

Gweithdrefn Iechyd a Diogelwch ***Schools Health and Safety Procedure***

Ysgol Waunfawr



Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: _____
Signed on behalf of the Chair of Governors:

Dyddiad Cymeradwyo:
Date of approval

Dyddiad Adolygu:
Review date

Llywodraethwr â chyfrifoldeb am iechyd a diogelwch: Nia Williams
Governor with responsibility for Health and Safety:

Cydlynnydd iechyd a diogelwch yr ysgol Mrs Gwenan Williams
School Health and Safety Co-ordinator:

1 Sgôp

Mae'r weithdrefn yma'n cefnogi Polisi Iechyd Diogelwch Llesiant Cyngor Gwynedd trwy amlinellu trefniadau lleol o fewn yr ysgol er cydymffurfiaeth a deddfwriaeth iechyd a diogelwch. Dylai'r ddogfen felly gael ei darllen ar y cyd a'r Polisi Iechyd, Diogelwch a Lles Corfforaethol ble fo cyfrifoldebau Rheolwyr (sy'n cynnwys Penaethiaid Ysgolion), staff a llywodraethwyr yn cael eu nodi.

Mae'r weithdrefn hon yn benodol ar gyfer yr ysgol, ac yn manylu ar y trefniadau lleol sydd mewn lle o fewn yr ysgol, tra fo'r Polisi Iechyd a Diogelwch yn un corfforaethol e.e. gall fod Pennaeth yr Ysgol wedi dirprwyo rhai tasgau a chyfrifoldebau i eraill o staff yr ysgol. Dylai fod y ddogfen hon ar gael ym mhob ysgol ac wedi ei theilwro yn benodol i adlewyrchu trefniadau'r Ysgol / Uned Addysgol.

2 Cyfrifoldebau

Yn ogystal â'r cyfrifoldebau sydd wedi eu nodi o dan Reolwyr Gwasanaeth a Rheolwyr Safle yn y Polisi Iechyd a Diogelwch Corfforaethol, mae Pennaeth Ysgol hefyd yn gyfrifol am y canlynol:

- Casglu gwybodaeth a data gan y Cyngor ac o ffynonellau eraill am drefniadaeth ac arferion iechyd a diogelwch cyfredol i'w cyflwyno gerbron y Corff Llywodraethol gan adolygu'r sefyllfa yn wyneb y wybodaeth a drosglwyddir.
- Trefnu ymarferion monitro ac archwiliadau blynyddol, gan gyflwyno adroddiad ac argymhellion i'w hystyried gan y Corff Llywodraethol.
- Dirprwyo dyletswyddau penodol i aelodau penodol o staff ble bo'n briodol e.e. i asesu risgiau mewn maes / adran ble fo angen arbenigedd technegol e.e. gwyddoniaeth, dylunio a thechnoleg ac addysg gorfforol.
- Sefydlu trefn fel y gall staff adrodd ynghylch peryglon iechyd a diogelwch a hysbysu adrannau perthnasol, fel y bo'n briodol er mwyn sicrhau y gweithredir ar y mater.
- Sicrhau bod digon o staff Cymorth Cyntaf wedi'u hyfforddi i gwrdd â'r rheolau a'r canllawiau a gymeradwywyd gan y Corff Llywodraethol. Dylai'r Cymhorthydd Cyntaf feddu a'r hyfforddiant diweddaraf ar adegau priodol a derbyn tystysgrifau o'r newydd. Person(au) Penodedig Cymorth Cyntaf yr Ysgol fyddai'n sicrhau bod holl flychau Cymorth Cyntaf yr ysgol wedi'u lleoli a'u cyflenwi'n briodol.
- Cynnwys eitem ar Iechyd a diogelwch ffurfiol ar raglen cyfarfodydd Y Corff Llywodraethol / Is-banel.
- Sicrhau bod cyfarpar ymladd tân yn ei le ac wedi eu cyflenwi'n briodol, a chyflawni ymarferion tân yn rheolaidd (o leiaf unwaith y tymor). Cwblhau'r Cynllun Rheoli Tân ar gyfer yr ysgol, a'i dynnu i sylw'r Corff Llywodraethol. Cydymffurfio â chynnwys y Polisi Diogelwch Tân Corfforaethol.
- Mynychu hyfforddiant perthnasol i Reolwyr Safle sy'n cynnwys hyfforddiant ar faterion iechyd a diogelwch rheolaethol mewn ysgolion.
- Cydlynu a chydgordio gyda unrhyw reolwr arall all fod yn rheoli staff sy'n gweithio o fewn yr ysgol yn ôl yr angen e.e. staff y gegin.

Ble fo cyfrifoldebau penodol wedi eu dirprwyo e.e. mae rhai Dirprwy Benaethiaid yn gweithredu fel cydlynnydd iechyd a diogelwch mewn ysgolion uwchradd, dylid nodi isod yn union pa ddyletswyddau sydd wedi eu dirprwyo.

2.1 Athrawon a Staff Ategol

Yn ogystal a'r dyletswyddau sydd wedi eu nodi o dan gyfrifoldebau pob gweithiwr y Polisi Iechyd Diogelwch a Llesiant (cyfrifoldebau pob gweithiwr), mae athrawon a staff ategol yn gyfrifol am:

- Asesu risgiau wrth gynllunio, ac yn ystod gwersi
- Adrodd ar ddigwyddiadau o ymddygiad heriol o fewn eu dosbarth

2.2 Gwirfoddolwyr

Rhaid i unrhyw waith a ymgwymerir gan wirfoddolwyr yn yr ysgol gydymffurfio â systemau gwaith diogel a ddynodir gan y Pennaeth a'r Llywodraethwyr. Petai unrhyw waith ymgwymerir gan wirfoddolwyr yn effeithio adeilad yr ysgol - rhaid dilyn trefniadau y Cyngor a chysylltu gyda'r Gwasanaeth Eiddo o flaen llaw.

Yn unol â threfniadau diogelu plant, dylai gwirfoddolwyr ddilyn y drefn berthnasol i wirio eu haddasrwydd i weithio gyda phlant.

3 Gweithdrefnau

Bydd cyfrifoldeb ar holl staff yr ysgol i warchod diogelwch y disgyblion a hwy eu hunain ymhob gweithgaredd. Tynnir sylw yn benodol at y meysydd canlynol:

3.1 Ymweliadau Addysgol

- Mae Polisi Ymweliadau Addysgol yn gosod gweithdrefnau ar gyfer cynllunio, cymeradwyo a monitro ymweliadau ynghyd â rhoi canllawiau i'w dilyn yn ystod teithiau arferol, dros nos, tramor ac anturus.
- Yr ysgol i enwebu Cydlynnydd Ymweliadau Addysgol (CYA) sydd mewn safle dylanwadol o fewn rheolaeth yr ysgol neu yn uwch dîm rheoli'r ysgol. Rhaid i'r CYA fynychu hyfforddiant perthnasol ar gyfer y rôl, a defnyddio meddalwedd berthnasol i gofnodi'r ymweliadau. Y CYA hwn/hon fydd a chyfrifoldeb i ddilyn y canllawiau'r Polisi Ymweliadau Addysgol ar gyfer cymeradwyo teithiau.
- Mae angen i bob taith oddi ar dir yr ysgol dderbyn cymeradwyaeth y Pennaeth / Dirprwy / Pennaeth mewn Gofal (dileu fel sy'n briodol). Mae ymweliadau ymdrechgar, anarferol, anturus a thramor i gael eu cyflwyno gan Gydlynnydd Ymweliadau Addysgol yr ysgol, ynghyd â derbyn cymeradwyaeth derfynol gan Ymgynghorydd Ymweliadau Addysg Gwynedd a Môn.
- Y CYA i sicrhau bod Asesiad Risg addas wedi ei gwneud ar gyfer bob ymweliad, a bydd caniatâd wedi ei dderbyn gan y rhieni/gwarcheidwaid y disgyblion.
- Sicrhau cydymffurfiaid â pholisi bysiau mini Cyngor Gwynedd.

3.2 Dylunio a Thechnoleg

- Cedwir at Ganllawiau Dylunio a Thechnoleg yr ysgol.
- Sicrhau bod y disgyblion yn defnyddio offer addas, ac mewn dull cywir.

- Sicrhau bod yr offer yn ddiogel i'w ddefnyddio ac yn cael eu cynnal a'u cadw gan yr Ysgol ac yn cael eu archwilio'n rheolaidd.
- Ni ddefnyddir peiriannau gweithdy gan y disgyblion heb arolygiaeth fanwl gan yr athrawon.
- Sicrhau bod Asesiadau Risg yn cael eu cynnal ar weithgareddau ble adnabyddir risg yn unol â chanllawiau CLEAPSS.

Technoleg Bwyd/ Arlwygo:

- Cedwir at reolau hylendid bwyd a chanllawiau arferion da wrth baratoi bwyd yn yr ysgol.
- Ffurflen caniatâd blasu bwyd i'w chwblhau ar ddechrau blwyddyn i ganfod os oes gan ddisgyblion alergedd bwyd arbennig.

3.3 Addysg Gorfforol

- Cedwir at Ganllawiau Addysg Gorfforol yr ysgol.
- Cedwir at y Canllawiau 'Safe Practice in Physical Education, School Sport and Physical Activity' sydd wedi ei gyhoeddi gan yr Association for Physical Education (2016) mewn gweithgareddau addysg gorfforol.
- Sicrheir bod y disgyblion yn gwisgo dillad / esgidiau addas ar gyfer gweithgareddau.
- Sicrheir bod offer yn cael eu cadw mewn cyflwr da ac yn ddiogel cyn cychwyn unrhyw weithgaredd.
- Sicrheir na fydd disgyblion yn gwneud symudiadau all eu peryglu hwy neu rywun arall;

3.4 Gwyddoniaeth

- Cedwir at Ganllawiau Gwyddoniaeth yr ysgol.
- Defnyddir offer amddiffynnol addas i gynnal waith arbrofol ac ymchwiliadau os bydd perygl o niwed.
- Sicrhau bod Asesiad Risg yn cael eu cynnal yn unol â chanllawiau CLEAPSS.

3.5 Profiad Gwaith

- Yr ysgol i gymryd camau rhesymol i wirio bod y darparwyr profiad gwaith yn rheoli unrhyw risgiau sylweddol yn effeithiol.
- Petai'r profiad gwaith yn cael ei drefnu gan yr ysgol, ac yn golygu bod disgybl yn mynd ar ymweliad dramor neu ymgymryd ag unrhyw weithgaredd ymdrechgar/anturus, yna dylid dilyn gweithdrefnau ymweliadau addysgol (gweler rhan 3.1)

3.6 Offer Trydanol

- Mae'r offer trydanol yn cael prawf diogelwch (gweledol / ffurfiol) yn unol â Chanllawiau Corfforaethol y Cyngor.
- Os oes amheuaeth am ddiogelwch yr offer ar unrhyw adeg, nis defnyddir.

3.7 Anghenion Meddygol

- Cedwir at Bolisi Anghenion Meddygol mewn Ysgolion (Cyngor Gwynedd), Canllawiau Mynediad i Addysg a Chymorth i Blant a Phobl Ifanc ag Anghenion Meddygol a gyhoeddwyd gan Lywodraeth Cymru (2010) a'r Polisi Gofal Iechyd Sirol.

3.8 Cymorth Cyntaf

- Dilyn y canllawiau roddir yn y ddogfen Canllawiau Cymorth Cyntaf
- Sicrhau bod darpariaeth cymorth cyntaf digonol yn yr ysgol, a bod nifer digonol o staff gyda chymhwyster Cymorth Cyntaf ar gael.

- Yn dilyn anaf oherwydd damwain bydd angen cwblhau ffurflen HS11.

Dylid nodi unrhyw drefniadau iechyd a diogelwch penodol o fewn yr ysgol sydd ddim wedi eu manylu yn barod o fewn y blwch isod e.e. trefniadau goruchwyliaeth amser cinio / glanhau / staff cegin.

1. Scope

This procedure supports Gwynedd Council's Health, Safety and Welfare Policy by outlining local arrangements within the school to comply with health and safety legislation. Therefore, the document should be read alongside the Corporate Health, Safety and Welfare Policy where the responsibilities of Managers (which includes School Head Teachers), staff and governors are noted.

This procedure is specifically for the school, and expands on local arrangements that are in place within the school, while the Health and Safety Policy is a corporate policy e.g. the Head Teacher could have delegated some tasks and responsibilities to other staff members in the school. This document should be available in all schools and specifically tailored to reflect the School/Educational Unit's arrangements.

2. Responsibilities

In addition to the responsibilities noted under Service Managers and Site Managers in the Corporate Health and Safety Policy, the Head Teacher is also responsible for the following:

- Collecting information and data from the Council and other sources regarding current health and safety procedures and practices to be submitted before the Governing Body and reviewing the situation in light of the information transferred.
- Arrange annual monitoring and inspection exercises, and submit a report and recommendations for consideration by the Governing Body.
- Delegate specific duties to specific staff members where appropriate e.g. to undertake risk assessments in a field / department where technical expertise is required e.g. science, design and technology and physical education.
- Establish a system where staff can report health and safety hazards and inform relevant departments as appropriate to ensure that the matter is dealt with.
- Ensure that a sufficient number of First Aid staff have been trained to meet regulations and guidelines approved by the Governing Body. The First Aider should have the latest training at appropriate times and receive new certificates. The School's First Aid Designated Person(s) would ensure that all school First Aid boxes are appropriately located and supplied.
- Include an item on formal Health and Safety on the agenda of Governing Body / Sub-panel meetings.
- Ensure that fire-fighting equipment is in place and appropriately supplied, and hold regular fire drills (at least once a term). Complete the Fire Management Plan for the school and draw it to the attention of the Governing Body. Comply with the contents of the Corporate Fire Safety Policy.
- Attend relevant training for Site Managers which includes training on managerial health and safety matters in schools.
- Co-ordinate with any other manager that could be managing staff working within the school as required e.g. kitchen staff.

Where specific responsibilities have been delegated e.g. some Deputy Head Teachers act as the health and safety co-ordinator in secondary schools, the exact duties that have been delegated should be noted below.

2.1 Teachers and Ancillary Staff

In addition to the duties noted under the responsibilities of every worker in the Health, Safety and Welfare Policy (the responsibilities of all workers), teachers and ancillary staff are responsible for:

- Risk assessments when planning, and during, lessons
- Reporting on challenging behaviour incidents in their classrooms

2.2 Volunteers:

- Any work undertaken by volunteers in the school must comply with the safe working systems designated by the Head Teacher and Governors.
- Should any work undertaken by volunteers affect the school building - Council arrangements should be adhered to and contact should be made in advance with the Property Service.
- In accordance with child protection arrangements, volunteers should follow the relevant procedure to verify their suitability to work with children.

3. Procedures

All school staff will have a responsibility to protect the pupils and themselves in every activity. Particular attention is drawn to the following fields:-

3.1 Educational Visits:

- The Educational Visits Policy sets out procedures to plan, approve and monitor visits and also provides guidelines to follow during normal, overnight, overseas and adventurous visits.
- The school to nominate an Educational Visits Co-ordinator (EVC) who is in an influential position within school management or part of the school's senior management team. The EVC must attend relevant training for the role and use relevant software to record the visits. This EVC will have a responsibility to follow the guidelines of the Educational Visits Policy in order to approve visits.
- Every visit off school premises requires the approval of the Head Teacher / Deputy Head Teacher / Acting Head Teacher (delete as appropriate). Effortful, unusual, adventurous and overseas visits should be presented by the school's Educational Visits Co-ordinator, and final approval should be received from Gwynedd and Anglesey's Educational Visits Advisor.
- The EVC to ensure that a suitable Risk Assessment has been undertaken for every visit, and that permission has been received from the parents/guardians of pupils.
- Ensure compliance with Gwynedd Council's mini bus policy.

3.2 Design and Technology

- The school's Design and Technology Guidelines are adhered to.
- It is ensured that pupils use suitable equipment and in the correct method.
- Ensure that equipment is safe to use, is maintained by the School and regularly inspected.
- Workshop machines are not used by pupils without strict supervision from teachers.

- Ensure that Risk Assessments are undertaken for activities where a risk is identified in accordance with CLEAPSS guidelines.

Food Technology/Catering:

- Food hygiene rules and good practice guidelines are adhered to when preparing food at the school.
- Food tasting permission form to be completed at the beginning of the year to ascertain whether or not pupils have particular food allergies.

3.3 Physical Education

- The school's Physical Education Guidelines are adhered to.
- In physical education activities, guidelines within 'Safe Practice in Physical Education, School Sport and Physical Activity', which was published by the Association for Physical Education (2016), are adhered to.
- It is ensured that pupils wear suitable clothes / shoes for activities.
- It is ensured that equipment is kept in a good and safe condition prior to commencing any activity.
- It is ensured that pupils do not make movements than could endanger them or someone else;

3.4 Science

- The school's Science Guidelines are adhered to.
- Should there be a risk of harm, suitable protective equipment is used to undertake experimental work and investigations.
- Ensure that a Risk Assessment is undertaken in accordance with CLEAPSS guidelines.

3.5 Work Experience

- The school to take reasonable steps to verify that work experience providers manage any substantial risks effectively.
- Should work experience be arranged by the school, and involve the pupil going on an overseas visit or undertaking any effortful/adventurous activity, educational visit procedures should be adhered to (see part 3.1)

3.6 Electrical Equipment

- The electrical equipment receives a safety test (visual / formal) in accordance with the Council's Corporate Guidelines.
- If there is doubt regarding the safety of the equipment at any time, it will not be used.

3.7 Medical Needs

The Medical Needs in Schools Policy (Gwynedd Council), Access to Education and Support for Children and Young People with Medical Needs Guidance, published by Welsh Government (2010), and the County's Health Care Policy are adhered to.

3.8 First Aid

- Guidelines noted in the First Aid Guidance are followed
- Ensure a sufficient first aid provision in the school, and that a sufficient number of staff with a First Aid qualification is available.
- A HS11 form will need to be completed following an injury by accident.

The school's designated First Aiders are _____

Any specific health and safety arrangements within the school that have not already been detailed should be noted in the following box e.g. lunch time supervision / cleaning / kitchen staff arrangements.