



HEALTH AND SAFETY STATEMENT FOR SECONDARY 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 arrangements at their 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 periodically. The Authority recommends policies are reviewed every two years.

PART 1: STATEMENT OF INTENT Cardiff West Community High School

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff [a reference copy is kept in the [school office] / on the shared drive]

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

This policy statement supplements

- Cardiff Council 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.

A. Batten

V. Evans

Anita Batten, Chair of Governors

Victoria Evans, Head Teacher

24/6/2026

24/6/2026

Policy to be reviewed: September 2027

PART 2: ORGANISATION

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

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.
[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]
At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent health and safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended].
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

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

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

The Head Teacher has responsibility for:

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

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

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

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, 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.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are 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.
- Ensure, so far as is reasonably practicable, 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.
- Ensure 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.
- 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.

Responsibilities of volunteers

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

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

All volunteers have responsibility to:

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

PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety Policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from School Health and Safety Liaison Team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Estates Manager Simon Bullen	Risk assessments are completed by the Estates Manager, reviewed by the Head Teacher and are available on the school drive for staff to access. Where needed the Head Teacher gives a toolbox talk.
Risk assessments are reviewed regularly/ following significant change.	Estates Manager Simon Bullen	School Risk Assessments are reviewed Annually.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Business Manager Donna Frowen Estates Manager Simon Bullen	To be carried out when required
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Business Manager Donna Frowen	Pregnant worker risk assessment are available under the Health and Safety SLA
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Deputy Headteacher Rhiannon Pritchard	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
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	Deputy Headteacher Rhiannon Pritchard	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
system.		
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Business Manager Donna Frowen Estates Manager Simon Bullen	Internal site inspection: Weekly General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: termly
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Business Manager Donna Frowen Estates Manager Simon Bullen	As and when requested
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.		Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.		
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Estates Manager Simon Bullen	Main Reception area
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Estates Manager Simon Bullen	All employees will receive the staff handbook. They will be given a thorough tour of the school and will be shown the Evacuation plan, routes and assembly points. All training will be carried out on inset days for the whole school and individually where required.
Programme of health and safety training All employees are provided with: induction training	Headteacher Victoria Evans Business Manager	All training will be carried out on inset days for the whole school and individually where required. Any changes to policy or procedure is communicated via

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
• 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	Donna Frowen Estates Manager Simon Bullen	whole school email, a copy of all changes are available on the school staff drive and these updates are communicated on school inset day training. Line management and performance review will identify any areas where individual training is required. School health and safety officer will communicate any requirements for updated training due to changes in legislation.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Business Manager Donna Frowen Estates Manager Simon Bullen	Records of training are kept by the appropriate managers and refreshers arranged as required. All risk assessment, manual handling, first aid and minibus training records will be kept by the Estates Manager and training will be arranged through them.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Estates Manager Simon Bullen	Daily and weekly inspection of school signage, replacing worn or damaged signs immediately
Fire drills are undertaken termly and a record kept in the fire log book.	Estates Manager Simon Bullen Headteacher Victoria Evans	
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Estates Manager Simon Bullen	All PEEPS are kept by Estates Manager. They will ensure that the required arrangements and equipment is in place and appropriate number of staff members are trained.
The safe evacuation of persons is an absolute priority. Staff must only attempt to	Estates Manager Simon Bullen	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
deal with small fire if it is safe to do so without putting themselves or others at risk.	Estates Team	
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire. Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Estates Manager Simon Bullen Estates Team Estates Manager Simon Bullen Estates Team	Staff will be made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Estates Manager Simon Bullen Estates Team	RAMIS is monitored by Estates Manager
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Estates Manager Simon Bullen	Arranged by the LA – Estates Manager to ensure it is completed annually
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the	Estates Manager Simon Bullen Estates Team	The Estate Team carry out the flushing of seldom used outlets, these are the showers and external taps. Monthly temperature checks are taken by the Estates

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
statutory maintenance contract relating to the control of legionella bacteria.		Manager or a member of the Estate Team, the Estates Manager updates RAMIS
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Ben Bell, Eli Andam, Paolo Carpanini, Luke Windels, Camron George, Beth Lewis, Rene Chow	First aid room located in 1 st floor in English corridor. First aid stock also kept in main Reception
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.		Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Ben Bell, Eli Andam, Paolo Carpanini, Luke Windels, Camron George,	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)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.		An ambulance would be called for transport to hospital

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Karen Howells Welfare Manager	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 pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Karen Howells Welfare Manager	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher Victoria Evans	The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823. Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	Immediately reported to line manager and first aid. Accident report to be completed where possible before injured party leaves site, or as soon as possible thereafter
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	Completion of 4.C.044 Near Miss Form

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Department Heads	
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Headteacher Victoria Evans	The school will forward details of accidents or cases of work-related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	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.
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	All violence at work will be reported on a Schools ALERT Violence at Work Report Form

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors. Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	No asbestos in school	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.		All contractors view the survey and sign the logbook before undertaking work.
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.		Asbestos condition monitoring is available under the Health and Safety SLA.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.		
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Estates Manager Simon Bullen	No asbestos on site
Managing contractors: The school will adhere to the Authority's policy and guidance. Technical expertise: Where appropriate works are arranged through a technical departments	Headteacher Victoria Evans Business Manager Donna Frowen Estates Manager Simon Bullen	All works are agreed prior to commencement with the local authority. All contractors to supply up to date records including, Public liability insurance, method statement and risk assessment for works. DBS will be required if working on site unsupervised while pupils are on site
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,	Estates Manager Simon Bullen Estates Team	All contractors must report to main Reception Contractors must sign in on InVentry system and display printed badge at all time whilst on site and sign out on leaving. Site induction will be carried out by the Estates Manager or a member of the Estate Team, this is signed and kept on file.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		.
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.	Estates Manager Simon Bullen	These are managed by insert name / position who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Estates Manager Simon Bullen	Where possible school will use Authority registered contractors. Where Contractors who are not registered are used insert name / position / insert agents name will undertake appropriate competency checks prior to engaging a contractor
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Estates Manager Simon Bullen	Risk assessments and method statements are discussed and agreed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority	Grounds for Learning CCC Cleaning services	All Grounds maintenance is carried out in accordance to school Health and Safety policy including risk assessments regarding the movement of vehicles on site and working when pupils are present
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a	Grounds for Learning CCC Cleaning services	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
competent contractor as detailed above.		
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Simon Bullen Estates Manager Estates Team	Limited lone working occurs onsite, with the exception of the Estate Officer during opening & closing, callouts and attending work during school holidays. During the evening lockup, the Estate Officer should close the majority of the building when other staff are onsite. Staff ensure security doors etc. remain closed whilst working alone in the building. Staff are aware that they are responsible for their own safety whilst working alone and do not put themselves at unnecessary risk. They Must inform the Estates Manager that they intend to work outside of normal school hours
Security and Lockdown: School carries out regular security checks of the building and premises to ensure security remains 'fit for purpose'. The school practice lockdown scenarios (at least annually) and evaluate their effectiveness.	Headteacher Victoria Evans Estates Manager Simon Bullen	Weekly checks on walk around building. Termly lock down drills practised and recorded and sent to the LA as good practise
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Estates Manager Simon Bullen Estates Team	Staff are advised which tasks are to be undertaken whilst working alone. Only tasks that can be safely performed by one person are to be undertaken. Staff are not permitted to- - work at height, - work near water,

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		- undertake high risk manual handling tasks, - operate dangerous machinery/tools, - work with gas or electricity. Staff are advised to undertake tasks in accordance with their information, instruction and training. Staff are advised to stop work if they feel they are unable to complete the task safely.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Estates Manager Simon Bullen Estates Team	This mainly affects the Estates Team Any work that requires the use of a work equipment providing access above 1.5m will require a separate risk assessment, this work request will go through the Estates Manager who will carry out the risk assessment and ok the work
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	Estates Manager Simon Bullen Estates Team	Any display requiring access above 1.5m will be carried out by the Estate Team. Below 1.5m appropriate equipment will be made available by a Member of the Estate Team or the Estates Manager
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Estates Manager Simon Bullen Estates Team	The external play equipment which includes the goal posts on the MUGA and the benches/tables around the school should only be used when supervised, a visual inspection will be carried out daily before use for any apparent defects by the member of Estates that opens the school. Guy Handley Estates Manager will conduct a formal termly inspection of the equipment.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		PE Equipment annual inspection is completed by SPORTSAFE UK 17-19 Smeaton Close, Severalls Industrial Park, Colchester, Essex, CO4 9QY
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	Simon Bullen Estates Manager Cleaning Services	Any new Chemical required on site must be ordered through the school and the Data sheet ordered to update the COSHH records. Technology and Science departments must keep up to date records of all chemicals stored and used. Cleaning Services must keep a up to date record of all cleaning chemicals stored and used.
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Simon Bullen Estates Manager	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Karen Howells Welfare Manager	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Giten Kapdee Network Manager	Network Manager will be responsible for completing workstation/DSE assessments. DSE assessments are available under the Health and Safety SLA
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.		Staff are required to use dedicated staff car park Locks to delivery gates kept locked. Small deliveries to front of school. Large deliveries to back of school
Minibuses: The school maintain and operate a minibus. Only authorised nominated drivers are permitted to operate the minibus	Tim Curtis, Ffion Evans, Agnes Van Veen, Ryan Andrews, Nana Baah,	Estates to maintain minibus.
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Business Manager Donna Frowen	LA Schools have access to VIVUP Employee Assistance Programme LA Schools have access to CAREFIRST

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Estates Manager Simon Bullen Community Manager Ryan Andrews Business Manager Donna Frowen Assistant Head Rhys Pritchard	The school letting policy outlines the approved uses of the school facilities. All hirers fill out and submit a Hirers Agreement Form and will comply with all site rules and restrictions whilst using the Facilities. Any hirer will have to provide DBS certificates if using the facilities when pupils are on site. All facilities must be approved before hiring out.
Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum	Area Lead for PE Fraser Donkin	Refer to school risk assessment
Science: Specific procedures will be implemented within the Science, department to reduce risks from equipment and processes to a minimum.	Dr P Brooks, BSc, PhD Area lead for Science	Refer to CLEAPSS Legislation and School risk assessment
Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Ann Chivers Area Lead of DT Kayleigh Prosser	Refer to school risk assessment
Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Naomi Davies Area Lead of Expressive Arts	Refer to school risk assessment
The Kiln (if relevant)	DT Area Lead Anne Chivers	Only trained members of staff will use the Kiln, servicing is

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Julie Davies	carried out by Celtic Kilncare arranged by the Estate Manager
Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Naomi Davies Area Lead of Expressive Arts	Refer to school risk assessment
Stage equipment: All stage equipment is maintained in good working order and periodically inspected.	Auditoria Hellaby Industrial Estate Denby Way, Hellaby, Bramley, Rotherham S66 8HR Vaughan sounds Vaughan Sound Installations Ltd 3/4 Heol Rhosyn Dafen Park Llanelli Carmarthenshire SA14 8QG	Breacher Seating Stage Lighting fixed Sound Desk
Work Experience for pupils: Detail the arrangements for arranging work experience placements.	Headteacher Victoria Evans	The Head Teacher and the Training Provider is responsible for ensuring that risk assessments for Work Placements for Young Persons have been undertaken and communicated to all relevant staff. Information on the risks associated with the placement and any measures in place to reduce the risks are forwarded to the parents (for all students who are under 16 years of age) or directly to the student (for all students who are over the age of 16 years old) either directly or via the placement organiser. The employer ensures that suitable and sufficient risk assessments are undertaken for the young person in their 'employ'

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Estates Manager Simon Bullen Clive Kitchen School Health and Safety Officer	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.