Polisi Iechyd a Diogelwch

2018 - 2019

Mabwysiadwyd gan y Corff Llywodraethol :

Llofnod y Cadeirydd: ………………………………………….…… Dyddiad: ……………………….

Llofnod y Pennaeth: ………………………..………………….. Dyddiad: ……………………….

Dyddiad Adolygu: …………………………….

RHAGARWEINIAD

Fel yr amlinellir yn Adran 2 (3) o Ddeddf Iechyd a Diogelwch mewn Gwaith 1974, mae'n ddyletswydd i gyflogwyr baratoi datganiad polisi ysgrifenedig ynglyn â iechyd a diogelwch gweithwyr yn eu gweithle. Mae Adrannau 3 a 4 o'r Ddeddf yn ychwanegu dyletswyddau ychwanegol i ddiogelu iechyd a diogelwch eraill a allai gael eu heffeithio gan gyfraniad y gweithwyr (e.e disgyblion,ymwelwyr a chontractwyr).

Mae tair prif ran i'r polisi -

Datganiad sy'n ymrwymiad gan lywodraethwyr ysgolion i sicrhau gweithle diogel a iach a systemau gweithio diogel.

Y **system** o weithredu'r polisi gan gynnwys gosod gwaith i unigolion.

Y **trefniadau** ar gyfer galluogi unigolion i gyflawni eu dyletswyddau ac i fonitro effeithiolrwydd y polisi.

Er mwyn cydymffurfio â darpariaeth Adran 2 (3) mae'r Ysgol wedi llunio datganiad polisi iechyd a diogelwch staff ac eraill yn yr Ysgol **Gweler Datganiad Polisi**.

POLISI DIOGELWCH CYFFREDINOL

1.0 DATGANIAD POLISI

Dyma bolisi iechyd a diogelwch yr ysgol sydd i'w ddarllen ynghyd â pholisïau iechyd a diogelwch AALl Cyngor Bwrdeistref Sirol Conwy.

Mae'r corff llywodraethol yn ymrwymedig i ymorol am safon uchel iechyd, diogelwch a lles pob aelod o'r staff, y disgyblion, ymwelwyr a chontractwyr, drwy sicrhau'r canlynol-

a) Amgylchedd iach a diogel drwy'r ysgol gyfan.

b) Trefniadau i ofalu nad oes neb yn yr ysgol yn gweithio mewn sefyllfa beryglus, yn defnyddio offer anfoddhaol, sylweddau neu beiriannau peryglus.

c) Darpariaeth effeithiol i dderbyn a rhannu gwybodaeth iechyd a diogelwch a dderbynnir oddi wrth yr AALl a ffynonellau eraill.

d) Hyfforddiant iechyd a diogelwch addas i'r holl staff.

e) Mynedfeydd diogel i mewn ac allan o'r ysgol

f) Cyfleusterau lles priodol i'r holl staff

g) Trefniadau ar gyfer argyfyngau megis tân, cymorth cyntaf a digwyddiadau cysylltiol ag ysgolion.

h) Monitro safonau iechyd a diogelwch yr ysgol ac adolygu ystadegau damweiniau/neu osgoi o drwch blewyn.

i) Cysylltiad â chymorth arbenigol mewn materion iechyd a diogelwch (AALl)

j) Anogaeth i'r staff hyrwyddo safonau iechyd a diogelwch yn yr ysgol (cefnogi cyd - ymgynghori).

k) Caiff y polisi hwn ei adolygu a'i ddiweddaru fel bo angen.

Yn ail adran y polisi ceir manylion y Drefniadaeth a chyfrifoldebau wedi eu gosod mewn trefn hierarchaidd gyda chrynodeb o gyfrifoldebau unigolion penodol.

2.0 STRWYTHUR TREFNIADOL

Fel y crybwyllwyd eisoes gesyd Deddf Iechyd a Diogelwch mewn Gwaith 1974 ddyletswyddau ar gyflogwyr i warchod iechyd a lles staff ac eraill, ym maes addysg. Dyma ddyletswydd y Cyngor Sir fel awdurdod corfforaethol, a chyfrifoldeb

dirprwyedig Adran Addysg yr Awdurdod Addysg Lleol (AALl) ac yn nhrefn Rheolaeth Ysgolion yn Lleol (RhYLl) bydd cyfrifoldeb dirprwyol ar Benaethiaid a Chyrff Llywodraethol.

2.1 CYFRIFOLDEBAU LLYWODRAETHWYR YSGOLION

Mae gan Lywodraethwyr ddyletswyddau a chyfrifoldebau o dan Ddeddf Diwygio Addysg 1988 i fod yn gyfrifol am ysgolion a'u rheoli'n effeithiol. Dirprwywyd cyfrifoldeb rheolaeth ddyddiol yr ysgol o dan y cynllun Rheoli Ysgolion yn Lleol i'r Llywodraethwyr, y Pennaeth a'r staff, ac o fewn maes eu rheolaeth i gydymffurfio â pholisïau'r AALl.

D.S. Ystyrir yr un modd gyfrifoldebau iechyd a diogelwch a'r prif gyfrifoldeb ar ysgwyddau'r AALl , os bydd y corff llywodraethol wedi gweithredu, o fewn eu gallu, yn unol â pholisïau'r AALl. Ond os na fydd y corff llywodraethol wedi cydymffurfio â pholisi'r AALl gall yr Awdurdod, er mwyn cyflawni goblygiadau statudol Deddf Iechyd a Diogelwch mewn Gwaith 1974 ymyrryd yn nhrefn reoli yr ysgol.

Felly rhennir cyfrifoldeb statudol iechyd a diogelwch yn yr Ysgol dan drefn RhYLl rhwng yr AALl a'r Ysgol (Corff Llywodraethol, Pennaeth a staff).

2.2 CYFRIFOLDEBAU - PENNAETH (Cydlynydd Iechyd a Diogelwch yr Ysgol) Y Cydlynydd Iechyd a Diogelwch yw Mr Gari Evans

(Fel arfer y pennaeth fydd y Cydlynydd Iechyd a Diogelwch ond weithiau dirprwyir rôl Cydlynydd Iechyd a Diogelwch i Ddirprwy/Uwch Aelod i gynorthwyo'r pennaeth)

Swyddogaeth Pennaeth yr Ysgol fydd cyflawni'r dyletswyddau dirprwyedig ym mholisïau'r AALl a pharatoi a gweithredu gweithdrefnau iechyd a diogelwch y meysydd dan ei r(rh)eolaeth.

Y Pennaeth sy'n gyfrifol am drefn ddyddiol yr ysgol, agweddau iechyd a diogelwch megis rheoli risg, gyda golwg ar ymgorffori egwyddorion asesu risg, atal damweiniau, rhagofalon tân, trefniadau cymorth cyntaf ac ati

Diffinnir y dyletswyddau a'r cyfrifoldebau fel a ganlyn -

i) Casglu gwybodaeth a gweithredu'n berthnasol ar lefel ysgol ganllawiau/polisi a threfniadau cyfredol yr AALl (e.e trefnu asesiadau risg ar gyfer digwyddiadau o fewn yr ysgol yn unol â Rheoliadau Rheoli Iechyd a Diogelwch 1999).

ii) Gofalu bod aelodau'r staff ac eraill yn cael gwybodaeth, cyfarwyddyd a hyfforddiant priodol parthed iechyd a diogelwch, a'u bod yn dilyn trefn waith ddiogel ar lefel ysgol.

iii) Sicrhau bod adnoddau digonol (arian, amser) ar gyfer materion iechyd a diogelwch yr ysgol (gyda chydweithrediad y Llywodraethwyr - y Corff sy'n gyfrifol am gyllidebau yr ysgol) .

iv) Sefydlu gweithdrefnau o fewn yr ysgol i gofnodi peryglon iechyd a diogelwch, a nodi'n fanwl eu dull o weithredu wrth gysylltu â'r gwasanaeth gwaith adfer priodol (e.e adran eiddo).

v) Gofalu bod y staff yn dilyn gweithdrefnau'r ysgol ynglyn â damweiniau ac achosion o drais a bod pob damwain yn cael ei gofnodi a'i gyflwyno pan fo hynny'n angenrheidiol yn unol â threfn yr AALl, er mwyn cyflawni gofynion statudol.

vi) Sicrhau darpariaeth cymorth cyntaf, y nifer a gymeradwyir o gymorthwyr cymwysedig, personau penodol, bocsys cymorth cyntaf, adnoddau digonol ac ati, yn ôl canllawiau'r AALl a Rheoliadau Iechyd a Diogelwch (Cymorth Cyntaf) 1981.

vii) Sefydlu trefn gwagio'r ysgol mewn argyfwng a rhoi gwybodaeth a chyfarwyddyd briodol i'r staff, disgyblion, ac ymwelwyr (Cyfeirier at Gynllun mewn Argyfwng, yr AALL.

viii) Sicrhau bod offer atal tân ar gael ac wedi ei archwilio a'i brofi'n gywir a chynnal ymarferion tân yn rheolaidd (o leiaf unwaith bob tymor, a'r manylion i'w cadw mewn llyfr cofnodi tân)

ix) Sefydlu trefn fonitro sy'n cydymffurfio ar bob lefel (staff a disgyblion) gyda pholisïau'r AALl , y gweithdrefnau a'r canllawiau a rheoliadau iechyd a diogelwch ar safleoedd ysgolion.

x) Gofalu bod materion iechyd a diogelwch yn cael eu trafod mewn Cyfarfodydd Llywodraethwyr ac unrhyw waith angenrheidiol yn cael ei gyflawni'n gyson yn unol â pholisïau, trefniadaeth a chanllawiau'r AALl.

xi) Ceisio cyngor ar faterion iechyd a diogelwch gan swyddogion proffesiynol os cyfyd unrhyw bryderon arbenigol fel na bo staff nac eraill yn gorfod wynebu perygl.

xii) Gofalu bod contractwyr ddaw ar safle'r ysgol yn cysylltu gyda'r Pennaeth ac yn parchu canllawiau'r AALl ar "Reoli Contractwyr"

xiii) Gwneud yn sïwr bod y Pennaeth yn cymryd rhan mewn cyrsiau hyfforddiant iechyd a diogelwch a drefnir gan yr AALl

2.3 STAFF GWEINYDDOL

Staff Gweinyddol (gan gynnwys aelodau sy'n trafod arian cinio) i fod yn gyfrifol am fabwysiadu trefn ddiogel o gyflawni eu dyletswyddau yn yr ysgol, gan weithredu yn

unol â pholisïau, gweithdrefnau ac arweiniad yr AALl a threfniadau iechyd a diogelwch yr ysgol.

2.4 GOFALWYR

Mae gofalwr yn gyfrifol am ddilyn trefn ddiogel o gyflawni gorchwylion gofal adeilad a safle'r ysgol a dilyn polisïau, gweithdrefnau a chanllawiau yr AALl.

D.S. Mae gweithgareddau dyletswydd gofalwr/wraig yn gyffredinol eang a gallai methu dilyn trefn ddiogel effeithio ar bawb ar safle'r ysgol. Mae i'r dyletswyddau sy'n cynnwys newid bylbiau, cyfarpar golau, gwaith cynnal a chadw tu mewn a thu allan i'r adeilad, tasgau cyffredinol, diogelwch, symud dodrefn ac ati elfen o risg a dylid ymorol bod mesurau rheolaeth ar waith fydd yn lleihau unrhyw risg er mwyn gofalu nad oes perygl i staff, disgyblion nac ymwelwyr yr ysgol.

2.5 CYFFREDINOL

Mae'r polisi hwn yn ymgorffori agweddau o bolisi iechyd a diogelwch yr AALl sy'n berthnasol i'r ysgol. Serch hynny, ystyrir gofynion polisi'r AALl i fod yn lleiafswm yr anghenion.

Wedi cynnal proses gyd-ymgynghorol rhwng llywodraethwyr yr ysgol, y Pennaeth, staff yr ysgol a chynrychiolwyr diogelwch undebau llafur a/neu gynrychiolwyr y staff, dylai'r corff llywodraethol neu is-bwyllgor o'r lywodraethwyr gadarnhau'r polisi terfynol.

Dylai'r polisi drafod materion a ddaw dan reolaeth yr ysgol, ac hefyd faterion lleol megis symudiad traffig, darpariaeth cymorth cyntaf a threfnu ar gyfer argyfwng.

<u>Trefniadau</u>

Dyma adran fwyaf y polisi ac yma ceir manylion ynghylch cyflawni'r ymroddiad a geir yn y datganiad polisi.

Rhaid i'r corff llywodraethol lunio cynllun fydd yn galluogi'r ysgol i weithredu polisi iechyd a diogelwch trwy osod amcanion iechyd a diogelwch a safonau perfformiad ar gyfer eu hysgol.

Dyma restr o drefniadau o bolisi'r AALl, a gellir eu mabwysiadu i gyfarfod ag anghenion lleol. Nid yw'n rhestr derfynol a gall ysgol ychwanegu ati fel y myn. Adolygir y polisi, ei hadolygu a'i nhewid os bydd angen a hynny wedyn yn cael ei adlewyrchu ym mholisi'r ysgol.

Yn dilyn ceir rhestr o'r trefniadau rhesymol ac ymarferol y bydd llywodraethwyr yr ysgol yn eu cyflawni er mwyn ymorol am iechyd, diogelwch a lles holl aelodau staff, disgyblion, contractwyr ac ymwelwyr.

Adran 3 TREFNIADAU

Cofnodi Damweiniau

- Bydd yr ysgol yn gofalu cofnodi pob damwain, gwaeledd a digwyddiadau peryglus yn unol â gofynion pecyn Cofnodi Damweiniau yr AALl

Gweinyddu Meddyginiaeth

- Bydd yr ysgol yn cyflawni'n llawn becyn polisi/canllawiau'r AALl ar "Weinyddu meddyginiaeth".
- Bydd y Llywodraethwyr a'r pennaeth yn cynhyrchu i'r ysgol bolisi diogelwch ynghylch gweinyddu meddyginiaeth.
- Bydd yr AALl yn monitro'r polisi.

Asbestos

- Cyfrifoldeb y Cyngor fydd gofalu bod pob ysgol yn cynnal Asesiad Risg .
- Rhaid i ysgol gadw cofrestr canolog cyfleus ar asbestos.
- Y Pennaeth sy'n gyfrifol am gyfeirio at y cofrestr pan fydd yr ysgol yn trefnu unrhyw waith cynnal a thrwsio.
- Rhaid cyfeirio at Ganllawiau'r Sir (copi ar y safle) ar Reoli Asbestos.

Diffygion Adeiladau/Safle

- Bydd yr ysgol yn trefnu archwiliadau ffurfiol rheolaidd o'r adeiladau a'r safle (cynnwys waliau a ffensys) ac yn cofnodi diffygion cyn trefnu mesurau i'w hatgyweirio.
- Yr ysgol i gadw llyfr diffygion a'r staff i'w ddefnyddio i gofnodi diffygion. Caiff ei fonitro'n barhaus i sicrhau bod yr anghenion yn cael sylw.
- Materion angen sylw arbennig
- Yr ysgol i ofalu bod stepiau, grisiau a rhodfeydd (caled a glaswellt) yn cael eu cadw mewn cyflwr diogel.
- Cynnal archwiliadau cyson o safle'r ysgol (nodi diffygion a gweithredu)
- Rhaid dynodi materion peryglus megis colli sylweddau/lloriau gwlybion/ gwifrau blêr a gweithredu.

- Rhaid i'r drefn cynnal a chadw sicrhau golau digonol cyffredinol ac yn enwedig felly lle bo grisiau, stepiau allanol.

- Bydd trefniadau ar gyfer trin rhodfeydd pan fydd rhew, eira dail ac ati yn achosi risg.

- Bydd yr AALl yn monitro'r ymateb i anghenion .

Glanhau, a Defnyddio Sylweddau Peryglus

- Bydd ysgolion yn gofalu defnyddio deunyddiau glanhau cymeradwy yn unig ac yn cadw adeiladau mewn cyflwr glan a thaclus.

- Cedwir deunyddiau glanhau mewn stordy cloëdig

Contractwyr

- Yr ysgol i ofalu bod unrhyw fân weithiau a gomisiynir yn cael ei fonitro a bod cysylltiad agos gyda'r contractwyr er mwyn sefydlu perthynas agos a diogel.

- Gofelir bod unrhyw broblem ynghylch iechyd a diogelwch yn cael ei gyfeirio i sylw'r Adran Gwasanaeth Eiddo ac hefyd os yn briodol at yr Adain Rheoli Safle.

- Bydd unrhyw waith o faint sylweddol dan reolaeth yr Adran Gwasanaethau Eiddo.

- Bydd yr AALl yn monitro'r gwaith.

Dylunio a Thechnoleg

- Bydd gan yr ysgolion argraffiad cyfredol o "Make It Safe" (NAAIDT) a chedwir at arweiniad y ddogfen.

Sgriniau Arddangos

- Bydd ysgolion yn cydymffurfio'n llawn â thaflen Canllawiau'r AALl

Trydan

- Bydd yr ysgol yn dilyn cyfarwyddiadau polisi yr AALl ar Iechyd a Diogelwch Trydan yn y Gweithle, ac yn monitro'r anghenion yn dymhorol.

- Bydd yr ysgol yn defnyddio cyfarpar 'cymeradwy' yn unig a bod person cymwysedig yn cyflawni unrhyw waith angenrheidiol.

Sefyllfa Argyfyngus

- Rhaid i ysgol gyfeirio'n ar unwaith at ganllawiau'r AALl "Cynllun Gweithredu Mewn Argyfwng" ac addasu'r cynllun i anghenion penodol y safle.

Perygl Cau Bysedd mewn drysau a giatiau

- Gwneud asesiad risg o bob drws a giât a mabwysiadu dulliau diogelwch fel bo angen.

Tân

- Yr ysgol i ofalu bod Asesiad Risg Diogelwch rhag Tân yn cael ei gyflawni gan swyddog cymwys (Uned Diogelwch Canolog)
  SYLWER :Ymholiadau i'r Adain Rheoli Safle i gael gwybodaeth am asesiadau risg rhag tân.

- Yr ysgol fydd yn gyfrifol am unrhyw ddiffygion a ganfyddir yn yr Asesiad Risg.

- Bydd yn rhaid i ysgol gynnal ymarfer tân bob tymor er mwyn dilyn canllawiau'r AALl.

Cymorth Cyntaf

Yr ysgol i ddarparu adnoddau Cymorth Cyntaf digonol yn unol â chanllawiau'r AALl sy'n cyfeirio at y nifer angenrheidiol o Gymorthwyr Cyntaf Cofrestredig /Personau Apwyntiedig ac ati

D.S. Mae gan yr Adain Rheoli Safle gronfa ddata o gymhorthwyr cyntaf a'u dyddiadau i ail-gofrestru.

Dodrefn/Offer

- Yr ysgol i ymgynghori ag Adain Rheoli Safle yr Adran Addysg cyn prynu dodrefn newydd er mwyn cydymffurfio ag ansawdd Safonau Prydeinig ac ati.

- Yr ysgol i archwilio'n ffurfiol gyflwr ei dodrefn/ offer a thrwsio neu gael gwared ag eitemau diffygiol.

Nwy

Bwyleri Nwy

- Bydd yr ysgol yn gofalu os bydd fflam nwy yn diffodd, dylai gofalwr/glanhaydd ofyn i'r Gwasanaethau Eiddo neu Beiriannydd Nwy Cymwysedig ei hail gynnau.

Offer Nwy ychwanegol

- Dylai ysgol ofalu bod offer nwy yn cael ei archwilio'n rheolaidd gan beiriannydd cofrestredig e.e peiriannydd CORGI yn unol â pholisïau'r AALl.

Colli Nwy:

- Bydd yr ysgol yn gofalu bod cyfarwyddiadau clir os bydd peipen nwy yn gollwng - cyfeirier at Lawlyfr yr AALl ar Ddigwyddiadau Argyfyngus.

Gwydro

- Trefnir arolwg gwydro/asesiad risg gan yr AALl a hynny'n arwain at raglen waith gan y Gwasanaethau Eiddo.
- Bydd yr ysgol (gyda cydweithrediad yr AALl) yn gyfrifol am unrhyw atgyweirio angenrheidiol.

Arwynebau Poeth **(Rheiddiaduron, gwresogyddion, peipiau ac ati)**

- Asesir risg pob arwyneb poeth yn unol â'r Model Asesiad Risg, a gosodir amddiffyniad addas pan fydd ei angen.

Cynhesu ac Awyru

- Bydd ysgol yn sicrhau cyflawni gofynion tymheredd ac awyru yn unol â rheoliadau adeiladau ysgol a deddfwriaeth perthnasol cyffelyb.

Diogelwch a Glendid Ceginau

- Bydd ysgol a Rheolwyr Arlwyaeth Ardal yn sicrhau bod ceginau ysgolion yn ddiogel a glân (D.S. Rhaid trafod unrhyw bryder gyda'r Rheolwyr Arlwyaeth Ardal, a hynny cyn gynted ag y bo modd)

Codi a symud pwysau

- Yr ysgol i ymorol bod unrhyw faes problemus (gwaith Corfforol) yn cael asesiad risg a mesurau rheoli yn cael eu mabwysiadu. Gellir cael cymorth pellach gan yr Adain Rheoli Safle ac o'r Model Asesiad Risg i Ysgolion Cynradd.
- Bydd yr AALl yn trefnu hyfforddiant cyfnodol i ofalwyr/glanhawyr mewn gofal ynghylch dulliau diogel o godi pwysau.
- Yr ysgol i ofalu bod Cynllun Gofal/Cynllun Gweithredu Unigol ar waith, a hwnnw wedi Asesu Risg symud a lleoli disgyblion a'r holl fesurau rheoli wedi eu pennu.

Allan o Oriau Ysgol

- Yr ysgol i sicrhau bod yr adeiladau yn ddiogel ar gyfer defnydd allan o oriau ysgol a bod mesurau diogelwch yn weithredol (cyfeirier at ganllawiau'r AALl "Diogelu'r Dyfodol" 'Securing the Future'.

Ymweliadau Addysgol

- Bydd ysgol yn ymateb yn llawn i holl ofynion y ddogfen 'Teithiau ac Ymweliadau Addysgol' a thynnir sylw holl aelodau'r staff at gynnwys y ddogfen.

Addysg Gorfforol

- Yr ysgol i ofalu bod pob gweithgarwch Addysg Gorfforol yn cydymffurfio'n llawn â safonau presennol (baalpe) Cymdeithas Ymgynghorwyr a Darlithwyr Addysg Gorfforol Prydain parthed Ymarfer Diogel mewn addysg gorfforol. Rhaid dwyn y wybodaeth i sylw pob aelod o'r staff

- Mae'r safonau hyn yn gyffredinol eu natur a bydd yr ysgol yn ymorol bod amgylchiadau'r safle yn cael eu hystyried yn ystod y broses Asesu Risg.

Offer Chwarae

- Rhaid cynnal a chadw offer iard chwarae ar lefel Safonau Prydeinig a'i gymeradwyo gan yr AALl.

- Rhaid gweithredu cynllun cynnal a chadw fydd yn sicrhau bod yr offer a ddefnyddir yn ddiogel a defnyddiol (cyfeirier at y Model Asesu Risg i ysgolion Cynradd).

Merched Beichiog/Mamau sy'n nyrsio/ staff dan driniaeth I.V.F (triniaeth ffrwythloni)

- Yr ysgol i wneud yn sïwr os bydd aelod o'r staff yn hysbysu'r Pennaeth ei bod yn feichiog neu yn cael triniaeth ffrwythloni (I.V.F) rhaid cynal asesiad beichiogrwydd cyflawn a gweithredu'r mesurau rheoli angenrheidiol.

- D.S. Ceir cyngor ac arweiniad pellach yn y llyfryn "Gwybodaeth iechyd a diogelwch i Famau newydd a merched beichiog"

Bysiau Mini Ysgolion

- Rhaid defnyddio bysiau mini yn ôl safonau caeth Canllawiau'r AALl "Defnyddio Bysiau Mini mewn modd Diogel" a dynodi cyfrifoldebau cadw'r bysiau mewn cyflwr diogel.

- Rhaid i ysgolion ofalu bod gyrwyr bysiau mini wedi eu hasesu a'u hyfforddi

hyd at safon MIDAS (Cynllun Asesu Gyrwyr Bysiau Mini).

Gwyddoniaeth

- Ysgol i fod yn aelod llawn o CLEAPSS ac yn derbyn eu holl gyhoeddiadau diweddaraf (yn unol â pholisi'r AALl)

- Yr ysgol i ymorol ei bod yn cadw at safonau ASE "Bod yn Saff"

- Os cyfyd problem iechyd a diogelwch dylai'r ysgol gyfeirio'r mater i sylw Ymgynghorwyr Gwyddoniaeth CSS/Cynnal a/neu Gydlynydd Diogelwch Addysg.

Pyllau/Llynnoedd Ysgolion

- Rhaid i ysgol lynu at ganllawiau'r AALl "Gosod Pyllau mewn Ysgolion" (polisi Iechyd a Diogelwch yr AALl) wrth eu gosod a'u defnyddio'n ddiogel ac ymorol bod archwiliadau cyfnodol yn digwydd i gadarnhau cyflwr boddhaol giatiau a ffensys (cyfeirier at Atodiad yn y polisi Iechyd a Diogelwch).

Ysmygu

- Rhaid i ysgolion gydymffurfio â Pholisi'r Sir ac ymateb i unrhyw newidiadau deddfwriaethol (e.e Côd Ymarfer Cymeradwy)

Straen

- Ysgolion i gydymffurfio â phecyn cyngor ac arweiniad yr AALl. Cyfeirier problemau penodol i sylw adran Personél yr AALl.

Nofio

- Gofalu bod ysgol wedi cael copi o Asesiad Risg i blant sy'n mynychu'r pwll nofio lleol oddi wrth reolwr y pwll, a bod pob aelod o'r staff yn ymwybodol o gyfrifoldebau yr ysgol a chyfrifoldebau swyddogion y pwll nofio.

- Dylai ysgol gysylltu â'r Adain Rheoli Safle os oes materion diogelwch i'w datrys. (Cedwir copi o'r ddogfen Iechyd a Diogelwch 'Diogelwch Mewn Pyllau Nofio' yn yr Adain Rheoli Safle)

Traffig ar Safle Ysgol

- Rhaid i ysgol gydymffurfio â gofynion Canllawiau Rheoli Traffig yr AALl (atodiad i Bolisi Iechyd a Diogelwch yr AALl) a llunio asesiad risg penodol ar reoli traffig ar safle'r ysgol.

- Rhaid i ysgol ystyried fel un o brif elfennau'r polisi ysgol drefniant sy'n hwyluso mynediad traffig a cherddwyr.

Pryfetach/plâu ar safle ysgol

- Rhaid i unrhyw drefn o reoli pryfed a phlâu gydymffurfio'n hollol â gofynion y Model Asesu Risg.

Gwylltineb/Trais

- Ysgol i sicrhau bod yr hyn sydd yn y pecyn gwybodaeth 'Trais mewn Sefydliadau Addysgol' yn cael ei weithredu a'i ddwyn i sylw yr holl staff.
- Yr ysgol i ymorol bod dogfen arweiniol yr AALl 'Sicrhau'r Dyfodol' yn cael ei ddilyn a'i weithredu pan fydd angen.

Gwirfoddolwyr

- Ysgolion i ofalu am ddiogelwch unrhyw wirfoddolwyr fydd ar y safle ac i ddilyn cyfarwyddiadau yr AALl sy'n sy'n egluro sut i reoli'r defnydd o wirfoddolwyr.

Glanhawyr Ffenestri

- Rhaid i ysgol ofalu mai glanhawyr ffenestri cymwys yn unig a gyflogir i lanhau'r ffenestri a'u bod yn derbyn Asesiad Risg/Datganiadau Method sy'n rhoi iddynt fanylion sut i lanhau ffenestri mewn modd diogel.
- Dylai ysgolion gyfeirio at arweiniad yr AALl ar ddiogelwch Glanhawyr Ffenestri.

Gweithio ar Uchder

- Rhaid i ysgol ofalu bod pawb sy'n gweithio yn uwch na lefel y llawr yn cael Asesiad Risg gofalus a bod mesurau rheolaeth mewn grym.
- Os bydd raid gweithio ar lefel uwch na'r llawr e.e (i newid bylbiau neu stribedi golau mewn neuadd amlbwrpas) dylai ysgolion gysylltu â'r adain Rheoli Safle i gael rhywun sy'n gymwys i gyflawni'r tasgau angenrheidiol.

Ieuenctid ar Brofiad Gwaith

- Os bydd gan ysgol leoliad profiad gwaith rhaid trefnu Asesiad Risg penodol yn nodi'r peryglon a allai wynebu'r unigolyn a gweithredu mesurau rheoli ar eu cyfer.
- Yr ysgol i gydymffurfio â pholisi'r AALl - copi ar gael o'r Adain Rheoli Safle.

Monitro'r Polisi iechyd a diogelwch

Mae gan yr AALl ddyletswydd cyfreithiol i fonitro ei bolisi diogelwch a gwneir hyn drwy dderbyn canlyniadau yr archwiliad iechyd a diogelwch blynyddol. Rhydd yr archwiliad grynodeb cyffredinol o drefniadau iechyd a diogelwch ysgol, ac efallai y bydd y llywodraethwyr yn dewis enwebu llywodraethwr (neu is-bwyllgor) i gyflawni archwiliad ar gyfnod cyfleus yn ystod y blwyddyn. (Mae'r AALl wedi darparu Ffurflen Archwiliad bwrpasol ar gyfer ysgolion, a rhaid cadw copi yn gyfleus pan fydd yr AALl eisiau ei monitro).

Efallai y bydd y Llywodraethwyr am fonitro'r polisi fel a ganlyn -

a) Fel eitem agenda yn eu cyfarfodydd llywodraethol.

b) I fonitro adroddiadau ar ddamweiniau.

c) Cyflawni archwiliadau iechyd a diogelwch (ar y cyd os dymunant, gyda chynrychiolwyr iechyd a diogelwch undebau llafur).

d) Gwirio adroddiadau cynnal a chadw e.e archwiliadau cyfarpar nwy, offer trydanol a.y.y.b.

e) Archwilio cwynion gan aelodau staff , disgyblion, ymwelwyr, rhieni a gweithredu'n briodol.

Efallai y bydd Llywodraethwyr yn awyddus i adolygu adroddiadau gan awdurdodau gorfodaeth (e.e Arolygydd Iechyd a Diogelwch (HSE)

Mae rhagor o wybodaeth ynghylch monitro iechyd a diogelwch i'w gael ar dudalen 7 cyhoeddiad yr HSE "Cyfrifoldebau Iechyd a Diogelwch Llywodraethwyr Ysgolion" gyda chopi ohono ar gael yn yr Adain Rheoli Safle.

School Health and Safety Policy

2018 - 2019

Policy adopted by Governing Body :

Signed by Chairperson: ……………………………..………… Date: ……………………………

Signed by Headteacher: ……………………….………………. Date: ……………………………

Review Date: ……………………………….

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INTRODUCTION

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking (e.g. pupils, visitors, contractors).

The policy is in three main parts -

The **statement** which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.

The **organisation** for implementing the policy, including allocation of functions to individuals.

The **arrangements** for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

In accordance with the provisions section 2 (3), the school has prepared a policy statement in respect of safeguarding the health and safety of employees and others in the school. **See Policy Statement**

GENERAL SAFETY POLICY

1.0 STATEMENT OF POLICY

This is the health and safety policy of the school, which should be read in conjunction with the health and safety policies of Conwy LEA and Conwy County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

a) A healthy and safe environment throughout the school.

b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.

c) Provision and dissemination of health and safety information which is received from the LEA and other sources.

d) The provision of adequate health and safety training to all employees.

e) Safe means of access and egress.

f) Adequate welfare facilities for all staff.

g) Procedures for emergencies such as fire, first aid and other school related incidents.

h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.

i) Access to specialist help with references to health and safety matters (LEA).

j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).

k) This policy will be reviewed and updated as appropriate.

The second section of the policy details the Organisation, where areas of responsibilities are clearly set out in an organisational hierarchy, with a précis of the levels of responsibility placed upon the designated persons.

2.0 ORGANISATIONAL STRUCTURE

As previously mentioned, the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Council as the body corporate, with delegated responsibility to the Education Department - Local Education Authority (LEA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS

Governors have duties and responsibilities under the Education Reform Act 1988 with regard to the control and overall effective management of the school. The responsibility for the day to day management of the school is delegated under the Local Management of Schools scheme to Governors, Headteacher and staff, and for areas under their control they should comply with the LEA's policies.

N.B. Health and Safety responsibilities will be viewed in the same light and as such liability remains with the LEA, if with respect to this school's health and safety management the governing body as far as is reasonably practicable had complied with such policies. However should the governing body not comply with LEA policy, the LEA could in order to meet its statutory obligation under the Health and Safety at Work Act 1974 intervene in the health and safety management of the school.

Therefore the statutory responsibility for health and safety under LMS in the school is shared between the LEA and the School (Governing Body, Headteacher and staff).

2.2 RESPONSIBILITIES - HEADTEACHER - (School Health and Safety Co-ordinator)

Health and Safety Co-ordinator is Mr Gari Evans.

(Normally the headteacher adopts the role of the Health and Safety Co-ordinator. In some cases the role of H&S Co-ordinator may be delegated to e.g. Deputy / Senior Teacher to assist the head teacher)

The role of the Headteacher in the school is to comply with LEA policies with respect to his/her delegated responsibilities, and to prepare and implement local health and safety procedure for his/her area of control.

The Headteacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc.

Duties and responsibilities are defined as follows -

i) Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LEA (e.g. the requirement to carryout risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).

ii) Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe working procedures at a local level.

iii) Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school)..

iv) Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. property section) for remedial works.

v) To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LEA procedure, in order to comply with requirements of legislation.

vi) To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LEAguidance, and in order to comply with Health and Safety (First Aid) Regulations 1981.

vii) Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, visitors) are given the appropriate information and instruction. Refer to the LEA school Critical Incident Plan.

viii) To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data.

ix) Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LEA policies, procedures and guidance and with local school site health and safety procedures.

x) To ensure that health and safety issues are discussed at School Governor Meetings, and appropriate action taken in respect of ensuring continuous compliance with LEA policies, procedures and guidance.

xi) To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.

xii) To ensure that all contractors on site liaise with the Headteacher and follow county and LEA guidance on the guidance "Control of Contractors".

xiii) Responsibility of the school to ensure that the Headteacher participates in health and safety training courses arranged by the LEA.

2.3 ADMINISTRATIVE STAFF

Administrative staff (including staff dealing with dinner monies) are responsible for implementing safe working procedures in respect of their activities at the school, which should comply with the LEA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

2.4 CARETAKER

The caretaker is responsible for ensuring that he/she implements safe working practice in respect of their activities on and around the school and complies with LEA policies, procedures and guidance as appropriate.

N.B. In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practices could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk to ensure that staff, pupils and visitors to the school are safe and without risk.

2.5 GENERAL

This policy incorporates the aspects of the LEA health and safety policy that are relevant to the school. However, the requirements of the LEA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and trade union safety representatives and/or staff representatives, the policy should be ratified by the governing body or a sub-committee of governors.

The policy should address those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

<u>Arrangements</u>

This is the largest section of the policy, and details how the commitment given in the policy statement is to be carried out.

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements from the LEA policy, and these can be adopted to suit local needs. This list is not exhaustive, and can be added to if there are issues pertinent to the school. The LEA policy will be reviewed and amended as necessary, and such amendments should then be reflected in the school policy.

The following is a list of arrangements which the governors of the school will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Section 3 ARRANGEMENTS

Accident Reporting

- The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LEA Accident Reporting information pack.

Administration of Medication

- The school will comply fully with the LEA policy / guidance on the "Administration of medication" pack.

- The Governors and headteacher will produce a school safety policy on the administration of medication.

- The LEA will monitor compliance.

Asbestos

- It is the responsibility of the Council to ensure a survey / Risk Assessment is carried out in each school.

- A central register of asbestos must be held by the school and kept accessible at all times.

- The Headteacher is responsible for ensuring that references is made to the register where the school commissions maintenance and repair works.

- Reference must be made to County Guidance (on site copy) of Managing Asbestos.

Building / Premises defects

- The school will ensure that regular formal inspections of buildings, premises (including walls and fences) and written records of defects noted and a programme for remedial measures.

- The school will maintain a defects book where all members of staff can enter defects noted. Book will be continually monitored to ensure defects remedied.

  Particular matters requiring attention:

- School will ensure that all steps, stairs, and thoroughfare (hard based areas and grassed areas) are maintained in a condition which is safe.

- Regular inspections of the school site will be carried out (defects noted and remedial measures put in place)

- Matters such as e.g. spillages / wet floors / trailing cables etc. must be identified and rectified.

- Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.

- Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves etc. pause a slipping risk.

- The LEA will monitor for compliance.

Cleaning & the Use of Substances Hazardous to Work

- School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition.

- All cleaning materials will be kept under locked storage.

Contractors

- School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.

- Any problems regarding health and safety of the works will be referred by the school to the Property Services Section and where appropriate to the Site Management Division.

- Large scale works will be undertaken under the control of the Property Services Department.

- The LEA will monitor for compliance.

Design & Technology

- The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document.

Display Screen Equipment

- The school will ensure full compliance with LEA Guidance sheet.

Electricity

- The school will comply with the LEA H&S policy on Electricity at Work and will periodically monitor compliance.

- School will ensure only "approved" appliances are used and all repairs and maintenance are carried out by a competent person.

Emergency Situations

- School must ensure that immediate access to LEA guidance " Critical Incident Plan" and that the plan is tailored to the specific school site.

Finger traps in doors and gates

- All doors / gates will be risk assessed and appropriate safeguards put in as necessary.

Fire

- The school will ensure a Fire Safety Risk Assessment has been carried out by a competent person (Central Safety Unit).
  N.B. Enquiries to Site Management Division regarding the programme for fire safety risk assessments.

- The school will action any shortfalls resulting from the Risk Assessment

- The school will ensure compliance with termly fire drills in accordance with LEA guidance.

First Aid

- School must ensure the provision of First Aid is in accordance with LEA

guidance
which covers the number of Certificated First Aiders / Appointed Persons etc.

N.B. Site Management hold a database of all First Aiders and reminders for re-certification.

Furniture / Equipment

- School will ensure that all new furniture is purchased in consultation with the LEA Site Management Division to ensure compliance with the relevant British Standards etc.

- The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

Gas

Manually Operated Gas Boilers:

- The school will ensure in the event of flame failure, re-ignition must not be attempted by the cleaner / caretaker but referred to Property Services / Competent Gas Engineer.

Other Gas Equipment:

- School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LEA policies.

Gas Leaks:

- The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak - refer to LEA Critical Incident Manual.

Glazing

- A glazing survey / risk assessment will be arranged through the LEA and a programme put in place by Property Services.

- The school (in liaison with the LEA) will attend to any shortfalls identified.

Hot Surfaces (Radiators, heaters, pipework etc.)

- All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in as necessary.

Inadequate Heating

- School will ensure compliance with such matter as temperature and ventilation requirements as prescribed in the school premises regulations and other relevant legislation.

Kitchen Safety / Hygiene

- School will ensure in liaison with Area Catering Managers that the kitchens are maintained in a safe and hygienic condition. (N.B. Any concerns must be raised a.s.a.p. with the Area Catering Managers).

Manual Handling

- School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from Site Management Division and the model Risk Assessment for Primary schools.

- The LEA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.

- School will ensure that a Care Plan / Individual Action Plan is in place, which has carefully Risk Assessed the moving and positioning of pupils and all the necessary control measures in place.

Out of Hours

- School will ensure that the premises are safe for out of hours letting and the necessary security measures are in place (refer to LEA guidance "Securing the Future".

Out of School Visits

- School will ensure full compliance with all the requirements of the "Educational Visits and Journeys" document and this information will be brought to the attention of all relevant staff.

Physical Education

- The school will ensure that all P.E. activities fully comply with the standard as set out in the current BAALPE (British association of Advisers and Lecturers in physical education) Safe Practice in physical education guidance and that this be brought to the attention of all staff.

- These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Playground Equipment

- All playground equipment must be maintained to relevant British Standards and approved by the LEA.

- A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition (refer to model Risk Assessment for Primary schools).

Pregnant / Nursing mothers / staff undergoing I.V.F. (*In vitro* fertilization treatment)

- The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

N.B. Further advice and guidance may be sought from " New and expectant mothers health and safety information" booklet.

School Minibuses

- School minibuses must be operated strictly in compliance with the LEA Guidance "Safe Operation of Mini buses) and specific on site responsibilities for the safe condition of the vehicle.

- School must ensure all drivers are assessed and trained to the MIDAS (Minibus Drivers Assessment Scheme) standard.

Science

- School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (as per LEA policy)

- School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".

- In the event of a health and safety issue school should refer the matter to the Science Advisors CSS / Cynnal and/or the Education Safety Co-ordinator.

School Ponds

- School must adhere to the LEA guidance "Installation of a school pond" (LEA Health & Safety Policy) regarding the construction and safe use of schools ponds and ensure periodic monitoring to ensure that gates and fencing are in good condition (refer to Appendix in Health & Safety policy).

Smoking

- Schools will comply with the County Policy and meet requirements of any new legislative changes (e.g. Approved Code of Practice)

<u>Stress</u>

- Schools to comply with the advice and guidance package produced by the LEA. Any specific problem regarding stress should be referred to Personnel section of the LEA.

<u>Swimming</u>

- School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.

- School should contact Site Management and where there are safety implications that require to be resolved. (A copy of HSE document Safety in Swimming Pools is held in Site Management section).

<u>Traffic on School Sites</u>

- School must comply with the requirements of the LEA Traffic Management Guidance (appendix of LEA Health & Safety Policy) and compile a specific risk assessment on the management of traffic at the school site .

- School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

<u>Vermin / pests on site</u>

- Action to control vermin and pests must be in strict compliance with the requirements of the Model Risk Assessment.

<u>Violence</u>

- School will ensure that the information contained in the "Violence in Educational Establishments" information pack is followed and brought to the attention of all employees.

- School will ensure that the LEA guidance document "Securing the Future" is followed and where appropriate implemented.

<u>Volunteers</u>

- Schools will ensure the safety of all volunteers on site and must make reference to the LEA guidance which covers controls in respect of using volunteers.

Window Cleaning

- School must ensure that only competent window cleaners are engaged, and will ensure they receive a Risk Assessment / Method statements detailing how the windows will be cleaned safely.

- Schools should refer to the LEA guidance on safety on Window Cleaners.

Working at Heights

- School must ensure that all persons working off floor level are carefully Risk Assessed and appropriate control measures in place.

- Where high level access is necessary e.g. (light tube changing multi purpose halls) schools should contact the Site Management division who will arrange for competent staff to carry out the necessary works.

Young Persons on Work Experience

- Where the school has a work experience placement then a specific Risk Assessment must be undertaken and the hazards to the individual identified and the risk controls measures put in place.

- School must comply with LEA policy - a copy of which can be obtained from Site Management.

Monitoring the health and safety policy

The LEA has a legal duty to monitor its safety policy, and this will be done by receiving the results of the annual health and safety audit. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or sub-committee) to complete the audit at a convenient time in the year. (The LEA has provided the Audit proforma for the school to use, a copy of which must be readily available for monitoring by the LEA).

Governors may also wish to monitor the policy as follows -

a. As an agenda item during governing body meetings.

b. Monitoring the accident reports.

c. Carrying out health and safety inspections (this may be done jointly with the trades union health and safety representatives if so desired).

d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.

e. Investigating complaints from staff, pupils, visitors, parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

Further information regarding monitoring of the health and safety policy is given on page 7 of the HSE publication "The Responsibilities of School Governors for Health and Safety", a copy of which is available from Site Management.