



Health and Safety Statement and Policy

The Pear Tree Federation

Tongwynlais Primary School and Coryton Primary School



PART 1: STATEMENT OF INTENT: The Pear Tree Federation consisting Coryton Primary School & Tongwynlais Primary School

The Governing Body of the Pear Tree Federation 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 hard copy of this policy is kept in the School Office and a further electronic copy is held under the school documents on the Cardiff Documents system RAMIS (<https://cardiffdocs.ramis.com>)

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 

Mike Jones Pritchard, Chair of Governors

date: 10/10/2024

Signature 

Mr Gareth James, Executive Head Teacher

date: 10/10/2024





PART 2: ORGANISATION

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 Executive 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 Executive Head Teacher:

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

As a manager of the establishment and of all the activities carried on within it, the Executive 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 Executive 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 Executive 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 Executive Head Teacher from the overall day to day responsibilities for health and safety within the establishment



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 Executive 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 Executive 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	Action/Arrangements
Risk assessment: Risk assessments are completed and relevant information provided to staff.	EHT/ EDHT	As required and supported by the health and safety officer
Risk assessments are reviewed regularly/ following significant change.	EHT/ EDHT	As required and supported by the health and safety officer
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	EHT/ EDHT	As required and supported by the health and safety officer
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.	EHT/ EDHT	Pregnant worker risk assessment is 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.	Nominated staff member	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 Executive 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.	Electronic Evolve 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



Specific health and safety arrangements	Responsibility	Action/Arrangements
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Site officer HSO	General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: Annually Additional inspections carried out by health and safety officer
Where appropriate these inspections will be documented and reports forwarded to the Executive Head Teacher.	Site officer HSO	
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Nominated Link Governor for Health and Safety	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc Link Governors to undertake full site inspection annually. Support by the health and safety officer
A nominated Governor will be responsible for monitoring management systems.	Nominated Link Governor for Health and Safety	Health and Safety reports (as appropriate) will be provided to the school governing body subcommittee for Premises and Health and Safety by the school management
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	EHT/ EDHT	School public areas
Health and safety training: Health and safety induction training will be provided and documented for all new employees	EHT/ EDHT	School site tour, Health and Safety procedures including Fire Safety and safeguarding briefing given together with school procedures
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	School administrator (overseen by: EHT/ EDHT)	School log and copies in personnel files. LA records of LA training programmes held on database.



Specific health and safety arrangements	Responsibility	Action/Arrangements
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • 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 	EHT/ EDHT	Training needs are identified and the training programme is delivered now supported by the health and safety officer, LA H and S team
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	School Site Officer Supported by the HSO	Half termly checks are made that notices are all in place and appropriate Further checks conducted by the health and safety officer and school governors
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	EHT/ EDHT	Unannounced fire drills are undertaken termly Supported by the health and safety officer
<p>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.</p>	ALNCo	PEEPS are written for any person who requires assistance with site mobility
<p>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.</p>	EHT/ EDHT	Staff do not attempt to put out fires Evacuation is the priority
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>	All staff	Staff are 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.



Specific health and safety arrangements	Responsibility	Action/Arrangements
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	School Site Officer All staff	Daily check, dynamic RA
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	EHT/ EDHT	
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	LA	LA SLA in place
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	HSO School Site Officer	Aquasafe to conduct review and completion of Legionella RA's to introduce effective flushing regimes and temperature checks
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	EHT/ EDHT Admin officers	All staff have received a basic level of first aid at work training – renewed as of 03.09.24 (provided by F.A.S.T). Both school admin officers have undertaken level 3 first aid at work training. Adequate numbers of staff have been trained in both schools and are compliant with first aid requirements.
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	EHT/ EDHT	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.	School Admin Officer (following direction from class teachers)	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)



Specific health and safety arrangements	Responsibility	Action/Arrangements
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	EHT/ EDHT School Admin Officer	All accidents are reported to the EHT/ EDHT. Appropriate paperwork is completed and sent to LA as per procedure and guidance.
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.	EHT/ EDHT	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 Liaison Team will report under RIDDOR and investigate the accident.
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p> <p>Investigating accidents and incidents:</p>	EHT/ EDHT	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>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.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p> <p>The health and safety officer to assist and support in all matters.</p>
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be	EHT/ EDHT	The school follows the local authority policy and guidance. VAW forms are completed as appropriate and returned to LA



Specific health and safety arrangements	Responsibility	Action/Arrangements
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.	EHT/ EDHT	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. Health and safety department will advise on a case by case basis.
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	<p>EHT/ EDHT School Admin Officer Site Officer Cardiff Council Asbestos Team</p> <p>EHT/ EDHT School Admin Officer Site Officer Cardiff Council Asbestos Team</p>	<p>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.</p> <p>Asbestos register and management plan on site supported by the health and safety officer. Contractor induction ensures that permits to work and asbestos survey are checked and recorded.</p> <p>Asbestos survey and log book are available from the school admin officer.</p> <p>Supported by the health and safety officer</p>
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.	EHT/ EDHT School Admin Officer Site Officer Cardiff Council	All contractors view the survey and sign the logbook before undertaking work. Current arrangements require surveys for any works disturbing the fabric of the building. LA Asbestos team in place to support.



Specific health and safety arrangements	Responsibility	Action/Arrangements
	Asbestos Team	
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.	HSO Cardiff Council Asbestos Team	Asbestos condition monitoring is available under the Health and Safety SLA.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	All Cardiff Council Asbestos Team	Any damage or deterioration is reported to the school HSO who will contact: The Council Asbestos Team – 029 2087 3467
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.	EHT/ EDHT Cardiff Council Asbestos Team	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to HSO who will contact: The Council Asbestos Team – 029 2087 3467
Managing contractors: The school will adhere to the Authority's policy and guidance.	EHT/ EDHT School Admin Officer Site Officer	Specialist advice available from local authority HSO team. School contractor induction pack addresses management and recording.
Technical expertise: Where appropriate works are arranged through a technical department		
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,	EHT/ EDHT School Admin Officer Site Officer	All contractors must report to the main Reception and complete Contactor Induction pack. Visitors badges are given out by the school office.
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the	EHT/ EDHT HSO	These are managed by HT/DHT who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and



Specific health and safety arrangements	Responsibility	Action/Arrangements
governing body would be considered the 'client' and therefore have additional statutory obligations.		building regulations have been sought. Any projects and contractors can be vetted and risk assessed prior to works
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	EHT/ EDHT HSO	Where possible school will use contractors who have been vetted by the Authority. Where contractors who are not registered are used the EHT, with support of the HSO, 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.	EHT/ EDHT HSO	Risk assessments and method statements are discussed prior to work commencing as part of the vetting process.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority.		The school are currently opted in to the LA SLA for cleaning services
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	EHT/ EDHT HSO Countrywide	The school use a private company for the grounds maintenance. They are subject to vetting process, risk assessment and safe systems of work and are on the local authorities approved list of contractors.
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.	EHT/ EDHT Site officer	Lone working policy in place with safe working procedures around security. Where possible lone working has been eliminated e.g. cleaners
Work involving potentially significant risks: A	EHT/ EDHT	Permit to work system and risk assessments in places.



Specific health and safety arrangements	Responsibility	Action/Arrangements
<p>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.</p>	<p>HSO</p>	
<p>Working at height: All working at height should be risk assessed and appropriate controls introduced.</p>	<p>EHT/ EDHT HSO</p>	<p>Permit to work system and risk assessments in place. Only school staff who have received local authority working at height training are permitted to do so.</p>
<p>Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected</p>	<p>EHT/ EDHT HSO Estates officer</p>	<p>The external play equipment should only be used when supervised. Equipment will be checked daily before use for any apparent defects, and the Estates officers will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by a registered playground inspector and actions carried out in accordance with British Standards and recorded on Ramis. It is recommended that play equipment is inspected annually</p>
<p>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</p>	<p>EHT/ EDHT HSO Estates officer All staff</p>	<p>COSHH review is undertaken with database of substances on site and relevant safety data sheets for exposure and management.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and</p>	<p>EHT/ EDHT HSO Estates officer</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling</p>



Specific health and safety arrangements	Responsibility	Action/Arrangements
training.	All staff	technique.
<p>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.</p>	ALNCo/ EDHT	Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.
<p>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.</p>	EHT/ EDHT HSO	Workstation/DSE assessments to be undertaken for relevant staff. DSE assessments are available under the Health and Safety SLA
<p>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.</p>	EHT/ EDHT HSO Estates officer All staff	A school Traffic Management Plan is in place and reviewed annually or following significant change or risk.
<p>Minibuses: The school, on occasions, will hire a minibus from local schools. Only authorised nominated drivers are permitted to operate the minibus</p>	GJ – EHT and DB – AHT are the only staff who are authorised nominated drivers	On occasions the federation hires minibuses for local trips from either Whitchurch High School or Llanishen Fach Primary School. School staff listed have undertaken LA based training (October 2023).
<p>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.</p>	EHT/ EDHT Governing Body	Staff and Pupil wellbeing are standing governing body agenda items The EHT shares LA staff absence monitoring records with governors on a termly basis LA Schools have access to CAREFIRST Staff at the federation have access to additional support



Specific health and safety arrangements	Responsibility	Action/Arrangements
The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.		through Education Mutual
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.	EHT/ EDHT	The local authority guidance is adopted. The school has a Hire and Leasing Policy under Charging and Remissions.
Emergency arrangements	EHT/ EDHT	The school has put in place the following key documents: <ul style="list-style-type: none"> • an emergency plan • procedures for lockdown • business continuity plan
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	EHT/ EDHT Governing body	The local authority guidance is adopted. The policy is reviewed every two years or sooner if required due to changes in circumstances and/or guidance