

# CANLLAWIAU AR GYFER CREU POLISI IECHYD A DIOGELWCH I'R YSGOL

## Cyflwyniad

Er mwyn helpu ysgolion i ddatblygu a gweithredu trefniadau effeithiol i ganfod a rheoli risgiau'n gysylltiedig â'u heiddo a'u gweithgareddau, mae Cyngor Sir Caerfyrddin wedi llunio Polisi Iechyd a Diogelwch enghreifftiol y gall ysgolion ei addasu a'i ddefnyddio.

Bydd Polisi Iechyd a Diogelwch effeithiol yn ymdrin â thri phrif faes:

### ❖ Rhan un - Datganiad o fwriad

Yn y datganiad ar iechyd a diogelwch cyffredinol yn y gwaith nodir eich ymrwymiad i reoli iechyd a diogelwch yn effeithiol, a'r hyn y mae eich ysgol am ei gyflawni. Y mae hefyd yn cynnwys nodau ac amcanion bras eich ysgol o ran iechyd, diogelwch a llesiant.

### ❖ Rhan dau - Rolau a Chyfrifoldebau

Yn manylu sut yr ydych wedi trefnu i gyflawni'r nodau a'r amcanion iechyd, diogelwch a llesiant a amlinellir yn Rhan Un. Y mae hefyd yn nodi pwy sy'n gyfrifol am gamau penodol.

### ❖ Rhan tri - Y trefniadau rheoli sydd eu hangen er mwyn gweithredu'r polisi.

Mae'n cynnwys manylion am yr hyn y mae eich ysgol yn ei wneud yn ymarferol er mwyn cyflawni'r nodau yn eich datganiad polisi iechyd a diogelwch. Mae'n manylu ar y trefniadau sydd eu hangen er mwyn rheoli'r risgiau'n gysylltiedig â'ch eiddo a'ch gweithgareddau mewn modd effeithiol.

Dylai'r ysgolion canlynol sydd o dan reolaeth yr AAL fabwysiadu'r model enghreifftiol hwn fel eu Polisi Iechyd a Diogelwch:

- Ysgolion Cymunedol
- Ysgolion Arbennig Cymunedol
- Ysgolion Gwirfoddol a Gynorthwyir
- Ysgolion Gwirfoddol a Reolir
- Ysgolion Meithrin a Gynhelir
- Unedau Cyfeirio Disgyblion

Argymhellir y dylai Ysgolion Sylfaen, Ysgolion Arbennig Sylfaen ac Ysgolion Gwirfoddol a Gynorthwyir dderbyn y datganiad polisi enghreifftiol, ond mae rhyddid iddynt greu eu polisi eu hunain.

Dylai eich Corff Llywodraethu dderbyn fersiynau sydd wedi'u cwblhau o Bolisi Iechyd a Diogelwch eich ysgol, a dylai Cadeirydd y Llywodraethwyr a'r Pennaeth gymeradwyo'r polisi.

Ar ôl ei gymeradwyo, dylid rhannu'r Polisi Iechyd a Diogelwch yr ydych wedi'i gwblhau â'r holl staff yn eich ysgol. Yn ogystal â hyn, dylai unrhyw un â chyfrifoldebau penodol ddeall yn glir beth y mae angen iddynt ei wneud yn ôl eu rôl, a sut y dylent wneud hynny.

# YSGOL GYMUNEDOL PENIEL

## POLISI IECHYD A DIOGELWCH

### MEDI 2023





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## RHAN UN - DATGANIAD O FWRIAD

Mae **YSGOL GYMUNEDOL PENIEL** yn ysgol gymunedol a'r cyflogwr ar ei chyfer yw'r Awdurdod Addysg Lleol (AALL) Er bod yr AALL yn gyfrifol fel cyflogwr am sicrhau cydymffurfio â deddfwriaeth iechyd a diogelwch, mae gan y Pennaeth a'r llywodraethwyr gyfrifoldebau rheoli er mwyn sicrhau iechyd, diogelwch a llesiant cyflogeion, disgyblion, ymwelwyr a chontractwyr. Bydd yr uwch dîm arwain a'r Corff Llywodraethu, fel y corff rheoli, yn sicrhau bod staff ac eiddo'r ysgol yn cydymffurfio â pholisïau ac arferion iechyd a diogelwch Cyngor Sir Caerfyrddin a pholisïau ac arferion lleol.

Rydym yn cydnabod bod iechyd, diogelwch a llesiant da ymhlith ein staff a'n disgyblion yn cefnogi profiad dysgu cadarnhaol ac yn hyrwyddo llesiant corfforol a meddyliol yr unigolion hynny. Gan hynny, byddwn yn cynnwys rheoli iechyd a diogelwch fel swyddogaeth reoli greiddiol ac yn ei hystyried mor bwysig ag unrhyw agwedd arall ar berfformiad ein hysgol.

Mae **Ysgol Gymunedol Peniel** yn cydnabod ac yn derbyn ei chyfrifoldeb fel cyflogwr a darparydd gwasanaethau, a bydd yn darparu gweithle diogel ac iach ac amgylchedd dysgu i'r holl staff, yr holl ddisgyblion ac unrhyw unigolion eraill y gallai ei gweithgareddau effeithio arnynt.

Bydd y Polisi hwn yn helpu'r rhai sy'n gyfrifol am reoli iechyd a diogelwch yn ein hysgol daro'r cydbwysedd cywir, fel bod y risgiau gwirioneddol yn cael eu rheoli a'r cyfleoedd dysgu yn cael eu profi hyd yr eithaf.

Bydd llywodraethwyr, rheolwyr a staff yn hyrwyddo diwylliant iechyd a diogelwch cadarnhaol, ac yn dangos ymrwymiad amlwg i gyrraedd safonau uchel o ran iechyd, diogelwch a rheoli risg.

Er mwyn cyflawni'r amcanion hyn, bydd ein hysgol yn:

- Gweithredu a chynnal trefniadau i nodi a rheoli risgiau i iechyd, diogelwch a llesiant staff, disgyblion ac eraill y gallai gweithgareddau'r ysgol effeithio arnynt.
- Cadw'r eiddo mewn cyflwr diogel.
- Darparu dull diogel o gael mynediad i'r ysgol, ac o ymadael â'r ysgol
- Cynnal yr holl beiriannau a chyfarpar fel eu bod yn ddiogel i'w defnyddio
- Datblygu a chynnal trefniadau effeithiol i reoli damweiniau ac argyfyngau
- Sicrhau bod y rolau a'r cyfrifoldebau gofynnol er mwyn cyflawni ein hamcanion iechyd, diogelwch a llesiant wedi'u diffinio a'u cyfleu'n glir
- Darparu hyfforddiant, gwybodaeth, cyfarwyddyd a goruchwyliaeth briodol er mwyn sicrhau bod yr holl staff a'r disgyblion yn gymwys i gyflawni eu rolau a'u cyfrifoldebau
- Sicrhau bod ein contractau a'n cyflenwyr yn gymwys ac yn cyflawni eu gwaith mewn modd na fydd yn peri iddynt hwy eu hunain, y staff, disgyblion, ymwelwyr nac eraill ddod i gysylltiad â risgiau y gellir eu hosgoi.
- Monitro effeithiolrwydd y trefniadau yn y polisi hwn.

Llofnod..... **Cadeirydd y Llywodraethwyr**

Llofnod..... **Y Pennaeth**

Dyddiad.....



## RHAN DAU - TREFNIADAETH

Er mwyn cyflawni'r nodau a'r amcanion a amlinellwyd yn Rhan 1 a chyrraedd safonau uchel o ran iechyd, diogelwch a llesiant yn ein hysgol, mae'n bwysig i bawb ddeall eu rôl wrth reoli'r risgiau'n gysylltiedig â'r gweithgareddau y maent yn gyfrifol amdanynt.

Yn yr adran hon, amlinellir y rolau a'r cyfrifoldebau allweddol hyn.

### 1. Y Corff Llywodraethu

Dylai Llywodraethwyr Ysgol mewn ysgolion Cymunedol ac Arbennig, Ysgolion Gwirfoddol a Gynorthwyr ac Ysgolion Gwirfoddol a Reolir:

- 1.1 Sicrhau eu bod yn ymwybodol o'u dyletswyddau a'u cyfrifoldebau o dan ddeddfwriaeth diogelwch, a sicrhau bod y Pennaeth yn ymwybodol o Bolisi Iechyd a Diogelwch yr ysgol, ac yn gweithredu'r Polisi hwnnw, a bod gofynion y Polisi'n cael eu rhannu â'r holl unigolion perthnasol.
- 1.2 Rhoi ystyriaeth ddigonol i iechyd a diogelwch wrth ddatblygu, diwygio neu ddarparu polisiau ysgol, ac wrth ddyrannu cyfrifoldebau ac adnoddau cysylltiedig.
- 1.3 Sicrhau bod trefniadau iechyd a diogelwch yn benodol ar gyfer yr ysgol yn cael eu datblygu a'u gweithredu'n effeithiol.
- 1.4 Cydweithredu â chynghor a chyfarwyddiadau Cyngor Sir Caerfyrddin yn gysylltiedig â materion iechyd, diogelwch a llesiant neu sefydlu a mabwysiadu mesurau eraill sydd yr un mor effeithiol,
- 1.5 Sicrhau yr ymgynghorir â'r Is-adran Eiddo wrth gynllunio gwaith neu brosiectau adeiladu y mae'n eu hystyried.
- 1.6 Ymgynghori mewn modd priodol â Thîm Llesiant Gweithwyr CSC ar faterion sy'n effeithio ar iechyd, diogelwch a llesiant pawb yn y cam cynllunio, a chynnwys unrhyw fesurau angenrheidiol i reoli risgiau.
- 1.7 Sicrhau bod y tymheredd, y cyfleusterau toiled i ddisgyblion, y systemau awyru a'r goleuadau yn yr ysgol yn bodloni'r safonau yn Rheoliadau Addysg (Eiddo Ysgol) 1999 ac yn Rheoliadau'r Gweithle, (Iechyd, Diogelwch a Llesiant) 1992.
- 1.8 Pan fo contractwyr wedi'u dewis i weithio ar y safle, sicrhau bod yr holl ddogfennau iechyd a diogelwch priodol (ee, polisi diogelwch/asesiadau risg) wedi'u cyflwyno i'r ysgol a'u hadolygu mewn modd priodol. Bod yr holl risgiau a achosir yn sgil gwaith y contractwr wedi'u hasesu a bod mesurau priodol wedi'u sefydlu, a'r contractwr wedi cael gwybod am unrhyw risgiau posibl i'w iechyd a'i ddiogelwch cyn gweithio ar y safle.

### 2. Penaethiaid

Bydd Penaethiaid, mewn cysylltiad â'r corff llywodraethu, yn sicrhau iechyd, diogelwch a llesiant staff, disgyblion ac eraill y gallai gweithgareddau'r ysgol effeithio arnynt.

Mae'r Pennaeth yn gyfrifol am reoli'r ysgol o ddydd i ddydd, a dylai:

- 2.1 Sicrhau bod Polisi Iechyd, Diogelwch a Llesiant Enghreifftiol yr awdurdod (neu ddogfen gyfatebol) yn cael ei datblygu a'i gweithredu mewn modd effeithiol, a bod gofynion y polisi hwnnw'n cael eu rhannu â'r holl unigolion perthnasol.



- 2.2 Sicrhau bod peryglon yn gysylltiedig â'r eiddo, gweithleoedd a gweithgareddau y mae'n gyfrifol amdanynt wedi'u nodi, a bod asesiadau risg addas a digonol ar waith i reoli risg. Sicrhau bod pob canfyddiad o bwys yn cael ei gofnodi.
- 2.3 Sicrhau bod trefniadau ymateb brys effeithiol yn cael eu cyflwyno a'u cynnal.
- 2.4 Sicrhau bod eiddo'r ysgol yn cael ei gynnal a'i gadw'n ddiogel, yn unol â gofynion a gweithdrefnau Cyngor Sir Caerfyrddin.
- 2.5 Sicrhau bod yr holl staff yn derbyn hyfforddiant, gwybodaeth, cyfarwyddyd a goruchwyliaeth ddigonol i'w galluogi i gyflawni eu cyfrifoldebau a'u gwaith yn ddiogel
- 2.6 Darparu rheolaeth ac arweinyddiaeth weladwy o ran iechyd a diogelwch er mwyn sicrhau diwylliant iechyd a diogelwch cadarnhaol.
- 2.7 Sicrhau bod unrhyw ddiffygion ar yr eiddo, ei beiriannau, ei gyfarpar neu ei gyfleusterau sydd yn gysylltiedig â iechyd a diogelwch staff, disgyblion ac eraill, neu a allai effeithio ar iechyd a diogelwch yr unigolion hynny, yn cael eu gwneud yn ddiogel o fewn graddfa amser sy'n gymesur â'r risg.
- 2.8 Gweithredu fel Unigolyn Cyfrifol yr Eiddo ar gyfer safle'r ysgol, gan gynnwys rôl Unigolyn Cyfrifol fel sy'n ofynnol yng Ngorchymyn Diwygio Rheoleiddio (Diogelwch Tân) 2005
- 2.9 Cofnodi ac adrodd am ddamweiniau a digwyddiadau drwy ddefnyddio'r gweithdrefnau a ddatblygwyd gan Gyngor Sir Caerfyrddin, a lle bo'n briodol cynnal ymchwiliadau i ddamweiniau, digwyddiadau a digwyddiadau y bu ond y dim iddynt ddigwydd, a gweithredu unrhyw gamau unioni er mwyn atal y rhain rhag codi eto.
- 2.10 Monitro safonau iechyd a diogelwch drwy'r holl ysgol, gan gynnwys pob gweithgaredd a gynhelir ar y safle ac oddi arno.
- 2.11 Darparu hyfforddiant, gwybodaeth a chyfarwyddyd priodol er mwyn sicrhau bod staff, disgyblion ac eraill yn gymwys i gyflawni eu rolau a'u gwaith yn ddiogel, gan gynnwys sicrhau eu bod yn ymwybodol o'r trefniadau rheoli risg sy'n gysylltiedig â'u gweithgareddau.
- 2.12 Os yw'n briodol, enwebu aelod o'r tîm rheoli i gymryd cyfrifoldeb arweiniol dros iechyd a diogelwch gweithredol. Bydd gan yr aelod a enwebir o'r tîm rheoli yr amser, yr adnoddau a'r gallu i gyflawni'r rôl hon a gweithredu'r trefniadau iechyd, diogelwch a llesiant priodol.
- 2.13 Ymgynghori â staff, gan gynnwys Cynrychiolwyr Diogelwch yr Undebau Llafur os yw'n briodol, ar faterion iechyd a diogelwch; ac annog staff ac eraill i hyrwyddo iechyd a diogelwch. Lle bo'n briodol, sefydlu grŵp iechyd, diogelwch a llesiant lleol.
- 2.14 Sicrhau bod contractwyr sy'n gweithio ar safleoedd yr ysgol yn cael eu dethol, eu rheoli a'u monitro er mwyn sicrhau nad ydynt yn achosi risgiau y gellir eu hosgoi i staff, disgyblion ac ymwelwyr ar yr eiddo. Dylid ymgynghori ag Is-adran Cynnal a Chadw Eiddo Cyngor Sir Caerfyrddin cyn dewis contractwyr neu ganiatáu i'r gwaith ddechrau.
- 2.15 Sicrhau bod gan yr ysgol fynediad at gyngor cymwys ynghylch iechyd a diogelwch a, lle bo'n briodol, ei bod yn cydweithredu â gofynion, canllawiau neu gyfarwyddiadau CSC yn gysylltiedig â materion iechyd a diogelwch.
- 2.16 Neilltuo digon o adnoddau er mwyn sicrhau bod yr ysgol yn cyflawni ei hymrwymiaadau statudol hyd y bo'n rhesymol ymarferol
- 2.17 Cynnal asesiad achlysurol o effeithiolrwydd y polisi hwn, a sicrhau bod unrhyw ddiwygiadau angenrheidiol yn cael eu cyflawni.





### **3. Staff Goruchwylio (Mae hyn yn cynnwys Dirprwy Benaethiaid, Cydgysylltwyr y Cwricwlwm, Rheolwyr Safle, Rheolwyr Clerigol/Goruchwylwyr)**

Yn ogystal â dyletswyddau cyffredinol yr holl aelodau o staff, bydd staff goruchwylio yn atebol yn uniongyrchol i'r Pennaeth am weithredu polisi iechyd a diogelwch yr ysgol yn eu hadrannau a'u meysydd cyfrifoldeb perthnasol.

Yn rhan o'u cyfrifoldebau beunyddiol, byddant yn:

- 3.1 Cymhwyso polisi iechyd a diogelwch neu ganllawiau iechyd a diogelwch perthnasol yr ysgol, ee, CLEAPSS, DATA, AFPE, i'w hadran neu eu maes gwaith eu hunain, a bod yn uniongyrchol atebol i'r Pennaeth am gymhwyso'r gweithdrefnau a'r trefniadau iechyd a diogelwch perthnasol.
- 3.2 Cynnal asesiadau risg iechyd a diogelwch o'r gweithgareddau y maent yn gyfrifol amdanynt a monitro effeithiolrwydd yr holl drefniadau rheoli risg.
- 3.3 Cynnal archwiliadau rheolaidd o'u meysydd cyfrifoldeb er mwyn sicrhau bod cyfarpar, eiddo a gweithgareddau yn ddiogel, a chofnodi'r archwiliadau hyn lle bo angen.
- 3.4 Cynnal yr holl archwiliadau a'r gwaith cynnal a chadw statudol ar beiriannau, cyfarpar ac eiddo a bydd unrhyw gyfarpar sydd yn ddiffygiol neu wedi'i ddifrodi yn cael ei ddefnyddio neu ei drwsio fel bo'n briodol.
- 3.5 Sicrhau fod yr holl staff a'r disgyblion dan eu rheolaeth yn gallu cyflawni'r gweithgareddau y maent yn gyfrifol amdanynt. Yn benodol, bod disgyblion yn derbyn cyfarwyddyd priodol ynghylch arferion gwaith diogel cyn cychwyn gweithgaredd.
- 3.6 O fewn eu maes cyfrifoldeb, cyfeirio unrhyw ddiffygion a nodir o ran rheoli iechyd a diogelwch i sylw'r Pennaeth / yr arweinydd a enwebwyd ar gyfer Iechyd a Diogelwch.
- 3.7 Sicrhau bod yr holl ddamweiniau, digwyddiadau ac achosion y bu ond y dim iddynt ddigwydd yn eu maes cyfrifoldeb yn cael eu hadrodd a'u cofnodi yn unol â threfniadau rheoli'r ysgol.
- 3.8 Sicrhau bod yr holl sylweddau peryglus ac/neu dra fflamadwy yn eu meysydd cyfrifoldeb yn cael eu defnyddio, eu cludo, eu storio a'u labelu mewn modd diogel, a sicrhau cyn lleied ag sy'n bosibl o gysylltiad â'r sylweddau hynny.
- 3.9 Darparu dillad a chyfarpar diogelu personol priodol, a darparu a chadw at drefniadau cymorth cyntaf a rheoli tân effeithiol.

### **4. Athrawon Dosbarth**

Disgwylir i athrawon dosbarth:

Gadw eu hystafelloedd dosbarth neu ardaloedd eraill lle maent yn addysgu neu'n goruchwylio yn amgylchedd diogel iddynt hwy eu hunain, i aelodau eraill o staff, i ddisgyblion ac ymwelwyr.

- 4.1 Goruchwylio eu disgyblion yn effeithiol a gwybod y gweithdrefnau o ran tân, cymorth cyntaf a mathau eraill o argyfyngau, a rhoi'r gweithdrefnau hynny ar waith.



- 4.2 Cymhwyso'r holl drefniadau iechyd a diogelwch fel bo'n briodol i'w meysydd/hardaloedd addysgu eu hunain gan gynnwys asesiadau risg ac/neu gyfarwyddiadau gan gyrrff cymwys, ee, CLEAPSS, DATA neu AFPE.
- 4.3 Rhoi cyfarwyddiadau diogelwch clir i'r disgyblion yn ôl yr angen a monitro i sicrhau y cedwir at y cyfarwyddiadau hyn
- 4.4 Defnyddio cyfarpar a dillad diogelu personol fel bo'n briodol a gwirio bod disgyblion ac eraill hefyd yn gwisgo dillad amddiffynnol priodol
- 4.5 Cynnal gwiriadau ac archwiliadau priodol er mwyn sicrhau bod yr holl beiriannau, cyfarpar, dodrefn, ffitiadau a pheirianwaith yn eu maes cyfrifoldeb yn ddiogel i'w defnyddio a rhoi'r gorau i ddefnyddio cyfarpar diffygiol neu wedi'i ddifrodi nes y bo wedi'i drwsio.
- 4.6 Adrodd ar yr holl ddamweiniau, digwyddiadau ac achosion y bu ond y dim iddynt ddigwydd yn unol â threfniadau rheoli ysgolion
- 4.7 Adrodd wrth eu rheolwr am unrhyw bryderon ynghylch iechyd a diogelwch, amodau peryglus neu ddiffygion yn y trefniadau iechyd a diogelwch.
- 4.8 Cynorthwyo'r ysgol i ymwreiddio diwylliant o ddiogelwch cadarnhaol sydd yn cynnwys disgyblion yr ysgol ac unrhyw un sy'n ymweld â'r safle.

## **5. Pob cyflogai (gan gynnwys Cynorthwywyr Cymorth Dysgu, Cynorthwywyr Addysgu, Goruchwylywyr Chwarae, staff dros dro ac eraill)**

Bydd yn rhaid i bob cyflogai a phob contractwr a gweithiwr asiantaeth a pheripatetig gydymffurfio â pholisi iechyd a diogelwch yr ysgol a threfniadau cysylltiedig. Yn arbennig, mae'n ofynnol iddynt gyflawni'r canlynol:

- 5.1 Cymryd gofal rhesymol dros eu hiechyd a'u diogelwch eu hunain yn y gwaith, ac iechyd a diogelwch y rhai y gallai eu gweithrediadau neu eu diffyg gweithredu effeithio arnynt.
- 5.2 Cydweithredu â'u rheolwr llinell a'u huwch reolwyr i weithio mewn modd diogel, i gydymffurfio â chyfarwyddiadau iechyd a diogelwch a gwybodaeth a chynnal hyfforddiant iechyd a diogelwch priodol fel bo'r angen.
- 5.3 Peidio camdefnyddio nac ymyrryd, yn anfwriadol nac yn ddi-hid, ag unrhyw beth a ddarperir i ddibenion iechyd, diogelwch a llesiant.
- 5.4 Rhoi gwybod i'w rheolwr am unrhyw bryderon ynghylch iechyd a diogelwch, amodau peryglus neu ddiffygion yn y trefniadau iechyd a diogelwch.

## **6. Disgyblion**

Nid yw disgyblion yn ddarostyngedig i ddeddfwriaeth iechyd a diogelwch yn yr un modd â chyflogeion. Fodd bynnag, yn unol â'u hoedran a'u gallu, disgwylir iddynt ymddwyn mewn modd sydd yn adlewyrchu polisi ymddygiad yr ysgol, gan gynnwys:





- 6.1 Cymryd gofal rhesymol o'u hiechyd a'u diogelwch eu hunain yn yr ysgol, a iechyd a diogelwch eu cyfoedion, eu hathrawon, y staff cymorth ac unrhyw un arall a allai fod yn yr ysgol.
- 6.2 Cydweithredu â'r staff addysgu a chymorth a chadw at yr holl gyfarwyddiadau iechyd a diogelwch a roddir. Mae'n arbennig o bwysig eu bod yn cadw at yr holl gyfarwyddiadau a roddir mewn argyfwng.
- 6.3 Peidio â chamddefnyddio neu ymyrryd, yn anfwriadol nac yn ddi-hid, ag unrhyw beth a ddarperir i ddibenion iechyd, diogelwch a llesiant.
- 6.4 Rhannu unrhyw bryderon a allai fod ganddynt ynghylch iechyd a diogelwch ag athro/athrawes neu unrhyw aelod o staff yr ysgol.

## 7. Ymwelwyr, Aelodau o'r Cyhoedd a Gwirfoddolwyr

Gofynnir i ymwelwyr ac aelodau gydweithredu â'r trefniadau iechyd a diogelwch a weithredir gan yr ysgol pan fônt ar eiddo'r ysgol neu'n cymryd rhan mwn gweithgareddau sy'n gysylltiedig â'r ysgol (gweithgareddau chwaraeon, tripliau ysgol ac ati).

Pan fo gwirfoddolwyr yn cyflawni gwaith ar ran yr Ysgol dylid eu hystyried yn gyflogeion (gweler 5 uchod). Mae gan reolwyr llinell gyfrifoldeb i gynnal asesiadau risg a gweithredu mesurau rheoli, ynghyd â sicrhau bod gwirfoddolwyr wedi derbyn gwybodaeth, cyfarwyddiadau, hyfforddiant a goruchwyliaeth ddigonol ar gyfer y tasgau y byddant yn eu cyflawni.



## RHAN TRI - TREFNIADAU CYFFREDINOL

### Iechyd, Diogelwch a Llesiant

Mae'r gweithdrefnau a'r trefniadau dilynol wedi cael eu sefydlu o fewn ein hysgol i leihau iechyd a diogelwch hyd at lefel dderbyniol.

#### 1. Adrodd ar Ddamweiniau, eu Cofnodi ac Ymchwilio Iddynt

Mae'n rhaid rhoi gwybod am bob damwain a digwyddiad ar eiddo'r ysgol, neu yn ystod gweithgareddau sy'n gysylltiedig â'r ysgol (gan gynnwys gweithgareddau oddi ar y safle), sy'n cynnwys staff, disgyblion, contractwyr, ymwelwyr, cynghorwyr, gweithwyr asiantaeth, unigolyn/unigolion ar brofiad gwaith, hyfforddeion ac aelodau o'r cyhoedd, a hynny'n unol â Gweithdrefnau Cyngor Sir Caerfyrddin ar gyfer Adrodd ar Ddamweiniau.

Yn unol â'r weithdrefn Adrodd am Ddamweiniau, anogir pob aelod o staff i adrodd am ddamweiniau, digwyddiadau ac achosion y bu ond y dim iddynt ddigwydd. Lle bo'n briodol, bydd rheolwyr llinell yn ymchwilio i ddigwyddiadau o'r fath er mwyn canfod beth yw'r achosion a gweithredu mesurau i'w hatal rhag codi eto. Yn dibynnu ar natur y digwyddiad, efallai y bydd Cynghorydd Iechyd a Diogelwch o Dîm Llesiant Gweithwyr Cyngor Sir Caerfyrddin yn cynnal ymchwiliad.

Ceir Canllaw ar Adrodd am Ddamweiniau a Digwyddiadau ar y wefan HWB i ysgolion.

#### 2. Asbestos

Nid yw'r adradn hon yn berthnasol gan nad oes Asbestos yn yr adeilad (Adeilad Newydd 2009)

#### 3. Contractwyr

Bydd yr ysgol yn dilyn y cyngor a'r canllawiau a gyhoeddir gan Is-adran Cynnal a Chadw Eiddo Cyngor Sir Caerfyrddin ynghylch dethol, penodi a monitro unrhyw un sy'n cyflawni gwaith ar eiddo'r ysgol.

Os bydd yr ysgol yn ymdrin yn uniongyrchol â chontractwyr, cedwir at y trefniadau a ganlyn:

- Gofynnir am gyngor gan Is-adran Cynnal a Chadw Eiddo Cyngor Sir Caerfyrddin cyn cychwyn unrhyw waith.
- Bydd yr ysgol yn gwirio cymhwysedd contractwyr a gweithwyr ar ymweliad ar sail y Gweithdrefnau Caffael Contractwyr (gellir barnu ynghylch cymhwysedd ar sail profiadau o'r gorffennol, argymhellion, gwerthusiad cyn dethol neu gyfuniad o'r elfennau hynny, gan ystyried natur a graddfa'r gwaith angenrheidiol).
- Archwilio asesiadau risg a dulliau gweithio diogel fel bo'n briodol er mwyn gwirio bod yr holl beryglon a'r risgiau o bwys ar y safle wedi'u nodi, a bod dehongliad contractwyr ac eraill o unrhyw amgylchiadau safle-benodol yn gywir, ac ati.
- Lle bynnag y bo modd mae'n rhaid rhoi trefniadau ar waith i gadw staff, disgyblion ac eraill ar wahân i gontractwyr a thraffig gwaith cysylltiedig
- Bydd yr ysgol yn enwebu unigolyn i weithredu fel cyswllt i gontractwyr a gweithwyr sy'n ymweld, ac yn monitro eu gweithgareddau.



- Delir lefelau a mathau priodol o Yswiriant Atebolrwydd gan gcontractwyr. Dylai'r yswiriant gynnig sicrwydd am isafswm o £10,000,000, a bydd yn rhaid i gcontractwyr ddarparu tystysgrif gyfredol sy'n dangos rhif yr yswiriant.
- Dylid cyfathrebu a chyfnewid gwybodaeth yn effeithiol am beryglon a risgiau â chontractwyr ar bob achlysur tra bônt ar y safle.
- Dylid rhoi'r gorau i'r holl waith os ystyrir nad yw contractwyr yn gweithio mewn modd diogel

#### 4. Gosod Eiddo

Bydd unigolion/sefydliadau sy'n gosod y safle yn cael gwybod am y gweithdrefnau a ganlyn ar gyfer eiddo ar osod, yn enwedig gwagio oherwydd tân, trefniadau diogelwch, y gofynion yn gysylltiedig â damweiniau ac adrodd achosion y bu ond y dim iddynt ddigwydd a darparu cymorth cyntaf:

- Cydweithredu a chydgyssylltu â'r ysgol ar faterion iechyd a diogelwch
- Cytuno i delerau'r polisi gosod eiddo yn gysylltiedig â threfniadau iechyd a diogelwch
- Darparu gwybodaeth yn gysylltiedig ag unrhyw risgiau neu weithdrefnau ychwanegol fydd yn newydd neu'n wahanol i risgiau neu weithdrefnau'r ysgol, a allai godi o'u gweithgareddau

Bydd yr ysgol yn sicrhau:

- Bod yr eiddo mewn cyflwr diogel i'r diben y mae'n cael ei ddefnyddio ar ei gyfer
- Bod y trefniadau iechyd a diogelwch wedi'u nodi yn y polisi gosod eiddo a bod y trefniadau hynny'n cael eu hesbonio a'u cyfleu'n llawn.
- Bod trefniadau digonol wedi'u sefydlu a'u rhannu ar gyfer gwagio'r eiddo ar frys

#### 5. Cyfathrebu

Mae'r ysgol yn cydnabod bod cyfnewid dysg a gwybodaeth am iechyd a diogelwch yn elfen allweddol er mwyn rheoli risg yn effeithiol. Lle bo angen, bydd y cyfathrebiadau hyn yn cael eu cofnodi ac yn cynnwys:

- Cyfarfodydd yr uwch dîm arwain a chyfarfodydd staff
- Is-bwyllgor Iechyd a Diogelwch/Is-bwyllgor Rheoli Eiddo y Llywodraethwyr
- Briffiau staff
- Diwrnodiau hyfforddi staff
- Bwrdd hysbysiadau iechyd a diogelwch
- Y Cyngor Ysgol (os yw'n briodol)
- Cwrs Cynefino i Staff Newydd/Dros Dro/Asiantaeth/Cyflenwi
- Gwybodaeth i ymwelwyr am beryglon ar safle'r ysgol
- Lledaenu bwletinau iechyd a diogelwch

Bydd y trefniadau hyn hefyd yn creu proses i drosglwyddo gwybodaeth i fyny i dîm rheoli'r ysgol, er ystyriaeth ac er mwyn gweithredu yn ei chylch os yw'n briodol.

#### 6. Diogelwch y Cwricwlwm

Mae'r ysgol yn cydnabod bod rhaglenni astudio yn ei gwneud hi'n ofynnol i addysgu plant ynghylch sut i nodi a rheoli risgiau i'r modd y maent yn gweithio. Mae'n rhaid taro cydbwysedd rhwng dysgu'n annibynnol a'r oruchwyliaeth sydd ei hangen er mwyn sicrhau diogelwch.



Bydd athrawon ac eraill mewn rôl oruchwylio yn sicrhau eu bod yn gyfarwydd â'r holl risgiau a allai godi o'r offer, y cyfarpar, y deunyddiau a'r prosesau y maent yn bwriadu i'r plant eu defnyddio. Bydd yr holl ganllawiau sydd ar gael yn cael eu hadolygu a'u cymhwyso fel bont yn briodol. Bydd hyn yn cynnwys canllawiau gan CLEAPSS, AfPE (BAALPE gynt) DATA, asesiadau risg lleol a gweithdrefnau a chanllawiau perthnasol Cyngor Sir Caerfyrddin.

Mae'n rhaid i'r holl gynorthwyr nad ydynt yn addysgu gael gwybod am y gweithdrefnau a'r arferion diogelwch sy'n gysylltiedig ag unrhyw un o'r gweithgareddau y maent yn eu cefnogi.

Bydd y dillad a'r cyfarpar diogelu addas sydd eu hangen ar gyfer gweithgaredd yn cael eu darparu a'r holl gyfranogwyr yn eu gwisgo yn y modd cywir.

## 7. Cyffuriau a Meddyginiaeth

Mae'r ysgol yn cydnabod pwysigrwydd sicrhau bod disgyblion â chyflyrau meddygol yn cael cefnogi yn y modd priodol fel eu bod yn cael mynediad llawn at addysg, gan gynnwys teithiau ysgol ac addysg gorfforol.

I'r perwyl hwn, bydd yr ysgol yn sicrhau bod trefniadau ar waith i gefnogi'r disgyblion hynny a, lle bo angen, bydd yr ysgol yn ymgynghori â gweithwyr proffesiynol iechyd a gofal cymdeithasol, rhieni, disgyblion ac unrhyw unigolion eraill perthnasol er mwyn sicrhau dealltwriaeth a chefnogaeth briodol ar gyfer cyflyrau meddygol. Dylid ymgynghori'n fuan â nyrsys ysgol er mwyn cael cyngor a chefnogaeth.

Er nad oes dyletswydd gyfreithiol i'r ysgol na'r staff roi meddyginiaeth, bydd yr ysgol yn datblygu ac yn gweithredu trefniadau rheoli effeithiol er mwyn bodloni anghenion yr holl ddisgyblion y mae angen cefnogaeth feddygol arnynt.

Bydd gan staff sy'n ymwneud â darparu'r math hwn o gefnogaeth fynediad at wybodaeth gyfredol a pherthnasol, a byddant yn derbyn lefelau priodol o hyfforddiant a chefnogaeth i gyflawni'r rôl honno. Sicrheir darpariaeth pan fo staff yn absennol, ac ar gyfer sefyllfaoedd ac argyfyngau eraill.

Bydd meddyginiaeth yn cael ei storio mewn lleoliad diogel ond hygyrch yn unol â gofynion y cyfarwyddiadau penodol a ddarperir. Os oes angen darperir dull storio lle gellir rheoli'r tymheredd.

Mae'r ysgol wedi mabwysiadu canllawiau Rheoli Meddyginiaethau mewn Ysgolion a Lleoliadau Blynyddoedd Cynnar Cyngor Sir Caerfyrddin sydd ar gael ar wefan HWB.

## 8. Cyfarpar Trydanol (sefydlog a chlodadwy)

Bydd yr ysgol yn sicrhau bod yr holl gyfarpar trydanol sefydlog a chlodadwy yn cael ei osod, ei gynnal a'i archwilio yn unol â Rheoliadau Trydan yn y Gwaith 1999.

Cynhelir archwiliad rheolaidd o systemau trydanol (gwifrau caled) bob 5 mlynedd gan gontractwr cymwys, gan gadw cofnodion o hynny; cyflawnir unrhyw waith adferol a argymhellir yn brydlon

Fel isafswm, bydd y canlynol yn cael eu cynnal ar gyfarpar trydanol cludadwy:

- gwiriadau defnyddiwr cyn eu defnyddio
- profion cyfarpar cludadwy fel bo'r angen

Ni ddylai staff ddefnyddio eu cyfarpar trydanol eu hunain onid yw wedi cael ei archwilio gan drydanwr cymwys ac wedi'i gymeradwyo'n addas i'w ddefnyddio.



Bydd yn rhaid rhoi'r gorau i ddefnyddio cyfarpar sy'n ddiffygiol neu wedi'i ddifrodi nes iddo gael ei drwsio, neu gael gwared ohono fel nad oes modd ei ddefnyddio o'r newydd (torri'r plwg i ffwrdd).

Bydd yn rhaid rhoi cyfarwyddyd i ddisgyblion sy'n defnyddio cyfarpar trydanol ynghylch sut i wneud defnydd diogel o'r cyfarpar hwnnw, a'u goruchwyllo wrth iddynt wneud hynny.

Bydd yn rhaid i Swyddogion Cymorth Cyntaf wybod sut i roi cymorth i rywun sydd wedi cael sioc drydanol.

## 9. Rhagofalon a Gweithdrefnau Tân

Bydd yr ysgol yn rheoli tân yn unol â'r trefniadau a nodir yn eu Ffeil Rheoli Tân lleol. Y Pennaeth yw'r Unigolyn Cyfrifol sydd yn gyfrifol am weithredu'r trefniadau hyn.

Bydd cyfarwyddyd a hyfforddiant priodol yn gysylltiedig â diogelwch tân, gan gynnwys gadael adeiladau, gweithdrefnau argyfwng, profi cyfarpar a threfniadau monitro yn cael eu darparu i'r holl staff (gan gynnwys staff asiantaeth, staff dros dro, staff peripatetig, pobl ar leoliad gwaith a phrofiad gwaith), a'u cofnodi. Bydd hyn yn cael ei gynnwys mewn Hyfforddiant Cynefino i aelodau newydd o staff. Darperir gwybodaeth/cyfarwyddyd priodol i ymwelwyr/contractwyr ar ôl iddynt gyrraedd yr ysgol.

Os nodwyd bod angen cefnogaeth neu gymorth ychwanegol i adael yr adeilad mewn argyfwng ar staff, disgyblion neu unrhyw unigolyn arall sydd yn mynychu'r ysgol yn rheolaidd, bydd cynllun personol ar gyfer gadael mewn argyfwng yn cael ei greu a'i weithredu.

Bydd larymau tân yn cael eu profi'n wythnosol, ac ymarferion ymadael yn cael eu cynnal ar ddechrau pob tymor, ac effeithiolrwydd yr ymarferion hynny'n cael ei gofnodi.

Bydd y gwasanaeth tân yn cael gwybod am bob achos o dân, hyd yn oed os yw'n fach ac wedi'i ddiffodd.

Ceir cefnogaeth a chyfarwyddyd oddi wrth y Tîm Cynnal a Chadw Eiddo 01267 228110

## 10. Cymorth Cyntaf

Mae'r canllawiau a gyhoeddwyd gan Gyngor Sir Caerfyrddin ar gymorth cyntaf mewn ysgolion wedi cael eu mabwysiadu gan yr ysgol. Yn benodol, bydd yr ysgol yn:

- Sicrhau bod digon o swyddogion cymorth cyntaf hyfforddedig ar gael, gan gynnwys darpariaeth ar gyfer teithiau ysgol a gweithgareddau oddi ar y safle lle nad oes darpariaeth arall ar gael.
- Lle ceir disgyblion pedair oed ac iau, bydd o leiaf un aelod o staff yn meddu ar gymhwyster Cymorth Cyntaf Pediatrig Brys yn y Gwaith.
- Ni chaff meddyginiaethau, tabledi, elïau ac ati eu cadw mewn bocsys cymorth cyntaf.
- Lle bo angen, bydd ystafell addas yn cael ei neilltuo ar gyfer triniaethau.
- Bydd hysbysiadau Cymorth Cyntaf yn cael eu harddangos yn glir o amgylch yr ysgol.
- Darparu digon o focsys cymorth cyntaf sydd wedi'u llenwi â nwyddau addas, a chynnal gwiriadau misol er mwyn sicrhau bod eu cynnwys yn dal i fod yn ddigonol.

Gellir cysylltu â Thîm Llesiant Gweithwyr Cyngor Sir Caerfyrddin i drefnu Hyfforddiant Cymorth Cyntaf priodol i'r staff - 01267 246180

Os oes Diffibrilwyr Allanol Awtomatig (DAA) wedi'u lleoli yn yr ysgol neu ar eiddo'r ysgol, bydd staff wedi'u hyfforddi ar sut i'w defnyddio. Gellir trefnu'r hyfforddiant hwn drwy Dîm Gweithio'n Ddiogel Cyngor Sir Caerfyrddin - 01267 246180 neu drwy ddarparwyr allanol eraill.



Bydd yr ysgol yn sicrhau eu bod yn cael eu harchwilio a'u cynnal fel bo'n briodol, ac yn trefnu i gael eitemau newydd yn lle eitemau tafladwy fel bo'r angen. Dylid hysbysu'r cyflenwr am unrhyw ddifrod i'r uned neu'r bocs storio er mwyn cael cyngor.

Ceir cyfleuster hunan-brofi ar DAA sy'n cynnwys golau rhybudd, symbol neu ddangosydd tebyg i ddynodi diffyg. Bydd yr ysgol yn sicrhau eu bod yn cael eu harchwilio'n wythnosol, a bod unrhyw ddiffygion yn cael eu cyfeirio i sylw cyflenwr/gweithgynhyrchwyr y DAA er mwyn cael cyngor ac arweiniad.

Lle ceir darpariaeth i sicrhau bod y DAA ar gael i'w ddefnyddio gan y gymuned, bydd asesiad yn cael ei gynnal er mwyn canfod a yw'n hygyrch ac a oes posibilrwydd am ladrata, difrod neu fandaliaeth.

## 11. Gwydr

Bydd yn rhaid i'r holl wydr mewn "lleoliadau critigol" gan gynnwys drysau, paneli ochr, cistiau arddangos, ffenestri, tai gwydr a pharwydydd fod yn wydr diogelwch a chydymffurfio â BS 6206 a BS EN 12600.

Rhaid i'r holl wydr newydd fodloni'r un safon â'r uchod.

Dylid cysylltu â Thîm Cynnal a Chadw Eiddo Cyngor Sir Caerfyrddin er mwyn cael cyngor ac arweiniad os oes angen.

## 12. Sylweddau Peryglus

Mae Canllawiau Rheoli Sylweddau Peryglus (COSHH) wedi cael eu mabwysiadu yn gysylltiedig â rheoli sylweddau peryglus. Lle defnyddir sylweddau peryglus, bydd rheolwyr llinell neu gyflogai dynodedig yn cynnal asesiad risg Rheoli Sylweddau Peryglus i Iechyd (COSHH) a mabwysiadu trefniadau rheoli addas sy'n seiliedig ar hierarchaeth o reolaeth, gan ganolbwyntio'n bennaf ar ddileu neu ddisodli risg.

Bydd y Pennaeth yn sicrhau bod y trefniadau canlynol ar waith, ac y cedwir atynt:

- Cedwir rhestr o'r holl sylweddau peryglus ar y safle, a diweddarir y rhestr honno'n rheolaidd.
- Lle bynnag y bo modd, defnyddir sylweddau nad ydynt yn beryglus, ac os nad yw hyn yn bosibl, defnyddir y sylwedd lleiaf niweidiol
- Bydd asesiad risg COSHH yn cael ei gwblhau ar gyfer yr holl sylweddau peryglus a ddefnyddir, ac yn cael ei rannu â'r holl aelodau staff perthnasol
- Lle bynnag y bo modd bydd sefyllfaoedd lle deuir i gysylltiad â sylweddau peryglus yn cael eu hatal, a lle na ellir atal y sefyllfaoedd hynny, cynhelir asesiad risg a gweithredir mesurau rheoli
- Lle nodir hynny'n rhan o'r asesiad risg, bydd cyfarpar diogelu personol yn cael eu darparu i'r staff
- Os oes angen monitro'r sefyllfa neu gadw golwg ar iechyd pobl, bydd y gwaith hwnnw'n cael ei gwblhau
- Rhoddir digon o wybodaeth, cyfarwyddyd a hyfforddiant i staff er mwyn sicrhau dealltwriaeth lawn o'r peryglon i iechyd yn sgil sylweddau yn y gweithle, a phwysigrwydd y mesurau rheoli a weithredir
- Cedwir cofnodion hyfforddi ar gyfer unrhyw un sy'n derbyn hyfforddiant
- Rhoddir gwybodaeth hefyd i eraill y gallai hyn effeithio arnynt, fel contractwyr, staff dros dro ac ymwelwyr
- Dim ond sylweddau a brynir drwy systemau caffael yr ysgolion y gellir eu defnyddio ar y safle
- Caiff sylweddau eu storio mewn modd priodol, a gwneir trefniadau priodol i gael gwared â sylweddau nad oes eu hangen mwyach. Dilynr canllawiau CLEAPSS ar mwyn cadw at y gweithdrefnau cywir.
- Caiff asesiadau risg COSHH eu monitro'n rheolaidd a'u hadolygu'n flynyddol

Mewn Adrannau Gwyddoniaeth, dilynr y canllawiau priodol gan CLEAPSS ar bob achlysur.





Lle bo angen, bydd Cynghorydd Iechyd a Diogelwch Cyngor Sir Caerfyrddin yn cynorthwyo'r ysgol i gynnal yr asesiadau angenrheidiol.

### 13. Cyngor Iechyd a Diogelwch

Gofynnir am gyngor ynghylch iechyd a diogelwch oddi wrth Wasanaeth Llesiant Gweithwyr Cyngor Sir Caerfyrddin (gweler y manylion cyswllt ar dudalen olaf y ddogfen hon)

### 14. Symud, Trin a Chodi

Ceir cofnodion helaeth o'r risgiau i staff a disgyblion yn sgil technegau codi a chario a defnyddio cyfarpar yn y dull anghywir. Er mwyn lleihau'r risg o anafiadau yn gysylltiedig â chodi a chario, bydd y Pennaeth yn sicrhau y cedwir at y trefniadau a ganlyn:

- Osgoi codi a chario lle bynnag y bo modd.
- Os na ellir osgoi hynny, cynllunnir gweithgareddau codi a chario yn drylwyr, cynhelir asesiad ohonynt os yw'n briodol. Bydd staff cymwys yn cyflawni'r gweithgareddau hynny, a hynny drwy ddull diogel, hyd y bo'n rhesymol ymarferol.
- Mae'r rhai sy'n cyflawni tasgau codi a chario penodol wedi derbyn hyfforddiant neu gyfarwyddyd priodol ac mae cofnodion hyfforddi yn cael eu cadw.
- Caiiff unrhyw gyfarpar a ddarperir i gefnogi gwaith codi a chario ei archwilio, ei gynnal a'i wasanaethu yn unol â gofynion statudol.
- Rhoddir y gorau i ddefnyddio unrhyw gyfarpar diffygiol nes iddo gael ei drwsio neu nes cael cyfarpar arall yn ei le.
- Bydd asesiad risg unigol yn cael ei gynnal ar gyfer pob mam newydd, neu fenywod beichiog, a staff y nodwyd bod ganddynt glefydau meddygol y gallai cyflawni tasgau codi a chario effeithio arnynt; gallai hyn olygu cyfyngu rhywfaint ar y dasg codi a chario.

Lle bo angen i staff gynorthwyo disgyblion drwy roi cefnogaeth codi a chario, byddant yn derbyn hyfforddiant priodol ar dechnegau codi a chario diogel a defnydd diogel o gyfarpar perthnasol, a bydd yr hyfforddiant hwn yn cael ei ddiweddarau bob blwyddyn o leiaf.

Bydd yr holl hyfforddiant yn cael ei gyflawni yn unol â Chynllun Pasbort Codi a Chario Cymru Gyfan neu gynllun cyfwerth, a bydd yn ymwneud yn benodol â sefyllfaoedd pediatrig.

Bydd asesiad risg unigol yn cael ei gynnal ar gyfer pob mam newydd, neu fenywod beichiog, a staff y nodwyd bod ganddynt glefydau meddygol y gallai cyflawni tasgau codi a chario effeithio arnynt; gallai hyn olygu cyfyngu rhywfaint ar y dasg o godi a chario.

Ymgynghorir â Thîm Gweithio'n Ddiogel Cyngor Sir Caerfyrddin er mwy cael cyngor ac arweiniad - 01267 246180

### 15. Gweithio'n Unigol

Bydd rheolwyr llinell yn sicrhau bod asesiad risg yn cael ei gynnal o sefyllfaoedd lle bydd pobl yn gweithio'n unigol, a bod mesurau rheoli priodol yn cael eu gweithredu i liniaru'r risgiau hynny.

Y mae cyfrifoldeb ar y staff i sicrhau eu iechyd a'u diogelwch eu hunain, ac i gynorthwyo i weithredu unrhyw systemau a gynlluniwyd i'w diogelu eu hunain.



## 16. Cynnal a Chadw / Archwilio Cyfarpar

Bydd yr ysgol yn sicrhau bod yr holl gyfarpar yn cael ei archwilio, ei brofi, ei wasanaethu a'i gynnal fel bo'n ofynnol yn y gofynion statudol, ym manylebau'r gweithgynhyrchwyr/cyflenwyr, mewn asesiadau risg neu yn ôl gofynion eraill.

Dim ond unigolion cymwys fydd yn gwneud hynny, a bydd cofnodion priodol yn cael eu cadw.

Bydd Uned Rheoli Risg Cyngor Sir Caerfyrddin yn cael gwybod am unrhyw gyfarpar newydd neu wedi'i addasu y mae'n rhaid cynnal archwiliadau neu brofion statudol arno - 01267 246219

## 17. Cyfarpar Chwarae a Chwaraeon

Bydd yr holl ysgol yn sicrhau bod y gyfundrefn archwilio ganlynol yn cael ei chynnal ar yr holl gyfarpar chwarae a chwaraeon sefydlog a symudol er mwyn sicrhau bod y cyfarpar hwnnw'n parhau i fod mewn cyflwr diogel i'w ddefnyddio:

- Staff goruchwylio i gynnal gwiriadau gweledol cyn defnyddio unrhyw gyfarpar chwarae a chwaraeon er mwyn canfod diffygion amlwg. Mae hyn yn cynnwys taro golwg dros fannau chwarae cyn eu defnyddio er mwyn sicrhau y ceir gwared ag unrhyw wrthrychau peryglus.
- Bydd yr ysgol yn cynnal gwiriadau tymhorol ac yn eu cofnodi (rhestr wirio ar gael drwy wefan HWB)
- Gwneir trefniadau gyda chontractwyr cymwys i archwilio cyfarpar diogelu personol bob blwyddyn o leiaf.

Mae'n arfer da cofnodi a chadw canfyddiadau'r gwiriadau a'r archwiliadau hyn.

Bydd pyst chwaraeon, gan gynnwys pyst pêl droed, pêl rwyd, pêl fased, hoci ac ati, yn cael eu cadw mewn cyflwr da. Bydd pyst symudol ysgafnach yn cael eu gosod yn ddiogel i'w hatal rhag disgyn, a bydd pyst sydd yn sefyll ar eu pen eu hunain yn cael eu hangori drwy ddefnyddio sachau tywod neu bwysau a ddarparwyd i'r diben, fel bo'n briodol. Bydd pob postyn yn cael ei wirio'n rheolaidd er mwyn sicrhau na cheir unrhyw ddifrod, diffygion nac unrhyw beth sydd yn amharu ar gadernid strwythurol.

Gellir cael hyd i wybodaeth am ddefnyddio pyst gôl a chyfarpar chwarae a'u cynnal mewn modd diogel drwy'r ddolen ganlynol -

### [ROSPA](http://www.thefta.com/get-involved/gdroalpost-safety)

<http://www.thefta.com/get-involved/gdroalpost-safety>

Bydd unrhyw gyfarpar chwarae awyr agored **newydd** wedi'i ddylunio, ei adeiladu, ei osod a'i gynnal yn unol â safonau Ewropeaidd **BS EN 1176** a **BS EN 1177**.

Os nad yw'r marciau hyn wedi'u nodi, bydd yr ysgol yn sicrhau bod y cyfarpar yn ddiogel i'w ddefnyddio ac yn bodloni neu'n rhagori ar y gofynion diogelwch cyfredol.

Ceir gwared ag unrhyw gyfarpar diffygiol, neu y mae ei oes ddefnyddiol wedi dod i ben, fel na ellir ei ailgyflwyno i wersi, ac fel na all eraill ei ddefnyddio.

The Play Inspection Company yw arolygydd cyfarpar mannau chwarae cyfredol yr AALL. Dyma eu manylion cyswllt - 01202 590675 or [info@playinspections.co.uk](mailto:info@playinspections.co.uk)

Gellir cysylltu â'r sefydliadau canlynol i archwilio cyfarpar chwaraeon mewn ysgolion:

[Sport Safe UK](http://www.sport-safe.co.uk) - 0333 300 0032

[Fitness Sports UK](http://www.fitness-sports.co.uk) - 01295 565 564

[Sports Equipment Engineering Ltd](http://www.sports-equipment-engineering.co.uk) - 0117 279 1531



## 18. Cyfarpar Diogelu Personol

Lle nodir bod angen cyfarpar diogelu personol mewn asesiadau risg neu ganllawiau priodol, darperir y cyfarpar hwnnw heb godi unrhyw dâl ar ddisgyblion, staff nac eraill.

Dewisir yr holl gyfarpar diogelu personol drwy ddefnyddio ymagwedd asesu risg, a bydd y meini prawf a ganlyn yn cael eu hystyried ar gyfer unrhyw asesiad, gan gynnwys asesiadau a gynhelir o dan COSHH:

- Priodol ar gyfer lefel a natur y risg
- Darparu lefelau digonol o ddiogelwch
- Ystyried a yw'r cyfarpar yn ffitio, yn gyffyrddus ac yn cyd-fynd â chyfarpar neu ddiad eraill
- Storio, glanhau a dosbarthu cyfarpar, a phrynu cyfarpar newydd

Gwneir cofnod o'r holl gyfarpar diogelu personol a ddsberthir, gan gynnwys manylion unrhyw ddyddiadau terfyn fel bo modd prynu cyfarpar newydd yn lle'r hen gyfarpar yn ôl yr angen.

Mae'r staff yn gyfrifol am sicrhau eu bod yn defnyddio cyfarpar diogelu personol os yw'r cyfarpar hwnnw'n cael ei ddarparu.

## 19. Asesiadau Risg a Rheoli Risg

Bydd **Ysgol Gymunedol Peniel** yn asesu'r risgiau i iechyd a diogelwch yr holl staff, disgyblion ac unrhyw un arall y gallai'r gweithgaredd gwaith effeithio arnynt. Drwy nodi'r holl risgiau a ragwelir yn glir, bydd modd gweithredu'r mesurau ataliol ac amddiffynnol angenrheidiol. Bydd yr ysgol yn sicrhau bod yr aelodau o staff sy'n cynnal asesiadau risg yn gymwys i wneud hynny.

Caiff risgiau eu hasesu mewn modd lle cânt eu rhestru yn ôl blaenoriaeth o ran eu difrifwch/tebygolrwydd, a bydd mesurau rheoli yn cael eu nodi a'u gweithredu sydd yn gymesur â lefel y risg

Rhoddir ystyriaeth i oedran ac aeddfedrwydd corfforol a meddyliol disgyblion ac unrhyw ofynion AAA wrth asesu'r risgiau i ddisgyblion.

Ar ôl gwneud penderfyniad ynghylch mesurau addas i reoli risg, bydd yr asesiad risg yn cael ei gofnodi a chopïau ohono'n cael eu darparu i bawb sydd ei angen. Os nodir bod angen, bydd hyfforddiant neu wybodaeth ychwanegol yn cael eu darparu i unrhyw aelod o staff.

Bydd y Pennaeth a'r Uwch Dîm Arwain yn gwneud trefniadau i weithredu'r holl fesurau rheoli a nodwyd yn angenrheidiol yn yr asesiad risg. Bydd unigolion cymwys yn cael eu penodi i weithredu'r mesurau angenrheidiol ac i gydymffurfio â'u dyletswyddau o dan ddeddfwriaeth iechyd a diogelwch.

Bydd y canfyddiadau sydd o bwys yn yr holl asesiadau risg yn cael eu rhannu â'r rhai yr effeithir arnynt a bydd trefniadau monitro ar waith i sicrhau y cedwir at systemau gwaith diogel, a bod yr amgylchedd gwaith a'r gweithgareddau'n cael eu rheoli'n unol â'r manylion yn yr asesiad ysgrifenedig.

Cedwir golwg ar iechyd cyflogeion os yw'n ofynnol yn ôl yr asesiad risg.

Bydd gweithwyr dros dro yn derbyn gwybodaeth briodol am iechyd a diogelwch syn' bodloni eu gofynion arbennig cyn cychwyn y gwaith.

Adolygir yr holl asesiadau risg bob blwyddyn o leiaf, neu cyn hynny os bydd angen, ee yn dilyn digwyddiad, ar ôl newid dull o weithio ac ati.

Os bydd sefyllfa'n codi a allai achosi perygl difrifol neu uniongyrchol i unrhyw unigolyn, boed hwnnw'n aelod o staff, yn ddisgybl neu'n unigolyn arall, bydd y weithdrefn ganlynol yn berthnasol:



- Bydd gwaith ac/neu weithgareddau cynlluniedig yn dod i ben ar unwaith
- Bydd y lleoliad neu'r gweithgaredd yn cael ei gau i ffwrdd, neu bydd mynediad yn cael ei atal nes bo'r perygl wedi mynd heibio neu nes bo modd gwneud yr ardal yn ddiogel.
- Ni fydd y gwaith na'r gweithgareddau yn ailgychwyn nes bo mesurau rheoli effeithiol wedi'u sefydlu i leihau'r risg hyd at lefel fwy derbyniol.
- Bydd yr unigolyn cyfrifol yn rhoi cyfarwyddyd i staff ynghylch y camau y mae angen eu cymryd ar unwaith
- Bydd y Pennaeth yn gofyn am gyngor ac arweiniad gan ffynonellau allanol perthnasol fel bo'r angen

## 20. Teithiau Ysgol / Gweithgareddau Oddi ar y Safle

Bydd yr ysgol yn cydymffurfio â Chanllawiau Cyngor Sir Caerfyrddin ar gyfer pob ymweliad oddi ar y safle a theithiau ysgol.

Bydd yr ysgol yn sicrhau bod unigolyn addas yn cael ei enwebu'n Gydgysylltydd Ymweliadau Addysgol (sef y Pennaeth) yn gyfrifol am y canlynol:

- Cynorthwyo'r Pennaeth a'r llywodraethwyr i gymeradwyo teithiau, a phenderfyniadau eraill yn gysylltiedig â theithiau ysgol
- Cwblhau prosesau a gweithdrefnau angenrheidiol yn rhan o system EVOLVE
- Asesu cymhwysedd arweinwyr ac oedolion eraill a gynigir ar gyfer ymweliad. Gwneir hyn fel arfer drwy gyfeirio at achrediau gan gorff dyfarnu. Gall gynnwys arsylwi ymarferol neu wirio profiad.
- Trefnu i hyfforddi arweinwyr ac oedolion eraill sy'n mynd ar ymweliad. Bydd hyn fel arfer yn golygu hyfforddiant fel cymorth cyntaf, ymwybyddiaeth o beryglon ac ati;
- Trefnu cwrs ymsefydlu trwyadl i arweinwyr ac oedolion eraill sydd yn mynd â disgyblion ar ymweliad penodol;
- Gwneud trefniadau ar gyfer argyfwng, a sicrhau bod unigolyn cyswllt argyfwng ar gael ar gyfer pob ymweliad
- Adolygu systemau ac, yn achlysurol, monitro arferion.

Bydd yr ysgol yn cysylltu â Gwasanaethau Cymorth Ieuencid Cyngor Sir Caerfyrddin i gael cyngor ac arweiniad - 01267 246678

## 21. Cludiant yr Ysgol

Pan fo angen i staff ysgol yrru cerbydau'r ysgol yn rhan o'u rôl, bydd y Pennaeth yn sicrhau bod asesiad risg wedi'i gynnal o'r holl weithgareddau gyrru, a bydd y trefniadau a ganlyn yn cael eu gweithredu a'u monitro.

- Bydd pob gyrrwr yn meddu ar y drwydded briodol ar gyfer y cerbyd sy'n cael ei yrru.
- Bydd pob gyrrwr yn addas i yrru'r cerbyd.
- Bydd pob cerbyd wedi'i drethu, gyda thystysgrif MOT dilys, ac mewn cyflwr addas i'w yrru ar y ffordd.
- Bydd pob cerbyd wedi'i yswirio at ddefnydd busnes.
- Bydd gwregysau diogelwch a seddau plant wedi'u gosod ym mhob cerbyd sydd yn addas ar gyfer oedran a thaldra'r plentyn (lle bo angen).
- Gwisgir gwregysau diogelwch tra bo'r cerbyd yn symud

Pan fydd angen i staff ddefnyddio eu cerbydau eu hunain fel cludiant, bydd y Pennaeth yn gwirio a yw'r gyrrwr yn meddu ar drwydded yrru gyfredol a dilys, ac a oes ganddo yswiriant busnes priodol, ac MOT lle bo'n berthnasol.



Ni ddylai staff yrru disgyblion i'r ysbyty mewn argyfwng neu os ceir anaf, onid yw'r gwasanaethau brys yn eu cynghori i wneud hynny. Os cynghorir hynny, dylai dau aelod o staff (gan gynnwys y gyrrwr) fynd yn gwmni i'r sawl sydd wedi'i anafu a chario ffôn symudol wedi'i gwefru.

Mae **Ysgol Gymunedol Peniel** yn cydnabod ei bod hi'n drosedd defnyddio ffôn symudol a ddelir yn y llaw neu unrhyw ddyfais cyfathrebu electronig arall wrth yrru neu reoli cerbyd ar y ffordd,. Y mae'n drosedd hefyd i achosi neu ganiatáu i hynny ddigwydd. Bydd yr ysgol yn hysbysu'r staff:

- Na chaiff gyrrwyr ateb galwadau na negeseuon wrth yrru.
- Na cheir ond ateb galwadau neu ddulliau eraill o gyfathrebu pan fo'n ddiogel ac yn gyfreithiol i wneud hynny, hy, pan fo'r cerbyd yn llonydd mewn safle diogel, a'r injan wedi'i diffodd.
- Ni ddylid defnyddio radios llaw na ffonau symudol mewn gorsafoedd petrol.

Pan geir damwain sy'n cynnwys aelod o staff, maent wedi'u cyfarwyddo i BEIDIO â chyfaddef unrhyw atebolrwydd neu gyfrifoldeb yn y fan a'r lle; dylent gyfnewid manylion yswiriant a hysbysu'r Pennaeth ar y cyfle cyntaf.

Bydd y gyrrwr yn cwblhau adroddiad ar ddamwain cyn gynted ag sy'n bosibl ar ôl y ddamwain.

Os ceir tân mewn cerbyd, y cyfarwyddyd i staff yw:

- Stopio'r car mewn safle diogel, os yw'r sefyllfa'n caniatáu hynny
- Sicrhau bod pob unigolyn yn dod allan o'r cerbyd a symud i leoliad diogel (y tu ôl i rwystr diogelwch os oes modd)
- Cysylltwch â'r gwasanaethau brys

Gellir gwneud trefniadau i wyllo iechyd gyrrwyr drwy Iechyd Galwedigaethol Cyngor Sir Caerfyrddin - 01267 246060 Nid yw hyn yn ofynnol yn gyfreithiol ond dylid ei ystyried fel arfer gorau.

Byddwn yn holi Adran Strategaeth a Seilwaith Trafnidiaeth Cyngor Sir Caerfyrddin am ofynion ynghylch gwybodaeth, gyrrwyr a thrafnidiaeth - 01267 228136.

## 22. Ymgynghori â'r Staff

Drwy'r Pennaeth, bydd y Corff Llywodraethu yn trefnu i gynnal ymgynghoriad llawn a phriodol â chyflogeion ar faterion iechyd a diogelwch. Cynigir rôl i gynrychiolwyr diogelwch enwebedig pob cymdeithas staff neu undeb llafur achrededig yn yr ymgynghoriadau hyn.

## 23. Hyfforddiant a Datblygu'r Staff ym maes Iechyd a Diogelwch

Bydd y Pennaeth yn sicrhau bod rheolwyr llinell/penaethiaid adran o fewn yr ysgol yn cynnal dadansoddiad o anghenion hyfforddi er mwyn canfod pa gymwyseddau sydd eu hangen o ran iechyd a diogelwch mewn rolau swydd penodol. Bydd y Pennaeth hefyd yn sicrhau bod hyfforddiant priodol yn cael ei gynnal a'i gofnodi. Bydd y dadansoddiad hwn o anghenion hyfforddi yn cael ei adolygu'n flynyddol neu wrth gyflwyno rolau, cyfrifoldebau, deddfwriaeth, risgiau neu weithgareddau newydd.

Ymgynghorir â Thîm Gweithio'n Ddiogel Cyngor Sir Caerfyrddin er mwy cael cyngor ac arweiniad - 01267 246180

## 24. Llesiant Staff - Straen ac Iechyd Meddwl





Mae'r ysgol yn cydnabod y gallai llawer o ffactorau gyfrannu at salwch, gan gynnwys straen, ymhlith aelodau o staff. Gall y ffactorau hyn fod yn rhai personol neu'n ffactorau sydd yn gysylltiedig â'r gwaith. Bydd yr ysgol yn dilyn egwyddorion canllawiau'r Awdurdod Gweithredol Iechyd a Diogelwch ar 'Reoli ar 'Managing the causes of work-related stress' (HSG 218) ynghyd â chanllawiau Cyngor Sir Caerfyrddin ar Straen ac Iechyd Meddwl

Bydd y Pennaeth yn cynnwys straen yn y gweithle yn rhan o'r broses asesu risg er mwyn canfod meysydd sy'n destun pryder, ee, llwyth gwaith, rôl, gofynion, newid a pherthnasoedd ac yn gweithredu mesurau rheoli priodol i reoli'r ffactorau sydd yn achosi straen, hyd y bo'n rhesymol ymarferol.

Pan fydd straen yn y gweithle yn codi fel problem ymhlith y staff, bydd rheolwyr llinell yn ymdrin â'r mater mewn modd sensitif ac adeiladol

Mae'r trefniadau canlynol ar waith i reoli problemau iechyd ymhlith staff yn lleol:

- Bydd y Pennaeth yn annog y staff i hysbysu eu rheolwr llinell, y Pennaeth neu aelod arall o'r uwch dîm arwain os oes ganddynt unrhyw broblemau'n gysylltiedig â salwch
- Bydd aelod priodol lefel uwch o'r staff yn cyfarfod ac yn trafod y problemau salwch â'r cyflogai, ac yn ystyried pa gamau y gellid eu cymryd i gefnogi'r aelod staff, a lle bo'n briodol, sut y gellid cynorthwyo i leihau'r lefelau straen
- Cynigir atgyfeiriad i'r aelod staff i weithiwr iechyd galwedigaethol proffesiynol er mwyn cael cyngor a chefnogaeth lle bo'n briodol.
- Hysbysir yr aelod o staff hefyd fod cefnogaeth hefyd ar gael drwy eu hundeb llafur neu o ffynonellau eraill o gyngor a chefnogaeth
- Bydd cyfarfodydd adolygu rheolaidd yn cael eu trefnu i fonitro lefelau salwch a straen ar ôl canfod yr achosion hynny
- Os nodir bod llawer o salwch neu straen ymhlith y staff o fewn yr ysgol, bydd y Pennaeth yn ymroi i geisio cefnogaeth er mwyn cynnal asesiad cyfannol o'r hyn a allai fod wrth wraidd y mater, ac yn gweithredu cynllun i wella'r sefyllfa.

Gellir cael cyngor a chefnogaeth gan Dîm Iechyd Galwedigaethol Cyngor Sir Caerfyrddin ynghylch straen a chefnogi staff os ceir pryderon ynghylch iechyd meddwl - 01267 246060 - neu o'r sefydliadau a ganlyn:

<https://www.educationsupportpartnership.org.uk>.

[https://www.mind.org.uk/media/8693661/guide-to-waps-line-managers-english\\_interactive-op.pdf](https://www.mind.org.uk/media/8693661/guide-to-waps-line-managers-english_interactive-op.pdf)  
[www.time-to-change.org.uk/workplace-workshop-films](http://www.time-to-change.org.uk/workplace-workshop-films)

## 25. Defnyddio offer VDU / Cyfarpar Sgrin Arddangos (DSE)

Ni ystyrir bod mwyafrif y staff o fewn yr ysgol yn ddefnyddwyr DSE o dan Reoliadau Iechyd a Diogelwch (Cyfarpar Sgrin Arddangos) 1992.

Fodd bynnag, lle nodir defnyddwyr, bydd y Pennaeth yn sicrhau bod hunanasesiadau DSE ar gyfer y gyfundrefn waith, cyfarpar yr orsaf waith, trefn yr orsaf waith a'r ffactorau amgylcheddol yn cael eu cynnal a'u cofnodi.

Bydd asesiadau DSE yn cael eu hadolygu'n flynyddol neu pan fo'r cyfarpar yn newid neu gynllun y swyddfa'n newid, neu pan fo'r staff yn newid, neu os deuir i wybod am salwch/anafiadau.

Ceir canllawiau ar HWB neu gan Dîm Gweithio'n Ddiogel Cyngor Sir Caerfyrddin - 01267 246088.

## 26. Diogelwch Cerbydau a Cherddwyr

Mae Uwch Dîm Arwain yr ysgol yn cydnabod y gall cerbydau sydd yn dod ar safle'r ysgol achosi risg sylweddol i ddisgyblion, staff ac ymwelwyr. Yn rhan o drefniadau rheoli risg yr ysgol, bydd y Pennaeth yn:





- Cynnal asesiad risg er mwyn canfod peryglon traffig ar ei safle
- Gweithredu mesurau i leihau'r risg o anaf gan draffig
- Cadw cofnodion o unrhyw ganfyddiadau o bwys o unrhyw asesiad risg.

Bydd y Pennaeth yn sicrhau bod yr hierarchaeth ganlynol o reolaeth yn cael ei hystyried er mwyn rheoli risgiau i gerddwyr:

- Atal cerbydau rhag mynd ar safle'r ysgol
- Dylunio i gael gwared â llwybrau traffig sy'n cymysgu cerbydau a cherddwyr
- Gwahanu traffig cerbydau oddi wrth draffig cerddwyr (amser, agosrwydd, neu rwystrau ffisegol)
- Rheoli mynedfeydd ac allanfeydd i gerbydau a cherddwyr er mwyn atal y risg o wrthdrawiad.
- Cynnal trefniadau sydd yn atal gyrwyr rhag bacio am yn ôl neu symud eu car mewn ffordd arall sydd yn creu risg uchel
- Monitro gweithgarwch cerbydau a cherddwyr

Ceir cefnogaeth ac arweiniad oddi wrth Dîm Diogelwch Ffyrdd Cyngor Sir Caerfyrddin -**01267 228287**

## 27. Trais ac Ymddygiad Ymosodol

Mae'r ysgol wedi ymrwymo i ddarparu amgylchedd gwaith ac addysgol saff a diogel i staff, disgyblion ac unrhyw un arall sydd yn dod ar ei safle.

Ar wahân i leoliadau sy'n cefnogi disgyblion gydag AAA, lle bydd trefniadau rheoli mwy penodol ar waith, bydd y Pennaeth yn sicrhau bod asesiadau risg yn cael eu cynnal er mwyn nodi'r risg o ymddygiad treisgar neu ymosodol tuag at staff.

Lle nodir risgiau, bydd y Pennaeth yn gweithredu mesurau rheoli, gan gynnwys y canlynol:

- Cynghorir staff i symud o sefyllfa lle ceir unrhyw wrthdaro a allai, yn eu tyb hwy, arwain at drais:
- Trefnu'r seddau fel bod llwybr clir ar gael i ddianc o'r ystafell i fan diogel. Eistedd wrth ymyl y drws, neu ddefnyddio ystafell sy'n cynnwys dau ddrws
- Cysylltu â'r heddlu os yw'n briodol.
- Hysbysu'r Pennaeth neu aelod o'r uwch dîm rheoli os cafwyd gwrthdaro
- Adroddir wrth Gyngor Sir Caerfyrddin am ddigwyddiadau lle ceir ymddygiad treisgar neu ymosodol
- Cynigir cefnogaeth ychwanegol i'r staff, gan gynnwys Iechyd Galwedigaethol
- Adolygu'r asesiad risg trais ac ymosodiadau yn dilyn unrhyw ddigwyddiad.

Os bydd staff yn cefnogi disgyblion ag AAA y gwyddys eu bod yn arddangos ymddygiad treisgar neu heriol, ystyrir y trefniadau rheoli a ganlyn:

- Bydd gan bob disgybl gynllun gofal cyfredol sy'n disgrifio sut i atal a rheoli ymddygiad ymosodol
- Bydd adnoddau ychwanegol ar gael ar bob achlysur, fel y nodir yn y cynllun gofal
- Bydd staff yn derbyn unrhyw hyfforddiant arbenigol sydd ei angen i weithio'n ddiogel gyda disgyblion ag AAA
- Adroddir wrth Gyngor Sir Caerfyrddin am bob digwyddiad lle ceir ymddygiad treisgar neu ymosodol.
- Bydd cynlluniau gofal yn cael eu hadolygu gan unigolyn cymwys fel bo'n briodol, yn enwedig ar ôl unrhyw ddigwyddiad treisgar a oedd yn cynnwys disgybl, neu os ceir newid sylweddol yn ymddygiad y disgybl.



Mae cefnogaeth ac arweiniad ar gael gan Dîm Anghenion Dysgu Ychwanegol Cyngor Sir Caerfyrddin - 01267 246451

## 28. Gweithio ar Uchder

Lle na ellir osgoi gweithio ar uchder, bydd y Pennaeth yn sicrhau bod asesiad risg yn cael ei gynnal o'r holl weithgareddau cysylltiedig yn unol â Gweithdrefnau a Chanllawiau Gweithio ar Uchder yr Ysgol, a bydd mesurau rheoli priodol yn cael eu sefydlu i liniaru'r risgiau hynny.

Ni fydd staff ond yn defnyddio ysgolion/camau/stolion bach i weithio ar uchder, a hysbysir y staff fod gwaharddiad ar ddefnyddio dodrefn yr ystafell ddsbarth i'r perwyl hwnnw.

Bydd yr holl ysgolion yn cydymffurfio â EN131 Proffesiynol neu BS2037, BS1129 os cawsant eu prynu cyn 01 Ionawr 2018. Ni cheir defnyddio ysgolion domestig nac ysgolion heb eu safoni.

Bydd yr holl gyfarpar a ddefnyddir i weithio ar uchder:

- Yn cael ei wirio gan y defnyddiwr cyn cael ei ddefnyddio
- Yn cael ei archwilio fesul tymor
- Yn cael ei storio'n ddiogel lle na all gael ei ddifrodi
- Yn cael ei ddefnyddio'n unol â'r cyfarwyddyd

Bydd defnyddwyr rheolaidd yn derbyn hyfforddiant priodol ar Ddiogelwch Ysgolion. Cysylltwch ag Eddie Cummings ar 01267 246180 i drefnu.

## 29. Archwiliadau yn y Gweithle a Risgiau yn Gysylltiedig ag Eiddo

Penaethiaid/Penaethiaid Adran/Unigolion Dirprwyol sy'n gyfrifol am eiddo/adrannau i gynnal archwiliadau rheolaidd o'r gweithlu yn unol â Rhestr Gwirio Eiddo briodol. (ar gael drwy'r HWB)

Bydd yr Unigolyn sy'n Gyfrifol am yr Eiddo/y rheolwr safle yn sicrhau bod peryglon yn gysylltiedig â'r eiddo yn cael eu monitro a'u rheoli.

Bydd staff yn hysbysu'r Uwch Dîm Arwain am unrhyw beryglon neu ddigwyddiadau peryglus yn gysylltiedig ag unrhyw eiddo.

Os oes angen gwneud gwaith atgyweirio, gwaith cynnal a chadw neu waith adferol, ymgynghorir â'r Is-adran Cynnal a Chadw Eiddo er mwyn cael cyngor ac arweiniad.

## 30. Rheoli Dŵr a Legionella

Bydd **Ysgol Gymunedol Peniel** yn sicrhau cydymffurfiaeth lawn â'r canllawiau'n gysylltiedig â rheoli dŵr, fel y nodir yng Nghod Ymarfer Cymeradwy L8 a chanllawiau a gyhoeddwyd gan yr Is-adran Cynnal a Chadw Eiddo.

Bydd gwiriadau ac archwiliadau'n cael eu cynnal a'u cofnodi fel bo'n ofynnol yn y canllawiau uchod. Adroddir am unrhyw achos o ddiffyg cydymffurfio wrth yr Is-adran Cynnal a Chadw Eiddo.

## 31. Offer Miniog a Nodwyddau

Bydd y staff yn adrodd wrth yr Uwch Dîm Arwain ar unwaith am bob achos lle ceir hyd i offer miniog/hen nodwyddau/chwistrellau. Cymerir y camau canlynol:

- Ni fydd neb yn cael mynediad i'r ardal - bydd yr ardal yn cael ei chau i ffwrdd yn ffisegol



- Dylai staff ddilyn y canllawiau yn adran 3 o Ganllawiau Cyngor Sir Caerfyrddin ar Nodwyddau, Offer Miniog a Firysau a Gludir yn y Gwad, sydd ar gael oddi ar wefan HWB i ysgolion.

Os bydd staff yn cael eu hanafu gan nodwyd / offer miniog, dylent:

- Dynnu'r nodwydd allan;
- Gwasgu'r croen o amgylch y clwyf er mwyn iddo waedu cymaint â phosib. Peidio sugno'r clwyf er mwyn achosi iddo waedu na llyfu'r gwaed;
- Golchi'r clwyf gyda dŵr a sebon cyn gynted ag sy'n bosibl;
- Rhoi gorchudd sych ar y clwyf os yw'n dal i waedu;
- Ceisio cymorth meddygol (naill ai yn yr Adran Damweiniau ac Achosion Brys neu yn y feddygfa leol).
- Os oes modd - llenwch Ffurflen Digwyddiad Anaf Offer Miniog / Tasgu Gwaed (Atodiad 3 o Ganllawiau Cyngor Sir Caerfyrddin ar Nodwyddau, Offer Miniog a Firysau a Gludir yn y Gwad) a mynd â'r ffurflen gyda chi wrth geisio cymorth meddygol;
- Sicrhewch eich bod chi eich hun neu gydweithiwr yn dweud wrth eich rheolwr eich bod wedi gadael yr eiddo.

**Anafiadau nodwyddau** yw unrhyw anaf i'r croen, boed yn grafiad neu'n glwyf trywaniad, wedi'i achosi gan nodwydd hypodermig. **Achosir anafiadau offer miniog** gan chwistrellau, ffleimiau, lawnsedi a chynnyrch gwydr wedi'i halogi gan waed

### 32. Profiad Gwaith

Bydd y cydgysylltwr profiad gwaith yn sicrhau bod yr arferion gwaith a amlinellir yng nghanllawiau Cyngor Sir Caerfyrddin ar gyfer ysgolion ac ymarferwyr cyswllt ysgolion a busnesau yn cael eu dilyn.

### 33. Cyngor, Arweiniad a Chymorth Pellach

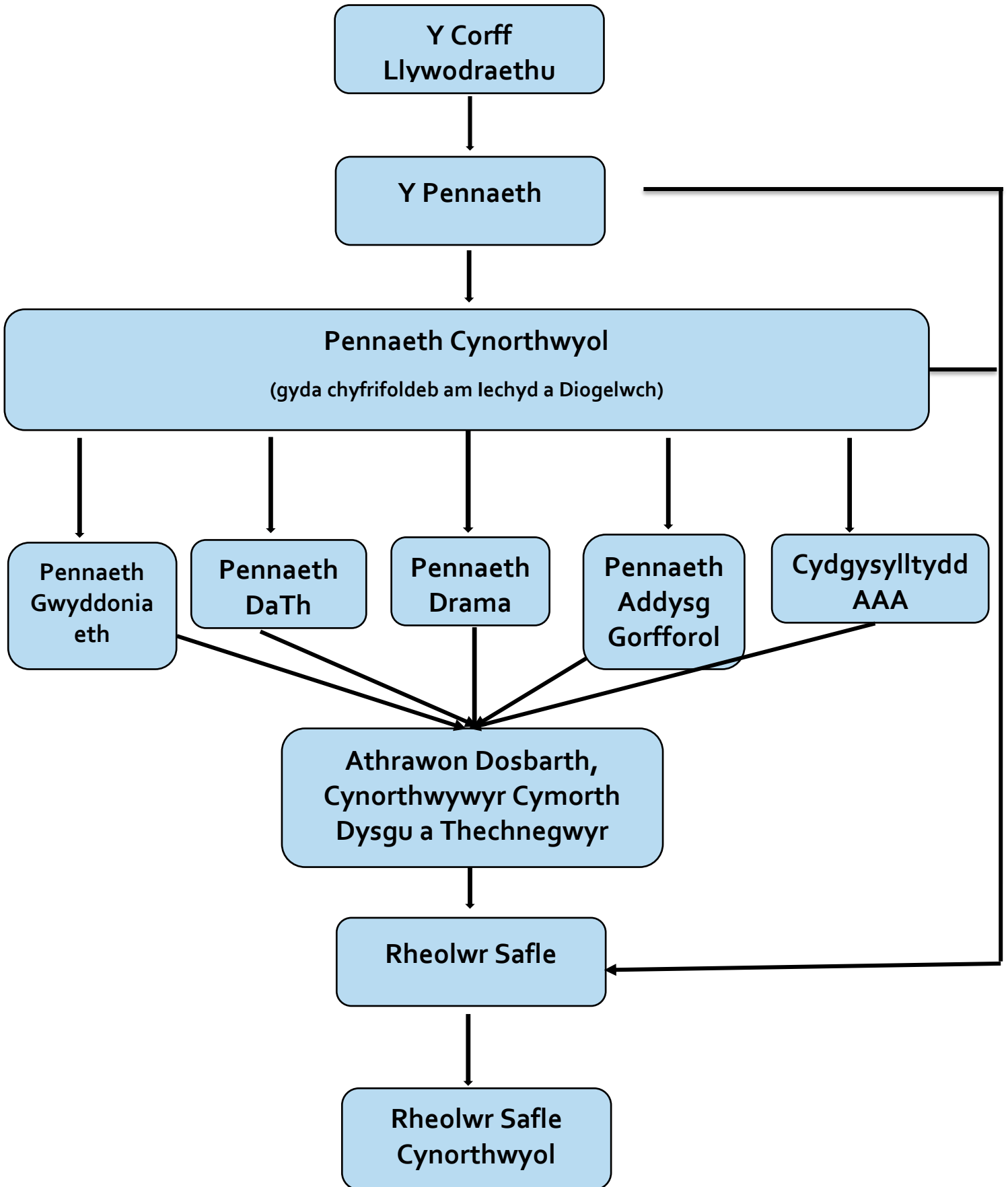
Am gyngor, arweiniad a chymorth pellach, cysylltwch â'r Tîm Llesiant Gweithwyr drwy'r dulliau canlynol:

**e-bost;** [ECummings@sirgar.gov.uk](mailto:ECummings@sirgar.gov.uk) **Ffôn:** 01267 246180

**e-bost;** [ADButler@sirgar.gov.uk](mailto:ADButler@sirgar.gov.uk) **Ffôn:** 01267 246088



**ATODIAD 1 Siart Lif Enghreifftiol o Rolau a Chyfrifoldebau Iechyd a Diogelwch mewn Ysgolion Uwchradd**







# GUIDANCE FOR CREATING A SCHOOL HEALTH AND SAFETY POLICY

## Introduction

To support schools to develop and implement effective arrangements to identify and manage risks associated with their premises and activities, Carmarthenshire County Council has produced a model Health & Safety Policy that schools can adapt and use.

An effective Health and Safety Policy will address three main areas:

### ❖ **Part one - Statement of intent**

The statement of general policy on health and safety at work sets out your commitment to managing health and safety effectively, and what your school wants to achieve. It also contains your schools' broad health, safety and wellbeing aims and objectives.

### ❖ **Part two - Roles and Responsibilities**

Details how you are organised to deliver the health, safety and wellbeing aims and objectives outlined in Part One. It also sets out who is responsible for specific actions.

### ❖ **Part three - The management arrangements required to implement the policy.**

Contains the detail of what your school is going to do in practice to achieve the aims set out in your statement of health and safety policy. It details the arrangements required to effectively manage the risks associated with your premises and activities.

The following schools under the control of the LEA should adopt this template model as their Health & Safety Policy:

- Community Schools
- Community Special Schools
- Voluntary Aided Schools
- Voluntary Controlled Schools
- Maintained Nursery Schools
- Pupil Referral Units

Foundation, Foundation Special Schools and Voluntary Aided Schools are recommended to accept the model policy statement, but are free to create their own.

Completed versions of your school's Health & Safety Policy should be accepted by your Governing Body and the Chair of Governors and Head teacher sign it off.

Once it has been signed off, the completed Health & Safety Policy should be communicated to all staff in your school. In addition, anyone with specific responsibilities should have a clear understanding of what their role requires them to do and how they are to do it.



# **YSGOL GYMUNEDOL PENIEL**

## **HEALTH AND SAFETY POLICY**

**SEPTEMBER 2023**



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## PART ONE - STATEMENT OF INTENT

**YSGOL GYMUNEDOL PENIEL** is a community school whereby the employer is the Local Education Authority (LEA). Whilst the LEA is responsible as the employer to ensure compliance with health and safety legislation, the Head Teacher and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors. The senior leadership team and the Governing Body as the management body will ensure that school staff and premises comply with both Carmarthenshire County Council and local health and safety policies and practices.

We recognise that good health, safety and wellbeing for both our staff and pupils supports the delivery of a positive learning experience and promotes their physical and mental well-being. As such we will include the management of health and safety as a core management function and regard it as being as important as any other aspect of our school's performance.

**YSGOL GYMUNEDOL PENIEL** recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

This Policy will help those responsible for managing health and safety in our school to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

Governors, managers and staff will promote a positive health and safety culture and demonstrate a visible commitment to achieving high standards of health, safety and risk management.

To achieve these objectives our school will:

- Implement and maintain arrangements to identify and manage risks to the health, safety and wellbeing of staff, pupils, and others may be affected by the school's activities.
- Maintain the premises in a safe condition
- Provide safe access and egress to the school
- Maintain all plant and equipment so that it is safe for use
- Develop and maintain effective arrangements for managing accidents and emergencies
- Ensure the roles and responsibilities required to deliver our health safety and wellbeing objectives are clearly defined and communicated
- Provide appropriate training, information, instruction and supervision to ensure are all staff and pupils are competent to undertake their roles and responsibilities
- Ensure our contractors and suppliers are competent and undertake their work in a way that will not expose themselves, staff, pupils, visitors or others to avoidable risks
- Monitor the effectiveness of the arrangements contained in this policy

**Signed..... Chair of Governors**

**Signed..... Head teacher**

**Date.....**



## PART TWO – ORGANISATION

In order to meet the aims and objectives outlined in Part One and achieve high standards of health, safety and wellbeing in our school, it is important that everyone understands their role in managing the risks associated with the activities they are responsible for.

This section outlines the key these key roles and responsibilities.

An example organisational chart for a secondary or large primary school can be found at **Appendix One**.

### 1. Governing Body

School Governors of Community, Special, Voluntary Aided and Voluntary Controlled schools shall:

- 1.1 Ensure that they are aware of their duties and responsibilities under safety legislation and ensure that the Head Teacher is aware of, and implements, the school's Health and Safety Policy and its requirements are communicated to all relevant persons
- 1.2 Give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources,
- 1.3 Ensure that school specific health and safety arrangements are developed and effectively implemented,
- 1.4 Co-operate with advice and directions issued by Carmarthenshire County Council relating to matters concerning health, safety and wellbeing or establish and adopt other equally effective measures,
- 1.5 Ensure consultation with the Property Division at the planning stage of building work or projects, which they are considering,
- 1.6 Appropriately consult CCC's Employee Wellbeing Team on issues affecting the health, safety and wellbeing of all persons at the planning stage and include any necessary measures to control risks.
- 1.7 Ensure temperature, toilet facilities for pupils, ventilation and lighting in the school meets the standards contained in The Education (School Premises) Regulations 1999 and The Workplace, (Health, Safety and Welfare) Regulations 1992.
- 1.8 Ensure that where contractors are appointed to work on the site, all appropriate health and safety documents (e.g. safety policy/risk assessments) have been issued to the school and reviewed appropriately. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and the contractor has been made aware of any risks that there may be to their health and safety prior to working on the site

### 2. Head Teachers

Head Teachers shall, in liaison with the governing body, ensure the health, safety and wellbeing of staff, pupils and others who may be affected by the school's activities.

The Head Teacher is responsible for the day to day management of the school and shall:

- 2.1 Ensure that the authority's Model Health, Safety and Wellbeing Policy (or equivalent) is developed and effectively implemented, and its requirements are communicated to all relevant persons,



- 2.2 Ensure that hazards associated with the premises, workplaces and activities for which they are responsible are identified, and suitable and sufficient risk assessments are in place to manage risk. All significant findings are recorded.
  - 2.3 Ensure effective emergency response arrangements are introduced and maintained.
  - 2.4 Ensure that the school premises are maintained in a safe state of repair, in accordance with the requirements and procedures of Carmarthenshire County Council.
  - 2.5 Ensure that all staff receive adequate training, information, instruction and supervision to enable them to carry out their responsibilities and work safely
  - 2.6 Provide visible health and safety management and leadership to ensure a positive health and safety culture
  - 2.7 Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
  - 2.8 Act as the Premises Responsible Person for the school site including the role of the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005
  - 2.9 Record and report accidents and incidents using the procedures developed by Carmarthenshire County Council and when appropriate carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence
  - 2.10 Monitor the standards of health and safety throughout the school, including all on and off site activities
  - 2.11 Provide appropriate training, information and instruction is provided to ensure staff, pupils and others are competent to undertake their roles and work safely, including being made aware of the risk management arrangements associated with their activities.
  - 2.12 If appropriate, nominate a member of the management team to take the lead responsibility for operational health and safety. The nominated management team member will have the time, resource and competence to fulfil this role and implement appropriate health, safety and wellbeing arrangements.
  - 2.13 Consult with staff, including if appropriate, Trade Union Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety. Where appropriate, establish a local health, safety and wellbeing group.
  - 2.14 Ensure that contractors working on school sites are selected, managed and monitored so as not to allow them introduce avoidable risks to staff, pupils, visitors or the premises. Carmarthenshire County Council's Property Maintenance Division should be consulted before appointing contractors or allowing work to start.
  - 2.15 Ensure that the school has access to competent health and safety advice and where appropriate, co-operates with the requirements, guidance or directions issued by CCC relating to matters concerning health and safety.
  - 2.16 Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable
  - 2.17 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- 3. Supervisory Staff (This includes Assistant/Deputy Head teachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Site Managers, Clerical Managers/Supervisors)**



In addition to the general duties of all members of staff, supervisory staff will be directly responsible to the Head teacher the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will:

- 3.1 Apply the school's health and safety policy or relevant health and safety guidance e.g. CLEAPSS, DATA, AFPE, to their own department or area of work and to be directly responsible to the Head teacher for the application of the relevant health and safety procedures and arrangements.
- 3.2 Undertake regular health and safety risk assessments of the activities for which they are responsible and monitor the effectiveness of all risk management arrangements.
- 3.3 Carry out regular inspections of their areas of responsibility to ensure that equipment, premises and activities are safe and record these inspections where required.
- 3.4 All statutory inspections and maintenance is carried on plant, equipment and premises and any defective or damaged equipment is put out of use or repaired as appropriate.
- 3.5 Ensure that all staff and pupils under their control are competent to undertake the activities for which they are responsible. In particular, pupils are given appropriate instruction in safe working practices before commencing an activity.
- 3.6 Raise any identified shortfalls in the management of health and safety in their area of responsibility to the attention of the head teacher / nominated Health and Safety lead.
- 3.7 Ensure all accidents, incidents and near misses in their area of responsibility are reported and recorded in accordance with the school's management arrangements
- 3.8 Ensure all hazardous and/or highly flammable substances in their areas of responsibility are safely used, transported, stored and labelled, and exposure is minimised.
- 3.9 Appropriate personal protective clothing and equipment is provided and effective first aid and fire management arrangements are provided and maintained.

#### **4. Class Teachers**

Class teachers are expected to:

Maintain their classrooms or other areas where they undertake teaching or supervision in a safe environment for themselves, other staff, pupils and visitors.

- 4.1 Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 4.2 Apply all health and safety arrangements as appropriate in their own teaching areas including risk assessments and/or, instructions from competent bodies e.g. CLEAPSS, DATA or AFPE.



- 4.3 Provide pupils with clear safety instructions as required and monitor to ensure these instructions are being followed
- 4.4 Use Personal protective equipment and clothing as appropriate and check that pupils and others are also wearing appropriate protective clothing
- 4.5 Carry out appropriate checks and inspections to ensure all plant, equipment, furniture, fittings and machinery in their area of responsibility is safe for use and put out of use all defective or damaged equipment until it is repaired.
- 4.6 Report all accidents, incidents and near misses in accordance with the schools management arrangements
- 4.7 Report to their manager any health and safety concerns, hazardous condition or defects in the health and safety arrangements.
- 4.8 Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site.

## **5. All employees (including LSA, Teaching Assistants, Play supervisors, temporary staff and others)**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- 5.1 Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- 5.2 Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- 5.3 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 5.4 Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.

## **6. Pupils**

Pupils are not subject to health and safety legislation in the same way as employees, however, in accordance with their age and aptitude they are expected to behave in a manner that reflects the school's behaviour policy including:

- 6.1 Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- 6.2 Cooperate with teaching and support staff and follow all health and safety instructions as given. In particular all instructions given in emergencies.





- 6.3 Not intentionally/recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 6.4 Report to a teacher or other member of school staff any health and safety concerns that they may have.

## **7. Visitors, Members of the Public and Volunteers**

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school when on school premises or participating in school related activities (sports activities, school trips etc.).

Where volunteers are undertaking work on behalf of the School they should be regarded as employees (see 5 above). Line managers have responsibilities for undertaking risk assessments and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.



## PART THREE - GENERAL ARRANGEMENTS

### Health, Safety and Welfare

The following procedures and arrangements have been established within our school to reduce health and safety risks to an acceptable level.

#### 34. Accident Reporting, Recording and Investigation

All accidents and incidents on school premises or occurring during school related activities (including off site activities), involving staff, pupils, contractors, visitors, councillors, agency workers, work experience person/s, trainees, and members of public are to be reported according to Carmarthenshire County Council's Accident Reporting Procedures.

In line with the Accident Reporting procedure, all staff will be encouraged to report accidents, incidents and near misses. Where appropriate line managers will investigate such incidents to identify the causes and implement measures to prevent a recurrence. Dependent on the nature of the incident, an investigation may be led by a Health & Safety Advisor from Carmarthenshire County Council's Employee Wellbeing Team.

Guidance on Accident and Incident Reporting can be found on the Schools' HWB site

#### 35. Asbestos

Carmarthenshire County Council has a duty to assess and manage the risks from asbestos in schools in compliance with Regulation 4 of The Control of Asbestos Regulations 2012. This duty is delegated to the Head Teacher to manage on a daily basis.

The risks from asbestos and asbestos containing materials (ACMs) are well documented and where asbestos is known to be present, the school will manage asbestos in accordance with the arrangements detailed in their local Asbestos Management File. This document details and records the actions to be undertaken to manage the risks from asbestos and has a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

In particular:

- All staff and others must comply with Carmarthenshire County Council's Policy regarding the control of asbestos.
- No activities or work should take place that will disturb or damage asbestos or ACMs.
- All contractors must complete the appropriate actions detailed in the Asbestos Management File before commencing work.
- Damage to ACMs or disturbance of asbestos or any concerns must be reported immediately to The Property Maintenance 01267 225866

#### 36. Contractors

The school will follow the advice and guidance issued by Carmarthenshire County Council's Property Maintenance Division regarding the selection, appointment and monitoring of anyone undertaking works on school premises.



Where the school engages directly with contractors, the following arrangements will be followed:

- Advice will be sought from Carmarthenshire County Council's Property Maintenance Division before any work commences.
- The school will check the competence of contractors and visiting workers via the Procurement of Contractors Procedures (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of the works required).
- Examination of appropriate risk assessments and safe working methods as appropriate to check that all significant hazards and risks on site clearly identified and contractors and others have correctly interpreted any site specific conditions, etc.
- Wherever possible arrangements must be put in place to segregate staff, pupils and others from contractors and associated works traffic
- The school will nominate a person to act as a point of contact for contractors and visiting workers and monitor their activities.
- Appropriate levels and types of Liability Insurances are held by contractors. This should be a minimum of £10,000,000 and contractors must provide a current certificate of insurance number.
- Effective communication and exchanges of information on hazards and risks should be maintained with contractors at all times they are on site.
- All works to be stopped if it is considered contractors are working in an unsafe way

### 37. Lettings

Persons/organisations letting the site will be made aware of, and agree to the following procedures for lettings, in particular fire evacuation, security arrangements, the requirements relating to accident and near miss reporting requirements and the provision of first aid:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

### 38. Communication

The school recognises that the exchange of health and safety knowledge and information is a key element in the effective management of risk. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- The Governors Premises Management Sub-Committee/ Health and Safety Sub-Committee
- Staff briefings
- Staff training days
- Health and safety noticeboard
- School Council (if appropriate)



- Induction for New /Temporary/Agency/Supply Staff
- Information to visitors regarding hazards on the school site visitors
- Communication of health and safety bulletins

These arrangements will also provide a process for information to be passed up to the school's management team for consideration and action if appropriate.

### **39. Curriculum Safety (including extended schools activity/study support)**

The school recognise that programmes of study require that children should be taught how to identify and manage risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers and others in a supervisory role will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material where available will be reviewed and applied as appropriate. This will include guidance from CLEAPSS, AfPE (formally BAALPE) DATA, local risk assessments and relevant Carmarthenshire County Council's procedures and guidance.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Suitable protective clothing and equipment required by an activity will be provided and worn correctly by all participants.

### **40. Drugs & Medication**

The school recognises the importance of ensuring that pupils with medical conditions should be properly supported so that they can gain full access to education, including school trips and physical education.

To achieve this, the school will ensure arrangements are in place to support such pupils and where necessary, the school will consult with health and social care professionals, parents, pupils and relevant others to ensure medical conditions are properly understood and supported. School nurses should be consulted at an early stage for advice and support.

While there is no legal duty requiring the school or staff to administer medicines, the school will develop and implement effective management arrangements to meet the needs of all pupils requiring medical support.

Staff involved with providing this support will have access to up to date and relevant information and will receive appropriate levels of training and support to carry out this role. Provision will be made to cover staff absences, other contingencies and emergencies.

Medication will be stored in a secure but accessible location in accordance with the requirements of the specific instructions provided. If required temperature controlled storage will be provided.

The school has adopted Carmarthenshire County Council's Managing Medicines in Schools and Early Year Settings guidance available on the HWB site



#### 41. Electrical Equipment (fixed and portable)

The school will ensure that all fixed and portable electrical equipment is installed, maintained and inspected in accordance with Electricity at Work Regs 1999.

Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner

As a minimum, portable electrical equipment will be subject to:

- user checks before use
- portable appliance testing (PAT) as required

Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician and passed as fit for use.

Damaged or defective equipment must put out of use until it is repaired or disposed of in a way that it cannot be re-introduced (cut off the plug).

Pupils using electrical equipment must be instructed in safe use and supervised.

First aiders must know how to assist anyone who has received an electric shock

#### 42. Fire Precautions & Procedures

The school will manage fire in accordance with the arrangements detailed in their local Fire Management File. The head teacher is the Responsible Person who is responsible for the implementing these arrangements.

Appropriate instruction and training relating to fire safety including safe evacuation, emergency procedures, testing of equipment and monitoring arrangements will be provided to all staff (including agency, temporary, peripatetic, work placements and work experience) and recorded.

This will be included in Induction Training for new staff. Appropriate information/instruction will be provided to visitors/contractors on arrival at the school.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire Alarm tests will be undertaken weekly, and evacuation drills will be held at the start of each term and the effectiveness recorded.

The fire service will be informed of all incidents of fire, even if small and extinguished.

Support and guidance is available from Property Maintenance 01267 228110

#### 43. First Aid

The guidance issued by Carmarthenshire County Council on first aid for schools has been adopted by the school. In particular the school will:

- Ensure sufficient numbers of trained first aiders are available including cover for school trips and offsite activities where other provision is not available.
- Where there are pupils aged four or under, a minimum of one member of staff will hold a Paediatric Emergency First Aid at Work qualification.



- Medicines, tablets, ointments etc. will not be kept in first aid boxes.
- Where required, a suitable room will be made available for treatment.
- First Aid notices are clearly displayed around the school.
- Provide sufficient numbers of suitably stocked first aid boxes and conduct monthly checks to ensure they are adequately stocked.

Carmarthenshire County Council's Employee Wellbeing Team can be contacted to arrange appropriate First Aid Training for staff – 01267 246180

Where Automated External Defibrillators (AEDs) are sited in the school or on school premises, staff will be trained in their use. This can be sought via Carmarthenshire County Council's Working Safely Team – 01267 246180 or other external providers.

The school will ensure that they are inspected and maintained as appropriate and disposable items are replaced when required. Any damage to the unit or the storage box should be reported to the supplier for advice.

Modern AEDs have a self-test facility that indicate a fault by a warning light or sign or similar indicator. The school will ensure that they are inspected on a weekly basis and any faults are referred to the supplier/manufacture of the AED for advice and guidance.

Where provision is made for the AED to be accessible by the community, its location will be assessed for accessibility and the potential for theft, damage or vandalism.

#### **44. Glass and Glazing**

All glass in "critical locations" including doors, side panels, display cabinets, windows, conservatories, partitions is to be safety glass and will conform to BS 6206 and BS EN 12600.

All replacement glass is to meet the same standard as above.

Carmarthenshire County Council's Property Maintenance Team to be contacted for advice and guidance if required.

#### **45. Hazardous Substances**

Control of Hazardous Substances (COSHH) Guidance has been adopted in respect of managing hazardous substances. Where hazardous substances are used, line managers or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt suitable management arrangements based on a hierarchy of control, seeking to eliminate or substitute risk first and foremost.

The Head Teacher will ensure the following arrangements are in place and adhered to:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out





- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the schools procurement systems can be used on site
- Substances are stored appropriately and those that are no longer required are disposed of appropriately. CLEAPSS guidance will be followed for correct procedures.
- COSHH risk assessments are monitored regularly and reviewed annually

In Science Departments appropriate guidance from CLEAPSS will be followed at all times.

Where necessary, Carmarthenshire County Council's Health and Safety Advisor will assist the school in carrying out the necessary assessments.

#### **46. Health and Safety Advice**

Health and safety advice is obtained from Carmarthenshire County Council's Employee Wellbeing Service (see last page of this document for contact details)

#### **47. Moving, Handling & Lifting**

The risks to staff and pupils resulting from poor manual handling techniques and incorrect use of equipment are well documented. To reduce the risk of manual handling related injuries the Head Teacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling activities are properly planned, risk assessed as appropriate, carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is inspected, maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted

Where staff are required to assist pupils with moving and handling support, they will receive appropriate training in safe moving and handling techniques, safe use of relevant equipment and this training will be updated at least annually.

All training will be undertaken in accordance with The All Wales Manual Handling Passport Scheme or equivalent and will be paediatric specific.

Individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted

Carmarthenshire County Council's Working Safety Team will be consulted for advice and guidance - 01267 246180



#### 48. Lone Working

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

#### 49. Maintenance / Inspection of Equipment

The school will ensure that all equipment will be inspected, tested, serviced and maintained as required by statutory requirements, manufacturers/supplier specifications, risk assessments or other requirements.

These will only be undertaken by competent persons and appropriate records will be retained.

Carmarthenshire County Council's Risk Management Unit will be informed of any new or modified equipment that is subject to statutory inspection or testing – 01267 246219

#### 50. Play and Sports Equipment

The school will all ensure all fixed and mobile sports and play equipment is subject to the following inspection regime to ensure it remains in a safe condition for use:

- Supervising staff to carry out pre-use visual checks of sports and play equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- Termly checks are undertaken and documented by school (checklist available via the HWB site)
- Arrangements made with competent contractors to inspect PE equipment at least annually.

It is good practice to record and retain the findings of these checks and inspections.

Games posts including, football, netball, basketball, hockey etc. will be kept in good condition. Lighter, portable posts will be secured to prevent them falling over and free standing posts will be anchored using sandbags or purpose supplied weights as appropriate. All posts will be checked regularly for damage, defects and structural integrity.

Information on the safe use and maintenance of goal posts and play equipment can be found here –

#### [ROSPA](#)

<http://www.thefa.com/get-involved/goalpost-safety>

All **new** outdoor play equipment will be designed, constructed, installed and maintained in accordance with European standards **BS EN 1176** and **BS EN 1177**.

Where these markings are not indicated, the school will ensure the equipment is inherently safe for use and meets or exceeds current safety requirements.

All defective and condemned equipment will be disposed of in a way that it cannot be reintroduced into lessons or used by others.

The current playground equipment inspector`s for the LEA are The Play Inspection Company. Their contact details are - 01202 590675 or [info@playinspections.co.uk](mailto:info@playinspections.co.uk)

The following organisations can be contacted to inspect sports equipment in schools:

[Sport Safe UK](#) – 0333 300 0032

[Fitness Sports UK](#) – 01295 565 564



## **51. Personal Protective Equipment (PPE)**

Where risk assessments or appropriate guidance identifies the requirement for PPE it will be provided at no cost to pupils, staff or others.

All PPE will be selected using a risk assessed approach and for any assessment including under COSHH, the following criteria be considered:

- Appropriate for level and type of risk
- Provide adequate levels of protection
- Regard to fit, comfort, compatibility with other equipment or clothing
- Storage, cleaning, replacement and distribution

A record of all PPE issued will be made and will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

## **52. Risk Assessments and Risk Management**

**YSGOL GYMUNEDOL PENIEL** will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented. The school will ensure that all those staff members who carry out risk assessments will be competent do so.

Risks will be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk

Consideration will be given to the age, physical and mental maturity of pupils and any SEN requirements when assessing the risks to pupils.

When a decision on the suitable risk controls is made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher and Senior Leadership Team will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary and to comply with their duties under health and safety legislation.

The significant finds of all risk assessments will be communicated to those affected and monitoring arrangements will be in place to ensure that safe systems of work are being followed and the working environment and activities are managed in accordance with the details outlined in the written assessment.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given appropriate health and safety information to meet their special requirements prior to work commencing.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:



- Planned work and/or activities will cease immediately
- The location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Work or activities will not recommence until effective control measures are in place to reduce the risk to a lower more acceptable level
- The responsible person will instruct staff on necessary immediate action to be taken
- The Head Teacher will source advice and guidance from relevant external sources as necessary

### 53. School Trips/ Off-Site Activities

The school will comply with Carmarthenshire County Council's Guidance for all offsite visits and school trips.

The school will ensure that a suitable person is nominated as their Educational Visits Coordinator (EVC), who will be responsible for the following:

- Supporting the head teacher and governors with approval and other decisions regarding school trips
- Completing processes and procedures required as part of the EVOLVE system
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- Organise thorough induction of leaders and other adults taking pupils on a specific visit;
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Review systems and, on occasion, monitor practice.

The school will contact Carmarthenshire County Council's Youth Support Services for advice and guidance - 01267246678

### 54. School Transport

Where staff are required to drive school vehicles as part of their role, the head teacher will ensure all driving activities are risk assessed and the following arrangements will be implemented and monitored:

- All drivers will hold the appropriate licence for the vehicle being driven.
- All drivers are fit to drive the vehicle.
- All vehicles are taxed, has a valid MOT and is in a roadworthy condition.
- All vehicles are insured for business use.
- All vehicles are fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion

Where staff are required to use their own vehicles for transport the head teacher will check on an annual basis that drivers hold a current and valid driver's licence, hold appropriate business insurance and an MOT where relevant.

Staff should not drive pupils to hospital in the event of an emergency or injury unless advised to do so by the emergency services. Where this is advised two staff (including the driver) should accompany the injured person and they should carry a charged mobile phone.



**YSGOL GYMUNEDOL PENIEL** recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving.
- Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are not to be used on petrol station forecourts.

Where staff are involved in an accident they will be instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible.

The driver will complete an accident report as soon as possible after the accident.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location (behind a crash barrier if possible)
- Contact the emergency services

Health surveillance for drivers is available from Carmarthenshire County Council's Occupational Health – 01267 246060. This is not a legal requirement but should be regarded as best practice.

Information driver and transport requirements will be sought from Carmarthenshire County Council's Transport Strategy and Infrastructure - 01267 228136

## 55. Staff Consultation

The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## 56. Staff Health and Safety Training and Development

The head teacher will ensure that line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and recorded. This training needs analysis will be reviewed on an annual basis or on the introduction of new roles and responsibilities, legislation, risks or activities.

Carmarthenshire County Council's Working Safety Team will be consulted for advice and guidance - 01267 246180

## 57. Staff Well-being – Stress and Mental Health

The school acknowledges that there are many factors both work related and personal, that may contribute to staff ill health including stress. The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218) along with Carmarthenshire County Council's guidance on Stress and Mental Health

The head teacher will include workplace stress as part of the risk assessment process to identify areas of concern e.g. workload, support, role, demands, change, relationships and implement appropriate control measures to manage the stressors, so far as is reasonably practicable.

Where workplace stress arises as an issue for staff, line managers will deal with the issue in a sensitive and constructive manner





The following arrangements are in place to locally manage staff health issues:

- The head teacher will encourage staff to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support where appropriate.
- The member of staff will be advised that support can also be provided through their trade union or other sources of advice and support
- Regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Advice and support on managing stress and supporting staff where there are mental health concerns available through Carmarthenshire County Council's Occupational Health – 01267 246060 or the following organisations:

<https://www.educationsupportpartnership.org.uk>.

[https://www.mind.org.uk/media/8693661/guide-to-waps-line-managers-english\\_interactive-op.pdf](https://www.mind.org.uk/media/8693661/guide-to-waps-line-managers-english_interactive-op.pdf)  
[www.time-to-change.org.uk/workplace-workshop-films](http://www.time-to-change.org.uk/workplace-workshop-films)

## 58. Use of VDU's / Display Screen Equipment (DSE)

The majority of staff within the school are not considered to be DSE users under the Health and Safety (Display Screen Equipment) Regulations 1992.

However where users are identified, the head teacher will ensure DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented.

DSE assessments will be reviewed annually or where equipment changes or office layouts change or when there are staff change or if ill health/injuries are known.

Guidance is available on the HWB or from Carmarthenshire County Council's Working Safety Team - 01267 246088.

## 59. Vehicle and Pedestrian Safety

The school's Senior Leadership Team recognise that vehicles entering the school site can be a significant risk to pupils, staff and visitors. As part of the school's risk management arrangements the head teacher will:

- Carrying out a risk assessment to identify traffic hazards on their site
- Implementing measures to minimise the risk of injury from traffic
- Keeping records of the significant findings of any risk assessment.

The head teacher will ensure that the following hierarchy of controls is considered to manage risks to pedestrians:

- Prevent vehicles from entering the school site
- Design out traffic route that mix vehicular and pedestrian traffic
- Segregate vehicular traffic from pedestrian traffic (time, proximity or physical barriers)





- Manage vehicle and pedestrian access and egress points to prevent risk of collision
- Maintain arrangements that prevent drivers from reversing or undertaking other high risk manoeuvres
- Monitor vehicle and pedestrian activities

Support and guidance is available from Carmarthenshire County Council's Road Safety Team - **01267 228287**

## 60. Violence and Aggression

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site.

Outside of settings that support pupils with SEN where more specific management arrangements will be in place, the head teacher will ensure risk assessments are undertaken to identify the risks of violent or aggressive behaviour towards staff.

Where risks are identified the head teacher will implement control measures including the following:

- Staff are advised to remove themselves from any confrontation that they consider may result in violence:
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact the police if appropriate.
- Inform the Head Teacher or a member of the senior management team if confrontation has taken place
- Incidents involving violent or aggressive behaviour will be reported to Carmarthenshire County Council
- Staff will be offered additional support including Occupational Health
- Review the violence and assaults risk assessment following any incident.

Where staff are supporting pupils with SEN who are known to exhibit violent or challenging behaviour, the following management arrangements will be considered:

- All pupils will have a current care plan that includes information on how to prevent and manage aggressive behaviour
- Additional resources as indicated in the care plan will be available at all times
- Staff will receive any specialist training required to work safely with pupils with SEN
- All incidents involving violent or aggressive behaviour will be reported to Carmarthenshire County Council
- Care plans will be reviewed as appropriate by a competent person, particularly after any violent incident involving a pupil or if there is a significant change in pupil behaviour.

Support and guidance is available from Carmarthenshire County Council's Additional Learning Needs Team -01267 246451

## 61. Working at Height

The head teacher will ensure that where working at height cannot be prevented, all related activities are risk assessed in accordance with Schools' Working at Height Procedures and Guidance and appropriate control measures will be put in place to mitigate those risks.

Staff will only use ladders/steps/kick stools to access work at heights and staff will be instructed that the use of classroom furniture etc. is prohibited.



All ladders will conform to EN131 Professional or BS2037, BS1129 if purchased before 01 January 2018. Domestic or non-classified ladders will not be used.

All work at height equipment will be:

- Checked by the user prior to use
- Inspected termly
- Stored securely where it cannot be damaged
- Used as instructed

Regular user will receive appropriate Ladder Safety Training. Please contact Eddie Cummings on 01267 246180 to arrange.

## 62. Workplace Inspections and Premises Risks

Head teachers/heads of departments/Delegated Persons responsible for premises/departments to undertake regular workplace inspections an appropriate Premises Checklist. (available via the HWB)

The Premises Responsible Person/ site manager will ensure that hazards associated with premises are monitored and controlled.

Staff will inform the Senior Leadership Team of any premises related hazards or dangerous occurrences.

Where repairs, maintenance or remedial work is required, Property Maintenance will be consulted for advice and guidance.

## 63. Water and Legionella Management

**YSGOL GYMUNEDOL PENIEL** will ensure that the guidance surrounding water management as detailed in the Approved Code of Practice L8 and guidance issued by Property Maintenance are fully complied with.

Checks and inspections will be undertaken and recorded as required by the above guidance any non-compliance will be reported to Property Maintenance.

## 64. Sharps and Needlesticks

Staff will report all instances of sharps/discarded needles/syringes to the Senior Leadership Team immediately. The following actions will be initiated:

- Area put out of bounds – physical segregation
- Staff are to follow the guidance in section 3 of Carmarthenshire County Council's Needlestick, Sharps and Blood Borne Viruses available via the schools' HWB site

If staff receive a needlestick / sharp injury they should:

- Remove the needle;
- Squeeze the skin around the area of the puncture site, make it bleed as much as you can. Do not suck it to make it bleed or lick the blood;
- Wash thoroughly with soap and water as soon as possible;
- If the wound is still bleeding apply a dry dressing;
- Seek medical assistance (either at the Accident and Emergency Department (A&E) or at your GP's surgery).



- If possible – complete a Sharps Injury / Blood Splash Incident Form (Appendix 3 of the Carmarthenshire County Council’s Needlestick, Sharps and Blood Bourne Viruses Guidance) and take it with you when you seek medical assistance;
- Ensure your manager is told either by yourself or a work colleague that you have left the premises.

**Needlestick injuries** constitute any skin lesion, whether a scratch or puncture wound, caused by a hypodermic needle. **Sharps injuries** are caused by syringe needles, scalpels, lancets and blood contaminated glass products

## 65. Further Advice and Guidance and Support

For further advice, guidance and support please contact the Employee Wellbeing Team by the following means;

**Email;**            [ECummings@carmarthenshire.gov.uk](mailto:ECummings@carmarthenshire.gov.uk)            **Phone:** 01267 246180

**Email;**            [ADButler@carmarthenshire.gov.uk](mailto:ADButler@carmarthenshire.gov.uk)            **Phone:** 01267 246088



**APPENDIX 1 Model Health & Safety Roles and Responsibility Flow Chart for Secondary Schools**

