CHRIST THE KING CATHOLIC PRIMARY SCHOOL
HEALTH AND SAFETY POLICY

Introduction

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

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

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

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

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

6. The safety policy statement should be signed and dated by the Head Teacher / Chair of Governors

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

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

PART 1: STATEMENT OF INTENT Christ The King Catholic Primary School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff

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

This policy statement supplements

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

The above Statements (and other health and safety policies and guidance) may be downloaded by staff from the intranet.

A.Buckland

Mrs Anna Buckland **Chair of Governors**

Sep 2026

S.Miles

Mrs Susan Miles **Head Teacher**

Sep 2026

PART 2: ORGANISATION

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

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

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the 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 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 school may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent health and safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended].
- Promoting a positive health and safety culture and high standards of health and safety within the school 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 Authority's policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day-to-day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

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

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

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

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

Responsibilities of employees

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

All employees have responsibility to:

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

Responsibilities of volunteers

Volunteers are treated in the same way as employees. Supervising adults and parents who attend off-site visits are classed as volunteers.

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

All volunteers have responsibility to:

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

PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety Policy. Further information and guidance is available from School Health and Safety Team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed, and relevant information provided to staff.	Mrs S Miles (Headteacher) Senior Leadership Team Cardiff LA Health & safety Officer Teaching Staff	Risk assessments for all premises risks are completed by the SLA H&S officer and the Head Teacher. Educational visits risk assessments are completed by staff organising the visit and are collated by the Educational Visits Coordinator (S. Miles) Specialist risk assessment for issues such as ad hoc activities are completed by the SLA H&S officer with assistance from the Head Teacher and the relevant members of staff. Risk assessments are shared with all supervising adults
Risk assessments are reviewed regularly/ following significant change.	Mrs S Miles (Head Teacher) Senior Leadership Team H&S Officer Teaching Staff	Premises risk assessments are reviewed at least bi-annually Specialist risk assessments are reviewed when changes to the person, premises or location take place

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Specialist risk assessments are completed under the Health and Safety SLA. This includes pupil assessment, employee assessment and return to work assessment.	Corporate health and safety H&S Officer Relevant members of staff Parents / Carers	Headteacher will contact the SLA H&S Officer to arrange a meeting to complete a risk assessment. Risk assessments for individual pupils will be created in collaboration with the class teacher/ALNCo/pupil's parent/carer
New and Expectant mothers: A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Mrs S Miles (Headteacher)	A Pregnant Worker risk assessment is available under the Health and Safety SLA
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Mrs S Miles (Headteacher/EVC)	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC (Mrs S Miles) for final approval. Further help and guidance can be found on EVOLVE or via OEAP Outdoor Educational Advisor's Panel https://oeapng.info
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Visit Leader & Mrs S Miles (EVC Coordinator)	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. EVC Coordinator and other nominated staff will need to ensure the risk assessment is suitable for the planned offsite visit. Further guidance can be sought from Cardiff's Outdoor Education adviser's Andy Meek (EVA) Adviser for Outdoor Education and Educational Visits Tel: 01874 623598

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Mrs Miles (Headteacher) Senior Leadership Team SLA H&S Officer Mr I Potter (Estates Manager) Mrs Sarah Willcox H&S link governor Pupils/School Council	The Estates Manager makes visual checks when opening and closing the school daily. Class staff carry out visual check to classroom daily prior to pupils accessing areas Teaching/Non-Teaching Staff report any faults to the Estates Manager via the online messaging app Staff notify the caretaker of any faults on the caretakers messaging app Staff report health & safety concerns requiring immediate action via the staff messaging app The Estates Manager undertakes a range of site, health and safety monitoring including: Weekly checks: Running of little used outlets for legionella control, Weekly fire alarm tests Weekly visual inspection of fixed play equipment Monthly checks:

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		Monthly water temperature testing for legionella control Monthly scald checks on all hot water taps accessible to pupils. Fire safety checks; fire exit doors, internal fire doors, emergency lighting, green box/ emergency release checks, fire exits and escape routes clear. Termly checks: Paths and playgrounds Pinch points, finger guards and self-closing arms on doors and gates, ladder checks and general site inspections. Estates Manager also undertakes an annual formal check of all fixtures and fittings All records are kept in the Estates Manager Health and Safety Files located in the main office. Any issues must be highlighted to the Head Teacher at the first opportunity. Foundation phase staff check mobile play equipment on termly basis and inform Estates Manager and Head Teacher of any concerns. Broken and damaged

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		equipment is taken out of use and replaced if appropriate Tree inspection to take place by LA every 3 years inspections and appropriate frequency e.g.Playground fixed equipment annually General site inspection: Termly (documented) Visual inspection of play equipment: Termly (documented) Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented, and reports forwarded to the Head Teacher.		
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Mrs S Miles (Head Teacher) Mrs S Willcox (Health & Safety Governor) SLA H&S Officer	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports, Statutory Compliance reports etc
A nominated Governor will be responsible for monitoring H&S Management Systems.	Mrs S Miles (Head Teacher) Mrs S Willcox (Health & Safety Governor) SLA H&S Officer	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports, Statutory Compliance reports etc **NOTE:** A H&S Management Audit may be required to determine effectiveness of the schools H&S Management System.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Mrs S Miles (Headteacher) Governing Body	The Health & Safety Law poster is displayed in the main school office
Health and safety training: Health and safety induction training will be provided and documented for all new employees.	Mrs S Miles (Headteacher) Senior Leadership team	All new employees are led through the school induction process by the Head Teacher. Supply staff are given a brief site induction and provided with school guidance. A copy of the most recent Health and Safety Policy is made available via the staff shared drive. Fire awareness training is undertaken annually, with fire drills undertaken on a termly basis.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is implemented.	Mrs S Miles (Headteacher) Mrs R Condon (Office Manager)	Staff CPD is recorded on staff individual records. Records of staff who have been trained in First Aid and specific medical conditions are kept in individual files, with a list of first aiders displayed in the school office.
Programme of health and safety training All employees are provided with**:** ● Induction or Refresher training ● Update training in response to any significant change.	Mrs S Miles (Headteacher)	Training needs are identified via Risk Assessment or information provided by Cardiff Education, Cardiff LA Inclusion Service and/or H&S SLA Service.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
● Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) ● Refresher training where required		Specialist training in medical/healthcare needs is provided by the appropriate healthcare professionals (eg Cardiff and Vale University Health Board)
Fire Safety: Fire notices and instructions to staff are posted throughout the school.	Mrs S Miles (Headteacher) Mr I Potter (Estates Manager)	Fire action notices are posted at all Manual Call points and fire order signs are posted close to exit doors in all classrooms
Fire drills are undertaken termly, and a record kept in the fire logbook.	Mrs S Miles (Headteacher) Mr I Potter (Estates Manager)	Trial evacuations are carried out once a term and coordinated by the head teacher and the Senior Leadership Team. Results of trial evacuations are recorded and uploaded to the RAMIS database
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Mrs S Miles (Headteacher) Mrs A Warrington (ALNCo) H&S Officer LA Inclusion and Disabilities team	School to seek advice from H&S Officer/ Fire Safety Officer if staff member or pupil requires PEEP. Cardiff LA Inclusion and Disability team offers support and advice
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	Mrs S Miles (Headteacher)	Staff have not been trained in the use of fire extinguishers Mr Potter is yet to complete fire warden training as new to role.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Mr I Potter (Estates Manager) SLA H&S officer	Key staff are familiar with the location of service isolation points (e.g., gas, water, electrical isolation).
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Mr I Potter (Estates Manager)	The Estates Manager will routinely check escape routes and corridors first thing in the morning to ensure routes are clear and free from obstructions. All staff are responsible during operation hours for maintaining access and egress routes. Monthly inspections are carried out by the Estates Manager
Statutory maintenance: The school has opted in to the Authority's Statutory Compliance Team/Framework.	Mrs S Miles (Headteacher) Governing Body	Please see guidance in appendix 1 regarding statutory maintenance arrangements.
Portable Appliance Testing (PAT): The school has opted into the Authority's Statutory Compliance Team/Framework Contractor.	Mrs S Miles (Headteacher) Mrs R Condon (Office Manager)	School engages annual Cardiff PAT testing. All records are available on RAMIS. Staff are instructed not to bring personal electrical equipment in for school use
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contracts relating to the control of Legionella bacteria.	Mrs S Miles (Headteacher) Mr I Potter (Estates Manager)	Annual and biannual checks are completed by Cardiff Councils appointed water contractor under the Building Services/ FM statutory maintenance agreement. Weekly flushing of little-used outlets identified in the Legionella Risk Assessment or identified by the

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		caretaker as an infrequently used outlet are run weekly, to avoid stagnation of water. All records are kept in the legionella/ water management folder. Caretaker to complete water temperature checks, ensuring hot and cold-water supply are within safe parameters. Any non-compliances reported to Headteacher. Records uploaded to RAMIS periodically
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Insert names of first aid trained staff	Insert locations and level of qualification e.g. First aid at work, emergency first aid or paediatric first aid All staff have received basic first aid training which is renewed every 3 years. ++ staff receive enhanced first aid training (FAA Level 3 award in First Aid at Work
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	LA Inclusion and Disabilities team Cardiff School Nursing Team Mrs A Warrington (ALNCo)	.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Mrs S Miles (Headteacher) Mrs R Condon/Mrs N Butler (Office staff)	Parents/Carers are invited to site to assess their child's injury. An accident form is completed (accident forms are located in the main office). Cardiff Council's accident form is completed and sent to Health and Safety at the first opportunity SchoolsAccidentsHandS@cardiff.gov.uk Tel: 02920 872 949 In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance).
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/Carers will be informed. No casualty will be allowed to travel to hospital unaccompanied. A member of staff will accompany a pupil where parents/Carers cannot attend immediately.	Mrs S Miles (Headteacher) Mrs R Condon/Mrs N Butler (Office staff)	Parents/Carers are invited to site to assess their child's injury and may request the school to seek medical advice on their behalf (call an ambulance) etc.
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Mrs S Miles (Headteacher) School Leadership Team	Medication may not be administered for acute medical conditions e.g., antibiotics or pain relief unless the medication is prescribed by a medical professional. The necessary completed Managing Medicines in Schools paperwork. This paperwork must be completed for any pupil who needs prescribed

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		medication administered in school. [Seek further advice from Inclusion Service].
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Mrs S Miles (Headteacher) Mrs A Warrington (ALNCo) Cardiff LA Inclusion and Disabilities team Relevant NHS Healthcare Body (eg CAVUHB)	Where required staff are trained in accordance with the Medical Healthcare Plan. Medical Healthcare plans are reviewed annually Where required, SLA Health and Safety Officer can support in completing pupil risk assessment (for environmental aspects only) for medical/acute medical needs, eg. broken limbs.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Mrs S Miles (Headteacher) All school staff SLA H&S Officer Communicable Disease Team	Copy of the guidance is located in the main office. 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.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate, will be reported to the Local Authority.	Mrs S Miles (Headteacher) Mrs R Condon (Office Manager) Senior Leadership Team All staff	All accidents are recorded on the school accident forms which are located in main office. Minor accidents such as playground incidents are recorded on the minor injury record sheets (located in main office and Foundation Phase area) and sent home with the pupil at the end of the school day to parents/carers. Any serious or major accidents are recorded on the corporate accident and incident form and fully investigated by the Senior Leadership Team. The Head Teacher is responsible for forwarding accident form onto Health and Safety via the education H&S mailbox: SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours. Low level/ initial investigation is completed by the class teacher/ supervisor, SMT or Headteacher. SLA Health and Safety and any necessary actions taken to mitigate future risk to pupils SLA Health and Safety Officer to undertake higher level investigations in liaison with the Headteacher
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated and where appropriate, will be reported to the Local Authority.	Mrs S Miles (Head Teacher)	All reports of near misses are investigated as required. If relevant, investigations are recorded on accident investigation forms, and sent to

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
	Senior Leadership Team SLA H&S officer	SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the Local Authority within the specified timescales.	Mrs S Miles (Head Teacher) Mrs R Condon (Office Manager) SLA H&S officer	The school will forward details of accidents or cases of work-related ill health to the School Health and Safety Liaison Team. Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.		**Investigating accidents and incidents:** **Low Level** investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team. **Medium** level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division. **High Level/Reportable Incidents:** School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		Further information is contained in the Authority's guidance to accident investigation.
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to the School Health and Safety Liaison Team. Incidents related to learner behaviour that result in injury, inappropriate actions taken against staff will be recorded and reported by the school.	Mrs S Miles (Head Teacher) Senior Leadership Team Governing Body	The School is committed to introduce measures to reduce the risk of violence and will support victims of assault and abuse. The following arrangements and procedures are implemented: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form This form will be forwarded to the School Health and Safety Liaison Team. Recording arrangements Reporting arrangements Actions Taken arrangements, i.e., 'Action Taken' following an incident – see specific guidance for further info. Risk Assessment procedure put in place / updated following an incident Procedures and arrangements advice via the Local Authority support and guidance. WG/LA Exclusion Framework consulted. Arrangements in place so that Pastoral Support Plans (PSP) are considered. All VAW incident data discussed at Governing Body Meetings.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		All VAW incidents discussed with Improvement Partner, Trade Union Safety Rep, Staff Safety Rep, ALNCO etc. Programme of in-service training for staff (e.g., Team Teach, De-escalation, Handling Difficult Situations, Risk Assessment, Induction/Refresher). Ensure arrangements in place for Duty Holder to reach out to Senior Education Management (LA) following an incident that resulted in personal injury to the head teacher etc. i.e., support is available for school-based staff from the head teacher, but the head teacher will need to contact Senior Education for support etc. Arrangements in place for school to contact the LA for guidance in terms of Action Taken to protect staff, e.g., warning letters, site exclusion – see specific guidance for further info.
Violence at Work: The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate, this will include issuing school site exclusions.	Mrs S Miles Governing Body	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 Department Tel: 02920 872 949.
Violence at Work: Support for all school-based staff – it is imperative that arrangements and procedures are in place, i.e.,	Mrs S Miles (Headteacher) Governing Body Cardiff LA	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
● Provide time, space and opportunity for all school-based staff to decompress and discuss any VAW incidents. This includes Head teachers reporting via Senior Education Management Team. ● Arrangements in place to ensure all school-based staff can access support from Employee Assistance Programme (EAP) and Education Support Partnership (ESP). ● Arrangements to seek support for damages, expenses where staff have been injured (includes head teachers – all school-based staff). ● Arrangements to review School Security/VAW risk assessment following an incident from public, visitor etc.		
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and Asbestos Permit to Work are made available to all contractors.		Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school. Insert location of Asbestos Survey and Permit to Work:

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.		Insert arrangements:
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be controlled and competent advice sought prior to starting the works – i.e., submit an Asbestos Advice Request (AAR) form to: Asbestos@cardiff.gov.uk		All contractors view the Asbestos survey and an Asbestos Permit to Work.
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.		Insert arrangements: Asbestos condition monitoring is available under the Health and Safety SLA.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.		Any damage or deterioration is reported to INSERT NAME who will contact: The Cardiff Asbestos Team: Asbestos@cardiff.gov.uk
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building or suspected of disturbing/damaging asbestos containing materials will be reported and documented.		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to INSERT NAME who will contact: The Cardiff Asbestos Team: Asbestos@cardiff.gov.uk
Managing contractors: The school will adhere to the Authority's policy and guidance and will use the County Estates	Mrs S Miles	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Service Desk ('One Front Door') system to either request works or obtain Landlord Consent, when directly engaging with a contractor. **Competent advice**: The school will contact their allocated H&S Officer and/or their allocated DCM Project Manager to ensure they have obtained competent advice.	Mrs S Mies (Headteacher)	
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Mrs S Miles (Headteacher) Cardiff Council Building service/ FM/ Statutory Obligations Governing Body Mr I Potter (Estates Manager) Senior Leadership Team	All contractors must report to main reception. Access to site is controlled via a security access gate and fob entry system. All visitors are asked to sign in and are given badges as means of identification. Safeguarding information is provided to contractors and visitors via sign in. This is also posted in key locations around the school. Where possible / practicable contractors are accompanied on site by member of staff. Contractors are required to read the asbestos survey and sign permission to works forms, prior to starting works.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		Where necessary, additional information provided by the CAT team to be provided to the contractor. of welfare facilities discussed prior to the start of works. Where applicable, this site-specific information should be included in the contractor's Construction Phase Plan (CPP) Fire action notices and fire exit signs are displayed with all call points/ exits.
School managed building/construction projects: Where the school undertakes any building/construction projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.	Mrs S Miles (Headteacher) Cardiff Council LA (SOP, PDD, Energy Management) Governing Body H&S Officer	The School uses LA (Cardiff Council) for large building/ environmental projects. Where the School engages directly with a contractor to undertake works on the school building, The Headteacher and Governing Body are responsible for ensuring the contractor is suitable for the works intended, including making sure they hold the correct sum of indemnity and have appropriate skills, knowledge and experience to undertake the works. The School follows the OFD process to ensure compliance with relevant legislation. The Headteacher can request support from the Health and Safety Officer in ensuring the contractor can fulfil Cardiff Council's health and safety contractor requirements and comply with relevant legislation (First phase vetting or contractor). The LA Health and Safety department offers an additional payable CDM Client Advisory Service for

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		works where schools require additional support with the management of the project and contractor, ensuring they fulfil their duties and responsibilities under CDM 2015.
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Mrs Miles Head Teacher Governing Body Mr I Potter (Site Manager) H&S Officer	Where possible, the School engages with LA contractors to undertake works, via OFD, in line with their SLA agreement. The School follows advice provided via OFD to ensure compliance with applicable regulations. Where the School chooses to engage directly, the Governing Body would be considered the 'client' and therefore take on additional statutory obligations. In this instance the Head Teacher or Site Manager on behalf of the Head Teacher and Governing Body will undertake appropriate competency checks prior to engaging the contractor: Where requested, the School's Health and Safety officer can support with first phase vetting of contractors. Where possible, the School will use contractors who have been vetted by the Local Authority and the H&S SLA Service.
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures		Risk assessments and method statements are discussed prior to work commencing.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
taken to reduce the risk to pupils and school staff.		
Ground maintenance and cleaning contracts: The school has opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Greenfields Contractors 32 Norbury Rd Fairwater Cardiff CF5 3AU	School directly to undertake grounds maintenance works. Contractor has undergone CCC vetting process and satisfies Cardiff Councils' assessment criteria. Senior Office Administrator checks with contractor annually for any changes. School engages Greenfields Contractors Ltd for grounds maintenance
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.		Insert arrangements for lone worker including how staff obtain approval to lone work, precautions, control measures etc.
Security and Lockdown: School carries out regular security checks of the building and premises to ensure security remains 'fit for purpose'.	Mrs S Miles (Headteacher) Senior Leadership Team Governing Body	Lockdown drill held at least annually following LA Health & safety guidelines Drill evaluated for its effectiveness by the Headteacher and Senior Leadership Team

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
The School practices lockdown scenarios (at least annually) and evaluates their effectiveness.	SLA H&S Officer	
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Mrs S Miles (Headteacher) Governing Body Mr I Potter (Estates Manager) SLA H&S Officer	Tasks and activities considered to be high risk require individual risk assessments, including: Lone working, meeting with parents, working at height, use of heavy machinery, use of hazardous substances, manual handling tasks. Health and Safety Officer to support the School to complete risk assessments as needed, under the direction of Head Teacher
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Mrs S Miles (Headteacher) Mr I Potter (Estates Manager) Governing Body SLA H&S Officer	Tasks and activities considered to be high risk require individual risk assessments. H&S Officer to support school to complete risk assessments as needed, under direction of Head Teacher
Play equipment: All play equipment is maintained in safe condition. All equipment is periodically inspected	Mrs S Miles (Headteacher) Mr I Potter (Estates Manager)	The School's external play equipment should only be used under adult supervision. Parents/carers are instructed to not allow their child to use external play equipment before/after the school day

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
	Mrs R Condon (Office	The caretaker checks all equipment weekly and keeps a log Play equipment annual inspection is completed by Gordon Inspection Services. PE Equipment annual inspection is completed by Gymnasium Services
Inanimate manual handling: Manual handling operations are risk assessed and relevant staff receive appropriate information instruction and training.	Mrs S Miles (Headteacher) Governing Body	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Mrs S Miles (Headteacher) Mrs A Warrington (ALNCo) Cardiff LA Inclusion and Disabilities team Relevant NHS Healthcare Body (eg CAVUHB)	Under the Health and Safety SLA a school can request a Care Handling Plan for pupils with mobility needs.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff using computers daily as the main part of the job will complete a workstation assessment.	Mrs S Miles (Headteacher)	DSE assessments are available under the Health and Safety SLA and modifications made where appropriate in accordance with advice
Vehicles: The school will make every effort to reduce the risks associated with vehicles	Mrs S Miles (Headteacher)	SeeTraffic Management Plans ('Site Rules') document.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Mr I Potter (Estates Manager)	Vehicle gate not to be used by pedestrians. Gate open and start and end of the day for staff access. Estates Manager to close gates at 9am and 6pm to ensure safe and secure site. Access for visitors/deliveries during other times controlled by intercom at school main office.
Minibuses: The school does not currently maintain or operate a minibus. Only authorised nominated drivers that have received appropriate training. are permitted to operate a minibus	Insert details of authorised nominated drivers Susan Miles	Detail arrangements for checking if staff are licensed to drive a minibus and assessing competency.
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the School Proactive Stress Risk Assessment.	Mrs S Miles (Headteacher) Governing Body	School to contact HR for further advice and support. LA Cardiff schools have access to VIVUP – Employee Assistance Programme.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well being.		
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Mrs S Miles (Headteacher) Governing Body Stepping Stones 4 Schools Ty-Glas Avenue, Llanishen, Cardiff, CF14 5DX Clare MacOmish 07468461646 Brigid Lee 07714667732 admin@steppingstoneschildcare.rocks Euan McDonald UKTC Taekwon-Do 51 Rhodfa'r Hebog Pontrhydrun Cwmbran NP44 1FJ	School has CTK Daily Routines document to highlight Stepping Stones routines. Risk Assessments/DBS UKTC Taekwon-Do has completed hire agreement Risk Assessments/DBS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
	Sports Xtra?Admin@sports-xtra.com 07969254205	
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Mrs S Miles (Headteacher) Mrs S Willcox (Governor for Health & Safety)	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.