessment)

A breakfast club is held daily between 0830 and 0855 for Pupils from Reception to Year 6 and is located in the Hall. The breakfast club is led by Mrs J Ashdown who is the breakfast club coordinator.

Name	Responsibility
Mrs J Ashdown	Breakfast Club Coordinator
Mrs S Humphreys	Supervisor/Server

The Food Hygiene Rating for the breakfast club is currently a 4. The display sticker is prominently displayed in the main entrance foyer as required by the Food Hygiene Rating (Wales) Act 2013.

The risk assessment has been communicated to all relevant staff.

3.7 Catering

Pentrebane Primary School opts into the Educational Directorate Catering Services Service Level Agreement, who are responsible for managing all activities relating to catering and the kitchen facility.

Educational Directorate Catering Services communicates and organises relevant information and training relating to staff e.g. risk assessments, and also advises the catering staff of the information regarding emergency procedures etc.

The Food Hygiene Rating for the school is currently a 4. The display sticker is prominently displayed in the main entrance foyer as required by the Food Hygiene Rating (Wales) Act 2013.

3.8 Cleaning

Pentrebane Primary School opts into the Education Service Cleaning Services Service Level Agreement. The Education Service Cleaning Services communicates and organises relevant information and training to staff. The school provides the cleaners with information regarding emergency procedures.

3.9 Communicable Disease

Pentrebane Primary School follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.

If the school suspects that there is an outbreak of any type of infection, it is the responsibility of the Mrs E. Prescott to inform the Services and Compliance Team on 02920 873714 and inform them of the situation. Services and Compliance Team will inform the Council's Health Improvement Team on 02920 873832/ 02920 873823 and, if appropriate the Consultant in Communicable Disease, or Public Health Wales on 0300 00 300 32. The appropriate team will make contact with the school and inform them of the correct procedures to follow.



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3.10 Contractors

Pentrebane Primary School opts in to a Service Level Agreement with Facilities Management who are responsible for vetting contractors on behalf of the school.

Cardiff Council's Health and Safety Policy on the Management of Contractors applies to all contracts let out by the Council and the Local Authority maintained schools. The Maintained Schools Partnership Agreement states that Governing Bodies will 'work within Cardiff Council's or, where appropriate, the Welsh Government's Approved Contractors Policy and ensure that contractors have been assessed in accordance with the authority's, or where appropriate the Welsh Government's procedures.

All contractors must sign in using the electronic visitor's book on arrival and departure from the school on each day. A visitor's badge should be issued and worn at all times. The school are responsible for ensuring the contractor is provided with any information relevant to the site e.g. asbestos locations, fire evacuation procedures etc. Contractors are also provided with a copy of the site rules.

For work undertaken by Facilities Management, Schools Organisational Planning or Projects, Design and Development, the management of contractors falls to these departments. They will liaise with both the school and the contractors.

If work is to be undertaken without using Facilities Management and the school employs the contractor directly (acting as the client), the school is responsible for the management of contractors on site. This includes ensuring the contractor has been properly vetted to ensure they hold all the relevant qualifications to undertake the work, meetings with the contractor and exchange of information, vetting their method statements, risk assessments and other appropriate health and safety documentation, managing the contractor on site and ensuring they comply with the Construction (Design and Management) Regulations 2015 (if applicable).

3.11 Display Screen Equipment

Display Screen Equipment assessments are carried out by Mrs E. Prescott using the DSE risk assessment form.

DSE risk assessments are reviewed annually and kept in the Health and Safety channel on Teams.

If Mrs E. Prescott has problems with undertaking the risk assessment she should seek advice from Guy Littlemore (SLA Health and Safety Officer) or the Health and Safety Department. If it is necessary for medical advice relevant to a DSE issue, the employee should be referred to the Occupational Health Service.

Users of DSE are made aware of their entitlement to a free eyesight test, and if appropriate, glasses. The eye tests are undertaken by Specsavers (Cardiff Queen Street, Albany Road or Penarth). Staff must request an eye test through the Council's Shared Admin Service Desk on the Council's intranet site.

The completed assessment forms are sent to Mrs E. Prescott for recommendations to be actioned.

3.12 Driving at Work

The Driver Assessment Record and Authorisation to Drive Form is completed for all employees who use their own vehicles as part of their employment with the Council.

Specific risk assessments are carried out in respect of driving activities as part of employment within the school.

3.13 Educational Visits (see specific Policy on Evolve)

The role of Educational Visits Coordinator (EVC) at Pentrebane Primary School is Mrs E. Prescott who undertook EVC training November 2023. The EVC is responsible for ensuring all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.



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The responsibilities of Mrs E. Prescott as EVC are:

- To champion learning outside of the classroom;
- Cascade central messages from EVC training to colleagues;
- Ensure the correct procedures are being followed;
- Produce a 'School Journey Policy';
- Circulate important information as and when received from the Council;
- Ensure risk assessments are in place for all visits;
- Arrange induction and provide support for younger staff;
- Occasional monitoring of provision;
- Promote a culture of sensible risk management.

Any staff member planning an education/ offsite visit must submit relevant paperwork and risk assessments to Mrs E. Prescott for approval who is delegated to approve low risk visits. There is no requirement to inform Cardiff Council of low risk visits.

If the visit includes self-led adventurous activity, fieldwork trip to open or 'wild' country or any trip abroad, Cardiff Council must be informed and approval obtained. This is done by the use of EVOLVE (the inline notification and approvals system). Evolve is used for the planning and approval of all offsite visits.

The school's Educational Visits policy is uploaded to EVOLVE and kept as a hardcopy in the Headteacher's office.

3.14 Electrical Equipment

Portable Appliance Testing (PAT) is undertaken by a competent person on an annual basis. The school will ensure that all portable appliances are available for testing. Records of these tests are kept on Ramis for Schools and in the health and safety file in the main office. Staff are responsible for visually checking portable equipment to ensure it is in good working order. Portable appliances that have been tested should have been issued with a safety test sticker.

Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected by a competent person.

If any portable equipment becomes defective this must be reported to Mrs E. Prescott and taken out of use immediately.

Fixed electrical testing is undertaken on a five-year basis and must be arranged by Facilities Management. Records of this are kept on Ramis for Schools and in the health and safety file in the main office.

3.15 Emergency Procedures

Pentrebane Primary School uses the Emergency Management Unit's Emergency Incident Response Plan Template to record the arrangements for dealing with foreseeable emergencies. This is communicated to all staff via staff meetings, displayed on the staff notice board, it is also available on the school's shared area.

Mrs E. Prescott attended the Emergency Planning Training Course on ****.

Type of Emergency Procedure	Procedure/Guidance Location
Fire Evacuation	Main admin office Headteacher's office Teams
Bomb Alert	Main admin office Headteacher's office Teams



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Gas Leak	Main admin office Headteacher's office Teams
Electrical Fault	Main admin office Headteacher's office Teams
Water Leak	Main admin office Headteacher's office Teams
Storm/Flood/ Weather Damage	Main admin office Headteacher's office Teams
Persons Threatening Violence on Site	Main admin office Headteacher's office Teams
Dangerous Animals on Site	Main admin office Headteacher's office Teams

3.16 Fire Precautions and Procedure

There is a specific Policy and Plan relating to this: Fire Evacuation Plan.

Cardiff Council undertake a Fire Risk Assessment every three years the last risk assessment was undertaken on 24/11/23. A copy of this assessment is located on Ramis for Schools.

The schools Health & Safety Officer will undertake an annual fire risk assessment review on behalf of the school.

Fire drills are carried out every half term (and at least termly), the dates and an overview of the drill are contained in the fire folder and 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.

Fire notices are displayed in each classroom and in various other locations to highlight what to do in the event of a fire. A detailed evacuation procedure is held in the Fire Evacuation Plan.

Designated assembly points are the Junior Yard, the staff carpark and the Caretaker's drive.

Tremorfa undertakes the 6 monthly fire detection equipment inspection.

1st Attendance undertakes annual firefighting equipment servicing.

Tremorfa undertakes annual emergency lighting testing.

Mr. R. Burford undertakes weekly checks of the fire alarm and monthly checks of the emergency lighting, these are recorded and are held in the main office in the caretaker's file.

Fire doors should not be wedged open, magnetically locked doors are regularly maintained by **Sonic**.

Service reports following these inspections can be found in the fire folder and on Ramis for Schools.

Measures are in place to identify any staff member or pupil who may have difficulties evacuating in an emergency. A personal emergency evacuation plan (PEEP) will be implemented for any person who needs assistance during an evacuation by Mrs E. Prescott.



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3.17 First Aid

The list of staff, who have received basic first aid training, is kept in the Main Office. Mrs. A. Talbot monitors first aid training dates to ensure refresher training is undertaken before the certificate expires.

Mrs L. Jones, Mrs L. Judd and Mrs M. Bibbings have received a more comprehensive three-day first aid at work course. A record of staff who have received first aid training is kept in the health and safety file.

There are adequate numbers of staff who are first aid training to provide sufficient coverage at all times, including breakfast club and after school clubs.

First aid stations are located in each corridor and are identified by a white cross on a green background. The responsibility for checking and restocking the first aid boxes is delegated to a staff member by Mrs E. Prescott.

If a pupil sustains a head injury staff will contact parents/ guardians without delay to inform them of the incident. They are invited to site to assess their child's injury. In the case of serious head injuries, the school will seek immediate medical advice.

If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in an ambulance and who notifies the parent/guardian. The pupil accident report form must then be completed and sent to the Health and Safety Team.

3.18 Glazing

A survey has been completed by Durable Ltd (Reference 36727) to identify any glazing which is not made of safety material or which has not been safely filmed. Records are kept in the Health and Safety File. This will be reviewed when any new windows are fitted or any changes occur to the current windows.

The glazing compliance certificate was issued 24th May 2010

3.19 Hazardous Substances (COSHH)

All hazardous substances are stored and locked in the cleaning cupboards.

Manufacturer's safety data sheets are kept on site in relation to any substance that has been deemed hazardous to health.

COSHH risk assessments are undertaken by Mrs E. Prescott for any activities that involve the use of hazardous substances.

Prior to purchasing any hazardous substances, consideration is given to substituting it with a less hazardous substance where possible. Where hazardous substances are used, control measures are put into place (as deemed appropriate by the COSHH risk assessments) such as the provision of personal protective equipment.

Mrs E. Prescott and Mr. R. Burford are responsible for the appropriate storage and use of hazardous substances.

3.20 Health and Safety Arrangements

Documented general site inspections will be conducted every term by the Headteacher. A nominated school governor, Mr D. Evans and members of the H&S sub-committee, is responsible for leading and completing a whole site health and safety inspection annually.

Pentrebane Primary School obtains competent health and safety advice from the Council's Corporate Health and Safety Team on 02920 873967, the schools Health and Safety Officer Guy Littlemore on 07790341836 and from the Health and Safety Executive website.



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Health and safety forms, templates, policies and procedures can be accessed on Ramis for Schools.

3.21 Housekeeping and Waste Disposal

All staff are responsible for maintaining good standards of housekeeping at all times.

Cleaning staff are employed by Education Cleaning Services.

Mr. R. Burford is responsible for minimising the accumulation of rubbish, disposing of school waste daily into the waste bins located next to the kitchen, ensures wet floor cleaning is carried out, disposes of glass and sharp objects and that ensures pathways are well maintained and gritted especially during adverse weather.

Waste is disposed of by Cardiff Council.

3.22 Legionella

A Legionella risk assessment has been undertaken on the hot and cold water systems at Pentrebane Primary School by AquaSafe on the 17th September 2021. With a review dated of September 2024. The risk assessment is stored in the Water Management File in the main office and on Ramis for Schools.

The risk assessment is reviewed every 3 years or when there is a change to the water system.

Remedial work identified by the risk assessment is the responsibility of the school.

Monthly Legionella checks are carried out by the Estates Manager.

Weekly water temperature testing is undertaken and the flushing of little used outlets is undertaken by Mr. R. Burford.

3.23 Lettings/Shared Use of Premises

An agreement between the school and the hirer is signed prior to the hire taking place.

Relevant risk assessments and health and safety documentation is required for all lettings.

3.24 Lone Working

There is minimal lone working at Pentrebane Primary School. A risk assessment will be carried out on all staff where lone working has been highlighted. The following precautions are adopted for members of staff who work alone:

- Notify another person of the time they expect to finish on site and informing them when they finish;
- Access of telephones or radios;
- Only carrying out low risk activities during periods of lone working.

3.25 Maintenance Arrangements

The following equipment is inspected:

Equipment	Inspected by	Frequency of inspection	Location of records
Gas Boilers	Grahams FM Services	Annually	Ramis for Schools
Gas Kitchen Appliances	Kier	Annually	Ramis for Schools
Kitchen Extraction	Cardiff Council Statutory Services	Annually	Ramis for Schools
Roller Shutter Doors	Door Maintenance Company	Annually	Ramis for Schools
PE/ Gym Equipment	Gymnasium Services	Annually	Ramis for Schools
Ladders (incl. scaffolding)	Caretaker	Monthly	Caretaker file
Outdoor Play Equipment	Caretaker Louisa Hill	Daily Annually	Caretaker file Caretaker file

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Fire Extinguishers	1st Attendance	Annually	Ramis for Schools
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Fire Alarms	Tremorfa	Quarterly	Ramis for Schools
Emergency Lighting	Tremorfa	Annually	Ramis for Schools
Intruder Alarms	Sonic	Annually	
Premises CCTV	Sonic	Annually	
Fob Access Systems	Sonic	Annually	
Fixed Electrical Installations	Lorne Stewart	5 Yearly	Ramis for Schools
Portable Electrical Installations	PHS Compliance	Annually	Ramis for Schools

Ramis for Schools is used to ensure statutory inspections are undertaken on time.

3.26 Manual Handling and Lifting

Appropriate precautions are considered prior to undertaking manual handling. The following members of staff have received training in manual handling – Mr. R. Burford 3rd April 2014.

Manual handling risk assessments are to be completed where necessary.

If a pupil needs to be lifted or moved the Early Years/ Disability Inclusion teams are to be contacted to ensure the appropriate equipment is installed and staff are trained in its use. A care handling plan can be undertaken by the Health and Safety Officer.

3.27 New and Expectant Mothers

When staff are expecting a child they must inform Mrs E. Prescott who will arrange for a specific risk assessment to be undertaken. Risk assessment templates are available from the Health and Safety Officer.

Personal Protective Equipment

Personal protective equipment (PPE) is provided when required and must be appropriate for the activity being undertaken.

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. Staff must ensure they inform named person if the PPE is defective.

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.

3.28 Pest Control

Pentrebane Primary has a Service Level Agreement with Cardiff Council's Pest Control.

Sightings of pests must be reported to Mrs E. Prescott.

3.29 Play Equipment

A risk assessment has been undertaken on the play equipment on site. Play equipment should only be used when supervised and the equipment must be checked before use for any apparent defects.

The school has appointed Gordon Playground Inspections Ltd to conduct a formal annual inspection of the equipment.

3.30 Premises Security

Mr. R. Burford is responsible for managing the building. The site boundary is secure at all times and adequately lit throughout the day and night.

Access to the school is via the front entrance. Visitors access a small holding area which is controlled by an intercom

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system and a set of magnetically locked doors covered by CCTV. The perimeter of the site is fenced off by metal



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railings. The school shares a kitchen with the adjoining school Ysgol Coed-y-Gof. Pentrebane has a set of magnetically locked doors leading to the kitchen to ensure the school is secure.

All visitors, including Council staff and contractors must sign in using the electronic system upon arrival and departure from the school. They are asked for identification and escorted to and from their destinations.

Employees are instructed to challenge strangers.

3.31 Reporting Defects

All members of staff are responsible for informing Mrs E. Prescott of any hazards or defects around the school. These are recorded in the log book in the admin office and are signed off when completed.

Any dangerous defects are made safe (where possible) or cordoned off to ensure pupils and staff cannot use that area. Mrs E. Prescott is made aware of the defect and remedial works are arranged.

Mrs. A. Talbot, under direction by Mrs E. Prescott, is responsible for arranging any remedial works.

Termly walkabouts are undertaken by Mrs E. Prescott and the Governors using the School Building Site Inspection Checklist.

3.32 Risk Assessments

Risk assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. Risk assessments are undertaken by Mrs E. Prescott (unless delegated to another member of staff or competent contractor). Relevant information from the risk assessments are provided to relevant staff and the assessments are kept in the health and safety files in the main office.

Most risk assessments will be reviewed annually, notable exceptions being the Fire and Legionella risk assessments or when circumstances determine this should be sooner e.g. following an accident. Reviewed risk assessments will be uploaded onto Ramis for Schools.

3.33 Smoking

No smoking is permitted anywhere on the school site, including e-cigarettes.

Welsh Government signage is displayed at the entrance.

3.34 Staff/ Trades Union Consultation

Staff are encouraged to raise issues of concern and make suggestions for health and safety improvements.

3.35 Staff Health & Safety Training

Mrs E. Prescott has 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. The induction includes the following topics:

- Accident/ Defect Reporting;
- Emergency Incident Procedures;
- Asbestos Management
- Fire Evacuation Procedures;
- First Aid Arrangements;
- Job and site-specific health and safety issues;
- Risk Assessments;
- School Health and Safety Policy.

Staff can access Health and Safety training through Cardiff Academy on the internal intranet.

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Training in specific areas is arranged where required e.g. work with height.



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Refresher training is provided in response to significant changes.

3.36 Stress/ Staff Well-being

Pentrebane Primary School follows Cardiff Council's Stress/Wellbeing Policy.

The school also subscribes to The Employee Assistance Programme.

Staff are informed of the Employee Assistance Programme (EAP) supported by VivUp on 08000239387 and the Teacher's Support Network on 0800 0562561.

Staff suffering with stress are referred to Occupational Health where required.

3.37 Traffic Management

A traffic management risk assessment is undertaken by the Health and Safety Officer

Vehicles are not permitted to use the site. Staff parking is provided at the front of the school.

Refuse is collected from the bin storage located at the front of the school.

3.38 Useful Contacts/ Location of Isolation Points

Service	Contact Number	Location of Isolation
Water	Dwr Cymru: 0800 052 0130	At the back gates.
Electricity	SWALEC: 0800 052 0400	Ysgol Coed-y-Gof's Hall
Gas	Corona: 0870 225 3666	At the back gates.

3.39 Violence to Staff

A risk assessment for Violence at Work has been undertaken and communicated to all staff.

Measures are in place to protect staff from verbal and physical violence. Any incidents are recorded on the Authority's VAW report form and forwarded to the Health and Safety Team.

Appropriate action is taken to minimise the risk of violence and aggression to staff and visitors. 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 issues appropriate sanctions.

If a pupil may require physical restraint. All staff members have attended Team Teach training.

3.40 Work Experience

Mrs E. Prescott is responsible for ensuring a risk assessment is undertaken for any young person's undertaking work experience.

Details of risks associated with the placement and any control measures implemented to reduce the risk are forwarded to parents either directly by the school or the placement organiser.

All people on work experience are given a guided tour around the school and information is given to them regarding fire exits and evacuation procedure and any risks that could be apparent to them during their duration at the school.

3.41 Working at Height

Work at height is avoided wherever possible.

Where working at height is required, a specific risk assessment is undertaken for that activity and communicated to the relevant staff.

No chairs, tables or other furniture are permitted to be stood on, stepladders are available if needed.



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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.

Staff are to undertake visual checks of any kick stools, step ladders or ladders before use.