



HEALTH, SAFETY AND WELFARE POLICY

This is the health and safety policy of Ysgol Treganna. It should be read in conjunction with Cardiff Council's Health and Safety Policy and the Health and Safety Policy of the Education Service.

The School accepts its responsibilities under the Health and Safety at Work etc. Act 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors, contractors and other persons who maybe affected by its activities.

The School Management will take all reasonable steps to ensure that the Authority's Safety Policy is implemented and, that guidance documents are followed and monitored throughout the School.

The School is committed to ensuring a high standard of health, safety and welfare by:

- Assessing and controlling risks arising from curriculum and non-curriculum activities
- Maintenance of a healthy and safe working and learning environment with safe means of access and egress
- Safe working practices and the provision and maintenance of safe plant and equipment
- Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
- The consultation with staff on matters affecting health and safety
- Provision and dissemination of health and safety information which is received from the Education Service and other sources
- Ensuring staff are competent to carry out tasks safely by the provision of effective information, instruction, training and supervision
- Ensuring that adequate welfare facilities exist at the school
- Procedures for emergencies
- Monitoring and review of health and safety standards / accident statistics
- Encouragement for staff to participate in the promotion of health and safety standards in the School
- Access to competent advice with reference to health and safety matters
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

This Policy and referenced documentation is available to all staff and tutors. A hard copy of the Policy document can be found displayed at the Head teacher's office and also within staff handbooks.

RESPONSIBILITIES

The Governing Body

The Governing Body, with the Headteacher, is responsible for:-

- Ensuring legal compliance
- Monitoring health and safety standards within Ysgol Treganna
- Prioritising actions where resources are required
- Ensuring actions are taken
- Producing an annual report on health and safety
- Ratifying the Health and Safety Policy

In schools with delegated budgets, if the Governing Body fails to carry out essential work for which it is responsible to ensure the Health and Safety of its staff, pupils and other people using the site, the Education Service, after consultation with the Headteacher, can carry out essential work and charge it to the school's budget.

To support the Governing Body with its health and safety functions, a system of Health and Safety Governors has been established. The Governor who has been nominated to act as Health and Safety Governor at Ysgol Treganna is Sharon Krause. This Governor will not be any more responsible for health and safety within the school than any other Governor. She will have no personal decision-making powers in relation to health and safety. However, she will:-

- Take a special interest in health and safety, checking that the Governing Body is meeting its objectives, and pointing out the health and safety implications of other actions under consideration.
- Support the Headteacher/Site Supervisor, as well as other members of staff, in the strategic management of health and safety.
- Provide a contact point for information, support, training and guidance from the Education Service

Headteacher

The Headteacher is responsible to the Chief Officer for the Education Service for the implementation of the Education Service's Health and Safety Policy as well as the School's own Health and Safety Policy.

The Head teacher and Senior teachers at Treganna work closely with the Higher Level Teaching Assistants to dispense specific responsibilities for

- The production and review of a local Health and Safety Policy for the School

- Identifying staff training needs and ensuring that they are fulfilled
- Ensuring that there are adequate staffing levels for safe supervision.
- Liaising with the Governing Body and the Education Service on matters relating to health and safety
- Informing the Governing Body of action required to comply with Health and Safety legislation
- Passing health and safety information to relevant members of staff
- Co-operating with and providing necessary facilities for Trade Union safety representatives
- Providing information, when requested, to the Education Service to enable the Service Area to produce an Annual Health and Safety Report.
- Following the Education Service's guidelines on Health and Safety
- Securing health and safety assistance from a competent source i.e. Health and Safety Advisers
- Ensuring that risk assessments for all activities within their School are carried out, reviewed and monitored by a competent person, and that action is taken as required
- The development and maintenance of safe working practices and procedures within their school
- Ensuring that any equipment used at the school meets appropriate safety standards including the provision of appropriate protective clothing and equipment where necessary;
- Ensuring adequate provision and maintenance of first aid and fire precautions
- Formulating and reviewing the arrangements for the action to be taken in an emergency and ensuring that all involved are informed of the arrangements.
- Ensuring that only competent contractors are engaged in line with Council procedures and that their work is suitably monitored and supervised by competent employees to ensure they discharge their health and safety responsibilities appropriately.
- Ensuring that all building work is undertaken in compliance with the Construction, Design and Management (CDM) Regulations 2007.
- Acting as the duty holder and ensuring that the procedures and arrangements detailed in the Asbestos Management Plan or File are followed
- Ensuring regular health and safety inspections are carried out and accident investigations are undertaken, as required.
- Submitting inspection reports to the Governing Body and/or the Education Service and taking action where this is required
- Supporting the Governing Body in monitoring the school's health and safety performance
- Supporting the Governing Body in ensuring that there are suitable arrangements in place to monitor the implementation of the health and safety arrangements within the school
- Ensuring that the improvement actions identified by the Council's Health and Safety Advisers, following their inspections and visits, are monitored and implemented.

In the absence of the Headteacher these responsibilities fall to his immediate deputy.

Deputy Headteacher

The Headteacher will delegate to the Deputy Headteacher various health and safety duties / functions as necessary. This is likely to include:-

- Day to day management of health and safety in accordance with this Health and Safety Policy
- Establishing and reviewing departmental procedures, including the provision of a Departmental Health and Safety Policy.
- Where appropriate, carrying out regular inspections, communicating the results to the Headteacher and ensuring action is taken to implement any recommendations made as a result of the inspections
- Arranging staff training and information
- Co-operating with the risk assessment process

Teaching Staff

Teaching staff are responsible for:-

- The safety of any pupils under their supervision during any organised activity or programme
- Checking classrooms and workrooms are safe
- Ensuring that equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring that protective equipment is used, where appropriate
- Recording any accidents on the Council's accident / incident report forms and returning them to the Headteacher for manager's comments.
- Carrying out risk assessments for school trips and when requested to do so by the Headteacher.
- Leading their class to the designated assembly point for the building or other agreed place of safety, in the event of a fire alarm activation and undertaking a roll call.

Site Manager

- In conjunction with the Headteacher, ensuring that fire evacuation drills are carried out once per term.
- Ensuring that the fire alarms are function tested once a week and the emergency lighting is function tested once a month.
- Arranging the maintenance of the premises and any necessary repair, maintenance and testing of equipment
- Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged; or any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees;

- Must use safety equipment or clothing in a proper manner and for the purpose intended;
- Must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
- Must work in accordance with any health and safety instruction or training that has been given;
- Must co-operate fully with the Council and School as regards health and safety matters;
- Must not take part in any task for which they have not been authorised and for which they are not adequately trained;
- Must bring to the attention of a responsible person any perceived shortcoming in safety arrangements
- Should familiarise themselves with the content of this Policy.

Pupils

Pupils, and where relevant, parents or carers, will be made aware of arrangements, policies and procedures in respect of health and safety.

Pupils should inform staff of any situation which may affect their or other people's safety.

Pupils should not misuse or interfere with items provided for their or other people's health and safety.

Policy on Health, Safety and Welfare

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at Ysgol Treganna are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health, safety and welfare of all children, members of staff and visitors to the school.

2 Healthy schools initiative

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets
- Providing lessons at the school allotments linked to class work and termly cookery classes .

3 The school curriculum

3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as carol services, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity. The Criw'r Iard system operates during playtimes and enables the older children to offer support to younger children.
- 3.7 Children are encouraged to make use of the "Sut Wyt Ti?" box and online facility to report any concerns to the school

4 School meals

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes and kitchen staff are informed of any dietary and medical requirements identified by the parents in the admission forms.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. We do not allow sweets, crisps or fizzy drinks during playtimes and they are encouraged to bring fruit (Foundation phase classes prepare their own healthy snacks).

5 School uniform

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- 5.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school apart from a wristwatch and ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster if they have been in for under 6 weeks.

6 Child protection (Refer to Child Protection Policy)

- 6.1 The named person with responsibility for child protection in our school is the Headteacher, who will liaise with a named governor. We follow the procedures for child protection drawn up by the LEA and the Governing Body.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. This also applies to volunteers who help at the school.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.
- 6.6 Parents are not permitted to film or take pictures of children for any purpose other than personal use (see 'Safe Use of pupil images' for further information) and only those whose parents have given written consent will have their children's pictures on the school website.

7. Guidance For Contractors On Site

- 7.1 All contractors working on site report to the office, sign in. They receive safety information regarding e.g. fire safety, asbestos, emergency evacuation. All contractors are expected to have their own health and safety risk assessment and must make safe the area in which they are working e.g. *warning signs, seal the area in which they are working to prevent anyone entering.*

7.2 Contractors must telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site Supervisor

- 7.3 All contractors must report to the general office. The Site Supervisor will then be informed of their arrival
- 7.4 Contractors will work under close supervision of the Site Supervisor so as not to endanger the health and safety of children or adults in school
- 7.5 Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- 7.6 No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- 7.7 If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area. No vehicles should be moved when children are playing outside.
- 7.8 All work will be monitored by the Site Supervisor and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LEA.
- 7.8 Smoking is prohibited in the building or in the grounds as we are a non-smoking school
- 7.9 Contractors must not talk to the children (our children are asked not to talk to strangers) or play music during school hours

If you have any problems, please see the Headteacher or Site Supervisor.

8. **School security**

- 8.1 We put in place measures to ensure that the school site is a secure and safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 8.2 We require all adult visitors who arrive in normal school hours to report to the school office
- 8.3 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site she will contact the police.
- 8.4 Parents are not allowed to bring vehicles on the school grounds
- 8.5 No dogs or pets are allowed on the school grounds apart from guide dogs.
- 8.6 No smoking is allowed within the school grounds.

Specific Arrangements For Site Supervisor.

The site supervisor, under the direction of the Headteacher, with the HLTA is responsible for ensuring that the building provides a safe and healthy environment for the children. The site supervisor and DSU employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor, or through the use of authorised contractors. All equipment is to British Standards and is maintained regularly.

Security of the Premises

The Site Supervisor is the designated key holder and is responsible for the security of the building.

It is the responsibility of the site supervisor to check that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

It is the responsibility of the Headteacher or Deputy Headteacher to perform or deputise (to the county's key holding services) the above functions in the absence of the Site Supervisor.

In addition, the Headteacher is responsible for the security of the premises during the school day.

Cardiff County Council security department is the second designated key holder for the building. Members of the department are familiar with the premises and hold the necessary keys and security numbers for dealing with emergencies.

Specific Arrangements – General Issues

9. Smoking Policy

It is the policy of the Governing Body that Ysgol Treganna is a no-smoking school. Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

10. Car Parking

Car parking is a concern at Ysgol Treganna as it is a hazard for those who use the school. Drivers parking cars immediately outside the school, should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings outside the school should be observed at all times.

Regular letters to parents emphasise the following:

- Care of pedestrians
- Parking in designated areas (see school Parking Policy)

Personal contact is made with any adult who continually parks in an obstructive way (by Headteacher or Site Supervisor). In the event of non compliance with requests the local police will be contacted.

11. Safety of children

11.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility (Refer to curriculum policies). If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

11.2 Parents are required to sign a general consent form for regular trips off site .visits to :
Sophia Gardens
School Allotments
Local Grocery
Local Park
Neuadd Llanofer

Other trips and request for voluntary contribution will require further parental consent .



School Activity Visit

Rwy'n fodlon i fy mhlentyn
I am willing for my child

ENW'R PLENTYN
PUPIL NAME

fynychu'r gweithgaredd uchod
to take part in the above activity

Amgaeaf gyfraniad o £ tuag at gost y digwyddiad
I enclose a donation of £towards the cost of this activity

LLOFNOD RHIA NT
PARENT SIGNATURE

11.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep medical (first aid) boxes in the following places for prompt access to children's medication and first aid equipment:-

- Staff Room
- Main Hall
- All MDS and staff working off site carry first aid pouches

A cool box containing ice packs is kept in the medical room

11.4 If necessary, and in life threatening situations, a member of staff will telephone for emergency assistance.

11.5 We record in the log book all incidents involving injury, and we inform all parents of any head injuries. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

11.6 [Any accident requiring further medical attention will be recorded and reported to the LA in the following form](#)

11.7 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

11.8 During the Summer term children are encouraged to wear sun hats and parents are asked to put sunscreen on their children before coming to school. The children can bring sun cream to school and apply it themselves during the day. Children are encouraged to use the shaded areas of the school and to drink water regularly. Children are encouraged to bring water bottles into school and take them home to be washed on a daily basis.

11.9 In cases of extremely cold or bad weather a risk assessment will be made whether the school building and grounds is suitable for children and adults and advice will be given accordingly following a discussion between the Site Manager and the Headteacher.

12 Fire and other emergency procedures

12.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice during the school year. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, the testing of the fire alarm system and emergency lighting. Records are kept in the caretaker's office.

Staff are regularly updated on all health and safety issues by means of verbal communication and in INSET meetings.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest designated fire exit. All fire exits are signposted clearly.

The register will be brought out to the collection point by the class teacher.

A roll call will be carried out by each class teacher and missing pupils will be reported to the Head or Deputy.

The visitors / Late comers / o g will be carried out by the clerk. A visible check will be carried out by the clerk and any visitors not accounted for will be reported to the Head or Deputy.

Nobody is to go back into school.

Staff will ensure that children walk in and out of school sensibly, and line up quietly.

If the designated normal fire exit is blocked then use the nearest available fire exit

Fire drills are carried out once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

Staff have received training in the use of all fire extinguishers in the school and are familiar with the location of alarm call points.

The site supervisor checks all alarm call points in accordance with LEA policy, and records all checks in the fire safety log book.

A fire action notice is displayed in each room in the building.

13 Educational visits

- 13.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. All teachers carry out a risk assessment before going on a school visit and adults accompanying the children on the trip are made aware of their contents.

14 Seat belts

- 14.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

15 Medicines

- 15.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). If they are unable to do this, the parents must sign a form giving consent for a member of staff to administer the medicine.

- 15.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. Asthma pumps, epipens etc. will be kept in the appropriate medical (first aid) boxes (see paragraph 8.3 for their locations).

Pictures of children with allergies and needing epipens, children with long term medical needs such as diabetes, epilepsy are placed in the staffroom (with parents' permission) so that all members of staff (including peripatetic and supply teachers) are aware of who they are and their medical needs.

- 15.3 Staff involved in administering medication (e.g. epipens) will receive training.

- 15.4 Ysgol Treganna promotes equality of opportunity for disabled pupils, staff, parents and visitors. We aim to secure full participation in every aspect of school life. The school building meets the needs of all disabled stakeholders entering and using the school. (Refer to Equality and Diversity Policy)

16 Internet safety (Refer to Internet Policy)

- 16.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant

supervision, and we use only a filtered service, selected links, and child-friendly search engines as advised by Cardiff County Council. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

17 Theft or other criminal acts

- 17.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.
- 17.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

18 Asbestos

- 18.1 No asbestos material is to be found in the building

19 Hazardous Substances

19.1 The Headteacher deputises the responsibility for labelling and storage of any hazardous substances to the Caretaker. Most substances are kept under lock in the cleaners' storage cupboards.

19.2 The main isolation facility for gas (kitchen and boiler house) and electric (main cupboard in the Reception corridor) services are clearly signed and readily accessible. Fixed electrical appliances are tested every 5 years and portable services yearly. Staff are aware not to bring their own electrical equipment from home without a competent person testing the item for safety. Records are kept in the caretaker's office.

20 Manual Handling

- 20.1. The Caretaker receives appropriate training in Manual Handling.

21 The health and welfare of staff

- 21.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay. Staff are aware of the Anti Bullying policy.
- 21.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LEA's protocol on school and the police.

22 Monitoring and review

- 22.1 The governing body has a named governor with responsibility for health and safety matters, It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 22.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 22.3 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff (including new members) are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.
- 22.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

23. Council Employees Working Regularly InThe School

Kitchen Staff

Kitchen staff are employed by the School Meals Service. The kitchen staff are aware of the contents of the school's Health and Safety Policy and follow the relevant procedures laid down in the policy. If any dangerous or unhygienic practices are observed by school staff, they should be reported to the Headteacher who will raise the matter with the cook in charge and / or officers of the School Meals Service.

Cleaning Staff

The cleaning staff are employed by the School Cleaning Service. The cleaning staff are aware of the contents of the school's Health and Safety Policy and follow the relevant procedures laid down in the policy. If any dangerous practices are observed by school staff, they should be reported to the Headteacher who will raise the matter with the cleaner in charge and / or officers of the School Cleaning Service.

Parents and Volunteers Regularly Helping In The School

It is the responsibility of every person helping in the school to familiarise themselves with the Health and Safety Policy. The Headteacher will draw their attention to the policy and provide copies for them to read. All parents have been issued with general guidelines for helping in the school and further copies are available in the school office.

Health And Safety Inspections

The school is committed to cooperate fully with inspectors visiting the school and will act upon any recommendations to the best of its ability.



ADDYSG: GWASANAETHAU A CHYDYMFFURFIO

HYSBYSIAD O DDAMWAIN YN CYNWYS DISGYBL



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Y PERSON A ANAFWYD

YSGOL TREGANNA

Enw'r Disgybl _____

Cyfeiriad

Cod Post _____

MANYLION Y DDAMWAIN

Dyddiad y Ddamwain _____

Amser y Ddamwain _____

Digwyddodd yn (Ticiwch y blychau priodol)

Yn y dosbarth

Yn ystod gwrs
(Nodwch y pwnc)

Ar y cae chwarae

Ar yr iard

Wrth chwarae

Mewn coridor

Ar ymweliad ysgol

Arall (nodwch) _____

NATUR Y DDAMWAIN

(Ticiwch un)

Lithro, baglu, cwmpo ar un lefel

Cwmpo o uchder o _____ metr

Ymosodiad Corfforol

Taro gan wrthrych yn hedfan/cwmpo

Gwrthdrawiad â gwrthrych / person

Cysylltiad â sylwedd niweidiol

Arall (nodwch) _____

Beth yn union ddigwyddodd?

Ceisiwch roi cymaint o fanylion ag y gallwch. Er enghraifft:-

- Y digwyddiadau a arweiniodd at y digwyddiad
- Beth oedd y person a anafwyd yn ei wneud ar y pryd.
- Y rhan a chwaraewyd gan bobl eraill
- Enw a natur unrhyw offer / sylwedd sy'n gysylltiedig â'r digwyddiad

DISGRIFIAD O'R ANAFIADAU

YN DILYN Y DDAMWAIN

A gafodd y person a anafwyd: -

- Gyngor i fynd at y meddyg
Cymorth Cyntaf
Ei anfon i'r Ysbyty (mewn ambiwlans)
Ei anfon i'r Ysbyty (arall)

Pwy roddodd Gymorth Cyntaf iddo/iddo?

Pwy aeth ag ef neu hi i'r ysbyty? _____

I ba ysbyty aethon nhw? _____

A oedd y disgybl (ticiwch yr holl flychau priodol)

Yn anymwybodol

Angen ei adfywio

Yn gorfod aros yn yr ysbyty am fwy na 24 awr

Dim un o'r uchod

A roddwyd gwybod i'r rheini / gwarcheidwad? DO / NADDO

DYDDIAD

AMSER

TYSTION I'R DDAMWAIN

1. Enw _____
Cyfeiriad _____

2. Enw _____
Cyfeiriad _____

Rhodddwyd gwybod am y ddamwain i

Enw _____ Swydd _____

ABSENOLDEB O'R YSGOL

(Ticiwch un blwch yn unig)

Dim
Hyd at 6 diwrnod
7 DIWRNOD NEU FWY

ASESIAD RISG (*Rhaid cwblhau'r adran hon*)

Pa gamau a gymerwyd i sicrhau na fydd hyn yn digwydd eto?

DATGANIAD

Enw _____
Llofnod _____
Swydd _____
Dyddiad _____