	Polisi Iechyd a Diogelwch Health and Safety Policy	Polisi / Policy 7

CYNGOR SIR CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE
HEALTH AND SAFETY POLICY

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1. INTRODUCTION

Schools must refer to the Corporate Health & Safety Policy for details of responsibilities and working arrangements for:

- Incident reporting and investigation
- Personal safety / lone working
- Personal protective equipment (PPE)
- Display screen equipment
- Electrical safety
- Noise at work
- Work equipment
- First aid
- Manual handling
- Driving at work
- Smoking

This Schools Service Health and Safety Policy is in addition, detailing responsibilities and working arrangements specifically for schools.

2. GOVERNING BODY RESPONSIBILITIES

In all schools, the governing body has responsibility for the school premises and must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises. The governing body (and head teacher) of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

A Health & Safety Committee has been appointed to prioritise resources for health and safety issues, receive relevant information, monitor the implementation of policies and procedures, and to feedback health and safety issues and identified actions to the Governing Body.

The role of the committee may include:

- meeting on a termly basis
- working with the school to ensure they have a health and safety policy which meets statutory requirements and that it is implemented and monitored.
- working with the Headteacher to make health and safety inspections of the school premises as required
- ensuring that risk assessments are in place and reviewed regularly.
- ensuring that all staff with health and safety responsibilities attend relevant training.
- consideration of any budget implications for implementing the responsibilities identified above.

- ensures that the LAs Health & Safety Audit is completed annually and accurately during the autumn term.
- ensuring that regular reports are given by senior management to the health and safety committee on safety matters including accident/incident statistics.
- keeping up to date with health and safety legislation and **relevant guidance**;
- attending appropriate Local Authority governor training.

The Headteacher will be responsible for the day-to-day management of the school and comply with the health and safety policy.

3I. HEADTEACHER RESPONSIBILITIES

Headteachers will be the Premises Manager unless duties have been delegated to nominated staff. Headteachers should attend any organised training to assist with their competencies. The HST will provide all necessary assistance to Premises Managers.

Overall responsibility for the day-to-day management of health and safety rests with the headteacher and includes:

- Cooperating with the Schools Service and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including staff and contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Report to Schools Service any significant risks which cannot be rectified within the school's budget.
- 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.
- Ensuring staff are aware of and follow relevant published health and safety guidance (e.g. CLEAPPS etc)
- Ensure staff undertake risk assessments for the activities for which they are responsible and that identified control measures are implemented.
- Comply with all other contractual obligations as stated within the contract of employment.

3II. SUPERVISON IN SCHOOLS

The Supervision in Schools Guidance sets out the **minimum safe staffing expectations for schools**, explaining why **at least three members of staff must be on site** at all times. Although no law specifies a minimum number, the guidance shows that a minimum of three is the only practical and defensible way to meet legal, safeguarding, health and safety, and insurance requirements.

4. DELEGATION OF RESPONSIBILITIES

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may delegate some duties to employees e.g. Educational Visits Coordinator (EVC), Fire Safety Duty Holders and First Aiders. Any such appointments should be in writing with a copy given to the individual and kept on file, unless the duty forms part of their contract of employment.

All employees appointed to these duties will be provided with the necessary time to carry out those duties and maintain their competence. It is recognised that on occasion employees, who have a specific duty, will be required to assist, by agreement, other services or external organisations/individuals.

The task of overseeing health and safety on site has been delegated by the Headteacher to:

(insert name)

Within departments this task if further delegated to:

(insert names)

5. INDUCTION OF NEW EMPLOYEES

As part of their induction all new employees should be inducted to the school's **policies and procedure** in relation to health, safety and wellbeing, and a signed record of the discussions should be kept for audit purposes. This information should be detailed in the school handbook and distribute to each new member of staff and appropriate training arranged according to job role. The Headteacher should ensure new employees and supply staff should receive clear instruction in site security arrangements, emergency evacuation procedures, lock-down arrangements, safeguarding, fire arrangements and first aid.

The HST will provide training as required and discuss any health and safety issues that arise and advise on correct policies and procedures regarding health, safety and wellbeing of staff and pupils.

6. SITE SECURITY RISK ASSESSMENT AND HEALTH AND SAFETY AUDIT

The school has a legal responsibility to provide a safe and secure environment for pupils, employees and visitors. Each school/site should have their own **specific** Site Safety Risk Assessment which as a minimum should detail procedures in relation to:

- responsibilities and nominated staff
- information and communication
- controlled access and egress
- building security
- boundary security
- external play area security
- control of visitors
- supervision of pupils
- control of contractors
- physical security measures
- locking arrangements
- valuable equipment
- personal property
- monitoring and reviewing
- CCTV
- Fire Safety

Every site will have its own individual characteristics, and each should be considered on their own merits - the above list is not exhaustive.

All staff must have access to the Site Safety Risk Assessment. Emergency procedures and evacuation arrangements must be communicated to all visitors/contractors/volunteers accessing the school.

The annual Health and Safety Audit should be completed during the autumn term by Headteacher/SLT along with a competent Governor and submitted to Schools Service Resource Manager by the end of December. The Audit should be presented to the full Governing Body during the spring term for their review.

7. LOCK-DOWN POLICY

Each site requires a site-specific **Lock-down Policy**. This document outlines the actions to be taken to support security and safety at the school in the event of a significant threat to the safety of staff, pupils and visitors.

It is to be read and understood by all members of staff and communicated to visitors as appropriate

The main areas of attention contained within the document are:

- Lockdown (Full and Partial)
- Invacuation/Evacuation
- Weapon or Firearm attack
- Suspect Post or Parcels
- Suspicious Items
- Suspicious Vehicles
- Communication and Training
- Integrated security

It is recommended a termly practice drill is undertaken to ensure all parties are familiar and aware of the lock-down procedures.

This should be reviewed annually during the summer term and adopted by the Governing Body with a copy submitted to Schools Service Resource Manager.

8. RESILIENCE AND EMERGENCY WORKING PLAN (REWP)

Headteachers will identify and nominate Responsible Person(s) as detailed within the Resilience and Emergency working plan (REWP), to assist with the management of any emergency arising within their work location (e.g. Fire/Bomb/Utility failures/Flooding etc.).

The Headteacher should ensure that safe systems and emergency procedures are established and made known to all staff through the REWP. The REWP will be individual to each school based on their circumstances and available facilities within their local area. This plan should clearly state the steps to take should an emergency occur. Each site should comply with the LA guidance for the 'Grab Bag' contents.

The contingency plan must identify alterative premises which could be utilised in the short term should evacuation of the site be necessary (e.g. village hall).

Should an emergency occur, prior to any evacuation, advice and approval should be sought from the Chief Education Officer and Chair of Governors of the school.

In the event of an emergency occurring out of normal hours, incidents should be reported using the out of hours emergency contact number of: North 01970 625277 or South 01239 851604.

As part of the REWP, schools must also in the event of an emergency identify how they will contact and notify parents/guardians of pupils should they have to vacate the school premises.

Further advice and guidance to draw up a specific REWP can be sought from the HST.

9. SCHOOL ACCESSIBILITY & DISABILITY EQUALITY PLANS

Local authority accessibility strategy and school accessibility plans

The Equality Act 2010 places a legal duty on the local authority and its schools to identify how to improve accessibility to education for disabled pupils to their schools. Schedule 10 of the Equality Act 2010 places a duty on the local authority to prepare, implement, review and update a written accessibility strategy and on responsible bodies of schools to prepare, implement, review and update written accessibility plans. The current Welsh Government guidance[1] stipulates that improving access to education for disabled children means considering:

- the curriculum and how it is taught
- the accessibility of school buildings and their surroundings, school activities including school trips and transport; and
- information and activities provided by schools

Individual schools' accessibility plans should be designed to further these three objectives and should take account of the disabilities of the pupils attending the school and the preferences expressed by them and their parents.

There is also a need to plan ahead and continuously improve irrespective of whether disabled pupils currently attend the schools concerned. The planning approach laid down in Schedule 10 requires local authorities and schools to respond to the challenge of improving the accessibility of school buildings in a strategic, phased way over time.

Both strategies and plans must be regularly reviewed and, if necessary, revised and the local authority or school must consider the need to allocate adequate resources for their implementation.

The Accessibility Plans should contain:

- statement of how disabled people have been involved in developing the scheme.
- arrangements for gathering information on the effect of policies and practices.
- Details of how the information will be used.
- Methods for assessing the impact of policies/practices on disability equality and where improvements can be made.
- Plan – list of action points detailing school steps to meet the general duty.

Strategic Equality Plan & Objectives - Ceredigion County Council

[1] Planning to increase access to schools for disabled pupils

10. OCCUPATIONAL HEALTH

Each new employee must complete a pre-employment health questionnaire. Advice should be sought from the Absence Team in Human Resources if there is a concern about an employee's health or wellbeing or if a referral to the Occupational Health service is required. Further information can be obtained from HR.

11. RISK ASSESSMENTS

Each school should compile a Risk Assessment suite for all activities that has a potential to cause harm. Risk Assessments are legal documents and are an essential part of reducing risk to an acceptable level. Risk Assessments should be shared with staff and reviewed as necessary. Training is available and can be booked on the Ceri system for those members of staff who require the training. Examples of completed Risk Assessments can be requested from the HST.

12. SAFEGUARDING & ONLINE SAFETY

Headteachers will ensure that robust safeguarding processes are in place, in line with Welsh Government Keeping Learners Safe guidance. This includes appointing a Designated Safeguarding Lead (SL) and a Deputy Safeguarding Lead (DSL) and a safeguarding governor, both of whom must be appropriately trained.

Schools must maintain a current Safeguarding Policy and On-line Safety Policy, which is reviewed annually, and ensure all staff (including governors and volunteers) receive regular safeguarding training. The annual Safeguarding Audit must be completed during the summer term and submitted to the LA Safeguarding Officer.

All schools are required to observe safe recruitment practices, including DBS checks, alongside clear procedures for reporting concerns and maintaining secure records.

Schools will work collaboratively with external agencies, embed safeguarding within the curriculum, and address online safety through tools such as 360 Safe Cymru.

The Designated Safeguarding Lead and Deputy Safeguarding Lead(s) are:

Designated Safeguarding Lead: Geraint Thomas

Deputy Safeguarding Lead(s): Iona Davies and Gwawr Waters

13. EDUCATIONAL VISITS

Each school must appoint an Educational Visit Coordinator (EVC) and comply with the Educational Visit Guidance. All documentation must be uploaded to the Evolve system prior to any off-site visits/activities.

The EVC must complete the necessary training (available via dysgu@ceredigion.gov.uk). Further guidance and advice regarding educational visits can be sought from the LA's Educational Visit Adviser.

The Guidance for Educational Visits is relevant to any occasion when pupils leave the school site for any activity or visit whilst legally in the care of a LA educational establishment.

Under the Management of Health and Safety at Work Regulations 1992, it is compulsory for all employers (Headteachers/EVCs) to:

- assess the risks of activities and **upload all risk assessments and documents to the EVOLVE system.**
- ensure that measures to control those risks are adequate
- ensure adequate and appropriate insurance is in place **as noted in the policy**

Any school staff in charge of pupils have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.

The Headteacher is responsible for ensuring that the Governing Body and LA is informed and that all activities are properly planned and appropriately supervised by a competent person(s).

Details of insurance cover for offsite activities in the event of cancellation / travel interruption / medical expenses / personal belongings etc can be obtained from the LA Insurance Section.

Please note the below information stating definition of demanding environments and adventure activities.

TABLE 1: Definition of Demanding Environments

Demanding environments	Areas where there is significant risk to the group from **one or more** of the following factors;
	• **Hazardous terrain** (e.g. cliffs, very steep slopes etc.)
	• **Remoteness** (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated)
	• **Difficult escape** (i.e. places where the group could be trapped and/or where they would need specialist help to escape)
	• **Exposure to severe weather** (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group)
	• **Open areas without clear boundaries** where the group might stray into hazardous or remote terrain in poor visibility
	• **fast flowing water, deep water, or water with strong currents (including tidal flow) where**:
	  the group will be close to the water **and** there is a significant risk of someone falling in;
	  the group will be entering the water**.**

TABLE 2: Definition of Adventure Activities (list not exhaustive)

Adventure Sports	**All Duke of Edinburgh's Award Expeditions** including Training, Practice and Qualifying **Adventure Activities**	**Games and Sports**
• Abseiling • Artificial wall climbing • Bouldering • Canoeing • Caving • Caving - Artificial • Coasteering • Ghyll scrambling • Gorge walking • Hill walking • Horse riding • Ice climbing • Kayaking • Kit Surfing • Mine exploration • Mountain Biking • Mountaineering • Orienteering • Pony trekking • Potholing • Rock climbing • Sail boarding • Sailing • Sand yachting • Sea level traversing • Sit on Top Kayaking • Snowsports • Stand Up Paddle Boarding • Surfing • Via Ferrata • Wave Skiing • Weaselling • Whitewater Rafting • Whitewater Tubing • Wild camping • Windsurfing • Yachting (coastal and offshore)	• Assault Course • Standing Camps • Crate Stacking • Dog sledging • Hang Gliding • High ropes courses • Improvised rafting • Jacobs Ladder • Leap of Faith • Low ropes courses • Mountain Boarding • Rock hopping • Sledging • Snorkel and aqua lung activities • Team Building • Zip wires • Zorbing **Environmental Studies** • Bushcraft • Field Studies • Forest Schools • River studies • Coastal studies • Urban studies • Upland studies • Wetland studies • Studies using boats on canals, rivers, and lakes • Studies in quarries and at other rock exposures (hard hat areas) • Expeditions • Studies in caves and mines	• Athletics & Other Sports • Archery • Bell-boating • Clay Pigeon Shooting • Cycling • Dragon boating • Paintball • Parachuting • Paragliding • Rowing • Shooting • Survival Skills • Swimming - pool, sea, natural waters • Swimming pools in hotels, hostels, or campsites **Motorised Activities** • 4x4 Driving • Go-karting • Hovercraft • Jet Ski • Powered safety/rescue craft • Quad Biking • Segway • Speedboats and Ribs • Towed water sports / water skiing

14. INCIDENT REPORTING AND INVESTIGATION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers to report certain workplace incident and dangerous occurrences (near misses). Any incidents that meet the RIDDOR reporting criteria is reported to the Health and Safety Executive by the health and safety team.

All incidents and near misses must be reported using the Incident Management System. It is the Head Teacher's responsibility to ensure the investigation is completed, with the assistance of the health and safety team where required.

Guidance on how to access the system and complete the form is available using this link:
https://cerinet.ceredigion.gov.uk/managers/corporate-manager-s-toolkit/health-and-safety/incident-reporting/

15. ALTERNATIVE CURRICULUM

The LA provides alterative curriculum provision for targeted pupils. Pupils are referred onto the provision by the school. The schools are responsible for registering pupils in School prior to attending alternative curriculum provision. The pupils remain the responsibility of the LA when on alterative curriculum provision/sites. Any incidences/occurrences are reported directly to the school who liaise with parents accordingly.

Work experience is also part of the alternative curriculum provision and accessible for some pupils aged 14+.

All alternative curriculum provisions should have a Service Level Agreement in place prior to any activities being undertaken.

All work experience requests must be referred to Porth Cymorth Cynnar where the referral is discussed and approved or rejected. If approved the Alternative Curriculum and Extended Work Experience Support Officer will confirm with the school and begin the relevant checks.

Prior to pupils commencing work experience, employers and venues:

- are vetted for suitability and risk assessed by LA Health and Safety Officer
- have appropriate and adequate insurance cover suitable to the risk level. Higher risk/adventurous activities require a minimum public insurance liability level of £10 million.
- must have appropriate LA DBS(s) in place

Once all checks have been completed, it is the school's responsibility to monitor and check for regular attendance.

16. CONTRACTORS / SUB-CONTRACTORS (INC CARETAKERS / VOLUNTEERS / PARENTS)

- Prior to **any** work being planned on a school property, Property Services must be contacted.
- For all work considered to be over £5000 in value, Property Services are responsible for planning the works and procuring a suitable contractor. The chosen contractor will have already been vetoed for safety and competence and Property Services will manage the work and be responsible for the oversight and agreement of the Risk Assessment and Method Statements.
- Where any work on a school property is considered to cost less than £5000, the school may wish to plan and organise a contractor themselves to carry out this work. This will be subject to a 'Dynamic Risk Assessment' that will be carried out by the School's Building Maintenance Officer (BMO)
- Any 'high risk' work, such as working with or near Asbestos, 'Hot works' or work affecting Mechanical, Electrical or Structural elements are unlikely to pass the Dynamic Risk Assessment
- Should the School be permitted to employ their own contractor, the works will still be supervised by Property Services, under the SLA agreement, but the school will be ultimately responsible for checking the contractors:
    - Risk Assessments and Method Statements
    - Ensure the contractor has Safety Scheme in Procurement (SSiP) In place and necessary certification e.g. CHAS etc.
    - Has the correct levels of insurance in place- Employer's Liability- £5 million, Public Liability- £10 million minimum
    - Where there are more than 5 employees, a written health and safety policy

Any concerns should be addressed to the Buildings Maintenance Manager via the:

- helpdesk 01970 633900, or PropertyServices@ceredigion.gov.uk
- out of hours emergency contact number North 01970 625277 or South 01239 851604.

For more information, refer to the **Corporate Working Arrangement**.

PTA activities will require a risk assessment and their own insurance cover if they operate outside of the direct control and supervision of the school management structure PTA insurance documents | Parentkind.

However, if the school management team are running an event with the assistance of the PTA, and have completed a risk assessment, they could be captured by the definition of volunteers under the authority's cover.

Not all activities/events will be eligible for cover under the LA's insurance policy. Any high-risk activities/events should be checked by the organiser as part of the Risk Assessment.

17. PERMIT TO WORK

Wherever there is a special need to co-ordinate hazardous processes and/or there is a residual risk associated with a work activity, the line manager or supervisor responsible for the control of that process/work will seek advice from the HST as to whether that process or activity should be controlled by a Permit to Work. The HST will assume the responsibility for issuing and monitoring Permits to Work.

18. HAZARDOUS SUBSTANCES (COSHH)

The Control of Substances Hazardous to Health Regulations 2005 (COSHH), places a duty on all schools to ensure that suitable and sufficient assessments of risk of exposure to hazardous substances have been carried out, and appropriate risk control measures implemented which may include the need for health surveillance. It is the responsibility of the Headteacher to keep and update the COSHH Register

SCHOOLS WHO ARRANGE THEIR OWN CLEANING (NOT IN THE LA CLEANING SLA):

Where contractors other than the LA are employed for cleaning, the Headteacher must ensure:

- there's a COSHH Register in place for all cleaning products
- the cleaners are competent and compliant to undertake the work and adhere to the COSHH regulations and Working at Heights regulations.
- Risk Assessments have been completed by either the Headteacher or contracted company which will include lone working arrangements.
- All electrical equipment used/brough-in by contractors must be compliant and been PAT tested.

Further guidance can also be obtained at http://www.hse.gov.uk/coshh/index.htm

19. ASBESTOS

The Council has adopted a Policy and Procedures for asbestos in all its premises. Where asbestos is present, an Asbestos Management Plan will have been prepared specifically for the named premises and will indicate how the policies and procedures are to be implemented for the local management of asbestos. The premises manager is the responsible person for the premises and is fundamental to the on-site control of work.

The purpose of the Local Asbestos Management Plan is to provide a summary of the type, location, risk rating and planned action relating to Asbestos Containing Materials (ACM's) known or presumed to be present within these premises. To safeguard staff, pupils, visitors and contractors working on the premises, it is essential that the information contained in the Plan is effectively communicated

and that there are systems in place to control any maintenance or building works within the premises. For this reason, it is essential to refer to the 'Purple File' for the school's specific Local Asbestos Management Plan. Schools built after 2000 will not require a 'purple file'.

Anybody undertaking any work likely to disturb the fabric of the building must read and sign the register in Section 5 to confirm they have read and understood the contents of the file.

Welsh Government guidance: Asbestos Management in Schools

20. LEGIONELLA

The Council has adopted policies and procedures for monitoring Legionella throughout its premises. A contractor will carry out regular monitoring and risk assessments. Headteachers must ensure that records are kept of weekly flushing of little used outlets.

Further guidance: http://www.hse.gov.uk/pubns/priced/l8.pdf

21. PROVISION OF FIRST AID

Headteachers will ensure that adequate resources are available for the appointment and training of employees in relation to the Health and Safety (First Aid) Regulations 1981, and for the provision and maintenance of adequate first aid supplies. There should always be as a minimum one competent person on site.

The Designated First Aider(s) and Deputy should complete the First Aid at Work (FAW) (3 days) course every 3-years and undertake an annual refresher course. **ALL** school staff should complete the Emergency First Aid at Work (EFAW) course (1 day) every three years and refresh their knowledge annually. Schools must monitor the expiry date of qualifications and organise refresher courses well in advance to avoid having to redo the 3-day full course.

First Aid at Work qualification is in date	**First Aid at Work qualification has been expired for no longer than 3 months***	**First Aid at Work qualification is expired by more than 3 months**
Staff is eligible to attend the 2-day First Aid at Work Requalification course.	Is it the Headteachers decision as to whether the 2-day requalification course would be sufficient for the staff. The content of the requalification course covers the same content of the full 3-day qualification in a shorter period, so consideration should be given to any annual refresher training, CPD, and any other activities that may contribute towards the learner maintaining their skills and knowledge.	Staff to complete the 3-day First Aid at Work qualification. Requests to complete the 2-day requalification course will be considered on a case-by-case basis.

*Where the qualification has expired, the HSE do not consider the first aider to be competent to act as a first aider in the workplace.

Names of qualified First Aiders must be displayed at prominent points within the school.

The Designated First Aiders will ensure that colleagues are aware of their role, their contact details and be responsible for the maintenance of the First Aid Box/supplies.

Suggested number of first-aid staff to be available whilst pupils are at school:

Degree of hazard	No of pupils:	Firs Aid personnel required
Low:	Less than 50	At least one appointed person and one deputy
	50 +	At least one first-aider trained in FAW for every 100 pupils
Higher risk subject areas	Less than 5	At least one appointed person and one deputy
	5 – 50	At least one first-aider trained in EFAW or FAW depending on the type of injury that might occur
	50 +	Ae least one first-aider trained in FAW for every 50 pupils

Training for First Aiders can be arranged by contacting dysgu@ceredigion.gov.uk.

Further guidance: http://www.hse.gov.uk/firstaid/

First aid in schools, early years and further education - GOV.UK

22. ELECTRICAL SAFETY AND PUWER (PROVISION AND USE OF ELECTRICITY AT WORK REGULATIONS 1998)

No domestic appliances are to be brought into the school, unless they are Portable Appliance Tested (PAT) by a qualified Electrician and a certificate is produced.

An inventory of electrical equipment must be documented and signed off by the Headteacher/Senior Staff and updated on an annual basis for insurance and audit purposes. Advice on electrical safety arrangements can be obtained from the Property Services Principal Services Engineers or HST.

Guidance on safe use of HSE work equipment: http://www.hse.gov.uk/pubns/priced/l22.pdf

Headteachers shall ensure that the requirements of these regulations and other related legislation are adhered to. It is important to remember that PUWER applies to all work equipment, including second hand, hired or leased equipment.

23. STRESS

The arrangements and responsibility to manage the risks associated with stress are detailed within the Policies and Procedures | Cerinet

24. SUPPORTING LEARNERS WITH HEALTHCARE NEEDS

The Welsh Government Supporting Learners with Healthcare Needs Guidance assists local authorities, governing bodies and education setting to support learners with healthcare needs and ensure minimal disruption to their education, and contains statutory guidance and non-statutory advice.

The LA and governing body remain legally responsible and accountable to fulfil their statutory duties. LA and governing bodies must have regard to this statutory guidance when carrying out their duties in promoting the welfare of children who are learners at the education setting, including meeting their healthcare needs. The guidance also applies to activities taking place off-site as part of normal educational activities.

Further advice for specialist training can be obtained from the Additional Learning Needs team.

25. TRAFFIC MANAGEMENT

The Learner Travel (Wales) Measure 2008 states that Local Authorities, schools and operators should work together to undertake risk assessments and follow up action to ensure that:

- there are appropriate levels of supervision of areas in school grounds where pupils congregate before embarking and disembarking school transport;
- there are appropriate levels of supervision of bus bays where pupils congregate to embark or disembark transport services;
- there are clear road markings for embarkation areas;
- there is, as far as practicable, segregation of pedestrians and vehicles;
- there are safe crossing points; and
- embarkation areas are kept clear of obstructions.

The school should have a traffic management plan in place to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site. The information must also be communicated to all relevant parties (e.g. parents/visitors/delivery drivers etc.) through newsletter/flyers/notices and displayed on the school website.

There are also statutory requirements to undertake a risk assessment on the traffic management of the site, to minimise and control the risk posed by vehicles.

There are three key areas to consider when carrying out your risk assessment:

- safe site (design and activity)
- safe vehicle
- safe driver

Significant hazards could include:

- pedestrian pavements used by parents and young children during the 'peak traffic' times
- deliveries (to kitchen, to schools)
- Limited parking spaces (taxis/minibuses, delivery vehicles, refuse collection vehicles, visitors, staff, parents etc).

Adequate control measures need to be implemented to manage all risks. These could include:

- Locked barrier access
- Controlled access to site (e.g. no deliveries during playtimes/lunchtimes),
- Traffic management advice given to parents via newsletter or prospectus

The Traffic Management Plan should be reviewed annually or when circumstances change http://wales.gov.uk/docs/det/publications/091101hometoschoolen.pdf

The Welsh Government are currently undertaking a consultation on traffic management procedures.

26. RISK ASSESSMENT OF WALKED ROUTES TO SCHOOL

The Learner Travel (Wales) Measure 2008 sets out that local authority has a duty to risk assess routes to school, including walked routes. The schools follow the home-to-school-college-transport-policy.pdf Polisi Cludiant o'r Cartref i'r Ysgol/Coleg (Ceredigion.gov.uk)

Further Welsh Government guidance: http://wales.gov.uk/consultations/transport/131118-walked-routes-to-school/?lang=en

27. OTHER MISCELLANEOUS GUIDANCE

- School Toilets: Good practice guidance for schools in Wales
- School Lettings Policy – this is applicable to any organisation who's using rooms/premises
- Responsibility for repairs and maintenance in schools
- Inclement Weather and Disruption to service policy

28. REVISION OF POLICY

Schools service will ensure that this Health and Safety Policy is reviewed as often as is necessary. Headteachers are responsible for reviewing the specific health and safety arrangements for their individual schools.

29. POLICY INDEX

Policy/Document	Responsibility	Review frequency	✓
Accessibility and Disability Equality Plans	School	Every 3 years or when changes occur	
Asbestos Management Plan	School	When changes occur	
Corporate Health & Safety Policy	LA	As required	
Corporate Working Arrangements	PS	As required	
COSHH Register for cleaning products and Risk Assessments	School	When changes occur	
Educational Visit Policy	HST / EVC	As required	
Electrical Equipment Inventory	School	Annually – autumn	
Health & Safety Audit	School	Annually – autumn term	
home-to-school-college-transport-policy.pdf	CPTU / SS	As required	
Incident Reporting	School	As required	
Inclement Weather and Disruption to service policy	LA	As required	
Lettings Policy	SS	As required	
Lock-down Policy	School	Annually – summer	
Online Safety Policy	School	Annually – Jan.	
Permits to Work	HST / PS		
Repairs and Maintenance	PS		
Resilience and Emergency Working Plan (REWP)	School	Annually	
Risk Assessments	School	As required	
Safeguarding Policy and Audit	School	Annually – Jan.	
School Toilets: Good practice guidance for schools in Wales	WG		
Site Safety Risk Assessment	School	Annually – Summer	
Strategic Equality Plan & Objectives - Ceredigion County Council	LA		

Stress Policy	HR		
Supporting Learners with Healthcare Needs Guidance	School	WG reviewing in 2026	
Traffic Management Plan	School	Annual – Sept.	

31. ACRONYMS

BMO: Buildings Maintenance Officer

CPTU: Corporate Passenger Transport Unit

DSL: Deputy Safeguarding Lead

EVC: Educational Visit Coordinator

HR: Human Resources

HST: Health and Safety Team

LA: Local Authority

PS: Property Services

REWP: Resilience And Emergency Working Plan

SL: Safeguarding Lead

SS: Schools Service

WG: Welsh Government

SCHOOL SPECIFIC INFORMATION:

EMERGENCY CONTACTS

Role:	Name:	Mobile number:
Headteacher:	Geraint Thomas	07792624638
Caretaker:	Chris Benson	07718990297
Nominated First Aider(s):	Carolyn Davies Angharad Evans	
Designated Safeguarding Lead:	Geraint Thomas	07792624638
Safeguarding Deputy:	Iona Davies Gwawr Waters	07786393285 07932771025
Safeguarding Governor:	Rachel O'Connor	
Key Holders (3 staff who can attend within 20 minutes and have appropriate decision-making responsibility)	Geraint Thomas Siân Thomas Iona Davies Gwawr Waters	07792624638 07815109507 07786393285 07932771025