HEALTH AND SAFETY STATEMENT FOR YSGOL HAMADRYAD

PART 1: STATEMENT OF INTENT – Ysgol Hamadryad

The Governing Body of Ysgol Hamadryad 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].

This policy statement and the accompanying organisation and arrangements will be regularly reviewed (at least every two years).

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.

Huw Williams - **Chair of Governors** **Signature** *H.Williams*	Ceri Morgan - **Head Teacher** **Signature** *C.Morgan*
5.10.2026	5.10.2026

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, 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

PART 3: ARRANGEMENTS.

Specific health and safety arrangements	**Responsibility (insert name and position)**	**Action/Arrangements (insert local arrangements)**
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Head Teacher & SLA Health and Safety Officer	Health and Safety Officer attends the school on a regular basis and will support with the completion of Risk Assessments.
Risk assessments are reviewed regularly/ following significant change.	Head Teacher & SLA Health and Safety Officer	Reviewed at least annually, or following significant change.
Specialist or specific risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Head Teacher, SLA Health and Safety Officer and any other relevant departments, depending on need.	Reviewed at least annually, or following significant change.
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.	Head Teacher & SLA Health and Safety Officer	Once notified, SLA Health and Safety Officer to complete RA during next scheduled visit, or if required sooner, to be completed by HT.
Educational and Off Site Visits: A nominated Educational Visits Coordinator	Mrs Ceri Morgan	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the

Specific health and safety arrangements	**Responsibility (insert name and position)**	**Action/Arrangements (insert local arrangements)**
(EVC) is responsible for coordinating educational and offsite visits.		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 system.		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
Health and Safety Monitoring and Inspections: General Inspections of the site to be conducted periodically.	Mr Tim Haughton (Estates Manager)	**All inspections must be documented and made available to the Head Teacher.** General site inspection: Termly Visual inspection of play equipment: Monthly Visual inspection of chairs and furniture: Annually Visual inspections of outdoor and indoor play equipment: Monthly
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Ms Lowri Davies Mr Meic Parry	Use Authority's self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Health and Safety Information instruction and training: The health and safety law poster is displayed in school		This is displayed in the staff room/kitchen and main school reception area.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher and SLA Health and Safety Officer	Induction Training to be provided at the start of employment. Induction form to be signed by employee and stored in personnel file.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Head Teacher	All records forwarded to Head Teacher and stored in a secure personnel file on the school drive. SLA Health and Safety Officer to be notified of training undertaken.
Programme of health and safety training All employees are provided with: ● induction training ● update training in response to any significant change; ● training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)	Head Teacher, supported by SLA Health and Safety Officer.	Induction Training (non-specialised) – see above All other Health and Safety Training will be provided (often fee based) by Cardiff Council. Available training courses can be viewed via Digi Gov SLA Health and Safety Officer can provide advice when deciding on suitable courses for employees.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
• refresher training where required		
FIRE SAFETY		
Fire Risk Assessment	LA Fire Officer – Byron Jones	Completed every 3 years
Fire Emergency Evacuation Plan	SLA Health and Safety Officer	Reviewed annually or following significant change.
Fire Risk Assessment Review	Head Teacher and SLA Health and Safety Officer	Reviewed annually or following significant change.
Fire notices and instruction to staff are posted throughout the school.	Estates Manager	These are reviewed on an annual basis. Estates Manager to ensure all Fire Notices are kept in good condition.
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher and SLA Health and Safety Officer	The Fire Log is kept in the Admin Office and completed along with a review after each fire drill.
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.	Head Teacher and SLA Health and Safety Officer	Head Teacher to notify Officer of need to undertake a PEEP. These are often completed with the support/input from 1:1 teaching assistant. These are reviewed annually or following significant change.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Staff must ensure the alarm is raised and pupils evacuated when discovering a fire **Inspection of firefighting emergency equipment:**	Estates Manager	This procedure is part of the Fire Emergency Evacuation Plan, it is also noted on the Fire Action Notices displayed throughout the building. • Escape routes are checked daily for any obstructions • Final exit doors and magnetic locks are checked and documented weekly to ensure they are operational. • Emergency lighting functionality flick test are carried out monthly and logged. • Monthly visual check of Fire Fighting Equipment is carried out and logged.
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Estates Manager and SLA Health and Safety Officer	All statutory inspection are to be carried out on a rolling schedule.
Fire Fighting Equipment	FM Statutory Obligations	Annual Inspection
Portable Appliance Testing	FM Statutory Obligations	Annual Inspection
5 Yearly Electrical Inspection Testing	FM Statutory Obligations	5 Yearly
Fire Detection and Alarm Inspection	FM Statutory Obligations	At least once every six months

Specific health and safety arrangements		Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Emergency Lighting	FM Statutory Obligations	Annual Inspection
	Gas Boiler Inspection	FM Statutory Obligations	Annual Inspection
	Roller Shutter Doors	FM Statutory Obligations	Annual Inspection
	Lifting Equipment (lift)	LA and Insurance FM Statutory Obligations	Thorough Examination (LOLER – 6 Monthly), Service/Maintenance
	Fall Arrest System	FM Statutory Obligations	6 Monthly
	Moveable wall servicing	Estates Manager External Provider	Annual Inspection and certification
	Legionella Risk Assessment	LA	A commissioning Risk Asessment is in place as well as ongoing control measures (as noted below) to reduce the risks of Legionella proliferation.
	Legionella Control Measures	Estates Manager SLA Health and Safety Officer	• Monthly Water Temperature Recordings and adjustments. • Flushing of 'Little Used Outlets'.

Specific health and safety arrangements		Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		External contractor	• Cleaning and Disinfecting of water storage tank and shower head (s). • TMV annual maintenance
	First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	*Trained Staff:* *Rhian Deiniol* *Cherie Summerhayes* *Ceril Jeffcott* *Crissea Carre*	*Emergency Aid in the Workplace, expires:* *See individual posters in reception* First Aid equipment is available every classroom, in the 'Y Gegin Fach / Little Kitchen' the staff room and on the store cupboard on the ground floor. Each class is also equipped with a Portable First Aid Kit for use outside of the main school building.
	Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	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.
	Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Class teacher (adult responsible at the time) and/or Admin Officer	Parents/Guardians are invited to site to assess their child's injury. The injury is documented and a copy provided to the parents. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance).

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
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.
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.	Head Teacher Volunteering staff member and Administration Officer	A Medicine Policy is in place, and will be reviewed on an annual basis. OTC medication will not be administered. Only medications prescribed by a healthcare professional will be administered. Managing medicines in schools paperwork/consent to be completed for any pupil who needs **prescribed** medication administered in school. If a child is self-administering, the relevant consent form must be completed by the parents and submitted to the 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.	School nurse or other healthcare professional.	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually

	Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
			Pupil assessments are completed under the Health and Safety SLA where appropriate.
	Communicable diseases:	All employees	The school will adhere to the guidance issued by the Authority and Public Health Wales
	Accident Reporting Procedures:		
	Accident/Incident Report Form Any accident which results in an injury or near miss will be recorded and notified.	Adult involved or responsible at the time of the accident/incident.	Form to be completed and submitted within 48 hours of the incident to SchoolsAccidentsHandS@cardiff.gov.uk
	Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Dependant on accident/incident	**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.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		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: All incidents of unacceptable and inappropriate behaviour from any individual or group will be recorded on the Authority's ALERT – Violent Incident Report Form and forwarded to Corporate Health and Safety Department	Individual involved in the incident.	Relevant forms completed and submitted within 48 hours of the incident to SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk
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.		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.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Asbestos Management Plan:		The school has an 'Asbestos Free' Certificate 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 department		A copy of the Policy can be found in the Admin Office.
Contractors and visitors on site: All contractors must sign in 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.	Admin Officer	All contractors must report to reception via main entrance doors. Once visitors and contractors have signed in, a pass will be issued that should be worn and displayed at all times. Contractors will be asked to read and sign Site Rules/Code of Conduct. The form will be kept by the school and stored in the 'Contractor' 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, including contractor selection and vetting and risk assessments and method statements (but not limited to).	Head Teacher	These are managed by the Head Teacher 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.	Cardiff Council	Where a school has opted in to the SLA, Cardiff Council 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	Cardiff Council	Risk assessments and method statements are discussed prior to work commencing.

Specific health and safety arrangements		Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	detail of measures taken to reduce the risk to pupils and school staff.		
	Cleaning Contracts: The school have opted in to the contracts operated by the Authority.	Corporate Cleaning SLA	
	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.
	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.	Head Teacher, supported by SLA Health and Safety Officer.	All completed specific risk assessments will be made available from the admin office.
	Working at height: All working at height should be risk assessed and appropriate controls introduced.	Head Teacher and SLA Health and Safety Officer	Employees should adhere to the Work at Height school risk assessment.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Employees must never use equipment not fit for purpose and not before they have received information, instruction and training.
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected.	Estates Manager and teaching staff External Contractor	Outdoor play equipment such as bikes and scooters should only be used when supervised, equipment will be checked daily before use for any apparent defects, and monthly by the Estates Manager as a formal inspection of the equipment. Indoor PE equipment is subject to an annual inspection and monthly by the Estates Manager. Fixed outdoor play equipment is subject to an annual inspection and monthly by the Estates Manager.
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.	SLA Health and Safety Officer (for school)	SLA Cleaning Services and other external contractors are responsible for undertaking their own COSHH assessments.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		COSHH assessments for school items are kept in the admin office and are available at all times.
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.	Head Teacher and SLA Health and Safety Officer	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.	Head Teacher	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
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.	Head Teacher and SLA Health and Safety Officer	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	SLA Health and Safety Officer	Traffic Management Risk Assessment will be available from the Admin Office.

	Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	on site are risk assessed in the Traffic Management Risk Assessment.		This document is reviewed annually or following significant change.
	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.		School employees have access to CAREFIRST
	Shared use of premises/ hiring rooms to third parties.	Head Teacher and Estates Manager	School building leases will managed in accordance with the Authority's guidance.

Specific health and safety arrangements		Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
			School estates manager will be responsible for managing all out of hours bookings for the changing facilities.
	Review of health and safety policy:	SLA Health and Safety Officer	This policy and the arrangements are reviewed periodically at least every year.