

MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS



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 St Marys Catholic Primary School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be held on the shared drive and a hard copy provided in the staff room.

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.

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Robert Free, **Chair of Governors**

Claire Russell, **Head Teacher**

Date: 19.09.24

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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 establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [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 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.

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

Where tasks have been delegated to nominated individuals insert details below:

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, and Premises Managers etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

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

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

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

All volunteers have responsibility to:

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

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Risk assessment: Risk assessments are completed and relevant information provided to staff.</p>	<p>Claire Russell (Head Teacher)</p>	<p>Risk assessments are written by Claire Russell with support from David Middleton (Schools Health And Safety Officer) using templates provided by the Cardiff Council health and safety team.</p>
<p>Risk assessments are reviewed regularly/ following significant change.</p>	<p>Claire Russell</p>	<p>Risk assessments are reviewed whenever a process or procedure change requires a review. If there are no changes the assessments are reviewed every 2 years.</p>
<p>Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.</p>	<p>David Middleton (Schools Health And Safety Officer)</p>	<p>Risk assessments are written as needed by the SHASO. Claire Russell is responsible for advising the SHASO when an assessment may be required.</p>
<p>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.</p>	<p>David Middleton</p>	<p>Claire Russell must advise the SHASO as soon as the member of staff has informed her of the pregnancy so the risk assessment can be written and any adjustments provided as quickly as possible. The risk assessment will be reviewed each trimester.</p>
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>Siobhan Richards (DHT)</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.</p>

<p>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.</p>	<p>Claire Russell - Headteacher</p>	<p>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</p>
<p>Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.</p>	<p>David Middleton, Claire Russell, Fausto Antunes (Caretaker)</p>	<p>Informal site inspection: Every visit by the SHASO. General site inspection: Termly by the SHASO alongside Tony Antunes. Visual inspection of play equipment: termly by Tony Antunes. Visual inspection of chairs and furniture: Annually by Tony Antunes. Formal Site inspection: Annually by SHASO alongside Claire Russell and a member of the Governorship.</p> <p>Where appropriate these inspections will be documented and reports forwarded to Claire Russell</p>
<p>A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.</p>	<p>Pat Searle, Non-teaching representative</p>	<p>Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc</p>
<p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Health & safety sub-committee</p>	
<p>Health and Safety Information instruction and training: The health and safety law poster is displayed in school</p>	<p>Claire Russell</p>	<p>Displayed in the staff room.</p>
<p>Health and safety training: Health and safety induction training will be provided and documented for all new employees</p>	<p>Fausto Antunes</p>	<p>Tony Antunes delivers induction training for all new employees, covering Slips trips and falls, asbestos, manual handling, working at height etc.</p>

<p>Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.</p>	<p>Claire Russell</p>	<p>A spreadsheet is kept of all training for staff and when it needs to be updated/ renewed.</p>
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> ● induction training ● update training in response to any significant change; ● training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) ● refresher training where required 	<p>Claire Russell</p>	<p>A spreadsheet is kept of all training for staff and when it needs to be updated/ renewed.</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	<p>Fausto Antunes</p>	<p>In case of fire notices are present at all final exits. A fire procedure has been written and is displayed in the staff room.</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Claire Russell/ Fausto Antunes</p>	
<p>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.</p>	<p>Claire Russell</p>	<p>Staff are encouraged to report any pupil or staff member who may have difficulty evacuating the building in the event of an emergency. Claire Russell will then determine if a PEEP is required and write it. Assistance will be provided by the SHASO if the issue is complex.</p>
<p>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.</p>	<p>Claire Russell</p>	<p>This point is emphasised during annual fire awareness training for all staff.</p>

<p>Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Fausto Antunes</p>	
<p>Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.</p>	<p>Claire Russell</p>	<p>Please see guidance in appendix 1 regarding statutory maintenance arrangements.</p>
<p>Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.</p>	<p>Claire Russell</p>	<p>PAT is monitored and certificates etc. uploaded onto RAMIS.</p>
<p>Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.</p>	<p>David Middleton, Fausto Antunes</p>	<p>Monthly temperature checks are currently conducted by David Middleton. This will pass to Tony Antunes once he has completed the necessary training.</p>
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.</p>	<p>Nicola Baker Patricia Searle Rebecca Kemble Laura Ahmun Jenny Powell</p>	<p>First aid kits can be found:</p> <ul style="list-style-type: none"> ● PS1/2 corridor ● PS3 corridor near Resource room ● Outside The Hive room ● Staffroom <p>Level of qualification for nominated staff - First aid at work</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Claire Russell</p>	<p>Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.</p>

<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>First Aid team</p>	<p>Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>
<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance).</p> <p>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.</p>	<p>Claire Russell</p>	<p>First aid team to assess need to transport to hospital. Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p> <p>Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>	<p>Claire Russell</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually and kept in the school office.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Claire Russell</p>	<p>Claire Russell to highlight guidance regularly in staff meetings. Documentation such as H&S bulletins for controlling Norovirus to be made available to staff.</p>

<p>Accident reporting procedures: Any accident which results in an injury will be recorded.</p>	<p>Claire Russell, in conjunction with first aid team.</p>	<p>Minor injuries are logged in an injuries book which is held securely. A minor injury form is sent home with pupil at end of day where appropriate. Head injuries are reported to parents immediately, and they are invited to attend school if they have concerns. For serious injuries see below.</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Claire Russell</p>	<p>Any near miss should be reported to the senior management team who will then pass the information to the SHASO, who will determine if an investigation is required. See below on investigations.</p>
<p>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 within the specified timescales.</p>	<p>Claire Russell</p>	<p>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	<p>Claire Russell</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>

<p>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 School Health and Safety Liaison Team.</p>	<p>Claire Russell</p>	<p>See Violence at Work risk assessment for full details.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Claire Russell</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Asbestos: The school will adhere to the Authority’s policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>Claire Russell</p>	<p>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. This issue is highlighted regularly in staff meetings.</p> <p>Asbestos survey and log book held in secretary’s office.</p>

<p>Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Claire Russell</p>	<p>All contractors view the survey and sign the logbook before undertaking work.</p>
<p>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.</p>	<p>Fausto Antunes</p>	<p>Asbestos condition monitoring is performed six monthly or annually as required by the Asbestos Management Plan. Condition monitoring is performed by Tony Antunes with assistance when required from the SHASO. Any changes to condition of asbestos containing materials is reported to the Cardiff Asbestos Team.</p>
<p>Reporting damage/deterioration in asbestos containing material: Must be reported and documented.</p>	<p>Fausto Antunes</p>	<p>Any damage or deterioration is reported to Tony Antunes who will contact: The Council Asbestos Team – 029 2087 3467</p>
<p>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.</p>	<p>Claire Russell</p>	<p>Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Tony Antunes who will contact: The Council Asbestos Team – 029 2087 3467</p>
<p>Managing contractors: The school will adhere to the Authority’s policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>	<p>Claire Russell</p>	<p>Authority guidance on managing contractors is held on RAMIS: Cardiff Doce.</p>

<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	<p>Claire Russell</p>	<p>All contractors must report to reception. They are signed in using a computerised system which includes basic H&S and Safeguarding information as part of the sign-in process. All visitors are issued with a visitor's badge.</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Claire Russell</p>	<p>These are managed by Claire Russell who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Claire Russell</p>	<p>Where possible school will use Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used insert name / position / insert agents name will undertake appropriate competency checks prior to engaging a contractor</p>
<p>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 taken to reduce the risk to pupils and school staff.</p>	<p>Claire Russell</p>	<p>Risk assessments and method statements are discussed prior to work commencing.</p>
<p>Ground maintenance and cleaning contracts: The school employ</p>	<p>Governing Body</p>	<p>The Governing Body employ this company. Claire Russell and Tony Antunes monitor standards and liaise with the manager.</p>

ServiceMaster to clean the interior of the building.		
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority.	Fausto Antunes	The caretaker cleans and ensures the maintenance of the school grounds. A contractor is employed for any works that need to be completed, at times through the local authority. Any works are agreed by the headteacher and when appropriate, the governing body.
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.	Claire Russell	Only the caretaker works alone in the school during holiday periods. Risk assessment is in place.
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.	Claire Russell	The following tasks should not be attempted alone by any member of staff: <ul style="list-style-type: none"> ● Working at height. ● Hot works or any works involving mains gas. ● Any works involving mains electricity. ● Any work that might leave the person vulnerable to violence at work e.g. transporting money.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Fausto Antunes	Minor works are informally assessed on a case by case basis. Any works requiring working at height above 2 meters are formally risk assessed with the assistance of the SHASO where required.

<p>Play equipment;</p> <p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>Claire Russell</p>	<p>The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Tony Antunes will conduct a formal termly inspection of the equipment.</p> <p>PE Equipment annual inspection is completed by Gymnasium Services annually.</p> <p>It is recommended that play equipment is inspected annually.</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Fausto Antunes</p>	<p>Typical CoSHH substances include cleaning materials, glues, sprays etc. Cardiff Cleaning perform cleaning on site and are required to provide their own Risk Assessments and Manufacturers Safety Data Sheets for all substances used. Any materials used by Tony Antunes or other staff members that may have CoSHH implications require that a MSDS is held on site and a risk assessment completed.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.</p>	<p>Claire Russell</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>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.</p>	<p>Claire Russell</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p>
<p>Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as</p>	<p>Claire Russell</p>	<p>DSE assessments are available under the Health and Safety SLA for any member of staff who uses a workstation continuously for at least 1 hour every day.</p>

the main part of the job will complete a workstation assessment.		
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 Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Claire Russell	Well-being of staff is monitored and staff are aware that they can discuss any concerns with the headteacher or any other member of staff they feel comfortable with. Staff are given regular opportunities to discuss any concerns/ issues they want to raise. Staff are reminded that they have access to the LA CareFirst system when appropriate. The named governors for well-being is Peter Nash.
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.	Karate Club – Carl Peckham	Leasing agreement is in place. Carl Peckham holds keys to the school for locking up on Monday and Thursday evenings and agreed weekends. This is in agreement with the GB and Archdiocese of Cardiff.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Claire Russell	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

Staff Confirmation.

I have read and understood this health and safety policy and agree to comply with the requirements stipulated within.

Print full name	Signature	Date

