

Windsor Clive Primary School



Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

Health and Safety Policy

Date agreed: May 2025

Review date: May 2026

Windsor Clive Health and Safety Policy

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PART ONE: POLICY STATEMENT

The Governing Body of Windsor Clive 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 policy will be brought to the attention of all members of staff. A reference copy is kept in the staffroom, within the school and also within staff handbooks.

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

This policy statement supplements:

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

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

Signed: Kim Fisher

(Head Teacher)

Date: 06/05/25

Signed: Dr Alex McInch

(Chair of Governors)

Date: 06/05/25

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PART TWO: ORGANISATION AND RESPONSIBILITIES

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

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

Windsor Clive Health and Safety Staffing Structure 2025/2026

Chair of Governors: Dr Alex McInch

Head Teacher: Mr Kim Fisher

Person responsible for Health and Safety: Mr Kim Fisher

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

Caretaker: Mr Kevin Berry

Nominated Health and Safety Governor: Dr Alex McInch

Child Protection Officer: Mr Kim Fisher

First Aiders: Ceri-Ann Gilbert/Anastasia Jones (all Teaching Assistants are trained in basic First Aid)

Charge Hand: Staff from App UK Cleaning Company (all cleaners are instructed to report any health and safety issues to the Headteacher. They are subject to LA/ Cleaning Services health and safety policies).

NB: All staff have a responsibility for the safety of themselves and others. It is essential any concerns relating to any aspect of health and Safety should be communicated to the Headteacher a first priority, except in emergencies. 'Protocol must never be a factor in seeking redress of a dangerous situation'.

Emergency services may be called out without reference to any higher authority. The only criticism which can be made is if the necessary service is NOT called out'.

Mr Kim Fisher is responsible for Health and Safety at Windsor Clive Primary School. In his absence, the responsibility falls to Mrs B Francis, Deputy Head Teacher.

Health and Safety Advice – As part of the SLA service, Windsor Clive Primary School have been allocated a LA health and safety officer who can support the school with their requirements under the Health and Safety at Work etc. Act 1974 and associated regulations and provide competent health and safety advice. For the academic year 2021-2022, this is Cerys Driscoll-Jones.

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Governing Body Responsibilities

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Ensuring legal compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (education or corporate health and safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor;
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

To support the Governing Body with its health and safety functions, a system of health and safety governors has been established. The Governor who have been nominated to act as Health and Safety Governors for Windsor Clive Primary School is **Dr Alex McInch**.

The nominated health and safety Governor will not be any more responsible for health and safety within the school than any other governor. She will have no personal decision-making powers in relation to health and safety. However, she will:-

- Take a special interest in health and safety, checking that the Governing Body is meeting its objectives, and pointing out the health and safety implications of other actions under consideration.
- Support the Headteacher as a health and safety coordinator, as well as other members of staff in the strategic management of health and safety.
- Provide a contact point for information, support, training and guidance from the Schools and Lifelong Learning Service.

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Headteacher Responsibilities

The Headteacher of Windsor Clive Primary School is Kim Fisher and is responsible for the day-to-day management of health and safety and on all matters concerning health and safety. He advises the Governing Body of the areas of health and safety concern which may need to be addressed by the allocation of funds.

Kim Fisher, as Headteacher, has responsibility for:

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

Kim Fisher 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.

Teaching Staff Responsibilities

Teaching staff are responsible for:

- 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;

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- 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

Estates Manager Responsibilities

The caretaker, Kevin Berry is responsible for:-

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

All Employee Responsibilities

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

- 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.

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- 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.

Pupil Responsibilities

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

Pupils should inform staff of any situation which may affect their own or other people safety;

Pupils should not misuse or interfere with any items provided for their or other people's health and safety.

Volunteer Responsibilities

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

All volunteers have a responsibility to:

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

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PART THREE: HEALTH AND SAFETY ARRANGEMENTS

Specific Health and Safety Arrangements	Responsibility	Action/ Arrangements
Accident Reporting Procedures		
All accident that results in injury will be recorded as appropriate.	Kim Fisher	<p>Minor accidents to pupils are: Recorded in the school accident book.</p> <p>Staff inform parents of any accidents at the end of the school day. Where the accident involves the head or is notable, the school will always ring the parent to ensure they are immediately aware.</p> <p>Where accidents are serious-</p> <ul style="list-style-type: none"> • The Headteacher is notified as soon as is reasonably possible. • The accident is recorded in the accident book in the main office (by whoever attended or witnessed the accident), including the date, nature of the accident, first aid administered and the name of the first aider. • The LA accident form is completed and sent to the Health and Safety Team by Kim Fisher. <p>All report forms will be sent to SchoolsAccidentsHandS@cardiff.gov.uk within 48 hours.</p> <ul style="list-style-type: none"> • Parent(s)/ guardians/ carers are informed of the accident. <p>The LA accident form is completed in as much information as possible, including pictures and witnesses' statements where applicable.</p> <p>RIDDOR reportable accidents must be reported using the same procedure.</p>
Any near miss (incident with the potential to cause harm) will be reported to Kim Fisher	Kim Fisher	<p>Any near miss or incident with the potential to cause harm should be recorded on the LA Near Miss form and sent to SchoolsAccidentsHandS@cardiff.gov.uk</p>
Accidents and incidents are investigated to an appropriate standard.	Class Teacher, Supervisor, SMT, Kim Fisher,	All accidents should be investigated to determine the cause(s) and any action required to prevent a reoccurrence. The level of the investigation will vary depending on the nature and severity of the accident.

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	Health & Safety Team	<p>Low Level investigation: This will involve a short investigation which is recorded on the first aid/ school's accident forms.</p> <p>Medium level investigation: The LA's accident investigation form will be completed by a member of the management team or the Health and Safety Liaison 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>
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.	Kim Fisher	<p>Windsor Clive Primary School reports all accidents/ cases of ill health that are potentially reportable under RIDDOR to the Health and Safety Liaison Team via email SchoolsAccidentsHandS@cardiff.gov.uk or telephoning 02920 872635/ 02920 873967/ 02920 872949 if the accident/incident is serious.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate as necessary.</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'	First Aiders	<p>It is currently school policy that medication will not be administered by school staff unless the medication is deemed to be a necessity for potentially life-threatening situations/conditions including (but not limited to) asthma medication and epilepsy medication. All pupils who receive medication for medical conditions are known to the school and care plans have been drawn up by the school nurse in consultation with their parents and staff. Care plans set out the arrangements for administering medication. Care plans are displayed clearly but sensitively in the pupil's classroom and within the staff room. Other copies are also held within the pupil's file, with the Head Teacher and AEN Manager.</p>

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		<p>Parents of pupils who require medication during the school day must complete an Administration of Medicine form.</p> <p>Although a pupil may be well enough to be back in school, medication may perhaps still be required during the school day for a short period (such as anti-biotics). In such cases, parents will be expected to come into school and administer the medication themselves (after first reporting to the office). If a parent nominates another adult to give their child medication, they must complete the appropriate form.</p> <p>Parents must not send medication into school with their children.</p> <p>Storage of medication will depend upon the nature of the medical condition and storage requirements. Due to the immediate accessibility need, storage may be within the classroom. Steps are taken to ensure that medication kept within the classroom is kept out of reach of pupils, but easily accessible in the event of an emergency.</p> <p>Long term medication that's kept within the school is frequently checked to ensure it's in date.</p> <p>The medication must be labelled with the child's name and include the administration instructions.</p>
Adverse Weather		
<p>During adverse weather, measures are put into place to ensure pupils are safe.</p>	<p>Kim Fisher Caretaker</p>	<p>An adverse weather risk assessment is due to be completed which contains further information.</p> <p>Parents are made aware of the dangers of the sun and information is shared through newsletters and the school prospectus.</p> <p>Pupils and staff are expected to wear clothing that protects them from the sun (including sunhats). Parents are encouraged to apply sunscreen to their children prior to them coming to school. Older children are permitted to bring sunscreen to school, and they are asked to apply it themselves.</p> <p>There are plenty of shaded areas within the playground and children are encouraged to</p>

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		<p>make use of these areas and drink plenty of water. Children are encouraged to bring water bottles to school and take them home to be washed on a daily basis.</p> <p>Where there are any concerns, these are discussed directly with the parents.</p> <p>During periods of extreme ice/snow an assessment of the site will be undertaken to determine if the school will open. Parents are alerted by text if the school is closed and also via the council website. Dynamic risk assessment is undertaken during the day to ensure outside areas can be accessed safely.</p> <p>All efforts are made to ensure the school can remain open as normal.</p>
Asbestos Management		
<p>Windsor Clive Primary School adheres to Cardiff Council's policy and guidance.</p>	<p>Kim Fisher Caretaker Any person responsible for managing asbestos</p>	<p>Windsor Clive Primary School was built pre 2000 and there is asbestos containing material (ACM) onsite.</p> <p>The duty holder responsible for the asbestos management plan is Kim Fisher.</p> <p>The duty holder must ensure that</p> <p>The asbestos management plan is consulted prior to any work affecting the fabric of the building &;</p> <p>Ensuring the asbestos permit to work form is completed correctly (in sufficient detail) by the relevant people, if any work disturbs the fabric of the building (whether or not asbestos is present);</p> <p>Advice from the Asbestos Control Team is sought if work affecting the fabric of the building is planned. An asbestos advice request (AAR) should be completed and emailed to asbestos@cardiff.gov.uk. The Asbestos Control Team can also be contacted on 02920 873467 should there be any concerns.</p> <p>Asbestos Awareness training is arranged for any person that has a responsibility for managing asbestos onsite or undertakes work to the fabric of the building.</p>

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<p>All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.</p>	<p>Kim Fisher Caretaker</p>	<p>All staff are aware that under no circumstances must they drill or affix anything to walls without first obtaining approval from Kim Fisher who will check the survey for the school.</p> <p>The asbestos log is located in the main office.</p> <p>The Asbestos Permit to Work must be completed by the relevant people before any work which disturbs the fabric of the building is undertaken (including school staff). All Administration and Estates Staff are aware that this procedure must be followed.</p> <p>Any work being undertaken on the fabric of the building must be requested through one-front door and asbestos request advice forms are completed as necessary.</p> <p>In circumstances where known asbestos (or suspected asbestos) is disturbed, work must cease immediately, and the area secured. The asbestos team should be contacted on 02920 873467 as soon as possible and informed of the situation. If there is no answer, the schools Health and Safety Officer should be contacted.</p> <p>Work undertaken on asbestos containing material must be undertaken by a competent person. The asbestos team will clarify what level of asbestos training contractors require in different circumstances.</p>
<p>Any changes to the asbestos containing materials are noted and the Inspection Programme / Management Plan are updated.</p>	<p>Asbestos Control Team (or Competent Contractor)</p> <p>Caretaker</p>	<p>If asbestos containing materials were to be found during any additional sampling or refurbishment and demolition surveys, the asbestos control team would update the asbestos register and asbestos management plan. Condition checks would then be undertaken as necessary.</p> <p>Asbestos condition monitoring is undertaken by the school every year (unless otherwise specified in the asbestos management plan).</p>
<p style="text-align: center;">Body Fluid Spillages</p>		
<p>A risk assessment for the cleaning up of body fluid spillages has been undertaken.</p>	<p>Kim Fisher</p>	<p>The school are in the process of updating the bodily fluids risk assessment.</p>

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<p>Spills are cleared up appropriately.</p>	<p>Teaching Assistants Midday Supervisors</p>	<p>When dealing with a bodily fluid spillage (blood, urine, vomit, saliva and/or faeces), PPE must be worn. This includes disposable gloves. When it is a diarrhoeal or vomiting incident, disposable masks and aprons must also be worn as the spillage may be Norovirus.</p> <p>When clearing a bodily fluid spillage, a specialist spill kit must be used. These are readily available from the cleaners cupboard/First Aid cupboard.</p> <p>Teaching Assistants and/or Midday Supervisors are responsible for cleaning up bodily fluid spillages.</p> <p>Spillages are cleaned up as quickly as possible to avoid the spread of any aerosols that may cause illness. PPE and any contaminated materials are disposed of in a polythene bag in a lined bin (which is emptied daily).</p> <p>If the event of suspected Norovirus, the Cleaning Team are notified and undertake the relevant cleaning including usage of the appropriate products and equipment.</p>
<p style="text-align: center;">Catering Arrangements</p>		
<p>Windsor Clive Primary School opts into the Education Service Catering Services Service Level Agreement.</p>	<p>Cardiff Catering</p>	<p>The school's Food Hygiene Rating Certificate is 5 and is prominently displayed.</p> <p>The school's Breakfast Club Food Hygiene Rating Certificate is a 5 and is prominently displayed.</p> <p>Education Service Catering Services manages all activities relating to catering and the kitchen facility.</p> <p>Education Service Catering Services communicates and organises relevant information and training relating to staff, e.g. risk assessments, and the school also advises the catering staff of the information regarding emergency procedures, etc.</p>
<p style="text-align: center;">Cleaning</p>		
<p>Windsor Clive Primary School opts into the Education Service Cleaning Services Service Level Agreement</p>	<p>LA Cleaning Team</p>	<p>Risk assessments relevant for cleaning activities have been undertaken and are in place. These are reviewed regularly and conducted by the LA Cleaning Team.</p>

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		<p>COSHH assessments and Safety Data Sheets for all products used are kept within cleaning cupboards.</p> <p>Cleaners have been provided with appropriate PPE as determined by risk assessment.</p> <p>Servicing and maintenance for cleaning equipment is arranged by the LA Cleaning Team.</p> <p>Regular training is provided to cleaning staff, arranged the LA Cleaning Team.</p>
Communicable Diseases		
<p>Windsor Clive Primary School follows the procedures outlined in the Health Protection Agency document 'Guidance on Infection Control in Schools and Other Child Care Settings'.</p>		<p>Windsor Clive Primary School adheres to the specific exclusion periods set out in Public Health Wales, Health Protection guidance documents. These guidance documents are located in the main office.</p> <p>Clarification is sought from the Health and Safety Department if additional guidance is required.</p>
<p>In the event of an outbreak, or to gather more information about infectious illnesses, Windsor Clive Primary School contact the relevant parties.</p> <p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases.</p> <p style="text-align: center;">COVID-19</p>	<p>Kim Fisher</p>	<p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.</p> <p>Currently there is a worldwide pandemic in relation to COVID-19. Guidance and information relating to COVID-19 is provided by Education, the LA Health and Safety Department and Welsh Government. The school have a specific COVID-19 risk assessment in place that is regularly updated.</p>
Managing Contractors		
<p>Windsor Clive Primary School will adhere to the Authority's policy and guidance relating to contractor management.</p>	<p>Kim Fisher</p>	<p>Windsor Clive Primary opt into the Building Services Facilities Management Service Level Agreement for the majority of their statutory inspections.</p> <p>Where they employ their own contractors, the school ensure they follow LA guidance in</p>

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		relation to selecting and managing contractors onsite.
All contractors must sign in using the visitor's book and adhere to the school site rules.	Office Staff Caretaker	<p>All contractors are subject to health and safety vetting prior to employment.</p> <p>All contractors must sign in using the visitor's sign in system located in the main reception areas. This must be completed on arrival and departure from the school each day, and on any occasion the contractor leaves site e.g., lunch break.</p> <p>Contractors are provided with the relevant health and safety information including (but not limited to)</p> <ul style="list-style-type: none"> • asbestos locations, • emergency procedures, • vehicle movements • local management arrangements. <p>Office staff ensure this is done during the term time and the caretaker ensures this is done during the school holidays.</p>
Where Windsor Clive Primary School undertakes building/ environmental projects directly, the school would be considered the 'client' and therefore have additional statutory requirements/obligations.	Kim Fisher	<p>Kim Fisher ensure landlord consent is obtained, and where applicable, all statutory approvals such as planning permission and building regulations are sought.</p> <p>Requirements from the landlord approval are followed.</p>
To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Kim Fisher	<p>Several statutory inspections are arranged by Building Services Facilities Management (FM). Any contractors directed by FM have been vetted by Building Services.</p> <p>For any work undertaken at the school that is organised by FM, SOP or PDD, the responsibility for the management of the contractors is via FM, SOP or PDD (as appropriate).</p> <p>When the school engages contractors directly, (i.e., acts as a client), the school is responsible for the management of the contractors. This includes selection of contractor, assessment of competency, meetings with the contractor, exchange of information, vetting of contractor information, management of the contractors on site, compliance with the Construction (Design</p>

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		<p>and Management) Regulations 2015 (as appropriate) and post contract review.</p> <p>The person responsible for managing contractors at Windsor Clive Primary School is Kim Fisher. The school also engage with the LA CDM Service for larger projects.</p> <p>Vetting forms are retained onsite within the building/contractors' folders in the main office.</p> <p>A minimum of £5,000,000 public liability insurance is required by all contractors, which increases depending on the complexity of the work undertaken and confirmation over the level of cover is checked with the insurance department where required.</p> <p>Where unsafe practice is witnessed, Kim Fisher ensures this is immediately addressed and fed back to the relevant person (if work is arranged by the LA). Where the school directly employ a contractor, bad practice is discussed with the person responsible for health and safety of that company.</p>
Contractors are asked to provide risk assessments and method statements relating to specific works. This should include the measures taken to reduce the risk to pupils and staff.	<p>Facilities Management (if they are used to arrange contractors).</p> <p>Kim Fisher (if the school employs a contractor directly).</p>	<p>Risk assessments and method statements are discussed prior to commencing work. Windsor Clive Primary School ensure that when any work is arranged by them, relevant copies of RAMS, Permits to work etc. are provided/signed.</p>
Display Screen Equipment		
The school will adhere to the Authority's policy and guidance.	Kim Fisher	<p>Staff that use computers daily as the main part of the job can have a workstation assessment.</p> <p>Completed assessment forms are retained in employee files.</p> <p>Assessments can be completed as part of the Health and Safety SLA.</p>

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Educational and Offsite Visits		
A nominated Educational Visits Coordinator (EVC) is nominated for coordinating educational and offside visits.	Kim Fisher EVC)	Staff members planning educational and offsite visits submit all relevant paperwork and risk assessments to Kim Fisher (EVC) who will review the paperwork.
The Authority's offsite visits advisor, Dave Golding, must be notified of all level 3 trips, this includes self-led adventurous activities, fieldwork trips to open or wild country and all trips overseas. This is done using Evolve, the online notification and approvals system.	Kim Fisher EVC)	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.
Electrical Equipment		
All portable appliances are tested annually.	Kim Fisher/ Facilities Management	<p>A competent contractor is employed to undertake PAT annually.</p> <p>The school will ensure that all electrical equipment will be subject to the appropriate testing.</p> <p>Stickers are placed on all portable appliances to evidence they have been inspected and are safe to use. All appliances are recorded on the inspection report.</p> <p>Inspection reports are uploaded to Ramis and kept onsite within the Buildings folder.</p> <p>Failed appliances are disposed of or repaired and retested.</p>
The fixed electrical installation is tested every 5 years.	Facilities Management	<p>All C1 defects are immediately rectified, and the inspection report is uploaded to Ramis.</p> <p>C2 defects are rectified within a specific timeframe.</p>
Electrical equipment is visually inspected prior to use.	All staff	<p>Any defects should be reported to Kim Fisher and immediately and taken out of use.</p> <p>Members of staff and pupils are aware that they must not bring personal electrical equipment into school, unless the equipment has been inspected and / or tested by a competent person.</p>
Emergency Procedures		
The school uses the Emergency Management Unit's 'Emergency Incident Response Plan Template' to record the arrangements for	All Staff	Fire Evacuation- Procedure displayed on the wall of each classroom/ staff room. Fire Action Notices around the school display the location of the assembly point.

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<p>dealing with foreseeable emergencies. This is communicated to staff via <i>staff meetings</i>.</p>		<p>Bomb Threat- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the fire alarm will ring to evacuate the building.</p> <p>Lock Down- Procedure contained within the Lockdown and Bomb Threat Procedures. Depending on the circumstances, the school will fully lockdown preventing unauthorised access to all school buildings.</p> <p>Gas Leak- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated.</p> <p>Electrical Fault- The area will be evacuated and sealed off. If more severe, the school/ specific buildings will be evacuated.</p> <p>Water Leak- The area will be evacuated and sealed off.</p> <p>Storm/ Flood/ Weather Damage- The area will be evacuated.</p> <p>Persons Threatening Violence on Site- Senior Management will be informed and the Police will be called where necessary. Lockdown procedures may be implemented.</p> <p>Dangerous Animals on Site- RSPCA called and depending on the circumstances, lockdown procedures will be implemented or areas evacuated.</p>
Fire Safety		
<p>Fire notices and instruction are posted throughout the school.</p>		<p>The school has a Fire Drill and Evacuation Policy which is available as a hard copy in the school office and has also been uploaded electronically to Ramis.</p> <p>Fire action notices are displayed in specific locations around the school. The assembly points are:</p> <p><i>“Next to the MUGA”</i>- Years 3-6, Year 2MF and SRB <i>“Yard below MUGA”</i>- Nursery and Reception <i>“Yard in front of the school”</i> – Year 1 & 2</p>

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A fire risk assessment is in place for Windsor Clive Primary School	Cardiff Council	<p>The school has a Fire Risk Assessment (FRA) which is carried out by the Local Authority Fire Officer. This is undertaken every 3 years, unless there are changes in use or layout of an area, in which case the FRA is reviewed at the time of the change. A copy of the FRA is retained on RAMIS. The FRA is reviewed annually by the school to ensure it remains relevant to the site.</p> <p>Remedial actions generated from the review are uploaded onto RAMIS and actioned by the school.</p> <p>Next assessment: 2024</p>
Fire drills are undertaken termly, and a record kept in the fire logbook.	Kim Fisher	<p>Fire drills are carried out at least termly, and a record kept and logged. Drills are conducted over different time periods and using different scenarios/situations including evacuation from the hall.</p> <p>The aim is to evacuate everybody as quickly as possible and in no more than 3 minutes,</p> <p>Staff are briefed on the effectiveness of the drill. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in anyway. Records are located in the Fire Logbook, kept in the main office.</p> <p>Administrative staff bring the pupil and visitor registers for an immediate roll call. All visitors and non-teaching staff report to the administrative staff.</p> <p>The Deputy Head Teacher confirms all persons have evacuated and reports to Kim Fisher.</p> <p>Nobody re-enters the building(s) until the all clear has been given by Kim Fisher.</p>
Measures are in place to identify persons who may have difficulties evacuating the building and personal emergency evacuation plans (PEEPs) are implemented for any person requiring assistance.	Kim Fisher	PEEP's are put into place for any pupil or staff member that needs assistance during evacuation.
Safe evacuation of person is an absolute priority. Staff must only attempt to deal with a small fire if	All staff	Staff must ensure that the alarm is raised in event of discovering a fire, and the fire evacuation plan is followed. All persons must

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safe to do so, without putting themselves or others at risk.		<p>evacuate prior to staff attempting to tackle a <u>small</u> fire.</p> <p>Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use.</p> <p>Key staff are familiar with the location of service isolation points.</p> <p>Fire awareness training undertaken annually for all staff.</p> <p>Staff emergency plan documented and communicated to all staff as part of the annual fire awareness session, a copy is retained on Teacher share.</p> <p>Evacuation procedures are practiced regularly, at least termly for all staff and pupils.</p>
Arrangements are in place to ensure all fire systems are in good repair.	Kim Fisher Caretaker	<p>The caretaker tests the fire alarm call points weekly, ensuring all call points are tested within a 13-week period.</p> <p>The caretaker inspects the emergency lighting monthly.</p> <p>The school/ Facilities Management arrange for a competent person to inspect the firefighting equipment, fire detection equipment and emergency lighting at regular intervals.</p> <p>The inspections and tests of the fire alarm and emergency lighting systems are recorded in the fire logbook. The inspections of the fire extinguishers are recorded on stickers on the extinguishers.</p>
Escape routes are checked daily.	All staff	Staff ensure that fire escapes are kept free from obstructions, equipment is easily accessible and that fire doors are not wedged open.
First Aid Arrangements		
A suitable number of first aiders/first aid trained staff are located throughout the school.	First Aiders	<p>The school complies with the LA risk assessment for first aid, ensuring there is 'reasonable access' to a qualified first aider.</p> <p>The provision of first aid in this school is based around the extent of risk present.</p>

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		<p>We currently have 12 first aider's onsite who completed training in November 2021.</p> <p>There are adequate first aiders to ensure adequate coverage for all times the school is open.</p> <p>For off-site visits, the trip risk assessment will identify the need for first aid provision. Where a venue does not have a first aider/provision, the school will ensure that a first aider accompanies the trip, is aware of all pupils medical need and has first aid supplies with them.</p> <p>Each first aider is supplied with a first aid box near to where they work. Each first aider is responsible for checking and restocking their first aid box from the central supply located in the cupboard in the main corridor outside of the main office.</p> <p>First aid bags are available in each playground area and must be used for minor cuts/injuries which do not require the attention of a fully qualified first aider.</p> <p>First aid training dates are monitored by Kim Fisher/Jayne Parkinson to ensure that first aiders carry out refresher training before their certificates expire.</p>
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Kim Fisher	Specialist first aid training is arranged for staff where administering medication for specialist conditions e.g. epipen training, diabetes awareness training and epilepsy awareness training.
If a pupil sustains a head injury staff will contact parents/ guardians without delay to inform them of the incident.	Kim Fisher	<p>Parents/guardians are invited to site to assess their child's injuries.</p> <p>In cases of serious head injuries, Windsor Clive Primary School will seek immediate medical attention.</p>
Where appropriate, pupils will be transported to hospital (usually by ambulance).	Kim Fisher to ensure arrangements are adequate.	<p>Parents and guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied, a member of staff will accompany when parents cannot.</p> <p>Kim Fisher will determine who accompanies the injured person in the ambulance.</p>

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Glazing		
All windows on site should be made of safety material or safety filmed.	Kim Fisher	Where necessary, for reasons of Health and Safety, any glazing which is not made of safety material is replaced with 'safety glass', e.g. laminated or toughened glass or is filmed to prevent / reduce shattering on impact.
Hazardous Substances		
Where possible hazardous substances are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments are completed.	Kim Fisher	<p>Manufacturers' safety data sheets are obtained by the Site Manager/ cleaning services for any substances which are classified as hazardous to health. COSHH assessments are completed by the caretaker or the LA cleaning department for any activities which involve the use of hazardous substances.</p> <p>Kevin Berry has received COSHH training.</p> <p>Hazardous substances are substituted with less hazardous ones, where possible.</p> <p>Control measures, for example, local exhaust ventilation and personal protective equipment, are provided, used and maintained where they have been identified as control measures in the COSHH assessment.</p> <p>Hazardous substances used by the caretaker are stored in appropriate places within the cleaning cupboards. Hazardous substances, for example, cleaning products for cleaners' are kept in a locked store.</p> <p>Records of the COSHH assessments are kept in the cleaning cupboards.</p>
Health and Safety Monitoring Inspections		
General inspections of the site will be conducted periodically	Kim Fisher Governors Caretaker All Staff	<p>Regular inspections of the school site will be undertaken to ensure a proactive approach is taken and any defects can be dealt with swiftly.</p> <p>The caretaker will visually inspect external areas/ walkways/ exits, school hall daily.</p> <p>Class staff will visually inspect classroom daily.</p> <p>Playground equipment, forest schools, allotments etc. are checked prior to use.</p>

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		<p>Aquasafe undertakes scald tests on a monthly basis.</p> <p>The caretaker undertakes all fire safety checks at required intervals.</p> <p>The caretaker undertakes a visual inspection of ladders, finger guards, and self-closing arms on a termly basis, all furniture and fixings are inspected on annual basis.</p> <p>General site inspection: Termly Visual inspection of play equipment: Weekly Visual inspection of chairs/ furniture: Annually</p> <p>Any defects/issues found on these inspections are to be noted and rectified as soon as possible. Immediate action is required where there is significant risk of injury/ill health.</p> <p>A visual inspection of chairs/ classroom furniture is to be undertaken annually.</p>
Where appropriate these inspections will be forwarded to Kim Fisher	Governors Health and Safety	<p>Site inspections are recorded using the LA site inspections form. Required actions are listed and sent to designated persons responsible for rectifying the hazard.</p> <p>Kim Fisher and the caretaker have access to RAMIS.</p> <p>Reports are shared during Governors Health and Safety committee meeting which is attended by Kim Fisher. Health and Safety Officer & caretaker to attend as requested.</p>
A whole site health and safety inspection will be completed annually	Nominated Governor	<p>A self-inspection toolkit is available on Ramis.</p> <p>School Governor to complete annual site inspection, alongside schools Health and Safety Officer (if required) and Kim Fisher.</p> <p>RAMIS: General Health and Safety inspections / Fire audits to be use as guidance or Authorities site inspection checklist.</p>

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Health and Safety Training		
Health and safety induction training is provided and documented for all new employees	Kim Fisher	<p>Kim Fisher undertakes or delegates a member of staff to have a briefing with all new members of staff who are taken on a tour around the school to ensure clarification of policy /potential risks and hazards. Topics covered are:</p> <ul style="list-style-type: none"> • Accident/ Defect Reporting; • Emergency Incident Procedures; • Fire Evacuation Procedures; • First Aid Arrangements; • Job and site specific health and safety issues; • Risk Assessments; • School Health and Safety Policy. <p>New staff are provided with a school hand book and a copy of the health and safety policy.</p> <p>Supply staff are provided with an information pack and class file.</p>
The health and safety law poster is displayed in school		Displayed in the main office.
Training records are kept and a system is in place for ensuring appropriate refresher training is implemented.	Kim Fisher	<p>Relevant staff are provided with specific health and safety training depending on their role.</p> <p>Staff training needs are assessed by Kim Fisher. Update training is provided in response to significant changes to legislation.</p> <p>Staff receive regular health and safety information via staff meetings, INSET days and awareness sessions with Schools Health and Safety Officer.</p> <p>Staff CPD is recorded on staff individual records.</p> <p>Minutes of meetings are kept on file.</p> <p>A record of attendance for fire awareness training is kept in the fire logbook.</p> <p>Copies of certificates for First aid / Food Safety – displayed in the main office.</p> <p>A list of staff trained in specific medical conditions/ use of emergency medication is kept with individual child files.</p>

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		<p>Refresher training is provided at suitable intervals to ensure staff competency. The time period for which refresher training is required may be dictated by legislation and/or guidance.</p> <p>Members of staff attend appropriate courses which are relevant to their role. Members of the Governing Body are also welcome to attend these courses.</p> <p>Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness. This is recorded by Governor Services.</p>
Legionella		
<p>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>Kim Fisher Cardiff Council Caretaker Aqua Safe</p>	<p>A risk assessment of the hot and cold-water systems has been undertaken by an external water treatment company. The risk assessment is reviewed regularly, and when there is a reason to believe the assessment is no longer valid.</p> <p>The risk assessment identifies the risks due to legionella bacteria and detail a control scheme of the measures needed to reduce the risks. The risk assessments, and all other relevant documentation relating to the management of legionella, are filed in a Water Management File which is located in the main office.</p> <p>If any actions are identified through the risk assessment, remedial work is undertaken either directly funded by the school or through the Education Service.</p> <p>Annual and six-monthly legionella inspections are arranged by Facilities Management.</p> <p>The school employs Aqua Safe to undertake monthly temperature monitoring and report any non-compliances to Kim Fisher.</p> <p>The school is responsible for weekly flushing of little used outlets.</p> <p>The local authority arranges for annual servicing of thermostatic mixing valves.</p>

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Lettings		
<p>The school ensure that the relevant documentation is received, and health and safety information is provided to all hirers of the building/grounds.</p>	<p>Kim Fisher Governing Body</p>	<p>The Governing Body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment, or any other relevant paperwork, where their compromises the health and safety, the occupants or building.</p> <p>The hirer will be provided with relevant health and safety/ building information for the area they are hiring.</p> <p>Any group using the building must report to the main entrance before any activity commences. All persons using the Breakfast Room/Adult Learning room must also report to the main entrance. If adults/children meet the tutors in any area without going through the main entrance, this must be agreed with the Head Teacher beforehand and a register must be taken in order to comply with the Fire procedures.</p>
Lone Working		
<p>Staff are encouraged not to lone work around the school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate control measures.</p>	<p>Kim Fisher Caretaker</p>	<p>There is minimal lone working at Windsor Clive Primary School</p> <p>A specific lone working risk assessment is required for those persons who undertake lone working at the school or off-site work visits.</p> <p>Lone workers include:</p> <ul style="list-style-type: none"> • Only one person working on the premises • People who work separately from others* • People who work outside normal hours <p>*Note: This includes people in isolated areas of sites or premises where other people are present elsewhere</p> <p>No high-risk activities are carried out when lone working. The school is secure and locked when whilst lone working.</p> <p>Mobile phone must be carried whilst lone working.</p>

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Manual Handling & Lifting		
Manual handling operations are risk assessed and staff have received training, information and instruction.	Kim Fisher	<p>Manual handling should be avoided where possible.</p> <p>Risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p> <p>Where pupils are required to be lifted or moved, where possible, this will be by means of mechanical aids, e.g. hoists, etc. If it is necessary to lift a pupil, this is done as a last resort and those members of staff have received appropriate training in the handling of people.</p>
Medical Care Plans		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.	Inclusion Team Health and Safety Liaison Team ALENCO's	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical Care Plans are reviewed annually.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
New and Expectant Mothers		
A specific risk assessment is completed once a member of staff informs Kim Fisher she is pregnant or breastfeeding.	Kim Fisher	<p>All new and expectant mothers are expected to inform Kim Fisher of their pregnancy in order that a specific risk assessment may be carried out. This is reviewed throughout the pregnancy.</p>
Personal Protective Equipment (PPE)		
Staff are provided with personal protective equipment as required.	Kim Fisher	<p>Personal Protective Equipment (PPE) will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment. PPE is assessed to determine that it is suitable for the tasks being undertaken and it will be issued following other means of controlling the risk in the first instance.</p> <p>Risk assessments will identify who requires PPE and what is required. It will be provided, together with the necessary instructions and training to enable proper use, storage and care. PPE is stored in cupboards or cases to ensure that it is kept clean and in good repair.</p> <p>Members of staff who require the use of PPE are provided with it free of charge and are issued with instructions to ensure that it is</p>

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		used correctly. They are also instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager. Failure to use PPE, or use it properly, may result in disciplinary action being taken against the employee.
Pest Control		
Sightings of pests are reported to Kim Fisher.	Kim Fisher	It is the responsibility of the school to make the necessary arrangements for call outs.
Playground/ Play Equipment		
All play equipment is maintained in a safe condition.		External play equipment should only be used whilst supervised.
All equipment is periodically inspected.	Supervising staff Caretaker	Equipment should be inspected daily prior to pupils using it. The caretaker will conduct a formal visual weekly inspection of play equipment. The school arrange for the inspection of our play/gymnasium equipment by a competent contractor.
Recreational breaks have been risk assessed.	Kim Fisher	A playground risk/ recreational breaks assessment is being undertaken to ensure that risks associated with the activities and environment are controlled.
Ponds		
Activities near ponds/ water features are controlled.	Kim Fisher	The school has two main areas where water is a feature. The larger area is located by the Multi Use Games Area. This area is used both during lunchtimes and curriculum times. Children are not allowed in this area with out the presence of an adult. All adults must be made aware the hazards beforehand. A risk assessment of the area has been made of both areas and is available in the Staff room.
Premises Management		
Kim Fisher is responsible for managing the building.	Kim Fisher Caretaker	The school ensure that appropriate systems and documentation are in place in respect of the following: - <ul style="list-style-type: none"> • Building/premises related risk assessments • Day to day management of the health and safety management of the building/premises, including regular inspections and checks

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		<ul style="list-style-type: none"> • Asbestos • Contractors • Fire safety • Fixed electrical installation • Legionella • Heating, gas and other mechanical systems • Lifts • Maintenance work • Monitoring (documented) of health and safety arrangements including formal, at least quarterly, inspections to ensure risk controls are effective • Security • Statutory checks/inspections • Physical condition of the building and environment • Traffic management • Compliance with Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) • Cooperation with other building/premises occupiers as appropriate.
Premises Security		
The boundary site is secure at all times.	All Staff	The boundary is enclosed by fencing and gates to ensure it cannot be easily accessed by intruders. The gates are locked during the school day and when the school is locked. There is an intercom and access control system in operation on the main gate.
The building is secure at all times.	All Staff	<p>All visitors gaining access via the main entrance / reception area must use the intercom system which will be answered by the Office Managers. The Office Managers should ensure that they have asked for verbal identification before releasing the security to the external door and ensure that the signing in process has been completed prior to entrance through the next security door into the main body of the school.</p> <p>All visitors are required to read 'Visitor' procedures which is situated on the wall next to hatch. Wherever possible, visitors should be escorted to the person they have come to see and the book signed prior to exiting the building.</p>

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		<p>The staff carpark is separated from the main building and external areas by secure fencing and gates.</p> <p>To gain access to the site, visitors must gain access via the intercom and access control gate on Grand Avenue. All other gates are padlocked and secure throughout the school day.</p> <p>Padlocks are placed on all gates to secure the site during the day, where these are combination locks, they are the same for all locks and all staff are informed of the combination. Where this is operated by key, it is the same key for all locks. The school is fitted with magnetically locked doors that only open when fobbed (unless in the event of a fire).</p> <p>Any unaccompanied adult without visible ID inside the school building or on school grounds should be challenged by staff as to their purpose.</p> <p>Children are forbidden to enable entry into the school by any unauthorised person and are prevented from doing so due to the fob exit security system. It is the duty of all staff to ensure all doors are closed after use.</p> <p>Staff are responsible for the supervision of pupils in all areas of the school including the movement of children in and out of the buildings.</p> <p>Suspicious persons in the vicinity of the school should be reported immediately to a senior member of staff who will inform police.</p> <p>Where the school is in receipt of information from police or LEA, this will be shared with staff and, where necessary and appropriate, other schools and the community.</p> <p>The premises are covered by CCTV cameras. Footage is automatically recorded and saved for a full calendar month.</p> <p>Vulnerable areas of the school, including the main office, Headteacher and Deputy Headteacher's offices are covered and include panic buttons in the event of threat or actual injury to property or person.</p>
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		<p>In the event of the fire alarm being activated, all security doors will automatically release. The caretaker will report any faults on the system immediately so that repairs can be made as soon as possible.</p> <p>In the event of an unusual, extreme emergency, procedures for emergency planning should be followed.</p>
PTA (Parent Teacher Association) & other Events		
Measures are taken to ensure that all events are safe.	Kim Fisher	<p>Kim Fisher has overall responsibility for ensuring that the Chair of the Parent Teacher Association (PTA), (or the person organising the event) is responsible for, and carries out, risk assessments for any PTA or other organised events.</p> <p>The Chair of the PTA (or the person organising the event) is responsible for ensuring that there is adequate insurance in place for the event. All specialist equipment hired for events, for example, bouncy castles, are supplied and erected by competent persons.</p> <p>Adequate numbers of staff and members of the PTA are available at events to supervise and direct people in the event of an emergency.</p>
Pupils with Medical Needs		
Pupils with chronic complex medical needs will have a medical care plan which has been written by a healthcare professional.		<p>The DfES / Department of Health document 'Managing Medicines in Schools and Early Years Settings' provides the framework for the management of medicines in the school. See the school's Healthcare Needs Policy.</p> <p>The school has developed a procedure on the management of pupils with medical needs. Please refer to the school's Healthcare Needs Policy.</p> <p>Where required staff are trained in accordance with the Medical Care Plan. Medical Care Plans are reviewed annually.</p>
Reporting Defects		
All defects are reported in a timely manner.	All Staff	All staff are responsible for reporting hazards as soon as they are witnessed. They report hazards to the Head Teacher or caretaker.

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		Immediate action is taken when required i.e. closing off an area or not leaving a location unattended.
Risk Assessments		
Risk assessments are completed, documented and relevant information is provided to staff.	Kim Fisher	<p>Kim Fisher is responsible for undertaking risk assessments or delegating these to competent person(s). Hard copies of these assessments are retained in the risk assessment folder. Electronic copies are held on Teacher Share.</p> <p>Pupil assessments, employee assessments and return to work assessments are available under the Health and Safety SLA.</p>
Risk assessments are reviewed regularly and/or following a significant change.	Kim Fisher	Risk assessments are reviewed annually, following an accident or when circumstances to which the risk assessments relate to change.
Specific risk assessments must be completed by a competent person.	Local Authority	<p>A fire risk assessment is undertaken every three years and reviewed by the school annually.</p> <p>The Legionella risk assessment is reviewed every three years or when there has been a significant change to the water system.</p>
Slips, Trips & Falls		
Slips, trips and falls are one of the main causes of accidents in schools.	Kim Fisher All Staff	<p>Managers have specific responsibilities in ensuring the physical premises and environment and workplace layout is suitable, but all employees have responsibilities to ensure the risk of slips, trips or falls are eliminated or reduced by:</p> <ul style="list-style-type: none"> • Ensuring good housekeeping • Using suitable equipment e.g. when accessing high shelves • Cleaning up spillages • Not obstructing areas e.g. with redundant furniture, computer equipment. • Wearing suitable footwear • Reporting any hazards which they cannot address, e.g. condition of playground / play areas • Paying attention to what they are doing.
Smoking		
Windsor Clive Primary School is a non-smoking site.		In compliance with WAG requirements the school has a non-smoking policy. Signs are posted on the school site. Any adults who

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		don't comply will be asked to leave the premises. In the case of parents, if they refuse to stop smoking, they will have to wait for their children outside the main gates. From 1st March 2021, it is against the law to smoke on school grounds.
Stress/ Staff Wellbeing		
The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol. The school cooperate with the Local Authority's Managing Attendance Team to monitor any related absenteeism linked to wellbeing.	Kim Fisher	<p>There is a commitment from the management of the school to reduce staff and pupil stress. The procedures and routines of the school attempt to take into account the possible risk to pupils / staff of experiencing stress. Demands on staff are often great, but attempts by the management to timescale the physical and administrative commitments. PtB (Place To Be) is a school based counselling service which also offers support for members of staff. In addition there is an employee Counselling service available through the LEA. Staff are issued with details of this service and information is available in the staff room.</p> <p>Stress risk assessments are completed for teams of employees, and for individual members of staff, upon return to work, following an absence due to stress, or if there are particular issues.</p> <p>Members of staff are made aware of the Employee Counselling Service (Tel: - 029 2046 8565) and the Teacher Support Network (Tel: - 08000 855 088).</p>
Traffic Management		
The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Kim Fisher	<p>A risk assessment for Traffic Management has been undertaken and communicated to all relevant staff.</p> <p>The two main gates are kept fully open during schools hours to allow access for the emergency vehicles. There are signs indicating the main entrance and other key areas. The car park located on Moore road is designated for visitors. These car parks are not to be used by parents or members of the public. Staff and visitors park on Grand Avenue at their own risk. Staff are instructed to enter the car park at least 15 minutes before pupils and parents arrive on site at the start of the day. Staff should not leave the car park until all the children have left at the end of the day. Staff must be aware that children</p>

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		<p>may be leaving the school premises between 2.45 and 4.15.</p> <p>Children are prohibited from entering the car park or school main gates during the school day, Staff supervise these areas at break times.</p> <p>Contractors / deliveries are not allowed on the school yard without authorisation and only at times when the children are in class and then with caution. Signs make this very clear and need to be observed. On exceptional circumstances a member of staff on duty may blow the whistle to stop the children playing and ensure they are well back before allowing the vehicle to proceed slowly with an escort. All kitchen deliveries should be via Moore Close, Anyone bringing a vehicle on site should be aware of people who may have sensory or physical disabilities and of the unpredictable nature of children.</p> <p>Parking immediately outside the school is monitored and countered by yellow zig zag and the use of the Green Cone Scheme. This is carried out by the site manager. Parents who ignore this may be challenged by the Deputy Headteacher or Senior teachers. Parents are regularly reminded not to park carelessly via news letters.</p> <p>Road safety features regularly in the incidental and planned curriculum of the school, including projects initiated by the police and the Road safety Team.</p> <p>The school is aware of the Schools Traffic Management Safety Group and contacts the group for advice about traffic management both on-site and in the vicinity of the school entrance.</p> <p>The school site has a blanket speed restriction for all vehicles of 5mph.</p>
Violence at Work		
All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW	Kim Fisher	Any instances of violence at work are recorded on the Schools ALERT violence at work form, taking accounts from those involved and any witnesses. The form is

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report form and forwarded to the School Health and Safety Liaison Team		<p>completed by Kim Fisher and forwarded to SchoolsAccidentsHandS@cardiff.gov.uk</p> <p>Members of staff consider where they will see pupils or parents if they are concerned that an aggressive situation may develop and ensure that a second member of staff is present.</p> <p>Risk assessments for violence at work have been undertaken and communicated to all staff.</p>
Windsor Clive Primary 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.	Kim Fisher	<p>Where appropriate the school will seek advice from the Authority where sanctions are required.</p> <p>In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
Work Experience		
Risks and site information are communicated to the person and/or their parents prior to the placement commencing.	Kim Fisher Placement Coordinator Relevant Staff	<p>A generic work experience risk assessment has been undertaken.</p> <p>An information sheet for students is being developed to provide them with important health and safety information.</p> <p>Kim Fisher will provide information on the risks to the placement organiser. The placement coordinator reviews the activities being undertaken and carries out a risk assessment where necessary.</p> <p>The placement coordinator provides an induction session for the students, and they are trained and supervised by relevant staff.</p>
Working at Height		
All work at height should be risk assessed and appropriate controls introduced.	Kim Fisher	<p>Only trained staff should work at height, all activities must be risk assessed by Kim Fisher.</p> <p>No chairs are permitted to be stood on. Step stools/ ladders are available if needed.</p> <p>All equipment is stored appropriately ensuring that lighter objects are placed higher on shelving than heavier objects. Staff are reminded not to carry or move heavy equipment and not to overload boxes.</p>

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Equipment must be well maintained and inspected frequently.	Kim Fisher	<p>Ladders and step ladders must conform to safety standard BS EN131, be checked before each use and only be used for short durations. If longer duration work is required, specialist equipment is likely to be required.</p> <p>All equipment is stored appropriately to ensure that it is not accessible.</p> <p>Small steps around classroom cupboards Large ladders locked in cupboard behind stage.</p>
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PART FOUR: HEALTH AND SAFETY POLICY REVIEW

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

Person Reviewing	Reason for Review	Date of Review
Cerys Driscoll-Jones (SLA Health and Safety)	Annual review/ change previous policy to new template. Amendments made.	7 th March 2022- to be approved by HT and GB.