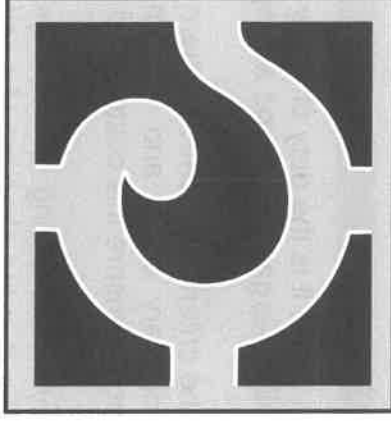


THE COURT SCHOOL

Health & Safety Policy

Academic Year 2023/24



THE COURT SCHOOL

[Signature]
L.G. 24.

Approved by Governing Body – May 2024

Review – May 2026

HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.



PART 1: STATEMENT OF INTENT – The Court School

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

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

This policy will be brought to the attention of all members of staff, a reference copy is kept in the Head Teacher's Office and has been uploaded to RAMIS Live.

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

This policy statement supplements:

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

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

[Signature]

Garry Hunt: **Chair of Governors**

22/05/24

Jamyn Beesley: **Head Teacher**

22/05/24

PART 2: ORGANISATION

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

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

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

Responsibilities of the Head Teacher:

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

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

The Head Teacher has responsibility for:

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

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

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

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

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

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

Responsibilities of employees

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

All employees have responsibility to:

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

Responsibilities of volunteers

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

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

All volunteers have responsibility to:

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

Arrangements Section: The Court School Health & Safety Policy

PART 3:

Specific Health and Safety Arrangements	Responsibility (name and position)	Action/ Local Arrangements
Risk Assessments		
<u>Risk assessments:</u> These are completed and relevant information provided to staff. Risk assessments are reviewed regularly or following significant change.	Jamyn Beesley – Head Teacher Clive Kitchen – Schools H&S Officer	All risk assessments will be kept in the HT Office and will be accessible to all staff. Completed risk assessments will be uploaded to RAMIS as completed and reviewed. It is recommended that the risk assessments are shown to all staff and a toolbox talk is delivered picking out the pertinent points identifying hazard and control measures and all staff sign to say they understand it. Class teachers carry out individual risk assessments as identified for the students in their care. These are reviewed by the Head Teacher and are kept in class files. Risk assessments are reviewed annually or when circumstances change or in response to an incident or accident.
<u>Specialist risk assessments:</u> These are completed under the Health and Safety SLA. This includes; student assessment, employee assessment and return to work assessment.	Clive Kitchen – Schools H&S Officer	Specialist risk assessments are completed in conjunction with all relevant personnel, shared and filed accordingly.

<u>New and expectant mothers:</u> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Jamyn Beesley – Head Teacher Clive Kitchen – Schools H&S Officer	Pregnant worker risk assessments are available under the Health and Safety SLA. The risk assessment should be reviewed and updated at each trimester, on return to work or as required.
<u>Educational and offsite visits:</u> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits. The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	James Perkins – Class teacher is the appointed Educational Visits Officer (EVC). James Perkins advises Dave Golding (Advisor for outdoor education and education visits) where applicable.	Staff members planning educational/offsite visits submit all relevant paperwork and risk assessments to the EVC who will review the paperwork and forward to the Head Teacher and Authority's Offsite Visits Officer for final approval. EVOLVE will be used for the planning and approval of all offsite visits.
<u>Playground Safety</u> A risk assessment for students' recreational breaks has been undertaken and communicated to all relevant staff.	Jamyn Beesley - Head Teacher	

Health and Safety Monitoring and Inspections

<u>General inspections:</u> General inspections of the site will be conducted periodically. Where appropriate these inspections will be documented, and reports forwarded to the Head Teacher.	Chris Hole – Caretaker Jamyn Beesley – Head Teacher Clive Kitchen – Schools H&S Officer	Health & Safety Self-Audit: Annually General site inspection: Termly Visual inspection of Play Equipment: Termly Visual inspection of chairs and furniture: Annually Visual inspection of glazing: Annually Visual inspection of finger guards: Termly The caretaker will forward all reports to the Head Teacher to be signed off. The Head Teacher will escalate any relevant concerns.
<u>Governors:</u> A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually (with support from Health and Safety Officer, Headteacher and Caretaker).	Jonathan Shimmin	The Authority's self-inspection toolkit, is used with reference to RAMIS reports such as general inspection reports etc.

Health and Safety Information Instruction and Training			
<u>Health and safety information instruction and training:</u> The health and safety law poster is displayed in school.	Jamyn Beesley – Head Teacher	The Health & Safety Law Poster is prominently displayed in the main office.	
<u>Health and safety training:</u> Health and safety induction training will be provided and documented for all new employees	Jamyn Beesley – Head Teacher	An H & S induction is undertaken on commencement of employment.	
<u>Training records:</u> Relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Jamyn Beesley – Head Teacher	Training records are maintained and are kept in the Headteacher's Office.	
<u>Programme of health and safety training:</u> All employees are provided with: • induction training • update training in response to any significant change • training in specific skills needed for certain activities, (e.g., use of hazardous substances, work at height etc.) • refresher training where required	Jamyn Beesley – Head Teacher Clive Kitchen – Schools H&S Officer	Training is identified to match job descriptions – i.e. Work at Height and to meet the needs of individual employee's tasks and activities. Training is either provided in-house or online.	

Security		
<u>Access</u>	Jamyn Beesley – Head Teacher	Access to the school is controlled by a fob access system. The exterior of the school is adequately lit.
<u>Intruder alarm</u>	Jamyn Beesley – Head Teacher Chris Hole – Caretaker	Security system in place with Churches Fire. CCTV is in place throughout school (30 working cameras). Sonic Alarms maintain this system and also provide ongoing support for Access Control (fobs).
<u>Visitors and contractors</u>	Office staff All staff	All visitors, including Council staff and contractors must sign into digital Inventory system upon arrival at and departure from the school and are escorted to and from their destinations. Contractors must sign into contractor record. Staff will politely challenge all persons without identification badges and direct them to the reception desk.
<u>Lock down procedures</u>	Jamyn Beesley – Head Teacher Clive Kitchen – H&S Officer	School is currently working on Emergency Response Plan which will be completed by the end of the summer term '24. A lockdown drill will be carried out annually with all school staff and recorded on the lockdown evaluation form. 2 x ACTIONS

Fire Safety		
<u>Fire Safety:</u> Fire notices and instruction to staff are posted throughout the school.	Chris Hole - Caretaker	Fire notices and instructions are visually checked on a monthly basis to ensure they are clearly visible and legible.
<u>Fire drills</u> Fire drills are undertaken termly, and a record kept in the fire logbook.	Jamyn Beesley – Head Teacher	Last 3 x drills: • 06/02/24 • 22/12/23 • 02/10/23
<u>PEEP's – Personal Emergency Evacuation Plans</u> Measures are in place to identify persons (students and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Jamyn Beesley – Head Teacher Class Teachers Clive Kitchen – Schools H&S Officer	Requirement for PEEPs is identified by Teachers or Line Managers. On completion these are shared appropriately and filed in the fire logbook.
<u>Firefighting equipment</u> The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use.

<u>Raising the alarm</u>	All staff	Staff are made aware of how to raise the alarm, the type and location of portable firefighting equipment and receive basic instruction on its correct use via induction and fire safety training. Key staff are familiar with the location of service isolation points.
<u>Escape routes</u>	Chris Hole – Caretaker All staff	Throughout the working day it is the responsibility of all staff to check and ensure that all identified escape routes are free from obstruction.

Electrical Equipment (fixed and portable)

<u>Electrical Equipment –fixed:</u>	Jamyn Beesley – Head Teacher	Any remedial work identified is undertaken by the school or Local Authority, if identified as responsible, and included within a planned programme of works.
<u>Portable appliance testing (PAT)</u>	Jamyn Beesley – Head Teacher	Portable electrical equipment is visually checked by the users of any equipment before use, i.e. damage to cable, sheath, plug, casing and evidence of overheating.
The school has opted into the Authority's internal PAT testing arrangements.	Building Services, facilities	Damaged equipment is taken out of use and labelled

	Management via Service Level Agreement (SLA)	'Do not use – electrical fault' and reported to the Head Teacher/ Caretaker to be made safe or disposed of. Staff 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.
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Legionella

<u>Control of Legionella:</u> The school will adhere to the Authority's policy and guidance. The school have opted into the statutory maintenance contract relating to the control of Legionella bacteria.	Jamyn Beesley – Head Teacher Aquasafe (LA appointed contractor) Chris Hole – Caretaker	Weekly flushing of little used outlets and the monthly temperature checks are carried out and recorded by the site Caretaker and the H & S Officer.
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First Aid

<u>First aid arrangements:</u> A suitable number of first aiders and first aid trained staff are located throughout the school.	Teaching assistants (see Estyn SG SE for details)	Organisation - St. John's Ambulance
<u>Training:</u> Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Jamyn Beesley – Head Teacher	Specialist first aid training is available under the Health and Safety SLA. Training available includes, EpiPen training, diabetes awareness training and epilepsy awareness training.

<u>Head Injuries:</u> If a student sustains a head injury staff will contact parents/ guardians without delay to inform them of the incident.	Jamyn Beesley – Head Teacher Class Teacher/Teaching Assistants Office Staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance).
<u>Transport to hospital:</u> Where appropriate students will be transported to hospital (usually by ambulance).	Jamyn Beesley – Head Teacher Class Teacher/Teaching Assistants	Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied. A member of staff will accompany a student where parents/guardians cannot attend immediately.
<u>Administration of medication:</u> 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.	Class teacher/Teaching Assistants	Medication will not be administered for acute medical conditions e.g., antibiotics or pain relief. 'Managing medicines in schools' paperwork to be completed for any students who need prescribed medication administered in school.
<u>Medical Care Plans:</u> Students with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Jamyn Beesley – Head Teacher Class Teacher	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually. Student assessments are completed under the Health and Safety SLA where appropriate.

<u>Communicable diseases:</u> The school will adhere to the guidance issued by the Authority and Public Health Wales.	Jamyn Beesley – Head Teacher	Document referenced: ‘Controlling Infectious Disease to maintain a Healthy Education Environment: Quick reference guide’. Advice can also be sought from designated school nurse – Abigail Sparkes Abigail.sparkes@wales.nhs.uk
Accident/ Incident Reporting		
<u>Accident reporting procedures:</u> Any accident which results in an injury will be recorded and where appropriate.	Jamyn Beesley – Head Teacher All staff	A record is kept of all incidents where first aid is administered. All accidents are recorded in the accident book located in the staff room. Where appropriate an Accident Report Form is completed for pupils or staff and is returned to the LA SchoolsAccidentsHandS@cardiff.gov.uk All RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) are dealt with by the LA.
<u>Near misses:</u> Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Jamyn Beesley – Head Teacher All staff	Staff to be encouraged to report near misses via H & S briefing. This will be followed up by SLMT.
<u>RIDDOR reporting:</u> 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.	Jamyn Beesley – Head Teacher	The school will forward details of accidents or cases of work-related ill health to the School Health and Safety Liaison Team. Where appropriate the School Health and Safety Team will report under RIDDOR and investigate the accident.

<u>Investigating accidents and incidents:</u> Accidents and incidents are investigated to an appropriate standard.	Jamyn Beesley – Head Teacher Health & Safety Team Clive Kitchen – Schools H&S Officer	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division. High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.
<u>Violence at work – Employee protection:</u> All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team. The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	Jamyn Beesley – Head Teacher	New reporting forms have been cascaded by LA. Staff have been informed and all previous documentation removed from use. Where appropriate the school will seek advice from the H & S team as required. The H & S team may carry out further investigations and enquiries as appropriate to support the school.

Infection Control		
<u>Body fluid spillages:</u> If required, the Education Cleaning Services Rapid Response Cleaning Team from Services and Compliance are called in to undertake a 'deep clean'. All suspected cases of Norovirus are reported to the Services and Compliance who, in turn, will notify other relevant parties.	All staff	Spillages are cleaned up as soon as possible by any member of staff supervising the students at the time to ensure it is dealt with immediately using the appropriate spillage kit. These spillage kits are kept in Ladies Staff Toilet (in First Aid cupboard).
Asbestos		
<u>Asbestos:</u> The school will adhere to the Authority's policy and guidance. The asbestos survey and logbook are made available to all contractors. All contractors must complete the asbestos permit when working onsite. All staff on the front of the asbestos folder attended the annual asbestos awareness training course held online with the asbestos officer Chris Bolton.	Jamyn Beesley – Head Teacher Chris Hole - Caretaker	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher/ Caretaker or checking the survey for the school. Asbestos survey and logbook is in Headteacher's Office. The school has recently been assessed as 'High Risk'. This may result in survey being updated by Cardiff Asbestos Team.

<u>Updating information:</u> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	Chris Hole – Caretaker Clive Kitchen – Schools H&S Officer	See asbestos log book in Headteacher's Office
<u>Work to the fabric of the building:</u> All works to the fabric of the building or fixed equipment must be entered into the asbestos logbook.	Jamyn Beesley – Head Teacher Chris Hole – Caretaker Office staff	See asbestos logbook in Headteacher's Office All contractors must view the survey and sign the logbook before undertaking work.
<u>Asbestos condition monitoring:</u> School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.	Chris Hole –Caretaker Clive Kitchen – Schools H&S Officer	See asbestos logbook in Headteacher's Office Asbestos condition monitoring is available under the Health and Safety SLA.
<u>Reporting damage/deterioration in asbestos containing material:</u> Must be reported and documented.	Jamyn Beesley – Head Teacher Chris Hole – Caretaker Clive Kitchen – Schools H&S Officer	Any damage or deterioration is reported to Jamyn Beesley who will contact: The Council Asbestos Team – 029 2087 3467 and the Schools Health & Safety Officer.

<u>Unauthorised work:</u>		
Any contractor who is suspected of carrying out unauthorised work on the fabric of the building or suspected of disturbing/damaging asbestos containing materials will be reported and documented. All work must stop immediately	Jamyn Beesley – Head Teacher Chris Hole – Caretaker Clive Kitchen – Schools H&S Officer	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Jamyn Beesley who will contact: The Council Asbestos Team – 029 2087 3467 and the Schools Health & Safety Officer.

Contractors		
<u>Managing contractors:</u>		
The school will adhere to the Authority's policy and guidance.	Jamyn Beesley - Head Teacher Chris Hole – Caretaker	All contractors to sign in to contractor's file and discuss proposed works with Headteacher (or another Senior Leader). Once work has been completed contractor to discuss work completed/any further actions with Headteacher/Senior Leader before signing out.
<u>Technical expertise:</u>		
Where appropriate works are arranged through a technical department	Jamyn Beesley - Head Teacher Chris Hole – Caretaker	Headteacher to seek advice and support from Martin Burrows m.burrows@cardiff.gov.uk .
<u>Contractors and visitors on site:</u>		
All contractors must sign the visitor's book and adhere to school site rules.	Office staff Jamyn Beesley– Head Teacher	All contractors must report to the main reception desk and 'sign in' to contractor's file.
Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements. All contractors working	Chris Hole – Caretaker All staff	Visitor's badges will be allocated by the office staff on signing in. These are returned when the visitor exits the building. Visitors are signposted to the fire and safeguarding information which is located on the wall by the main reception.

onsite must have a site induction prior to commencement of work to ensure they are aware of the site rules and procedures.		
<u>School managed building/environmental projects:</u> Where the school directly undertakes building/environmental projects, the governing body would be considered the 'client' and therefore have additional statutory obligations.	Jamyn Beesley - Head Teacher Chris Hole – Caretaker	These are managed by Jamyn Beesley, Head Teacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.
<u>Contractor selection and vetting:</u> To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Jamyn Beesley - Head Teacher Chris Hole – Caretaker	Where possible school will use contractors who have been vetted by the Authority. Where contractors who are not registered are used Jamyn Beesley, Head Teacher will undertake appropriate competency checks prior to engaging a contractor.
<u>Contractor risk assessments and Method statements:</u> Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to students and school staff.	Jamyn Beesley – Head Teacher Chris Hole– Caretaker Clive Kitchen – Schools H&S Officer	Risk assessments and method statements are discussed prior to work commencing. The risk assessments and method statements must be site specific for the school they are working at and not generic and up to date.

Grounds & Cleaning		
<u>Ground maintenance and cleaning contracts:</u> The school has opted into the cleaning contracts operated by the Authority.	Chris Hole - Caretaker	Tree Squadron undertake Grounds Maintenance. Contact details: 02920214432 office@treesquadron.co.uk

Lone Working		
<u>Lone Working:</u> Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Jamyn Beesley – Head Teacher	Staff to be informed that if they work beyond 18:00 they need to inform a senior member of staff and the Caretaker.
<u>Work involving potentially significant risks:</u> A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Jamyn Beesley – Head Teacher Chris Hole– Caretaker Clive Kitchen – Schools H&S Officer	Any working at height – Caretaker

Work at Height		
<u>Working at height:</u> All working at height should be risk assessed and staff have received appropriate information instruction and training along with a toolbox talk.	Jamyn Beesley – Head Teacher Chris Hole– Caretaker	
Glazing		
<u>Glazing</u> A survey has been completed by Facilities Management Building Services to identify any glazing which is not made of safety material, or which has not been safety filmed. Any replacement work will be updated within the glazing log.	Jamyn Beesley – Head Teacher Chris Hole - Caretaker	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. Any replacement work will be updated within the glazing log. Glazing is visually checked monthly and a formally checked annually.
Display Screen Equipment		
<u>Display Screen Equipment (DSE)</u> 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	Jamyn Beesley – Head Teacher	If the DSE assessor has a problem, they should seek advice from the Health and Safety Adviser/s after carrying out an initial, recorded assessment. If it is necessary for medical advice relevant to the

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.		DSE issue to be provided in a medical report, the individual employee should be referred to the Occupational Health Service. '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.
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Equipment		
<u>Play equipment</u> All play equipment is maintained in safe condition. All equipment is periodically inspected It is recommended that play equipment is inspected annually.	Jamyn Beesley – Head Teacher Chris Hole – Caretaker	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects. The Caretaker will conduct a formal termly inspection of the equipment. The play equipment annual inspection is completed by Gordon Playground Inspections Ltd.
<u>PE apparatus</u> PE apparatus is checked regularly to ensure that it conforms to British Standards Institute and European Community Standards and is adequately maintained. It is recommended that play equipment is	Jamyn Beesley – Head Teacher Chris Hole - Caretaker	Mats are non-slip and are used to cushion deliberate landings for floor work, where appropriate. Play equipment is inspected annually by Gymnasium Services sales@gymnasiumservices.com

inspected annually.

COSHH – Control of Substances Harmful to Health

Hazardous substances:

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

Jamyn Beesley – Head Teacher
Chris Hole– Caretaker

Members of staff are informed of the hazards associated with the substances they use and trained in the correct use of control measures, including personal protective equipment as specified within the COSHH assessment Material Safety Data Sheet (MSDS) folder.

Hazardous substances used by the Caretaker are stored in appropriate containers within the Caretaker's room which is kept locked at all times. Hazardous substances, for example, cleaning products for cleaners are labelled between irritant and very toxic and are kept in a locked store.

Manual Handling

Inanimate manual handling:

Manual handling operations are risk assessed and staff has received appropriate information instruction training and toolbox talks.

Jamyn Beesley – Head Teacher

Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.

Manual handling training, in accordance with the All-Wales Manual Handling Passport Scheme, is provided to members of staff who carry out manual handling.

Personal Protective Equipment [PPE]

<u>Personal Protective Equipment</u> PPE will be appropriate for the activity for which it is required and will meet the necessary specification identified within the relevant risk assessment.	Jamyn Beesley - Head Teacher.	PPE is assessed to determine that it is suitable for the tasks being undertaken. It will be issued as a last resort measure, following other means of controlling the risk in the first instance. Risk assessments will identify who requires PPE such as helmets, overalls, gloves, footwear, goggles, hearing protection and the specification of PPE required. It will be provided, together with the necessary instructions and training (including refresher training) to enable proper use, storage and care. Members of staff who require the use of PPE are provided with it free of charge and are instructed to report any problems with the use, or significant wear or deterioration of the equipment to their manager.
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Movement of Traffic

<u>Vehicles:</u> 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.	Jamyn Beesley – Head Teacher Ross Fitzpatrick – Deputy Headteacher Rhian Hartwell – Supports senior staff with taxis in	All staff greet pupils at beginning of day and senior staff always present. At least two members of staff present at end of day (including senior staff). Responsible member of staff wears high vis jacket. Admin support officers liaise with visitors and delivery drivers. Traffic Management Policy is in place and was
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	morning	reviewed by the Governing Body May '24.
<u>Minibuses:</u> The school maintain and operate a minibus and school car. Only authorised nominated drivers are permitted to operate the minibus.	Jamyn Beesley – Head Teacher Ross Fitzpatrick – Deputy Head Teacher Emma Gudgeon – Admin Support Assistant Chris Hole– Caretaker	The school owns 1 minibus and one school car. They are serviced by Cardiff MOT.
Wellbeing		
<u>Wellbeing:</u> The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well-being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Jamyn Beesley – Head Teacher	HT prioritises wellbeing of staff and regularly audits wellbeing of staff. Staff are aware of support available. LA Employee Counselling Service – 02920788301 LA Employee Assistance Programme – 08000239387 Education Support – 08000562561

Catering		
<u>Catering:</u> The Court School opts into the Education Service Catering Services Service Level Agreement. 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.	The Education Catering Services manage all activities relating to catering and the kitchen facility	The school's Food Hygiene Rating Certificate is 4. The breakfast club's Food Hygiene Rating Certificate is 4.
Housekeeping, Cleaning & Waste Disposal		
<u>Housekeeping</u> The Court School has opted into the Education Service Cleaning Services Service Level Agreement. <u>Disposal of florescent tubes</u> Spent fluorescent tubes are replaced by the County's Facilities department.	All staff are responsible for ensuring that good standards of housekeeping are maintained.	Suitable and sufficient risk assessments and accompanying work instructions are carried out for relevant housekeeping activities. Wet floor cleaning is carried out before and after school. Warning signs are displayed when wet floor cleaning is carried out. Rubbish bins are emptied daily, and rubbish is disposed of into the external waste bins located at the side of the school. The waste bins are segregated from the building and in a secure compound which is locked at the end of each day.

<u>Glass or sharp objects</u>	Chris Hole – Caretaker All staff	
These are wrapped in newspaper placed in a strong container and disposed of in the school's external waste bins. Gloves are worn to dispose of any glass or sharp objects. Litter pickers are available for use.		
<u>Clinical waste</u>	Jamyn Beesley – Head Teacher	A contract is in place with 'Initial'

Pest Control

Pest Control

A pest management contract in the form of a Service Level Agreement with Cardiff Council's Pest Control is in place at the school.

Jamyn Beesley – Head Teacher

Chris Hole - Caretaker

Sightings of pests are reported accordingly It is the responsibility of the caretaker and admin support officers to make the necessary arrangements for call outs.

Curriculum Safety

Curriculum safety

The students are taught 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 students in this regard as part of the normal school curriculum.

Jamyn Beesley – Head Teacher

All staff

<u>Physical education (PE)</u>	James Perkins	Equipment inspections are in place. Pupils supervised closely (high staff-pupil ratio).
<u>Stage equipment</u>	Chris Hole	Stage equipment has been disposed of.

Hiring of Premises		
<u>Shared use of premises/ hiring rooms to third parties.</u>	Jamyn Beesley – Head Teacher. Chris Hole - Caretaker	N/A.
<u>Breakfast Club</u>	The breakfast club is led by Dawn Evans – school cook	The Food Hygiene Rating Certificate for the breakfast club is 4.

Review of Health and Safety Policy:
It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years. The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change. Date of next formal review: May 2026

The Health and Safety policy is a live document and continually updated when required prior to the bi-annual review.

Signatures of chair of governing body and H & S representative:

Date: 22/05/24