LLISWERRY PRIMARY SCHOOL

Health and Safety Policy

This Policy was adopted/updated by the Governing Body of Lliswerry Primary School

Headteacher:	Mrs N Lawrence
Interim Headteacher	Mrs N Pegington
Chair of Governors:	Mrs B Sims
Date:	January 2026

DOCUMENT HISTORY

ISSUE	AUTHOR	DATE
1	N Lawrence / L Snelgrove	May 2024
2	N Lawrence / L Snelgrove	May 2025
3	N Pegington/ L Snelgrove	January 2026
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HEALTH AND SAFETY STATEMENT

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 policy found below is based on the criteria for schools where the Authority is the employer.

3. The implementation of this policy is Lliswerry Primary schools' 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. School will ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.

5. The safety policy statement should be signed and dated by the head teacher / chair of governors

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

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

PART 1: STATEMENT OF INTENT

Lliswerry Primary School

The Governing Body of Lliswerry Primary 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 is kept in the policy file in the main office.

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

This policy statement supplements

- Newport City Council's General Statement of Health and Safety at Work Policy.

Signature_____ Signature_____

NAME, Chair of Governors **NAME, Head Teacher**

Date Date

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.
- 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:

Emergency Response Plan - SEMT - Deputy Headteachers, Caretaker, ALNCO, Family Support Worker, SSO

Responsibilities of Senior Management Team / 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. School's 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)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Headteacher	Headteacher to seek advice to support school in completion of assessments. Headteacher to share findings of the risk assessment with staff. All risk assessments can be found:Risk Assessments
Risk assessments are reviewed regularly/ following significant change.	Headteacher Governing Body	Risk assessments reviewed following any significant change: Reviewed at least every two years.
Specialist risk assessments are completed with support of the Health and Safety Department. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher NCC H&S CCC H&S	Headteacher contacts Newport City Council Health and Safety Department . Headteacher to inform Health and Safety department if specific risk assessments required. School procures additional Health and Safety services from Cardiff City Council.
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.	Headteacher Deputy Headteacher	Pregnant worker risk assessments completed upon notification. Assessments reviewed during each trimester or with any significant change. Further advise available from HR .
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	All staff Headteacher EVC – Deputy Headteacher	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer 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.	Headteacher EVC - Deputy Headteacher Dave Evans – EVA Education Visits Advisor.	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 Training, help and guidance can be sought from Dave Evans – Adviser for Outdoor Education and Educational Visits outdooradviser@aol.com

	Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Headteacher Governors Caretaker All school staff Cyson Cymru LA – NCC H&S CCC H&S	Ge ions are completed by the Caretaker, members of the Governing Body, Cyson Cymru and Newport H&S department. School have access to online 365 to assist with the management of statutory maintenance. Statutory maintenance schedules are overseen by Cyson Cymru School procure additional Health and Safety services from Cardiff Council – who assist with monitoring and inspections. All school staff are responsible for reporting hazards/ defects. Staff record the concerns on the requisition form for the Caretaker and immediate concerns are highlighted to the Headteacher. Class staff are responsible for checking learning areas daily prior to the pupils' accessing areas. Including the halls following breakfast club and lunch. The Caretaker undertakes a range of site, health and safety monitoring including: Daily internal and external site checks, weekly checks of of little used outlets for legionella control, Weekly fire alarm tests, Weekly visual inspection of fixed play equipment, Monthly checks: Monthly scald checks on all hot water taps accessible to pupils.

		Fire ks; fire exit doors and escape routes, emergency release (green box), and firefighting equipment. Termly checks: Paths and playgrounds, Pinch points, finger guards and self-closing arms on doors and gates, ladder checks, Asbestos condition monitoring and general site inspections. The Caretaker also undertakes an annual formal check of all fixtures and fittings, glazing and formally records the inspection in the buildings file. Any concerns are highlighted to the Head Teacher without delay.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	All school staff Caretaker Governors	Records kept in the health and safety file, under premises management: Health & Safety School Governors, additional Health and Safety Support and Caretaker compile reports and share findings of site inspections with Head Teacher. Findings are shared with whole Governing body at regular intervals.

A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	H&S Governor Headteacher	Sch rs complete regular site inspections. School procure additional Health and Safety services from Cardiff Council – who assist with monitoring and inspections.
A nominated Governor will be responsible for monitoring management systems.	H&S Governor	School Governor to periodically review schools H&S reports, termly asbestos condition monitoring and 365 status with, Caretaker and Headteacher.
Health and Safety Information instruction and training: The health and safety law poster will be displayed in school	Headteacher	Poster displayed in the staff room.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Headteacher LA NCC H&S	All new employees and supply staff are taken through the school induction process by the SSO All new employees are shown around the premises, informed of welfare facilities/ fire exits/ site rules/ procedures etc. Staff are provided with site safety information and safeguarding at the beginning of the academic year. Staff refresher training takes place throughout the year. All staff are given a copy of the latest Health and Safety Policy. Available on Google drive: Health & Safety Fire awareness training is undertaken by all staff

		ani Fire drills are undertaken regularly (termly) All school staff have access to 'Thinqi' online Health and Safety Training for Newport City Council. Mandatory training includes fire awareness, DSE and object handling.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented	Headteacher Deputy Head Teacher All staff	Records are kept in minutes of meetings. Staff CPD is recorded on staff individual records. Thinqi online training records access to system. A list of current first aiders displayed in the First Aid cupboard and main office. A list of staff trained in specific medical conditions/ use of emergency medication is kept on SIMS and Edukey alongside care plans and risk assessments. A training matrix of staff training is kept and monitored by the Deputy Head Teacher .

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)

Program of health and safety training All employees are provided with: 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	Headteacher LA NCC H&S School Nurse Specialist Nurse	He MT and Caretaker attend LEA organised training. Headteacher contacts Health and Safety Department for advice on specific Health and Safety Training. NCC Health and safety department provide training matrix of mandatory training required. Specific training needs identified with individual or if significant change. All staff have access to Thinqi online training. Specialist Nurse/ School Health Nurse to be contacted in regards to specific medical training. E.g. epilepsy Staff receive regular health and safety information via staff meetings. Emergency procedures, such as lockdown or evacuation are practiced at regular intervals to ensure staff are comfortable with the procedure and able to provide feedback to influence future plans.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Headteacher Caretaker	All Fire action notices are located adjacent to call points.
Fire drill are undertaken termly and a record kept in the fire log book.	Headteacher Caretaker	Record Kept in fire log book. Fire drills are unplanned and undertaken at various times during the school day, e.g. for breakfast club and lunch time when pupils are not in their

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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.	Headteacher ALNCo All staff	Headteacher to contact Health and Safety Department . PEEP completed by competent person/ implemented as required. School procure additional Health and Safety services from Cardiff Council – who assist with PEEPS if required. School seek advice from specialists such as Occupational Therapists, Visual Impairment (VI) or Hearing Impairment(HI) services, where required. All pupil assessments detail emergency evacuation procedures for individual children.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do	Headteacher All staff	Fire awareness training undertaken annually for all staff. Fire Wardens attend specific training in relation to their duties.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
so without putting themselves or others at risk.		The Headteacher will ensure that staff are sufficiently trained and experienced staff available to deal with emergency's on site – including evacuation procedures.

Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	Staff aware of the type and location of portable fire fighting equipment and Fire wardens receive basic instruction on its correct use. Details for the evacuation are captured in the schools Emergency Response Plan, which can be found: Google Drive/ Whole Staff/ Policies NB: Confidential to school staff only Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Caretaker Headteacher All school staff	Caretaker checks areas daily when opening/ closing up. Daily check sheets are kept in the premises checklist file. Staff check areas of learning daily, prior to use; procedure in place for raising any concerns or defects. Caretaker requests form The fire alarm test is undertaken and recorded weekly.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Headteacher Governing Body Cyson Cymru	Statutory maintenance schedules are overseen by Cyson Cymru School have access to online 365 to assist with the management of statutory maintenance. The Headteacher with support from Health and Safety will check 365 regularly to ensure compliance.

Portable Appliance Testing (PAT): The school has opted in/ out of the Authority's (CYSON CYMRU) insert PAT testing arrangements.	Headteacher Governing body Cyson Cymru	Stc pre user checks on equipment, any concerns are highlighted to the Caretaker and Head Teacher. Staff will not use damaged/ faulty equipment. Staff will not bring equipment in from home. P.A.T testing equipment tested as required on rolling program P.A.T is undertaken by competent contractor appointed by Cyson Cymru.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance inspections relating to the control of legionella bacteria.	Headteacher Caretaker Cyson Cymru	Monthly water temperature checks, annual inspections are completed by Cyson Cymru appointed water contractor. Weekly flushing of little used outlets identified in the Legionella Risk Assessment or identified by the Caretaker as an infrequently used, are run weekly to avoid stagnation of water. All records are kept in the premises checks file.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Headteacher Appointed First Aider – Caretaker	School to undertake an assessment of the provision of first aid. First aid arrangements cover offsite visits and events. A first aid kit is taken to all off site activities/ events. Appointed first aider will ensure first aid kits are fully stocked and checked at regular intervals.

Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Headteacher ALNCo	First aid training is available with Newport City Council School undertake individual risk assessments for pupils and staff which identifies the need for specialist first aid. School nurse / specialist nurse to provide specialist training for medical conditions, including asthma, epilepsy, diabetes, allergies and other specific conditions.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Headteacher School Support Officers All staff	When a pupil receives a bump to the head, a call is made to parents to make them aware of the injury. 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) – The Authorities accident form is completed and sent to Health and Safety department within 5 days.
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians can not attend immediately.	Headteacher All school staff	School to call emergency services (999) and parent/ guardians.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Headteacher Governing Body All staff	School follow NCC guidance on the administration of medications. Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication. Completed medication forms are kept in the administration of medication folder in the main office. Parent request form, Headteachers agreement and Administering medication record form is completed where necessary. Where required staff are trained in accordance with the Medical Care Plan.

Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by the headteacher, ALNCo / healthcare professional.	Headteacher ALNCo Health Care professional LA – Inclusions.	Pupils and medical care plans completed by school staff with advice from a medical professional, e.g., the School Nurse/ Specialist Nurse, Physiotherapist or Occupational Therapist, or following advice from NCC inclusion team. Where required, staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually or with any significant change.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher School support Officers All staff	Follow the HPA guidance on infection control in schools. https://phw.nhs.wales/services-and-teams/aware-health-protection-team/ Copy of the guidance is located on the main office wall. Any cases of notifiable diseases to forwarded to Public Health Wales, where required. . PHW Telephone: **0300 00 300 32** Email: AWARE@wales.nhs.uk

Accident reporting procedures: Any accident which results in an injury will be recorded.	Headteacher First Aiders All staff	All e recorded using the First Aid Forms website. All first aiders are trained in the use of the First Aid forms/ APP. Any serious accident or accident involving an employee or visitor is recorded on the NCC accident form, which is sent to NCC health and safety within 5 working days. Paper copies can be found in the office. Headteacher responsible for monitoring accident and incident reports and providing accident statistics to the Governing body.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Headteacher All staff	All reports of accidents and near misses are investigated as required. Investigations are recorded on NCC accident investigation forms. All serious/ significant accident forms are sent to Health and Safety Department within 5days .

RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.	Headteacher NCC H&S	The forward details of accidents or cases of work-related ill health to the Health and Safety Department/ HR as required. All significant employee or visitor accident forms and information must be sent to Health and Safety Division without delay. Where appropriate the health and safety division will report under RIDDOR .
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Headteacher First Aiders Class Teacher SMT NCC H&S	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 a member of the senior management team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)

		Co orwarded to the Head Teacher and NCC Health and Safety Department. High Level/Reportable Incidents: The Authority's accident investigation form will be completed by the Head Teacher. School will forward the completed accident form to Health and Safety Division without delay. Further information is contained in the Authority's guidance to accident investigation. Headteacher to seek advice from Health and Safety department as required.
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behavior from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.	Headteacher NCC H&S	Headteacher to report any VAW on the Violence at Work form and send it to Health and Safety department without delay: Further advice available from Health and Safety. Headteacher will report all serious incidence to the Governing Body, as soon as practicable, and will provide a report of all occurrences at each full Governing Body meeting. School will undertake a risk assessment addressing VAW and site security.
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.	Headteacher LA	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.

		Ho e individually risk assessed with staff accessing the employee protection register, where required via the Health and Safety department. Emergency response plan completed and periodically reviewed. School have a lockdown procedure that is practiced with staff on annual basis. Further advice available from Health and Safety Department on. Tel: 01633 656656
Asbestos: The school will adhere to the Councils policy and guidance. Cyson Cymru to provide guidance and technical advise on ACM.S and building related matters. The asbestos survey and logbook are made available to all contractors	Headteacher Caretaker SSO Governing Body Cyson Cymru NCC H&S	Cyson Cymru – the landlords agent support schools with the management of asbestos in their buildings. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibers into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher who will check the survey for the school and where required contact Cyson Cymru. Asbestos survey and management plan, including Asbestos Declaration forms are kept in the main office. Cyson Cymru check any asbestos in situ on annual basis. Surveys are updated by a specialist contractor

		ap yson Cymru every two years. Caretaker undertakes termly visual inspections of asbestos in situ and records check. Termly checks, Asbestos survey, change of use, Refurbishment and demolition surveys, declaration forms are all kept in the asbestos folder kept in the main office. Any changes noted are to be referred to Cyson Cymru without delay.
Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.		
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be recorded on the Asbestos declaration form and records kept within the Asbestos file.	Headteacher Caretaker SSO Governing Body Cyson Cymru NCC H&S	School can access Newport City Asbestos Policy and CAMP via the intranet. A copy of the LAMP and survey are kept in the asbestos folder in the main office. School complete a landlord consent request prior to any works that will disturb the fabric of the building. All contractors view the survey and complete a permit to work. This is signed off by the issuing person - SSO, Caretaker, Head Teacher. All staff issuing permits have received information on Asbestos, the survey and the completion of the asbestos declaration form. The Asbestos incident procedure is kept within the asbestos folder. The Head Teacher and Caretaker have undertaken UKATA asbestos awareness training.

		W requested via Cyson Cymru. They as landlord agent and technical department are responsible for vetting and selecting a competent contractor and providing that contractor with relevant site information and competent asbestos advice. School must ensure that the onsite survey is provided and permits to work completed for any works. Where school are engaging directly with a contractor. The Head Teacher is responsible for the works undertaken, including following the advice provided by Cyson Cymru on the landlord consent request, ensuring compliance with legislation including the Control of Asbestos regulations 2012 (CAR2012) Any contractor that works on the fabric of the building should hold relevant UKATA accredited asbestos training.
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.	Headteacher Caretaker Cyson Cymru CCC H&S	Caretaker checks any asbestos in situ on a termly basis. All checks to be recorded in Health and Safety Officer is able to undertake asbestos condition monitoring on behalf of the school if requested by the Headteacher

Reporting damage/deterioration in asbestos containing material: Must be reported and documented. 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.	Headteacher All staff Cyson Cymru NCC H&S	Ar r deterioration is reported to Cyson Cymru and Newport Health and Safety Immediately.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Managing contractors: The school will adhere to the Authority's policy and guidance. Technical expertise: Where appropriate works are arranged through a technical department	Headteacher, Caretaker SSO Cyson Cymru	Prior to any planned works the Head Teacher will submit a Works Request with Cyson Cymru. Schools follow advice provided by Cyson Cymru to ensure compliance with applicable regulations. School in SLA Cyson Cymru for the management of Statutory maintenance, where work is undertaken via their services, as a technique service, Cyson Cymru is responsible for vetting and ensuring contractors are competent with relevant skills knowledge and experience and hold the correct insurances to undertake designated works.

		Wh ngages directly with a contractor to undertake works on the school building, The Head Teacher 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. Whilst contractors are on site the caretaker, SSO and/ or the Head Teacher will ensure contractor is given site specific information, such as emergency evacuation details, use of welfare facilities etc., School base staff to undertake non-technical monitoring of the contractor and report any issues to the Head Teacher/ Caretaker or Cyson Cymru where appropriate. Some small works are undertaken by the caretaker under direction from Headteacher. Caretaker only carries out work within his remit, as defined in his job description, as trained to do so/ under direction of Headteacher.

Contractors and visitors on site: All contractors must sign in via the iPad - online system 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.	Headteacher SMT Caretaker SSO	Ac[illegible]d main entrance doors operate on a secure entry system (fob). All other gates and doors are secured during the school day. Caretaker and SMT are posted at key locations during peak times, when gates are in the open position, enabling them to direct visitors accordingly. All contractors and visitors must report to main office, where they will be asked to sign in and provided with relevant site information. All visitors are asked to signed in and are given visitor badges as means of identification. And fob if required. DBS information is requested where necessary. Safeguarding information is provided to contractors and visitors via a visitors pass/ badge (back of badge). Where possible, contractors are accompanied on site by member of staff. Special arrangements will be made to accommodate large numbers of visitors attending events, such as school concerts, or parents evenings. Including safe access, egress and fire safety arrangements. Such events will be individually risk assessed.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)

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.	Headteacher Caretaker Governing Body Cyson Cymru	Wh all contracts / contractors are arranged via Cyson Cymru. Where school engages directly with a contractor to undertake works on the school building, The Head Teacher 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. School follow NCC/ Cyson Cymru process to ensure compliance with relevant legislation. School ensure all parties are aware of their responsibilities and formally appoint contracts in writing. School will provide contractors with relevant pre contract information (PCI). School will request risk and method statements and where required a construction phase plan (CPP) or risk and method statements (RAMS) provided for works. School staff, usually the Caretaker will monitor the works and ensure the work is undertaken in line with the RAMS or CPP statements provided. Any concerns will be highlighted to the Head Teacher without delay.

Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Cyson Cymru Headteacher Caretaker Governing Body	Wh all contracts / contractors are arranged via Authority/Cyson Cymru. Where school choose 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 Caretaker on behalf of the Head Teacher and Governing Body will undertake appropriate competency checks prior to engaging the contractor. Head Teacher will advise Governing body of planned works at the Finance, Health and Safety – subcommittee meetings.
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.	Cyson Cymru Headteacher Caretaker Governing Body	School in SLA with Cyson Cymru for Statutory maintenance and emergency works; where work is undertaken via their services, the technique service is responsible for vetting and ensuring contractors are competent and provide suitable and sufficient risk and method statements and where needed a construction phase plan (CDM2015). For planned works, managed via Cyson Cymru a site meeting prior to the works should be arranged to communicate relevant information to all parties, including safe access/ egress, parking, suitable hours of work, other planned works on site, emergency procedures, site hazards, security, use of welfare facilities etc. Where school engage directly with contractor, the Head Teacher or the Caretaker on behalf of the Head

		Tec onsible for ensuring contractors have site specific risk and method statements and where required a construction phase plan completed for the work. (CDM2015).

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Ground maintenance and cleaning contracts:	Headteacher Governing Body SSO / office manager Cyson Cymru – cleaning services	The school have opted out of the contract for ground maintenance operated by the Authority. The Head Teacher / Governing Body is responsible for ensuring a competent and suitable contractor is selected and managed. Contractor information – insurances, pre contract information, risk and method statements are kept by the Level 3 School Support Officer. No tools or machinery are left on site; School arrange suitable times for grounds maintenance contractors to attend site. School make staff aware when grounds maintenance contractors are on site. Insurance information is updated on an annual basis. The school have opted in to the cleaning contract with the landlords agent Cyson Cymru. Cyson Cymru cleaning services are responsible for ensuring staff are suitable informed, trained and supervised to undertake their cleaning role.

		Sch secure area for cleaning services to keep their work equipment and chemicals out of the reach of pupils and unauthorised users.
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.	Headteacher All school staff Caretaker	School will undertake lone worker risk assessments in line with NCC lone working policy. School staff would need to gain approval from the Headteacher to lone work, individual risk assessments to be completed as required. Staff to ensure mobile phone is carried on person. No high risk activities, such as working at height will be undertaken when lone working.
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.	Headteacher Caretaker	Tasks and activities considered to be high risk, require individual risk assessments, including: Lone working, working at height, use of heavy machinery, use of hazardous substances, manual handling tasks. School will undertake individual risk assessments and implement suitable control measures. Peoplesafe app considered for persons where lone working is required for extended periods. Any persons using work equipment, must be competent to do so. School will provide training and instruction on use of the equipment where required.

		If t t on any equipment/ machinery , this must be taken out of use, clearly labeled or secured to prevent further use, until repair or replacement is arranged. If staff have any concerns, there must be highlighted to the Caretaker and Headteacher without delay.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Headteacher Caretaker	All school staff undertake ladder safety training regularly. School undertake risk assessments for working at height activities. Advice sought from LA/ Cyson Cymru and suitable equipment is used. Ladders within school are stored safely away from unauthorised access. Caretaker inspects ladders regularly and documents findings. Records are kept in the buildings file.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)

Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Headteacher Caretaker	Wh cess the external fixed play equipment they are closely supervised to ensure it is appropriately used, equipment will be visually checked before each use. The Caretaker undertakes a daily visual check and weekly inspection and records findings on the caretaker check sheets, kept in the buildings file. External play equipment is inspected by RPII qualified inspector annually. PE Equipment annual inspection is completed by SportSafe on an annual basis. Caretaker will conduct a formal termly inspection of the mobile equipment. – all inspections are documented in the buildings file.
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	Headteacher Cyson Cymru – Cleaning Services staff All staff Caretaker	COSHH assessment completed by Cyson Cymru for all cleaning products; all information displayed in cleaners' cupboard. Wherever possible, school use non-hazardous substances. Any cleaning supplies ordered through Cyson Cymru. Caretaker keeps inventory of products held on site. COSHH assessment will be completed for all Hazardous substances. No chemicals / products are brought in from home.

		All [illegible] used in accordance with manufactures instruction and guidance. All hazardous substances are stored in accordance with manufactures information/ guidance. All hazardous substances are stored out of the reach of children in a lockable cupboard with sign stating no unauthorised access. PPE is provided to staff. Staff are to inform the Deputy Headteacher/ Head Teacher if new PPE is required. Staff are responsible for maintaining and using PPE provided.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Spill Kits are available for cleaning of bodily fluids. School undertake a risk assessment detailing to arrangements and procedures for handling/ working with bodily fluids.
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Headteacher LA NCC H&S	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. All school staff have access to Thinqi online training including manual handling inanimate loads.

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.	Headteacher ALNCo	Sch advice from Occupational Therapist.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Headteacher LA – HR NCC H&S CCC H&S	All school staff to complete DSE training module provided by the LA. School undertake DSE assessments for all staff considered users. Where a more detailed assessment is required the Headteacher liaises with HR, Occupational Health and Health and Safety team. School procures additional Health and Safety services from Cardiff City Council, including assistance with specialist assessments.

Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Headteacher Governing Body Caretaker All school staff NCC insurance	Sch ce Traffic management risk assessment and implement suitable control measures in line with their findings. Where possible deliveries will be taken outside of peak times. Main vehicle gates operate on a fob system that is controlled by the office. The Caretaker mans the main gates at the start and end of the school day. Drivers permitted onto site are provided with site rules, which are enforced by the Caretaker and Headteacher Where staff vehicles are used in connection with work activities, such as attending a training session, transport of staff or pupils, hire of a minibus, school will ensure relevant safety checks including driver's license, MOT, appropriate level of insurance are in place. This information is provided to NCC insurance team annually.

Wellbeing: The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Wellbeing Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Wellbeing.	Headteacher Governing Body LA- HR	He nd Governing Body take a proactive approach to staff and pupils wellbeing. The school has an open-door policy. School follows Local Authority guidance. Headteacher liaises with Occupational Health and HR on advice on return to work / wellbeing process as required. School have access to VIVUP which are displayed on the back of toilet doors.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.	Headteacher SSO Caretaker	School will undertake a risk assessment for the hire of the building. Hire agreements will be implemented in line with the council's lettings policy. School follows the hirers checklist when letting out the building, ensuring all parties are aware of their responsibilities. School request site specific risk assessment is provided by the hirer in line with the hire agreement.

Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher Nominated Governor	The nts relating to responsible persons and contractors will be updated as responsibilities and contracts change.