



# Health and Safety Policy 2024-2025

Document Information	
Policy approved by	Denbighshire Education and Children's Services
Date approved	November 2024
Date implemented	November 2024
Policy owner	DCC
Review date	October 2025
Headteacher Signature:	
Chair of Governors Signature:	

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7.	Lone Working Procedures Policy
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9.	Denbighshire County Council - Parental Policy
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**Policies available from school office.**

## **Denbighshire County Council - Corporate Health, Safety and Welfare Policy Statement**

Denbighshire County Council recognises its moral and legal duties with regard to Health, Safety and Welfare. The council will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst at work. It will also ensure, so far as is reasonably practicable, the health, safety and welfare of others who may be affected by its operations and activities.

As a responsible employer, we aim to comply with the requirements of the Health and Safety at Work etc. Act 1974, its subordinate regulations and approved codes of practice. We also aim to fulfil our common law duty of care.

We will:-

- Assess and adequately control the risks arising from our activities.
- Put in place appropriate safe systems of work.
- Consult with our employees on matters affecting their Health, Safety and Welfare.
- Provide appropriate information, instruction, training and supervision for our employees.
- Provide and maintain safe plant and equipment
- Maintain safe and healthy working conditions so far as is reasonably practicable.
- Endeavour to prevent accidents and cases of work-related ill health.
- Ensure safe handling, use and storage of hazardous substances.
- Ensure all employees are competent and capable of carrying out their work.
- Record accidents and incidents and report them to the enforcing authority where required by legislation.
- Monitor and review any systems we put in place for the purposes of Health, Safety and Welfare management.
- Apply consequences for non compliance to our agreed standards.

To ensure successful implementation of this policy, we will provide strong leadership and commitment from the very top of the organisation and throughout the management chain. We expect the same commitment from all our employees irrespective of what they do.

We will inform all employees of the expected standards and put in place a safety management system to support them.

We will strive to continuously improve our safety culture.

This policy will be reviewed periodically.



Chief Executive

Denbighshire County Council

# Ysgol Llanfair Dyffryn Clwyd

## Health and Safety Policy

Ysgol Llanfair Dyffryn Clwyd as a “Body Corporate” and an employer has a responsibility to comply with the Health and Safety at Work etc. Act 1974 its subordinate legislation and other statutory provision. There is also a moral duty to consider the wellbeing of its employees and others who may be affected by its operations and activities.

The school has a specific duty under the Act to prepare and as often as necessary revise, a written Health and Safety Policy and bring the Policy to the attention of its staff and others who may be affected by its operations and activities.

### 1) Organisation – Roles & Responsibilities

The following individuals and bodies, have specific duties and responsibilities regarding Health, Safety and Welfare for all school related activities.

#### 1.1) The Local Authority (LA)

The duty to comply with the statutory requirements of the “Health and Safety at work etc.” Act 1974 lies with the LA. This overall duty cannot be delegated however some of the functions under the Act will be delegated to the Head Teacher and the Governing Body.

#### 1.2) The Corporate Health and Safety Team – Denbighshire County Council

The Corporate Health and Safety Team (CH&S) in Denbighshire County Council (DCC) is the central resource in DCC for professional advice and guidance in relation to Health, Safety, Welfare, Fire Safety and Road Risk. The DCC Health and Safety team is available to provide a comprehensive advisory support service to schools on all matters relating to the Health Safety and Welfare of staff, pupils and others who may be affected by the schools activities.

The responsibilities of this Service Level Agreement are:

- Support schools to help them keep people safe and comply with all current Health Safety and fire safety legislation.
- Provide information and support relating to any changes in schools related H&S regulations and standards
- Provide Health and Safety and driver related training for school staff, Governors and pupils where appropriate.
- Urgent support requests received within the service hours detailed above will be responded to promptly. Where practicable on the day of the request being made.
- Non-urgent support requests received within the service hours detailed above will be responded to asap and within five working days.
- Correspondence will be acknowledged in accordance with the Corporate Communications Policy.

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- Produce an annual Health and Safety report that gives an assessment of compliance with statutory regulations. Audit and monitoring reports will be provided within 15 working days after completion of the activity. A draft copy will be provided for comment before the completed report is submitted.
- Where a site visit is requested or required it will be arranged for the earliest mutually convenient time.
- To review accident, injury and incident reports to ensure correct completion and report to the HSE as required.
- Urgent and immediate actions will be communicated to schools via a bi-lingual Newsflash as soon as reasonably practicable after being brought to our attention.
- Health and Safety Training supplied through the contract will be at no cost to schools.

### **1.3) Head Teacher and Governing Body responsible for the operational control of Safety, Health and Welfare Matters**

The Head Teacher as the senior member of the school staff along with the Governing Body will identify the requirements for operational control for Health, Safety and Welfare matters. They will co-operate with the LA, Corporate Health and Safety Team and Cluster Business & Finance Support Team to ensure that the school complies with current Health and Safety legislation and its moral obligations.

The Responsibilities are:

- To provide a focus for Health and Safety matters and co-ordination of the school Policy, including its formation and review.
- To ensure that adequate management arrangements exist for the school to comply with the requirements of Health and Safety Legislation and to maintain and implement its Health and Safety Policy.
- To ensure the allocation of adequate resources and time to maintain sound and efficient Health, Safety & Welfare Arrangements.
- To ensure effective communication & co-operation on matters of Health and Safety during all school related activities.
- To ensure that all members of staff identified within this Policy understand their specific Health and Safety responsibilities, and to make arrangements to monitor their performance.
- To ensure that each senior member of staff appoints other members of staff as necessary to assist in the arrangements for implementing Health, Safety & Welfare matters within their respective Key Stages.
- To ensure that the Policy objectives are met and that the Policy is reviewed as appropriate to secure continued compliance with current and modified legislation.
- To ensure effective arrangements for accident, injury and incident reporting and investigation are in place.
- To understand the requirements of and ensure reporting to the HSE is carried out as required by the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR).
- To create and chair, a regular forum (Finance & Resources Committee) for the discussion of Health and Safety issues between management, staff and other interested parties.
- To seek expert advice on Health and Safety matters as may be appropriate.
- To ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.

- To ensure that responsibilities for Health and Safety are set out clearly in job descriptions for their staff.
- To ensure that a robust system for carrying out risk assessments and ensuring the necessary control measures are in place.
- To ensure that all new staff are taken through Health and Safety induction training followed by refresher training at suitable intervals.

#### **1.4) Cluster Business & Finance Support Team**

The Cluster Business & Finance Support Team will co-operate with the LA, Head Teacher, Governing Body and the Corporate Health and Safety Team in Denbighshire County Council, to ensure that the school complies with current Health and Safety legislation and its moral obligations.

The responsibilities of this team are:

- To provide a focus for Health and Safety matters and co-ordination of the school Policy, including its formation and review.
- To liaise with the Head Teacher, Governing Body, Corporate Health and Safety Team and other senior members of staff to ensure that effective measures for Health and Safety are in place, including suitable and sufficient risk assessments, safe systems of work, procedures and other control measures.
- To ensure effective arrangements for accident, injury and incident reporting and investigation are in place.
- To seek expert advice on Health and Safety matters as may be appropriate.
- To provide termly Health and Safety tours around the school site with Head Teacher and members of the Governing Body.
- To provide termly Health, Safety and Estates reports to the Head Teacher and Governing Body.
- To ensure that a programme and written procedures exist that details the timescales and arrangements for inspection, audit and monitoring of the department Health and Safety systems. Please see **Appendix 1**.

#### **1.5) Caretaker**

The Caretaker is accountable to the Head Teacher for ensuring that site security and general maintenance adheres to the rules, expectations and procedures in place for Health and Safety.

##### **The specific responsibilities are:**

- Ensuring that the site is secure when opening and closing each day.
- Keeping all work areas, including boiler house, clean and tidy with no obstructions.
- Routine inspections of all tools and equipment to ensure they are fit for purpose, disposing of any that pose risks.
- Running hot and cold water services prior to the school re-opening after more than 5 days' closure.
- Promptly report any unsafe equipment or situations directly to the Head Teacher, senior member staff or Building Maintenance Helpdesk if necessary.

For further information or guidance, please refer to the 'A Guide for Denbighshire School Caretaker' document, as is referenced on contents page.

#### **1.6) Teaching and Support Staff**

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Teaching and support staff are accountable to the Head Teacher for ensuring that rules and procedures in place for Health and Safety are interpreted and implemented correctly.

The specific responsibilities are:

- To ensure that activities carried out by employees or pupils will not create risks to other employees, pupils, members of the general public.
- To ensure that risk assessments are carried out and recorded and that suitable and sufficient control measures are put in place as a result.
- To ensure that the Policy, procedures and relevant rules and regulations are communicated to and readily available to all employees, pupils and others as may be necessary.
- To ensure that pupils understand instructions for Health and Safety and to monitor their compliance.
- To ensure that the Safety, Health and Welfare of pupils and others who may be affected by activities under their control is not put at unreasonable risk.
- Promptly report any unsafe equipment or situations directly to the Head Teacher or senior member of staff.

### 1.7) All School Staff

All staff **MUST** ensure that:

- They are fully conversant with the school Health and Safety Policy.
- That they co-operate fully with their employer to allow the school to meet its statutory duties.
- They undertake any Health and Safety training provided by the Head Teacher or Corporate Health and Safety Team.
- That they take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All injuries, incidents, dangerous occurrences and near misses are immediately reported to the appropriate person.
- They are fully conversant with all Fire procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used in accordance with training received and is maintained in good condition for use with all defects being reported.
- They must use all work items provided by the school correctly and in accordance with training and instructions received.
- Promptly report any unsafe equipment or situations directly to the Head Teacher or senior member of staff.
- Check the classroom / work area and equipment is safe before use.
- Ensure that all classrooms / work areas are kept tidy and any unwanted items are disposed of.
- Store heavy items low down to reduce the risk of injury from falling or handling.

### 1.8) Trade Union Safety Representatives

Staff representatives representing the staff in their workplace regarding matters of Health and Safety at work, will consult and co-operate with the Head Teacher and others with specific Health and Safety responsibilities to help to promote and develop measures to ensure the Health, Safety & Welfare of their colleagues.

Specifically they:

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- Make representation to the Head Teacher or appointed senior member of staff on any general or specific matter affecting the Health and Safety of employees, pupils, parents, visitors, contractors or the general public in their workplace.
- Investigate in association with the Head Teacher or appointed senior member of staff and a Health and Safety specialist, any potential or actual hazards in the workplace and examine the causes of accidents.
- Carry out Termly safety inspections with the Head Teacher or appointed senior member of staff in accordance with an agreed programme.
- Represent employees in the workplace in consultations with officers of the Health and Safety Executive (HSE).

### **1.9) Pupils, Parents, Visitors, Contractors and Others**

Every person has a legal and moral responsibility for Health and Safety because their actions or inactions may put themselves or others at risk. The duty of care that rests with all individuals will be clearly communicated throughout the school and during all activities. This message will be regularly reinforced and reiterated in a clear manner that identifies expected standards and methods of reporting issues.

The following actions will also be undertaken:

- All pupils will be registered during the school day or sign in and out at main reception, as appropriate.
- All visitors and contractors are to sign in and out at main reception and wear an identification badge throughout their visit.
- All visitors and contractors will be given information, in the form of a leaflet (**Appendix 2**), explaining what is expected in terms of their Health and Safety responsibilities.

## **2) Finance & Resources Committee**

A Committee made up of representatives from the Governing Body, Senior Leadership Team, Cluster Business & Finance Team and school staff will meet every term to discuss any Health and Safety issues. This Committee will provide a forum for consultation with regard to all Health and Safety matters related to the school and its activities. This meeting will form part of the Finance & Resources Committee.

Please see Terms of Reference for the Finance & Resources Committee in **Appendix 3**.

## **3) Arrangements for Health and Safety**

These arrangements deal with how the functions allocated to individuals are carried out.

- The school will develop through its Health and Safety organisation a systematic program of risk assessments to control the risks from all of its activities and operations.
- Outcomes of risk assessments will be used to formulate safe systems of work and other control measures.
- Documentary records will be maintained of all risk assessments, safe systems of work and other control measures.



- All Health and Safety information will be made available to everyone who has due cause to have knowledge of it. The information will be available through the Head Teacher or senior member of staff.

#### 4) Fire

Emergency exits and assembly points are clearly identified by safety signs and notices. An annual Fire Risk Assessment of the premises is carried out by Denbighshire County Council and can be viewed in the school's fire file, held by the caretaker. The school's Fire Emergency Plan outlines the procedures in the event of a fire.

Emergency evacuations are practiced at least once a term and logged in the school's fire file.

Fire alarm testing and fire-equipment checks are carried out weekly and logged in the school's fire file.

The school will have a 'Personal Emergency Evacuation Plan' in place for those with additional needs, which can be found in the fire file. These are reviewed annually or as is required.

For further information or guidance, please refer to the school's fire file which is located in reception. Please see **Appendix 4** for the school's '*Rules In The Event of Fire*' procedures, and **Appendix 1** detailing the summary of all fire related inspections, audits and monitoring.

#### 5) Lockdown

Emergency evacuations are practiced at least once per academic year.

For further information or guidance, please refer to the school's 'Lockdown Procedures Policy' as is referenced on contents page.

#### 6) First Aid

The school has arrangements in place for the provision of First Aid during the working hours of the school week. In any instance where First Aid is required, staff should follow the First Aid and Illness Procedures, which can be found in the Health and Safety file in reception.

First Aid boxes and equipment are located at various locations around the school site and are clearly identified (**Appendix 5**). This equipment will be regularly replenished as necessary by designated person.

There will be a sufficient number of First Aiders on site at all times. All appropriate training and qualifications will be kept up to date and monitored regularly. Please see **Appendix 5** for list of current First Aiders.

## 7) Welfare

### 7.1) Sun Protection

During Summer months, or when prolonged exposure to the sun is expected, all parents / guardians are advised to provide sun cream and a sun hat for their children to wear whilst outside.

Parents, guardians and pupils will be expected to apply their own sun cream prior to coming to school. Sun creams can be brought to school for pupils to apply more if necessary.

School staff are not permitted to apply sun cream to any pupils.

### 7.2) Transport

Only transport where seatbelts are provided will be used by the school. Pupils will be instructed to use seatbelts at all times.

### 7.3) Managing Healthcare Needs

For further information or guidance, please refer to the school's 'Managing Healthcare Needs Policy' as is referenced on contents page.

## 8) COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by DCC Cleaning Team and Caretaker, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are stored in locked store rooms and are disposed of in accordance with specific disposal procedures.

Please refer to individual COSHH risk assessments for further information which can be located in the Health and Safety file held in reception.

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## 9) Lone Working

Lone working may include:

- Late working
- Weekend working
- Caretaker duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

For more information, please refer to the 'Lone Working Procedures Policy' as is referenced on contents page.

## 10) Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are prohibited from using ladders
- All site ladders will be retained in locked store rooms
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

For more information, please refer to the school's 'Working from Height' risk assessment and 'A Guide for Denbighshire School Caretakers' document, as is referenced on contents page.

## 11) Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that staff receive basic manual handling training.

For more information, please refer to the school's 'Manual Handling' risk assessment and 'A Guide for Denbighshire School Caretakers'.

## 12) Off-Site Visits

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When taking pupils off the school premises, appropriate risk assessments should be completed and procedures followed in accordance to the Educational Visits Policy. For more information and guidance, please refer to the school's 'Educational Visits Policy' as is referenced on contents page.

### **13) Lettings**

This Health and Safety Policy applies to those who hire any aspect of the school site. For more information, please refer to the 'Lettings Policy' as is referenced on contents page.

### **14) Violence at Work**

We believe that staff should not be in danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Head Teacher, senior member of staff or Governing Body immediately. This applies to violence from pupils, visitors or other staff.

### **15) Smoking & Vaping**

In accordance with the Welsh Government's 'Smoke-Free Premises and Vehicles (Wales) Regulations 2020', smoking and vaping is not permitted anywhere on the school site.

### **16) Infection Prevention and Control**

The school follow the guidance published by Public Health Wales and Denbighshire County Council when responding to infection control issues. The school will encourage staff and pupils to follow good hygiene practice, as is documented in the school's 'Infection Prevention and Control Plan' as is referenced on contents page.

For more information, please refer to the school's 'Infection Prevention and Control Risk Assessment' which is located in the Health and Safety file held in reception.

An annual Infection Control audit will be carried out where procedures are reviewed and standards assessed. These audits can be found in the Health and Safety file held in reception.

### **17) New and Expectant Mothers**

As per the Denbighshire County Council 'Parental Policy', risk assessments will be carried out whenever any employee notifies the school that they are pregnant. These risk assessments are kept on personal HR files and electronically.

For more information, please refer to the Denbighshire County Council 'Parental Policy' as is referenced on contents page.

## 18) Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Access to the Denbighshire County Council 'Employee Assistance Programme' is available to all school staff. This is a free of charge service which provides support and guidance of occupational health and wellbeing. For more information please refer to the Denbighshire County Council intranet or HR Department.

For additional information and guidance, please refer to the Denbighshire County Council 'Procedure – Attendance at Work' document as is referenced on contents page.

## 19) Accident Reporting

All accidents, injuries, incidents, near misses and complaints will be reported on a Denbighshire County Council 'Accident / Incident Reporting Form'. There is an online form accessible to staff to report to the Local Authority. Staff have access to accident slips that are used to notify parents. **Appendix 6 shows an example of the Accident/Incident Reporting Form.**

As much information as possible will be entered onto the forms to enable investigation and analysis of data. A record of these reports will be held in the Health and Safety file and will be retained by the school for a minimum of 3 years, before being securely disposed of.

All reported accidents, injuries, incidents, near misses and complaints will be investigated to an appropriate level with a view to learning from them.

Incidents will be reported to the HSE as defined by the "Reporting of injuries diseases and dangerous occurrences regulations" (RIDDOR).

## 20) Training

Staff will be provided with Health and Safety training as part of their induction process, and annually thereafter. All staff upon attending training must sign the 'Health and Safety - Staff Record', which is located at the front of the Health and Safety file.

Staff who work in high risk environments, such as with pupils with additional learning needs (ALN), are given additional training as and when required. All staff upon attending training must sign the 'Health and Safety – Additional Training Record', which is located at the front of the Health and Safety file.

## 21) Monitoring

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The effectiveness of the Health and Safety Policy and the standards of Health and Safety achieved in the school will be actively monitored. Policy issues will be discussed during the Finance & Resources Committee meetings, teaching and support staff meetings to identify whether the Policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.

### **Health and Safety tour:**

- Formal planned safety tours of the school and its activities will be programmed to take place every term.
- The inspection team will consist of the Head Teacher, members of the Governing Body and representative from the Cluster Business & Finance Support Team.
- The tour will not aim to cover the whole estate in one attempt, however all areas will be covered within a twelve month period.
- The tours will be recorded and an action list drawn up that identifies actions required, action owners, resources required and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.
- Outstanding safety related actions will be stored in a way that enables easy access and prioritisation.

### **Informal safety inspection:**

- On a daily basis all teaching and support staff will identify Health and Safety issues that require action.
- Staff will report all significant issues to the Head Teacher or senior member of staff.
- Where necessary school activities will be halted to prevent unreasonable risk to the Health, Safety and Welfare of anyone who may be affected by the activities.

### **Health and Safety Inspection, Audit and Monitoring Summary:**

- The school will have a 'Health and Safety Inspection, Audit and Monitoring Summary' document, detailing both the action and frequency of all inspections, services, and audits for the site (**Appendix 1**).

### **Staff meetings:**

- Health and Safety will be on the agenda of each staff meeting. Staff will be free to discuss any issues they have.

### **Support staff meetings:**

- Health and Safety will be on the agenda of each support staff meeting. Staff will be free to discuss any issues they have.

### **Pupil information:**

- Pupils will be made aware of the requirement for creating and maintaining a safe and healthy school environment. Pupils will be encouraged to participate in feeding back and supporting Health and Safety issues.

## **Review**

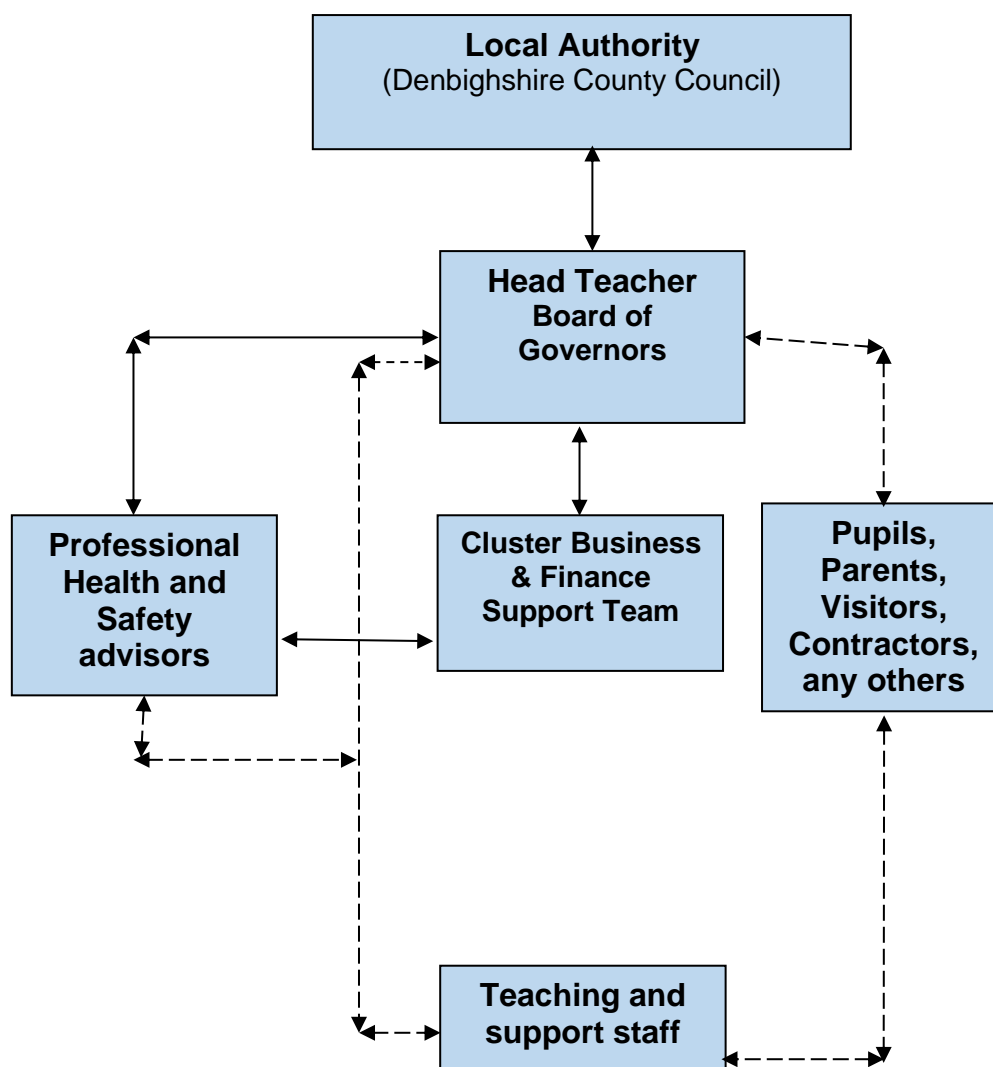
This Policy will be reviewed annually or sooner as appropriate. Earlier reviews will occur if there are any significant changes to the school circumstances.

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Policy version: 1:1

This policy was agreed by Ysgol Llanfair Dyffryn Clwyd Governing Body on 8/11/22.

### School Health and Safety Organisation Diagram



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**Appendix 1:**

**Fire related inspections, audits and monitoring.**





**Log Book kept in the Fire Safety File in the care of the School Caretaker.**

**Appendix 2:  
Canllawiau ar gyfer ymwelwyr i'r Ysgol.**

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## Gwybodaeth Hanfodol ar gyfer Ymwelwyr Essential Information for Visitors

### DIOGELWCH

Sicrhewch eich bod yn arwyddo mewn ar y system arwyddo a'ch bod yn gwisgo naill ai fathodyn ymwelwr neu eich bathodyn ID cwmni bob amser. \*\*\*Sicrhewch fod pob drws a glât allanol wedi cau pan nad ydynt yn cael eu defnyddio.

### DIOGELU PLANT

Rholi gwybod ar unwaith unrhyw ddatgeliadau neu bryderon i'r Person Dynodedig Diogelu- Geraint Rowe neu Fflur Williams. Arddangosir Gweithdrefnau Diogelu o amgylch yr ysgol.

### IECHYD A DIOGELU

Rholi gwybod ar unwaith unrhyw bryder i lechyd a diogelwch unigolion i Geraint Rowe neu Sue Muirhead.

- \*Paid â gweithio uwch na 50cm defnyddiwch offer camu-fyny dynodedig.
- \*Paid ag eistedd ar gadeiriau babanod.
- \* Paid â defnyddio offer trydanol o adref-rhaid i bob offer cael prawf PAT.

### LLES PLANT A STAFF

Dylai Cymorth Cyntaf gael ei weinyddu gan swyddogion Cymorth Cyntaf cymwys. Rholi gwybod i Geraint Rowe neu Fflur Williams am unrhyw ddiwyddiad difrifol.

**Clefydau Heintus** – yn y swyddfa mae yna boster lechyd Cyhoeddus Cymru efo canllawiau i ddilyn ac i rannu efo rhieni.  
**Tân** – Dilyn Gweithdrefnau Tân sydd ar gael o amgylch yr ysgol. Os gelwir 'Lockdown', dilynwch y gweithdrefnau a arddangosir o amgylch yr ysgol.

### SECURITY

Ensure that you sign in using our signing in system and that you are wearing at all times either a visitor badge or your company ID badge. \*\*\*Ensure that all external doors and gates are locked when not in use.

### CHILD PROTECTION

Report any disclosures or concerns immediately to the Designated Safeguarding Person – Geraint Rowe or Fflur Williams. Safeguarding Procedures are displayed around the school.

### HEALTH & SAFETY

Any concerns to the health and safety of individuals must be reported immediately to Geraint Rowe or Sue Muirhead.

- \*Do not work at a height above 50cm-use a designated step-up equipment.
- \*Do not sit on infant size chairs.
- \*Do not use electrical equipment from home – all equipment must be PAT tested.

### CHILDREN & STAFF WELFARE

First Aid should be administered by qualified First Aiders – posters are situated around school. Any serious incidents need to be reported to Geraint Rowe or Fflur Williams.  
**Infectious Diseases** – there is a Public Health Wales poster in the office with guidance to follow and share with parents.  
**Fire** – Follow the Evacuation Procedures located around the school. In the event of a 'Lockdown' follow lockdown procedure information displayed around school.





## Terms of Reference for the Governors' Finance and Resource Sub-committee 2023-2024

This Sub-committee is established to ensure that the school's finances and resources, including health and safety and staffing, are monitored and that there is accountability towards their governance.

**Note:** Text in 'blue italics' cannot be changed as they refer to statutory regulations and the governing body should not modify them.

### Purpose of the Committee including tasks:

#### Finance

Review and agree the school's proposals for the budget, recommend the draft budget to the full governing body and to monitor income and expenditure for which the governors and staff are responsible and report to the full Governing Body as necessary.

- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To provide guidance and assistance to the Head Teacher and Governing Body in all matters relating to budgeting and finance.
- To draft the budget in line with priorities set out in the school development/improvement plans.
- Present the draft annual budget to the full Governing Body for consideration and approval by 31st May each year.
- To monitor staffing levels and pupil number trends to assess the effect on the budget allocation.
- To determine the financial delegation by the full Governing Body to the Head Teacher.
- To delegate to the Head Teacher the responsibility to vary up to £25k between budget headings. Any variation to be reported to the next full meeting of the Governing Body.
- To determine lettings charges for other users of the school premises.
- To receive information on any claw back adjustments.
- To consider and monitor the effectiveness of all Service Level Agreements (SLA), Pooled Finance Schemes and contracts (except any clerking SLA which must be agreed by the full Governing Body);
- To monitor and review all income and expenditure with a view of achieving best value, making recommendations on staffing, premises, travel, resource related expenditure.
- Ensure there is an annual audit of the school fund, undertaken by an independent person, and to ensure the results of the audit are reported annually to the full governing body.
- To prepare and agree a financial statement for inclusion in the Annual Report to Parents.
- To oversee funding bids (in consultation with the Head Teacher).

#### Premises

Review and monitor all Health & Safety related matters along with, grounds maintenance and extended school facilities.

- To provide guidance and assistance to the Head Teacher and Governing Body in all matters related to the maintenance of the premises, grounds and Health and Safety.
- To comply with the schools Health and Safety Policy and national legislation, including the monitoring and review of the policy and procedures.
- To ensure that adequate resources are available to fulfil the aims and objectives of the above policy.
- To advise the Governing Body on priorities, including Health and Safety and maintenance and development of premises.
- To oversee arrangements for repairs and maintenance of the premises.
- To ensure any necessary dialogue with the Local Authority regarding premises issues.
- To receive health and safety reports, termly reports on the fire safety (including evacuation procedures).
- To receive reports on the condition of buildings and school environment.
- To receive the termly health and safety tour report and ensure representatives of this committee attend the termly tours.
- To establish and keep under review an Accessibility Plan.

#### Staffing

Review and agree staff provision, review procedures for staff selection, appointment and performance management review and agree staff training programmes.

- To draft and review the staffing structure, in consultation with the Head Teacher.
- To be involved in the appointment of staff, as appropriate.
- To oversee the appointment procedure for all staff.
- To review relevant policies as appropriate and make recommendations to the Governing Body for discussion and ratification.
- To keep under review staff work / life balance, working conditions and well-being, including the monitoring of absence.
- To seek professional advice from the Local Authority or others, as necessary.
- To attend relevant training, as appropriate.

#### Membership

The committee shall include a number of governors chosen by the full Governing Body. The Headteacher shall be a member of the committee.

Non-governors may be co-opted to serve on the committee. *The number of governors on the committee must be greater than the number of non-governors.*

The governing body will not give voting rights to non-governors.

#### Disqualification and Restrictions:

Governors who are members of staff at the school when:

- The subject of discussion is the pay and performance of members of staff at the school.
- The subject of discussion is the restructuring or redundancy of members of staff at the school.

#### Restrictions on Persons Taking Part in Proceedings:

Governors who work at the school are restricted to take part in proceedings when the subject for consideration is the pay progression, restructuring or redundancy of any person employed to work at the school. Any governor where there may be a pecuniary interest or a conflict of interest are also restricted to take part.

#### Quorum

*The quorum for this committee is 50% of the membership, rounded up to the nearest whole number excluding vacancies and any suspended governors.*

#### Election of Chair

Appointed by the Governing Body.

Members of staff and registered pupils at the school cannot be a chair of a committee.

#### Clerk

A clerk may be appointed if required. It may be the same person who clerks the governing body or someone different. The Head Teacher must not act as clerk to any committee.

#### Powers of the committee

- Premises - None.
- Finance - Delegated powers for decisions granted to this committee, other than for approval of the annual school budget, by the governing body on 28<sup>th</sup> September 2021 date up to a financial limit of £50,000 on Proactis. Delegated powers for decisions under £50k were granted to the Head Teacher.
- Staffing - The committee have delegated powers to make staff appointments, other than the Head Teacher and Deputy Head Teacher. The committee may make recommendations to the governing body based on its scrutiny and analysis of information.

*No vote on any matter may be held unless a majority of members present are governors. The Chairman has a casting vote provided that he /she is governor.*

#### Recording and reporting a meeting

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. The recommendations of the committee will be brought to the full Governing Body for ratification / information. *The committee should meet at least once a term.*

#### Review of the Terms of Reference

*The terms of refence of the sub-committee will be reviewed annually, by the full governing body.*

Date reviewed and adopted: .....


Date of next review: .....

Signature of chair of governors: .....

#### Links with other documentation:


1. Ysgol Llanfair Dyffryn Clwyd - Governing Body Framework of Responsibility
2. Governors Handbook - <http://www.governors.cymru/handbook/>

## 1. Emergency Evacuation Procedures – Instructions in each room within school.



### GWEITHDREFNAU GWACAU ARGYFWNG

### EMERGENCY EVACUATION PROCEDURE



Dylai staff sy'n darganfod tân - neu unrhyw argyfwng arall y byddai angen gwacáu'r adeilad

- pwyso'r pwynt larwm agosaf
- hysbysu'r swyddfa/pennaeth o union leoliad y digwyddiad lle gelwir 999

**Wrth glywed y larwm:**

Bydd athrawon yn goruchwyllo ar unwaith gwacâd o'r dosbarth, ac mewn un llinell dilyn y llwybr ymadael penodedig i'r Man Ymgynnull.

Mae pob oedolyn arall yn yr adeilad, gan gynnwys ymwelwyr, yn gyfrifol am eu diogelwch eu hunain ac ymadael.

Dylai symudiad fod yn gyflym ond yn ddisgybledig i osgoi panig, peidiwch â gwastraffu amser yn casglu cotiau nag eiddo.

Dylid cau pob drws unwaith y bydd yr ystafell wedi gwacáu.

Bydd Swyddogion Tân yn sicrhau nad oes unrhyw blant ar ôl yn yr adeilad wrth iddynt ymadael tua'r Man Ymgynnull.

Wrth gyrraedd y Man Ymgynnull, bydd athrawon yn sicrhau bod pob plentyn yn bresennol naill ai drwy gyfrif pennau neu gofrestr.

Staff discovering a fire – or any other emergency that would need evacuation should

- press the nearest alarm point
- notify the office/headteacher of the exact location of the incident and 999 called

**On hearing the alarm:**

Teachers will supervise the immediate evacuation of the class by the assigned exit route and proceed in a single line to the Assembly Point.

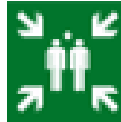
All other adults in the building including visitors are responsible for their own safety and evacuation.

Movement should be speedy but disciplined to avoid panic, do not waste time collecting coats or other belongings.

All doors should be closed once the room has been evacuated.

Fire Marshalls will ensure that there are no children in the building on their way to the Assembly Point.

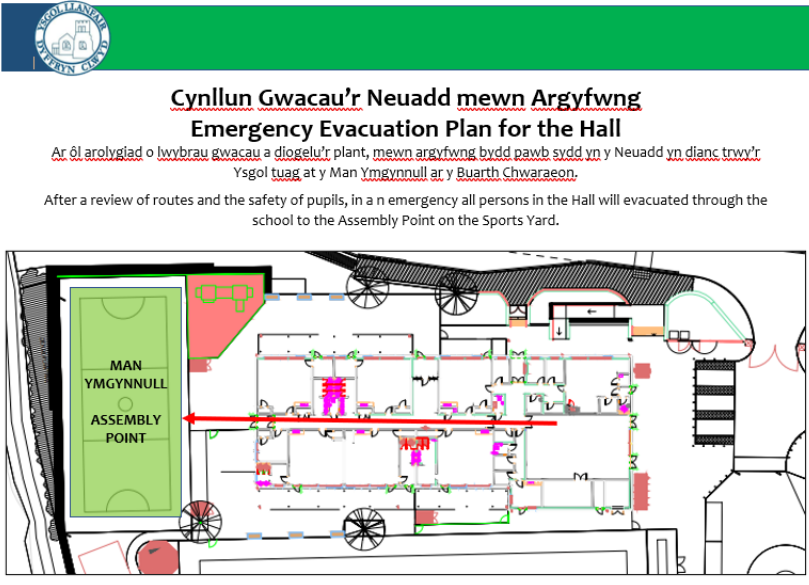
On arrival at the Assembly Point, teachers will ensure that all children are present, either by a headcount or register.



**MAN YMGYNNULL**  
**ASSEMBLY POINT**

**BUARTH CHWARAEON**  
**SPORTS YARD**

## 2. Emergency Evacuation Procedures – Additional instruction for the Main Hall.



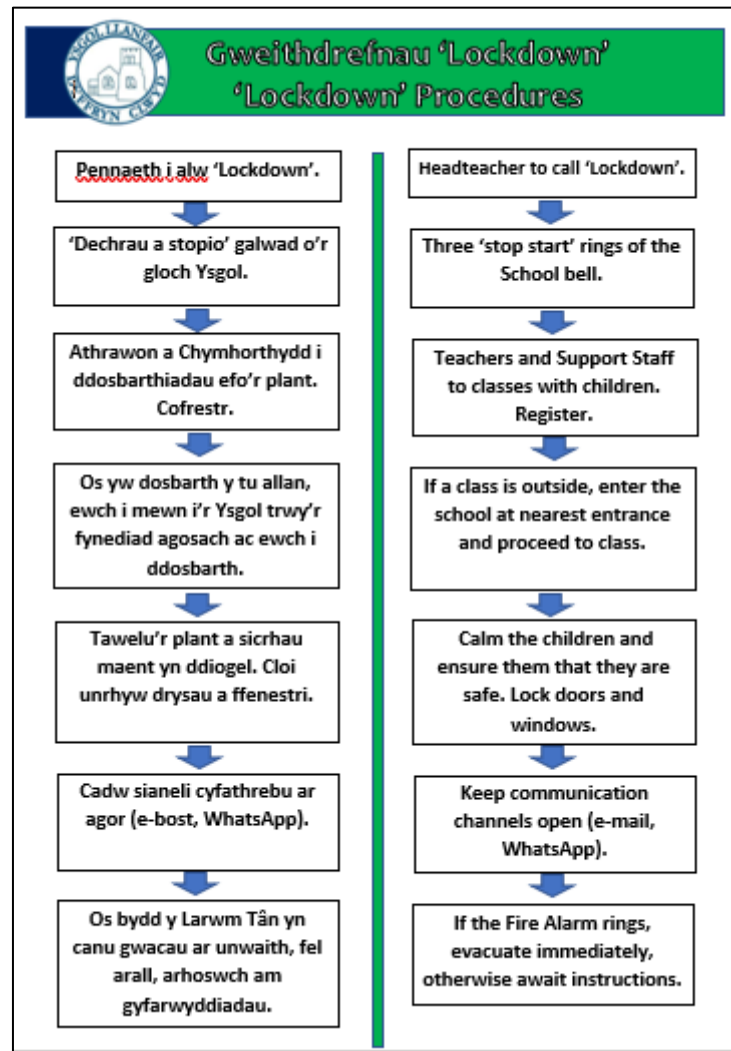
The diagram shows a floor plan of a school building. A green rectangular area on the left is labeled 'MAN YMGYNNULL ASSEMBLY POINT'. A red arrow points from the center of the main hall towards this assembly point. The rest of the building is shown with various rooms, corridors, and furniture. The diagram is enclosed in a red border.

**Cynllun Gwacau'r Neuadd mewn Argyfwng**  
**Emergency Evacuation Plan for the Hall**

Ar ôl arolygiad o lwybrau gwacau a diogelu'r plant, mewn argyfwng bydd pawb sydd yn y Neuadd yn dianc trwy'r Ysgol tuag at y Man Ymgynnull ar y Buarth Chwaraeon.

After a review of routes and the safety of pupils, in a n emergency all persons in the Hall will evacuated through the school to the Assembly Point on the Sports Yard.

## 3. Emergency 'Lockdown' Procedures.



## Appendix 5: First Aid

### 1. Notice for the location of a First Aid Box.



2. Poster displaying the First Aiders in School.



Appendix 6:  
Local Authority - Accident / Incident Reporting On-line Form

[Type here]

**LINE**

Home About us Staff room I want to... ICT Support Services My workplace Apps Help **Cymraeg**

**CORPORATE HEALTH AND SAFETY**

**Corporate Health And Safety**

The Corporate Health and Safety Team are health and safety advisors who provide competent advice and support to all Council employees and services. We also maintain Service Level Agreements with all Local Authority Schools.

You can contact us on 01824 712502 or email [healthandsafetyteam@denbighshire.gov.uk](mailto:healthandsafetyteam@denbighshire.gov.uk).

[Report an accident or incident](#)

[Step by Step guide to Accident / Incident reporting via LINC](#)

[Staff Protection Register](#)

**Newsflashes**

**sir ddinbych** Cyngor  
**denbighshire** County Council

**Accident/Incident Report Form**

**Notice: The completion of this form may result in a RIDDOR form being submitted to the HSE.**

**Incident Details**

**Date**  \*

**Time**  \*

**Location of Incident**  \*

**Address Line 1**  \*

**Town**  \*

**County**

**Postcode**