



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Statement of Policy

1. This is the Health and Safety Policy of Ysgol Coed-y-Gof, which should be read in conjunction with Cardiff Council's Health and Safety Policy and the Health and Safety Policy of the Education Service.
2. Ysgol Coed-y-Gof accepts its responsibilities under the Health and Safety at Work etc. Act 1974 for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who may be affected by its activities.
3. The Senior Management Team will take all reasonable steps to ensure that Cardiff Council's Health and Safety Policy, the Education Service's Health and Safety Policy and their own Health and Safety Policy are implemented and, that guidance documents are followed and monitored throughout the school.
4. Ysgol Coed-y-Gof is committed to ensuring a high standard of health, safety and welfare. This will be achieved by:
 1. Assessing and controlling risks arising from curriculum and non-curriculum activities.
 2. Maintenance of a healthy and safe working and learning environment with safe means of access and egress.
 3. Safe working practices and the provision and maintenance of safe plant and equipment.
 4. Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
 5. The consultation with staff on matters affecting health and safety.
 6. Provision and dissemination of health and safety information which is received from the Schools and Lifelong Learning Service and other sources.
 7. Ensuring staff are competent to carry out tasks by the provision of effective information, instruction, training and supervision.
 8. Adequate welfare facilities exist and are maintained at Ysgol Coed-y-Gof.
 9. Procedures are in place for emergency situations.
 10. Monitoring and review of health and safety standards/ accident statistics.
 11. Encouragement for staff to participate in the promotion of health and safety standards in the school.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

12. Access to competent advice with reference to health and safety matters.
13. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

This Policy and referenced documentation is available to all staff and tutors. A hard copy of this policy can be found in the the headteacher's office. An electronic copy of this policy is available on Ramis for Schools.

This policy will be reviewed at regular intervals and at least annually.

Signed: Carys Prytherch
(Head Teacher)

Signed: Llinos Bradbury
(Chair of Governors)

Date:

Review Date:

2 Organisational Responsibilities		
2.1	Educational Service Responsibilities	Page 3
2.2	The Governing Body	Page 3
2.3	Headteacher	Page 4
2.4	Senior Management Team	Page 5
2.5	Teaching Staff	Page 5
2.6	Estates Staff	Page 6
2.7	All Employees	Page 6
2.8	Pupils	Page 6
3 Arrangements and Procedures		
3.1	Ysgol Coed-y-Gof's Aims	Page 7
3.2	Accident, Near Miss and Disease Reporting and Investigation	Page 7
3.3	Administering Medication	Page 8
3.4	Adverse Weather	Page 8
3.5	Asbestos Management	Page 8
3.6	Body Fluid Spillages	Page 9
3.7	Breakfast Club	Page 10
3.8	Catering	Page 10
3.9	Child Protection	Page 10
3.10	Cleaning	Page 11
3.11	Communicable Disease	Page 11
3.12	Contractors	Page 11
3.13	Curriculum/ Activity/ Provision Safety	Page 12



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

3.14	Display Screen Equipment (DSE)	Page 12
3.15	Educational Visits	Page 12
3.16	Electrical	Page 13
3.17	Emergency Procedures	Page 13
3.18	Fire Precautions and Procedures	Page 14
3.19	First Aid	Page 14
3.20	Glazing	Page 14
3.21	Hazardous Substances (COSHH)	Page 15
3.22	Health and Safety Advice	Page 15
3.23	Healthy Schools Initiative	Page 15
3.24	Housekeeping, Cleaning and Waste Disposal	Page 16
3.25	Internet Safety	Page 16
3.26	Legionella	Page 16
3.27	Lone Working	Page 16
3.28	Maintenance Arrangements	Page 17
3.29	Manual Handling and Lifting	Page 17
3.30	Expectant Mothers	Page 17
3.31	Personal Protective Equipment	Page 18
3.32	Pest Control	Page 18
3.33	Play Equipment	Page 18
3.34	Premises Security	Page 18
3.35	Reporting Defects	Page 19
3.36	Restraint	Page 20
3.37	Risk Assessments	Page 20
3.38	School Meals	Page 20
3.39	School Uniform	Page 20
3.40	Smoking	Page 21
3.41	Staff/Trade Union Consultation	Page 21
3.42	Staff Health and Safety Training	Page 21
3.43	Staff Stress and Wellbeing	Page 22
3.44	Theft or other Criminal Acts	Page 22
3.45	Traffic Management	Page 22
3.46	Useful Contacts/ Location of Isolation Points	Page 22



3.47	Violence to Staff	Page 23
3.48	Work Experience	Page 23
3.49	Working at Height	Page 23

4 Monitoring and Review

Organisation and Responsibilities

2.1 The Health and Safety at Work etc. Act 1974 places overall responsibility with the employer. The employer of Ysgol Coed-y-Gof is Cardiff Council.

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

Ysgol Coed-y-Gof is expected to produce and review a local Health and Safety Policy that is consistent with the Policy of the Education Service.

2.2 The Governing Body

The Governing Body along with the Headteacher is responsible for:

1. Ensuring legal compliance with all Health and Safety legislation for all aspects of the school;
2. Monitoring health and safety standards within Ysgol Coed-y-Gof;
3. Appointing a governor to act as 'nominated health and safety governor' to act as point of contact for all matters relating to the school's Health and Safety Policy;
4. Ensuring the school has in place a Health and Safety Policy;
5. Prioritising actions when resources are required;
6. Ensuring appropriate actions are taken in respect of addressing any shortcomings; concerning any aspect of health and safety;
7. Producing a short report on health and safety for the Governing Body
8. Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
9. 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.
10. Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

11. Seeking specialist advice on health and safety which the establishment may not feel competent to deal with

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 Ysgol Coed-y-Gof is Neil Cole.

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

1. 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.
2. Support the Headteacher as a health and safety coordinator, as well as other members of staff in the strategic management of health and safety.
3. Provide a contact point for information, support, training and guidance from the Schools and Lifelong Learning Service.

If the Governing Body fails to carry out essential work for which it is responsible to ensure the Health and Safety of its staff, pupils and other people using the site, the Schools and Lifelong Learning Service, after consultation with the Headteacher, can carry out essential work and charge it to the school's budget.

2.3 The Headteacher

Carys Prytherch is the Headteacher of Ysgol Coed-y-Gof and is responsible to the Chief Schools and Lifelong Learning Officer for the implementation of the Schools and Lifelong Service's Health and Safety Policy as well as Ysgol Coed-y-Gof's own Health and Safety Policy.

Carys Prytherch, as Headteacher, is specifically responsible for:

1. The production and review of the Health and Safety Policy for Ysgol Coed-y-Gof, having regards to the Management of Health and Safety at Work Regulations 1999;
2. Ensuring that risk assessments for all relevant activities within the school are carried out by a competent person, and that action is taken as required, ensuring that regular inspection and investigations are undertaken where necessary.
3. Ensuring that any control measures identified by the risk assessments are implemented and developing and maintaining safe working practices and procedures;
4. Liaising with the Governing Body and the Schools and Lifelong Learning Service on matters relating to Health and Safety, supporting the Governing Body in monitoring health and safety performance within the school;
5. Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

6. Submitting inspection reports to the Governing Body, informing the Governing Body of action required to comply with Health and Safety Legislation;
7. Co-operating with and providing necessary facilities for Trade Union Safety representatives and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
8. Passing relevant health and safety information to relevant members of staff;
9. Providing information, when requested, to the Education Service to enable the Service Area to produce an Annual Health and Safety Report;
10. Following the Education Service's guidelines on Health and Safety;
11. Ensuring there are adequate staffing levels for safe supervision of pupils;
12. Securing health and safety advice from a competent source i.e. Cardiff Council's Health and Safety Team or the Health and Safety Executive website;
13. Ensuring that any equipment used at the school meets appropriate safety standards including the provision of appropriate protective clothing and equipment where necessary;
14. Ensuring the provision and maintenance of fire detection and firefighting equipment;
15. Ensuring the provision and maintenance of first aid provisions;
16. Formulating and reviewing the arrangements for the action to be taken in an emergency, ensuring that all involved are informed of their arrangements;
17. Ensuring that only competent contractors are engaged in line with the Council procedures and that their work is suitably monitored and supervised by a competent employee to ensure they discharge their health and safety responsibilities appropriately.
18. Ensuring that contractors working on site have appropriate Health and Safety qualifications, policies, risk assessments, method statements in place;
19. Ensuring that all building work is undertaken in compliance with the Construction (Design and Management) Regulations 2015;
20. Acting as duty holder and ensuring that procedures and arrangements detailed in the Asbestos Management Plan are followed;
21. Reporting specific accidents, near misses or dangerous occurrences to Cardiff Council's Health and Safety Department, ensuring to investigate when required;
22. Arranging for statutory inspections to be undertaken when required;
23. Arranging maintenance of the premises and any necessary repair maintenance and testing of equipment;

In the absence of Carys Prytherch, these responsibilities fall to Alex Lewis, Deputy Headteacher.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

2.4 Senior Management Team

The Senior Management Team are specifically responsible for:

1. Day to day management of health and safety in accordance with this policy;
2. Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy. Where appropriate, carrying out regular inspections and communicating the results to the Headteacher, ensuring action is taken;
3. Arranging staff training and information;
4. Ensuring that suitable and sufficient risk assessments are carried out and reviewed by a competent person, and that the findings are communicated to relevant staff.

The Senior Management Team is made up of Carys Prytherch, Alex Lewis, Laura Casey and Fran Davies.

2.5 Teaching Staff

Teaching staff are responsible for:

1. Day to day management of health and safety in accordance with this Policy; Applying the school's health and safety policy to their own classroom or area of work.
2. The safety of pupils under their supervision during an organised activity/ programme;
3. Checking classrooms and workspaces are safe;
4. Ensuring school equipment is safe before use;
5. Ensuring safe working procedures are followed;
6. Ensuring that they adhere to site/process risk assessments and that control measures are being implemented;
7. Ensuring that where protective clothing or equipment is issued, it is used;
8. Ensuring that the correct procedure is followed for reporting specific accidents, incidents and near misses both whilst on the school site and during organised activities and initiating an investigation when required;
9. Carrying out risk assessments for school trips when requested to by Carys Prytherch;
10. Leading their class to the designated assembly point in the event of a fire alarm activation and undertake roll call.
11. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

2.6 Estates Manager

Ron Burford is the Estates Manager at Ysgol Coed-y-Gof and is responsible for:-

1. Ensuring that the fire alarm system is tested on weekly basis and this is recorded;
2. Ensuring that emergency lighting is function tested once a month and this is recorded;
3. Arranging the maintenance of the premises, any necessary repair, maintenance and testing of equipment that is required;
4. 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.
5. Arranging for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe;
6. Liaise and monitor 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;

2.7 All 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.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

2.8 Pupils

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

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

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

Listen and respond to teachers to ensure the safety of themselves and other.

2.9 SUPERVISION OF PUPILS (see also Safeguarding policy)

The school have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the day in order to ensure their health, safety, welfare and good conduct.

We are aware that responsibility begins when they arrive at school. Therefore, we will ensure that all parents are informed of the time school starts and that children should not arrive more than fifteen minutes before that time when staff will be on duty. Pupils attending breakfast club will be admitted to school at (8.15am), parents are informed that they need to supervise their children until this time.

Staff have a duty of care to the children from 8.40 am and are requested to supervise the children from this time.

Playtime supervision is carried out by all members of staff on a rota basis. On wet days the pupils remain inside. A trained first aider is available at all break times to deal with minor cuts and grazes.

During lunchtimes, midday supervisors will be in charge of the children and they are requested to follow the same procedures as the teaching staff.

Children are asked always to walk around school in an orderly manner. When groups of children are moved around the building they should be lined up quietly and taken by a responsible person. Running is not allowed at any time.

All parents are informed of the end of school time school and that parents and children must leave the school within fifteen minutes of the end of the school day. Playground equipment must not be used by pupils or other children at the start or end of the school day.

Visitors



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

All visitors are expected to:

- Report to reception and record their name on the inventory system.
- State the purpose of their visit, and to confirm their status/identity by producing verifiable documentation
- Take reasonable care of themselves and others while on school premises.
- Co-operate with the safety rules and procedures of the school.
- Ensure compliance with risk management when working on the premises
- Report defects or damage to equipment
- Report all accidents, incidents and dangerous occurrences

Visitors should, when possible, be accompanied to the person they have come to see and escorted from the premises at the end of their visit. This ensures we can account for all persons should an emergency evacuation occur, or should the visitor be taken ill in some remote part of the school.

Arrangements and Procedures

3.1 Ysgol Coed-y-Gof is committed to achieving the five required outcomes of the Children's Act 2004 i.e. that all children:

1. Be healthy;
2. Stay safe;
3. Enjoy and achieve;
4. Make a positive contribution;
5. Achieve economic well-being.

The health, safety and welfare of all people who work or learn at Ysgol Coed-y-Gof are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health, safety and welfare of all children, members of staff and visitors to the school.

3.2 Accident, Near Miss and Occupational Disease Reporting

The school has a legal duty under the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences 1995) to report all accidents and ill health at work.

We are aware that the LA has a duty under these regulations to report to the Health and Safety Executive:

- Death or major injury (amputation, serious burns, acute illness, fractures, loss of sight or consciousness)
- Over 7 days lost to injury
- Certain diseases
- Dangerous occurrences



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. First aid boxes are stored in the First Aid Area (ELSA room) and the Kitchen for prompt access to children's medication and first aid equipment.

A logbook of all incidents involving injury is kept and parent are informed of any head injuries. Should a child be seriously hurt, we contact the parent/guardian through the emergency telephone number kept on file. These numbers are updated annually. Certain workplace accidents to employees and pupil's must be reported to the Health and Safety Team so they can be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.

Carys Prytherch is responsible for ensuring that the appropriate accident forms are completed. Accident forms are available online using the CIS system or Ramis for Schools. The forms available for use are:

Dangerous Occurrence Form;
Incident Investigation Report Form;
Pupil Accident Notification Form (Available in English and Welsh);
Near miss reporting form;
Statement of Witness Form.

- Pupil and Employee Accident Report Forms/Violence at Work Forms / Near Miss Forms *are to be sent to Schools Accidents H and S / I a D Damweiniau Ysgol <SchoolsAccidentsHandS@cardiff.gov.uk>*
- Alex Lewis or the *School Secretary* is responsible for forwarding the above forms to *Schools Accidents H and S / I a D Damweiniau Ysgol <SchoolsAccidentsHandS@cardiff.gov.uk>*

Serious accidents or incidents must be reported immediately to the Health and Safety Team on
Tel: 07773258049

Staff are aware of the importance of reporting all incidents (including near misses).

3.3 Administering Medication

Most pupils will at some time have a condition requiring medication. For many the condition will be short term. Although a pupil may be well enough to be back in school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit to administer the medication themselves (after first reporting to the office). **If they are unable to do this, medication will only be administered in school in accordance with the WAG guidance document: [Supporting learners with healthcare needs](#).** Only medication with a valid medical prescription will be administered. Parents must supply the medication (with the medication instructions) in a secure, labelled container. Records will be kept of all medication administered by the school.

Asthma pumps and Epi-pens will be kept in the appropriate first aid boxes (see 3.3 for their locations). Pictures of children with allergies and long-term medical needs are placed in the staff room (with parental permission), so that all members of staff (including peripatetic and supply teachers) are aware of who they are and their medical needs.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

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

Ysgol Coed-y-Gof promotes equality or opportunity for disabled pupils, staff and visitors. We aim to secure full participation in every aspect of school life. The school building meets the needs of all disabled stakeholders entering and using the school.

3.4 Adverse Weather (Refer to Adverse Weather Risk Assessment)

During the summer term children are encouraged to wear sunhats and parents are asked to apply sunscreen to their children before coming to school. The child is permitted to bring sunscreen to school and apply it themselves. Children are encouraged to use the shaded areas of the school and drink plenty of water. Children are encouraged to bring water bottles to school and take them home to be washed on a daily basis.

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

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

3.5 Asbestos Management

An asbestos management survey has been undertaken for Ysgol Coed-y-Gof.

Following the asbestos survey an asbestos management plan has been provided to Ysgol Coed-y-Gof containing details of the location, type and condition of the asbestos containing material on site. The management plan is kept in the administration office. Procedures are kept in Cardiff Council's Asbestos Policy and the procedures contained in the asbestos management plan must be followed.

The responsibility for the management of asbestos is with the dutyholder of the school, Carys Prytherch. The following people have had asbestos awareness training, Ron Burford, Alex Lewis, Natalie Owen, Kelly Page.

The dutyholder Carys Prytherch must ensure that:

1. The condition of the asbestos containing material on site is inspected at regular intervals (as determined in the asbestos management plan);
2. All staff are aware of all asbestos containing material in locations they may come into contact with;
3. The asbestos management plan is consulted if any work will disturb the fabric of the building;



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

4. The asbestos controlling officers are made aware of any work that will involve disturbing asbestos containing materials;
5. That nobody (including staff, contractors, pupils and visitors) enters any area e.g. ceiling voids where it is stated that an asbestos survey was not carried out, until the asbestos controlling officers have been consulted. Surveying may have to take place before access to this area is granted;
6. An asbestos permit to work is completed by anyone who disturbs the fabric of the building, it must clearly state the work being undertaken and the location of that work (blank copies of the permit to work form are contained within the Asbestos Management Plan);
7. Any asbestos removal or encapsulation is reported to the Asbestos Controlling Officers to ensure that an up to date record of the asbestos on site is maintained;

12 monthly inspections of asbestos containing material are carried out as detailed in the Asbestos Management Plan's asbestos inspection programme, this is the responsibility of Ron Burford

8. All staff are aware of the emergency action to be taken in the event of disturbance to asbestos containing material.

The Asbestos Officer can be contacted on telephone [07971 539133](tel:07971539133) or email asbestos@cardiff.gov.uk

3.6 Blood/Body Fluid Spillages

There is a specific risk assessment for this the cleaning of bodily fluids contained in Body Fluids Risk Assessment. The risk assessment has been communicated to all relevant staff. This risk assessment is kept in the headteacher's office.

Body fluid spillages are cleaned up as soon as possible by a member of staff using a spillage kit (these are kept in the cleaning cupboard)

If required the Educational Cleaning Services Rapid Response Cleaning Team (DSU) are called to undertake a deep clean. They can be contacted on 02920 788212 or 02920 788003.

If sickness absence is high, or the school suspects cases of Norovirus, the Services and Compliance Team is contacted on 02920 873714 who will in turn notify the relevant parties.

If a member of staff or pupil suffers from vomiting or diarrhoea they will be excluded from school until they have been free of symptoms for 48 hours.

3.7 Breakfast/ After School Clubs (see risk assessment)

A breakfast club is held daily between 8:15 and 8:55 and is located in the school hall. The breakfast club is led by Jess Murphy and Gareth Roberts who are the breakfast club coordinator.

The Food Hygiene Rating for the breakfast club is currently a 4. The display sticker is prominently displayed on the main door to the kitchen and hall as required by the Food Hygiene Rating (Wales) Act 2013.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

The risk assessment has been communicated to all relevant staff and has been recorded.

3.8 Catering

Ysgol Coed-y-Gof opts into the Educational Directorate Catering Services Service Level Agreement, who are responsible for managing all activities relating to catering and the kitchen facility.

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

The Food Hygiene Rating for the school is currently a 4. The display sticker is prominently displayed on the main door to the kitchen and hall as required by the Food Hygiene Rating (Wales) Act 2013.

3.9 Child Protection (Refer to Child Protection Policy)

The named person with responsibility for child protection in Ysgol Coed-y-Gof is Carys Prytherch, who will liaise with Governor Llinos Bradbury. We follow the procedures for child protection drawn up by the LEA and the Governing Body.

If any member of staff suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform Carys Prytherch about their concerns.

When investigating incident or suspicions, Carys Prytherch works closely with Social Services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in the school to have their application vetted by the Police, in order to check there is no evidence of offences involving children or abuse. This also applies to volunteers who help at the school.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Parents are not permitted to film or take pictures of the children for any purpose other than personal use (see "Safe Use of Pupil Images" for further information) and only those whose parents have given written consent will have their children's pictures on the school website.

3.10 Cleaning

Ysgol Coed-y-Gof opts into the Education Service Cleaning Services Service Level Agreement. The Education Service Cleaning Services communicates and organises relevant information and training to staff. The school provides the cleaners with information regarding emergency procedures.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

If any dangerous practices are observed by school staff, they should be reported to Carys Prytherch who will raise this matter with the cleaner in charge and/ or officers of the School Cleaning Service.

3.11 Communicable Disease

Ysgol Coed-y-Gof follows the procedures outlined in the 'All Wales Infection Prevention and Control Guidance for Education Settings'.

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

3.12 Contractors

Ysgol Coed-y-Gof opts in to a Service Level Agreement with Facilities Management and/or Education Service Schools Organisation Planning (SOP), or the Cardiff Council Design, Construction & Maintenance Services (DCM) when building work is undertaken at the school. For work organised by FM, SOP Officers or DCM, the management of the contractors is managed by FM, SOP or DCM. They will liaise with the school and will ensure liaison between contractors on site.

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

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

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

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



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

The school can seek the assistance of the Education Health & Safety Team to undertake a phased health and safety vetting for contractors the school may wish to directly contract.

3.13 Curriculum/ Activity /Provision Safety (Refer to the Curriculum Policy)

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of Carys Prytherch before that particular activity next takes place.

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the Foundation Phase Curriculum, knowledge and understanding of the World children, learn about how and why people and places are linked, about people who help us e.g. the Fire Service. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum and in Design and Technology lessons, we teach the children about hazardous materials and how to handle equipment safely.

We teach children to respect their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in Design and Technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and Safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as carol services, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity. The Cirw'r lard system operates during playtimes and enables the older children to offer support to the younger children.

3.14 Display Screen Equipment

The school are aware that we have a responsibility under the Health and Safety at Work Act 1974, the Display Screen Equipment (DSE) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health and Safety Regulations (1999) for the health, safety and welfare of employees (school personnel) using DSE.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

We acknowledge that the Regulations apply to all employees. These require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed. However, the Regulations do not cover pupils but since we have a legal responsibility for pupils' general health and safety then the requirements of the Regulations apply to pupils as well.

Display equipment covers monitors, laptops and other graphic displays including CCTV. A workstation includes equipment peripheral to the DSE but within the immediate work environment such as desk, chair, keyboard, mouse etc.

A display screen user is an employee who normally uses DSE for continuous or near continuous spells of an hour or more at a time.

A DSE assessment will be carried out on request, or when an identified risk is identified with the DSE equipment, the workstation, the working patterns of the member of staff, the extent of use or a medical condition of a DSE user.

The school can seek advice from the schools Health and Safety Adviser/s after carrying out an initial, recorded assessment. If it is necessary for medical advice relevant to the DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service by the Headteacher.

'Users' of display screen equipment are made aware of their entitlement to free eyesight tests and, if appropriate, glasses. All staff must request an eyesight test through the Council's Shared Admin Service Desk on the Council's Intranet site. [Eye Tests \(sharepoint.com\)](#)

Assessments of display screen equipment and work stations can be arranged with the Health and Safety Team where necessary.

3.15 Educational Visits (see specific Policy on Evolve)

The role of Educational Visits Coordinator (EVC) at Ysgol Coed-y-Gof is Alex Lewis. Named Person last undertook EVC training in September 2023. The EVC is responsible for ensuring all visits follow the principles of good practice laid down by the Welsh Government and Cardiff Council.

The educational visit approval system (EVOLVE) is used to plan and approve all visits involving adventure activities and residential visits

The approval of low risk visits is delegated to either the EVC or the Headteacher. There is no requirement to inform Cardiff Council of low risk visits. If the visit includes adventurous activities of a trip abroad, Cardiff Council must be informed and approval obtained.

Parents are required to sign a general consent form for regular trips off site. Other trips and/or voluntary contribution will require further parental consent.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Ysgol Coed-y-Gof takes seriously its responsibilities for ensuring the safety of children whilst on school trips. All teachers carry out a risk assessment before going on a school visit and adults accompanying the children on the trip are made aware of their contents.

We use coaches and mini-buses only where seat belts are provided. We instruct the children to use their seat belts at all times when the bus is moving.

EVOLVE website - [EVOLVE](#) or – Dave Golding, Strategic Lead for Outdoor Education.

Contact details are: Dave Golding (CSC) Dave.M.Golding@cscjes.org.uk Telephone 01443 281411

3.16 Electrical Equipment

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

If any portable equipment becomes defective this must be reported to Carys Prytherch and taken out of use immediately.

Fixed electrical testing is undertaken on a five-year basis and must be arranged by. Statutory Compliance Team.

3.17 Emergency Procedures

County guidelines are followed appropriately and are communicated to staff developed in association with LEA support

Type of Emergency Procedure	Procedure/Guidance Location
Fire Evacuation	Procedure within the Fire File
Bomb Alert	Evacuate to upper yard, phone emergency services
Gas Leak	Evacuate to upper yard, follow school guidelines & phone emergency services
Electrical Fault	Evacuate to upper yard, follow school guidelines & phone emergency services
Water Leak	Evacuate to upper yard, follow school guidelines & phone emergency services



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Storm/Flood/ Weather Damage	Evacuate to upper yard, follow school guidelines & phone emergency services
Persons Threatening Violence on Site	Inform all staff members and everybody to stay within the building, close doors & phone emergency services
Dangerous Animals on Site	Inform all staff members and everybody to stay within the building, close doors & phone emergency services & RSPCA

3.18 Fire Precautions and Procedure (Refer to Fire Evacuation Plan)

Cardiff Council undertake a Fire Risk Assessment every three years the last risk assessment was undertaken on 26th April 2021. 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 kept in schools fire log book. The FRAs are reviewed annually by the school or the schools Health & Safety Officer.

A copy of this assessment is located in the fire folder and on Ramis for Schools.

Fire drills are carried out at least termly, the dates and an overview of the drill are contained in the fire folder and staff are briefed on the effectiveness of the drill.

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

The assembly point for staff, pupils, visitors and contractors is the top yard.

Tremorfa undertakes the 6 monthly fire detection equipment inspection.

Fire Safety Direct undertakes annual firefighting equipment servicing.

Tremorfa undertakes annual emergency lighting testing.

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

Ron Burford undertakes weekly checks of the fire alarm and monthly checks of the emergency lighting, these are recorded in the fire folder.

Personal Emergency Evacuation Plans (PEEP's) are undertaken on any staff member of pupil who need assistance during an evacuation.

3.19 First Aid

Carys Prytherch, Alex Lewis, Laura Casey, Leonie Scoble, Alun Evans and Gareth Roberts have received a comprehensive three-day first aid at work course.

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

First aid boxes are located in the ELSA room and kitchen. Gareth Roberts and Alun Evans are responsible for checking and restocking the first aid boxes.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

If a pupil has to be taken to hospital, the Headteacher will decide who accompanies them in an ambulance and who notifies the parent/guardian. The pupil accident report form must then be completed and sent to the Health and Safety Team, as discussed in point 3.3.

3.20 Glazing

All windows and doors are placed with control measures to prevent/ reduce shattering upon impact. An annual inspection should be undertaken to ensure there are no obvious defects with glazing materials.

3.21 Hazardous Substances (COSHH)

All hazardous substances are stored and locked in the cleaning cupboards. Although no chemical substance can be regarded as completely safe, we have in place safety measures in order to prevent the exposure of pupils and school personnel to substances that are hazardous to health.

Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed

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

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

Ron Burford have received Control of Substances Hazardous to Health training.

3.22 Health and Safety Advice

Ysgol Coed-y-Gof obtains competent health and safety advice from the Council's Corporate Health and Safety Team on 02920 873967, the schools Health and Safety Officer Guy Littlemore on 07890 897855 and from the Health and Safety Executive website.

Health and safety forms, templates, policies and procedures can be accessed on [Cardiff Schools Health and Safety Document](#).

3.23 Healthy Schools Initiative



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Following the publication in 1997 of the Government's White Paper, 'Excellence in Schools', many schools decided to participate in the healthy school's initiative. Ysgol Coed-y-Gof fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole school approach to the wellbeing of our children which involves:

1. Giving health issues high priority in our planning;
2. Making sure that we have effective policies on sex education and drug education;
3. Planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
4. Providing opportunities for children to take responsibility for their learning and behaviour;
5. Making sure that the environment is stimulating and conducive to learning;
6. Providing opportunities for children to put forward their views and be listened to;
7. Supporting children who need additional care and attention;
8. Providing opportunities for all our staff to develop their skills;
9. Working closely with parents and external agencies to provide the best possible support for our children;
10. Making sure all children have clear and appropriate targets;
11. Providing lessons at the school allotments linked to class work and termly cookery classes.

3.24 Housekeeping and Waste Disposal

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

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

Waste is disposed of by Cardiff Council.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Induction

New members of staff are instructed in the school's health and safety arrangements by the Headteacher. The following topics are included

- i) School Health and Safety Policies
- ii) Accident / Violent Incident Report Procedures
 - i) Violence at Work, Stress, Alcohol and Drug Misuse, Smoking Control and Manual Handling Policies
- i) Emergency evacuation procedures
- ii) First aid arrangements
 - i) Risk assessments (general, display screen equipment, manual handling and COSHH)
- i) Personal protective equipment if appropriate
- ii) Job and site-specific health and safety issues and information
- iii) Employee Counselling Service and stress management courses
- iv) Safety representatives
- v) Health promotion initiatives e.g. Employee Active Card, Lifestyle Awareness
- vi) Employee Health and Safety Handbook
- vii) Occupational Health Service through Well-Being and Absence policy
- viii) Where to get further Health and Safety Information
- ix) What to do if there is a problem
- x) Service Area Health and Safety Induction Pack

Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by (*insert name / job title*).

3.25 Internet Safety

17.1 We regularly use the internet in school because it has so many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we only use a filtered service, selected links and child-friendly search engines as advised by Cardiff County Council.



Ysgol Gymraeg Coed-y-Gof

17.2 Parents are asked to sign authorisation for their child to use the internet. We also seek parental permission before using photographs of children or their work on the school’s website, or in newsletters and other publications.

3.26 Legionella

A Legionella risk assessment has been undertaken on the hot and cold-water systems at Ysgol Coed-y-Gof, this was last carried out on 3/3/22. The risk assessment is reviewed every 3 years or where there has been a change to the water system.

The risk assessment is stored in the Water Management File in the administration officer and on Ramis for Schools.

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

Monthly water temperature testing is undertaken by Graham FM.

The cleaning of shower heads and flushing of little used outlets is undertaken by Ron Burford.

3.27 Lone Working

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

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

A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff.

3.28 Maintenance Arrangements

The following equipment is inspected:

Equipment	Inspected by	Date of last inspection	Frequency of inspection	Location of records
Gas Boilers	Graham FM	13.03.2024	Annually	Ramis
Gas Kitchen Appliances	Unknown	Unknown	Annually	Unknown
Kitchen Extraction		Unknown	Annually	Unknown



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Roller Shutter Doors	DM Group	08.02.2024	Annually	Ramis
PE/ Gym Equipment	Unknown	Unknown	Annually	Unknown
Ladders (including scaffolding)	Ron Burford	N/A	Every use	Unknown
Outdoor Play Equipment	Gordon Playground Inspections Ltd.	21.09.2023	Annually	Ramis
	& Ron Burford	Weekly	Annually	Recorded in Estates folder
Fire Extinguishers	1 st Attendance	22.01.2024	Annually	Ramis
Fire Alarms	Tremorfa	20.10.2023	Annually	Ramis
Emergency Lighting	Graham FM	13.11.2023	Annually	Ramis
Intruder Alarms	Sonic	Unknown	Unknown	Unknown
Premises CCTV	Unknown	Unknown	Unknown	Unknown
Card Access Systems	Unknown	Unknown	Unknown	Unknown
Fixed Electrical Installations	Trydan	16.10.2023	5 Yearly	Ramis
Portable Electrical Installations	PHS Compliance	29.09.2023	Annually	Ramis
Lifting Equipment	Medserve	Unknown	6 Monthly	School server

Ramis for Schools is used to ensure statutory inspections are undertaken on time. Facilities Management and the Statutory Compliance Team arrange for statutory inspections and records are kept on Ramis and/ or in the administration office.

3.29 Manual Handling and Lifting

Manual handling of objects risk assessments are completed and reviewed by the Headteacher for any tasks where there is a significant risk of injury and where manual handling cannot be avoided. These risk assessments are kept in *(insert location)*.

Appropriate precautions are considered prior to undertaking manual handling. The following members of staff have received training in manual handling: Ron Burford.

Manual handling risk assessments are to be completed where necessary.

If a pupil needs to be lifted or moved the Early Years/ Disability Inclusion teams are to be contacted to ensure the appropriate equipment is installed and staff are trained in its use.



3.30 New and Expectant Mothers

The school have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to protect any member of staff who is or in the future could be a new or expectant mother.

We will assess risks to all school personnel and will undertake what is reasonably practicable to control those risks. We will include any hazards/risks to new and expectant mothers when conducting this risk assessment.

All new and expectant mothers are expected to inform their manager of their pregnancy in order that a specific risk assessment may be carried out

When staff are expecting a child, they must inform Carys Prytherch who will arrange for a specific risk assessment to be undertaken. Risk assessment templates are available on Ramis for Schools.

3.31 Personal Protective Equipment

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 by the caretaker. It will be issued as a last resort measure, following other means of controlling the risk in the first instance.

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

Risk assessments will identify the use for any PPE.

When PPE is administered, it is checked regularly to ensure it is fit for purpose and in good condition. Staff must ensure they inform named person if the PPE is defective.

Where PPE is issued to a member of staff it must be worn and they may be subjected to disciplinary action should they knowingly fail to use it.

3.32 Pest Control

Ysgol Coed-y-Gof has a Service Level Agreement with Cardiff Council's Pest Control.

Sightings of pests must be reported to Alex Lewis, Carys Prytherch or Natalie Owen who will then let Ron Burford know.

3.33 Play Equipment

A risk assessment has been undertaken on the play equipment on site. Play equipment is inspected frequency by staff and frequency by contractor.



3.34 Premises Security

Ron Burford is responsible for managing the building. A risk assessment for the security of the site has been undertaken and is located in the headteacher's office.

The site boundary is secure at all times and adequately lit throughout the day and night.

Access to the school is controlled by magnetically locked doors that only open when fobbed (unless in the event of a fire). The school entrance is controlled by the secretary via an intercom and CCTV unit. Access into the school requires entering a holding lobby. Appropriate lighting is placed around the school grounds to ensure the safety of all staff and pupils when not in day light. The school perimeter is enclosed via security fencing. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

Employees are instructed to challenge strangers, if any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform Carys Prytherch immediately who will inform the intruder they must leave the site straight away. If Carys Prytherch has any concerns that the intruder may cause harm to anyone on the school site, she will contact the police.

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

Parents are not permitted to bring vehicles on site.

No dogs or pets are allowed on the school grounds (with the exception of guide dogs).

Specific Arrangements for Site Supervisor

The Site Supervisor, Ron Burford, under the direction of Carys Prytherch, with the HLTA is responsible for ensuring the building provides a safe and healthy environment for the children. Ron Burford and DSU employees maintain a clean and tidy building and grounds. Any minor repair or maintenance work is undertaken by Ron Burford or through the use of authorised contractors. All equipment is to British and/or European Standards and is maintained regularly.

Ron Burford is the designated key holder for the school, and is responsible for the security of the building. His responsibilities include to check:

1. All locks and catches are working properly;
2. The emergency lighting is working;
3. The fire alarm system has no faults and all call points are working;
4. The security system is working properly;
5. All magnetically locked doors are capable of opening in the event of an emergency.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Before leaving the premises, he must check:

1. All windows are closed and locked
2. All doors are locked and secured
3. The security alarm is set
4. All gates are locked

It is the responsibility of Carys Prytherch or Alex Lewis to perform or deputise (to the Council's key holding services) the above functions in the absence of Ron Burford. Cardiff Council's security department is the second designated key holder for the building. Members of the department are familiar with the premises and hold the necessary keys and security numbers for dealing with emergencies.

Carys Prytherch is responsible for the security of the premises during the school day.

3.35 Reporting Defects

All members of staff are responsible for informing Carys Prytherch of any hazards or defects around the school. These are recorded in Ron Burford's file and are signed off when completed.

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

Ron Burford, Alex Lewis and Natalie Owen are responsible for arranging any remedial works.

Termly walkabouts are undertaken by Alex Lewis, Ron Burford, Neil Cole, Richard Hember and Laura Casey using the School Building Site Inspection Checklist.

3.36 Restraint

There may be rare occasions on which it is necessary for staff to restrain a pupil physically to prevent them from inflicting injury to others, causing self-injury, damaging property or being disruptive. In such cases, only the minimum force necessary is used, any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Teachers responsible for restraining a child have been appropriately trained.

If a pupil may require physical restraint, relevant staff members must attend Team Teach training.

3.37 Risk Assessments

Risk assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. Risk assessments are undertaken by Carys Prytherch (unless delegated to another member of staff or competent contractor) and are kept in the main office.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

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

3.38 School Meals

Ysgol Coed-y-Gof provides the opportunity for children to have a meal at lunchtimes and kitchen staff are informed of any dietary and medical requirements identified by the parents in the admission forms. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act 1999 or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act 1998. All pupils in the Foundation Phase (3-7 years old) are entitled to free milk each school day.

If children choose to bring their own packet lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. We do not allow sweets, crisps or fizzy drinks during playtimes and they are encouraged to bring fruit (Foundation Phase classes prepare their own healthy snacks).

3.39 School Uniform

It is Coed-y-Gof's policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform the parents and request that they made sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in their child not having the correct uniform, or not having adequate equipment, Ysgol Coed-Y-Gof will do all it can to support the parent. We ask that parents do not send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of Health and Safety, we do not allow children to wear jewellery in our school apart from a wristwatch and ear-ring studs in pierced ears. We ask children either to remove these during PE and Games, or to cover them with a plaster if they have been in for under 6 weeks.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

3.40 Smoking

It is the policy of the Governing Body that no smoking is permitted, including e cigarettes in any area of the school site by staff, parents or visitors to the school.

Welsh Government signage is displayed at the entrance.

3.41 Staff/ Trades Union Consultation

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

3.42 Staff Health & Safety Training

Carys Prytherch has a briefing with all new members of staff who are taken on a tour around the school to ensure clarification of policy/potential risks and hazards. The induction includes the following topics:

1. Accident/ Defect Reporting;
2. Emergency Incident Procedures;
3. Fire Evacuation Procedures;
4. First Aid Arrangements;
5. Job and site-specific health and safety issues;
6. Risk Assessments;
7. School Health and Safety Policy.

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

3.43 Stress/ Staff Well-being (Refer to Stress/Wellbeing Policy)

Psychological health is part of overall personal health and not a separate entity. Stress may be a sign of a more serious medical problem which impairs a person's ability to cope with the pressures of work. For the individual, stress can result in a range of unpleasant emotions such as tension, frustration, anxiety and depression. These can lead to lack of interest at work and reduce job satisfaction, which combine to worsen performance. Self-confidence, essential for successful teaching, can be severely eroded and maintaining discipline in the classroom can become increasingly difficult. Individuals under stress can also show a wide variety of behavioral changes

It is important, therefore, that an employee who appears to be suffering from stress is encouraged to seek medical advice to rule out more serious medical conditions. Stress may cause symptoms like



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

headaches, indigestion and muscle tension. Over a longer period, it may also contribute to chronic health problems such as raised blood pressure, heart disease and stomach ulcers.

Members of staff are made aware of the Employee Counselling Service - VivUp. Call 08000239387 or visit <https://vivup.yourcareeap.co.uk> Code 109755

Ysgol Coed-y-Gof takes very seriously the need to safeguard the health and welfare of all our staff. We pay particular attention to the assessment and prevention of work placed stress

We follow Cardiff Council's stress/ wellbeing policy and Carys Prytherch should be informed if any member of staff is experiencing stress at work. Staff are to be referred to Occupational Health if required.

3.44 Theft or other Criminal Acts

The teacher or Carys Prytherch will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, Carys Prytherch will inform the Police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Department and support the teacher in question if they wish the matter be reported to the Police.

3.45 Traffic Management (Refer to Traffic Management Risk Assessment and School Parking Policy)

Car parking is a concern at Ysgol Coed-y-Gof. There is a designated staff only carpark to the rear of the school. School Streets is currently in operation, meaning that cars cannot access the school premises between 8:30-9:30am and then between 2:30 and 3:30pm. Staff members who wish to access the car park during these times must obtain a license by informing Alex Lewis.

Drivers parking immediately outside of the school, should at all times, have consideration for the safety of pedestrians, other road users and the immediate community. In particular the road markings outside of the school should be observed at all times. Letters have been sent to the parent's emphasising the following:

1. Care of Pedestrians
2. Parking in Designated Areas

Personal contact is made with any adult who continually parks in an obstructive way (by Carys Prytherch, Alex Lewis or Ron Burford). In the event of noncompliance with requests, the local Police will be contacted.

Pupils who use the school buses are walked to the front of the school by an appropriate member of staff. Two teachers are situated at the bus point with walki-talkies to ensure all pupils safety get onto the bus.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

Collection of refuse is permitted and takes place on Tuesday and Wednesday during the morning.

3.46 Useful Contacts/ Location of Isolation Points

Service	Contact Number	Location of Isolation
Water	Dwr Cymru: 0800 052 0130	Paving outside main gate
Electricity	SWALEC: 0800 052 0400	Boiler Room
Gas	Corona: 0870 225 3666	Boiler Room

3.47 Violence to Staff

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. Measures are in place to protect staff. In an aggressive situation, Carys Prytherch or Alex Lewis is to intervene immediately and take action in line with the LEA's protocol on school and the Police. Consideration is given to the room used for meeting with parents and pupils if it is likely to become aggressive or violent.

Incidents of verbal and physical violence are reported via the Council's Violence at Work Report forms to George, Ann <Ann.George@cardiff.gov.uk>. The incidents are then recorded on Cardiff Councils Violence at Work reporting procedures.

3.48 Work Experience

Carys Prytherch is responsible for ensuring a risk assessment is undertaken for any young person's undertaking work experience.

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

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

3.49 Working at Height

Work at height is avoided wherever possible.

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

No chairs are permitted to be stood on, stepladders are available if needed.



Health, Safety and Welfare Policy

Ysgol Gymraeg Coed-y-Gof

All equipment is stored appropriately ensuring that lighter objects are placed higher on shelving than heavier objects. Staff are reminded not to carry or move heavy equipment and not to overload boxes.

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

4 Monitoring and Review

It is Neil Cole's responsibility to keep the governing body informed of new regulations regarding health and safety and to ensure the school regularly reviews its procedures with regard to health and safety matters. Neil Cole must also liaise with the Local Authority and other external agencies to ensure that the school's procedures are in line with those of the LA.

The Governing Body, in consultation with professional advisors, carry out regular risk assessment, with the objective of keeping the school environment safe.

The Headteacher implements the school's Health, Safety and Wellbeing Policy on a day-to-day basis, and ensures that all staff (including new members) are aware of the details of the policy as it applies to them. The Headteacher also reports to Governors annually on health and safety issues.

This policy will be reviewed at any time on request from the Governors once every two years.