



## **POLISI IECHYD A DIOGELWCH**

**Ym mhob un o bolisiâu'r ysgol anelwn at gyflawni saith nod ac amcan craidd yr Agenda Gweithredu'r Hawliau ar gyfer Pobl Ifanc Cymru.**

### **"DYRO DY LAW I MI AC FE AWN I BEN Y MYNYDD"**

**Drwy gydweithio ac ymddiried yn ein gilydd ein nod yw sicrhau bod pob disgybl yn cyflawni hyd eithaf ei allu a'i ddawn. Gwnawn hyn drwy gynnig cyfle, cymorth ac arweiniad mewn cymdeithas gadarnhaol, agored, diogel a gwaraid.**

#### **Ein Gweledigaeth ar gyfer ein disgyblion**

**Rydym yn chwilio am ddisgyblion sy'n rhugl mewn Cymraeg a Saesneg ac sy'n falch o draddodiadau ac etifeddiaeth eu hardal leol a'u gwlad. Rydym yn chwilio am ddinasyddion cytbwys a chyfrifol sy'n parchu hawliau unigolion eraill ac sy'n gyfforddus gyda'u hunain. Byddant yn parchu eu meddyliau, eu heneidiau a'u cyrff a bydd ganddynt orwelion eang a chwilfrydedd am wybodaeth newydd. Bydd ganddynt y sgiliau angenrheidiol i fanteisio ar her y gweithle a chymdeithas yn y dyfodol a byddant am barhau i dyfu fel dysgwyr gydol oes a dinasyddion byd-eang.**

*Dylid darllen y polisi hwn ar y cyd â'r datganiadau polisi a'r Ffeil Reoli Iechyd a Diogelwch a ddarparwyd gan Awdurdod Bro Morgannwg.*

<b>CYNNWYS</b>	<b>Tud</b>
<b>1) Datganiad Polisi</b>	<b>3</b>
<b>2) Cyfrifoldebau a Threfniadaeth</b>	<b>4</b>
▪ <b>Cyfrifoldeb Llywodraethwr</b>	
▪ <b>Cyfrifoldeb y Pennaeth</b>	
▪ <b>Cyfrifoldeb y Swyddog Iechyd a Diogelwch</b>	<b>5</b>
▪ <b>Cyfrifoldeb Arweinwyr Pwnc</b>	<b>6</b>
▪ <b>Yr Holl Gyflogai</b>	
▪ <b>Staff Arlwyo/Glanhau</b>	<b>7</b>
▪ <b>Gwirfoddolwyr/Ymwelwyr</b>	
▪ <b>Disgyblion</b>	
▪ <b>Strwythur Ysgol a'r Llinell Gyfathrebu</b>	<b>8</b>
<b>3) Trefniadau Cyffredinol</b>	
<b>1) Cofnodi/Adrodd yn ôl Digwyddiad</b>	<b>9</b>
<b>2) Cymorth Cyntaf</b>	<b>10</b>
<b>3) Anghenion Meddygol</b>	<b>11</b>
<b>4) Clefydau Heintus</b>	
<b>5) Diogelu</b>	
<b>6) E-Ddiogelwch</b>	
<b>7) Llesiant</b>	<b>12</b>
<b>8) Ymgynghoriad gyda Chyflogai</b>	
<b>9) Cymhwysedd</b>	
<b>10) Trefniadau Cyffredinol Cynnal a Chadw</b>	
<b>11) Asbestos</b>	<b>13</b>
<b>12) Contractwyr ar y Safle</b>	
<b>13) Ymgynghori â Chyfogai</b>	<b>15</b>
<b>14) Aseidiadau Risg</b>	
<b>15) Ymweliadau Addysgol</b>	<b>18</b>
<b>16) Cludiant</b>	
<b>4) Atodiadau</b>	
<b>Atodiad 1 – Cynrychiolwyr Adrannol Pwyllgor Iechyd a Diogelwch</b>	<b>19</b>
<b>Atodiad 2 – Cyfrifoldebau Penodol</b>	<b>20</b>
<b>Atodiad 3 – AC1 Ffurflen Damwain</b>	<b>21</b>
<b>Atodiad 4 – INC1 Ffurflen Digwyddiad</b>	<b>23</b>
<b>Atodiad 5 – Swyddogion Cymorth Cyntaf</b>	<b>25</b>

## DATGANIAD POLISI

Mae'r polisi hwn yn unol â pholisi iechyd a diogelwch cyffredinol Cyngor Bwrdeistref Sirol Bro Morgannwg. Mae'r ysgol yn cydnabod ei chyfrifoldeb i hyrwyddo hinsawdd lle caiff materion iechyd a Diogelwch eu trafod mewn modd agored a phositif er mwyn cyflawni safonau gwell a dulliau diogel o weithio.

Heb niweidio natur gyffredinol yr uchod, bydd yr ysgol yn sicrhau, hyd y bo'n rhesymol gyffredinol, bod:

1. Peiriannau, cyfarpar a systemau gwaith yn ddiogel a heb unrhyw risg i iechyd.
2. Caiff deunyddiau a sylweddau eu trin a'u trafod, eu storio a'u cludo yn ddiogel a heb risg i iechyd.
3. Darperir gwybodaeth, hyfforddiant a goruchwyliaeth yn ôl yr angen, er mwyn sicrhau iechyd a diogelwch cyflogai a'r rhai a effeithir gan waith yr ysgol.
4. Caiff y safle ei gynnal mewn cyflwr diogel a heb unrhyw risg i iechyd.
5. Caiff mynediad i'r safle ac allanfeydd o'r safle a holl fannau gwaith ar y safle eu cynnal a'u cadw mewn cyflwr sy'n ddiogel a heb risgiau i iechyd.
6. Darperir amgylchedd gwaith sy'n ddiogel a heb risgiau i iechyd.
7. Mae trefniadau digonol yn bodoli ar gyfer llesiant staff yn y gweithle a llesiant disgyblion ac ymwelwyr eraill.

Nodir yr unigolion gyda chyfrifoldebau penodol dros iechyd a Diogelwch yn **Atodiad 1** o'r polisi hwn ynghyd â'r trefniadau a weithredir i ddiwallu'r anghenion a ddisgrifir yn fwy manwl yn y polisi hwn.

Mae gan y Corff Llywodraethol gyfrifoldeb hefyd dros iechyd a diogelwch pawb y gallai camau gweithredu'r ysgol effeithio arnyn nhw. Mae'r ddogfen hon yn nodi graddau'r dyletswyddau ar gyfer materion diogelwch a'r trefniadau sydd ar waith i weithredu'r polisi.

Caiff y polisi ei ddiweddarau yn unol â newidiadau staff ac wrth i feysydd newydd gofal ddod i'r amlwg.

Adolygir y polisi hwn a'i weithrediad bob blwyddyn.

## CYFRIFOLDEBAU A THREFNIADAETH

1. Y Corff Llywodraethu sydd â'r prif gyfrifoldeb dros faterion lechyd a Diogelwch yn yr ysgol.
2. Y Pennaeth sy'n gyfrifol am weithredu polisi Ysgol Gymraeg Bro Morgannwg a'i safbwynt ar y polisi hwnnw. Mae'n dirprwyo cyfrifoldeb i lefelau amrywiol o ddydd i ddydd; fodd bynnag, y Pennaeth ei hun sy'n atebol i'r Llywodraethwyr.
- 3a. Yn **Atodiad 1** ceir rhestr o aelodau staff sydd â chyfrifoldebau penodol dros y canlynol a'r aelodau staff sydd yn gyfrifol am "ddiogelwch mewn meysydd penodol yn y Gweithle." (Rheoliadau lechyd a Llesiant 1992).

## LLYWODRAETHWYR

Bydd Llywodraethwyr yr Ysgol yn sicrhau'r canlynol:

- a) Bod y Swyddog lechyd a Diogelwch yn cynhyrchu polisi lechyd a Diogelwch yr ysgol i'w gymeradwyo gan y Corff Llywodraethol ac y bydd y polisi hwn yn cael ei adolygu bob blwyddyn;
- b) Bydd asesiadau risg o weithgareddau gwaith yn cael eu cynnal ac y bydd cofnod ysgrifenedig o'r asesiadau yn cael ei gadw;
- c) Y neilltuir digon o gyllid ar gyfer lechyd a diogelwch e.e. o ran hyfforddiant, dillad cyfarpar diogelu personol ayb;
- d) Y bydd diogelwch yn cael ei archwilio yn gyson;
- e) Bydd hinsawdd lechyd a Diogelwch positif yn cael ei sefydlu a'i gynnal.

## Y PENNAETH

Bydd y Pennaeth yn sicrhau'r canlynol:

- a) Bod polisi lechyd a Diogelwch ar gyfer yr ysgol yn cael ei lunio i'w gymeradwyo gan y Corff Llywodraethol ac y caiff y polisi ei adolygu a'i ddiwygio yn gyson os bydd angen;
- b) Bod yn ymwybodol o gyfrifoldebau o ddydd i ddydd lechyd a Diogelwch yr ysgol;
- c) Bod dyletswyddau'r Swyddog lechyd a Diogelwch wedi'u diffinio'n dda, bod yr unigolyn yn gymwys i'w gweithredu a bod adnoddau digonol yn cael eu neilltuo i'w galluogi i gyflenwi'r gofynion lechyd a Diogelwch;
- d) Cynnal cysylltiad â'r llywodraethwyr a'r Awdurdod Addysg ynglŷn â materion lechyd a Diogelwch;

- e) Hysbysu'r Awdurdod Addysg ynglŷn â'r achlysuron hynny ble nad yw ei awdurdod gweithredol yn caniatáu iddo leihau perygl neu ei leihau i lefel dderbyniol o risg, ond i gymryd y camau gweithredu angenrheidiol er mwyn osgoi perygl nes y caiff ei oresgyn.
- f) Sicrhau y gweithredir gwybodaeth a chyingor am lechyd a Diogelwch ac y dosbarthir hynny i staff a llywodraethwyr. Yn benodol, dosberthir polisiau, gweithdrefnau perthnasol a gwybodaeth berthnasol lechyd a Diogelwch at sylw staff a llywodraethwyr;
- g) Bod y polisi yn cael ei weithredu mewn dull derbyniol a'i fonitro a'i adolygu yn gyson drwy'r ysgol;
- h) Bod staff yn gymwys i weithredu'r tasgau gofynnol ac wedi derbyn yr hyfforddiant, y cyfarpar angenrheidiol neu unrhyw adnoddau eraill er mwyn gallu cynnal y dasg yn ddiogel;

### **SWYDDOG IECHYD A DIOGELWCH**

***Mae'r Pennaeth wedi dirprwyo cyfrifoldebau penodol i Miss Charlotte Dechamps o ran rheoli lechyd a Diogelwch.***

Bydd y Swyddog lechyd a Diogelwch yn:

- a) Derbyn holl wybodaeth lechyd a Diogelwch a anfonir i'r ysgol a dosbarthu'r wybodaeth i staff/llywodraethwyr yn ôl yr angen.
- b) Trefnu a chadeirio pwyllgor lechyd a Diogelwch yr ysgol a threfnu bod y cofnodion ar gael i aelodau staff bob amser. Cynnal rhestr o gynrychiolwyr diogelwch ac aelodau eraill y pwyllgor. Gweler **Atodiad 1** am restr o aelodau/cynrychiolwyr adrannau y Pwyllgor lechyd a Diogelwch. Gweler **Atodiad 2** am restr o gyfrifoldebau penodol yr aelodau penodol o staff.
- c) Bod ar gael i aelodau staff i drafod a cheisio datrys problemau lechyd a Diogelwch neu, os na fydd hynny'n bosibl, i ddod â'r problemau hyn at sylw'r Pennaeth.
- d) Adolygu damweiniau, achosion, damweiniau fu bron â digwydd ac ystyried camau unioni a mesurau ataliol.
- e) Hyrwyddo polisi a systemau diogelwch yr Ysgol.
- f) Trefnu i'r adeilad gael ei archwilio ar gyfer peryglon tân ar adegau priodol a sicrhau bod y trefniadau er mwyn gwacáu'r adeilad yn effeithiol mewn argyfwng a bod cyfarpar ymladd tân ar gael ac yn cael eu cynnal a'u cadw'n gywir.

**PENNAETH CYFNOD ALLWEDDOL – CYNRADD**  
**ARWEINWYR PWNC- UWCHRADD**

***Mae Arweinwyr Pwnc yn gyfrifol am reoli materion lechyd a Diogelwch o ddydd i ddydd o fewn Maes/Adran.***

Rhaid i arweinwyr pwnc:

- a) Sicrhau bod lechyd a Diogelwch yn eitem safonol ar agendâu cyfarfodydd Maes/Adran;
- b) Cynorthwyo Cydlynnydd lechyd a Diogelwch i nodi unigolion cymwys./cynnal asesiadau risg;
- c) Derbynnu manylion am unrhyw fater yn ymwneud â lechyd a Diogelwch sy'n codi o dro i dro gan aelodau ei h/adran ac i fynd ar drywydd y rhain gyda'r Cydlynnydd lechyd a Diogelwch;
- d) Sicrhau bod gofynion lechyd a Diogelwch e.e. hyfforddiant staff, bod darpariaeth ddigonol ar gyfer Cyfarpar Diogelu Personol (PPE) yng nghyllideb y Maes/yr Adran neu dynnu sylw'r Pennaeth/Cydlynnydd lechyd a Diogelwch fel bo'n briodol at hyn: a
- e) Sicrhau bod staff yn ymwybodol o wybodaeth lechyd a Diogelwch sy'n berthnasol iddyn nhw a bod staff yn gallu cael gfael ar y cyhoeddiadau lechyd a Diogelwch a ddarperir neu a gyfeirir atyn nhw fel safonau.

**YR HOLL STAFF**

Rhaid i'r holl staff:

- a) Gymryd gofal rhesymol dros eu hiechyd a'u diogelwch eu hunain yn y gwaith a iechyd a diogelwch unigolion eraill yr effeithir efallai arnyn gan eu gweithredoedd neu eu hanweithredoedd yn y gweithle;
- b) Adrodd yn ôl yn syth, neu cyn gynted ag y bo'n ymarferol, i'w rheolwr llinell neu unigolyn arall a ddynodwyd, am unrhyw ddiffygion a nodwyd mewn peiriannau, offer, cyfarpar neu yn gyffredinol yn y gweithle;
- c) Peidio â chamddefnyddio dim byd a ddarparwyd at ddibenion iechyd a diogelwch;
- d) Adrodd unrhyw ddamwain, neu ddamwain fu bron a digwydd, digwyddiad peryglus neu achos o salwch yn codi o'r gwaith a chydweithio gyda rheolwyr i archwilio damweiniau neu ddigwyddiadau;
- e) Cydweithio gyda rheolwyr o ran cydymffurfio â gofynion lechyd a Diogelwch.

**\*Cynghorir staff i sicrhau bod yswiriant eu cerbyd yn eu hyswirio i ddefnyddio'r cerbyd at ddibenion gwaith. Does gan yr Awdurdod ddim yswiriant ar gyfer y defnydd o gerbydau preifat\***

## **STAFF ARLWYO A GLANHAU**

Mae gan staff arlwyo a glanhau y cyfrifoldebau a nodwyd ar gyfer yr holl gyflogai ynghyd â'r rhai a nodwyd ym mholisiau diogelwch atodol yr Awdurdod neu gwmni.

## **GWIRFODDOLWYR/YMWELWYR**

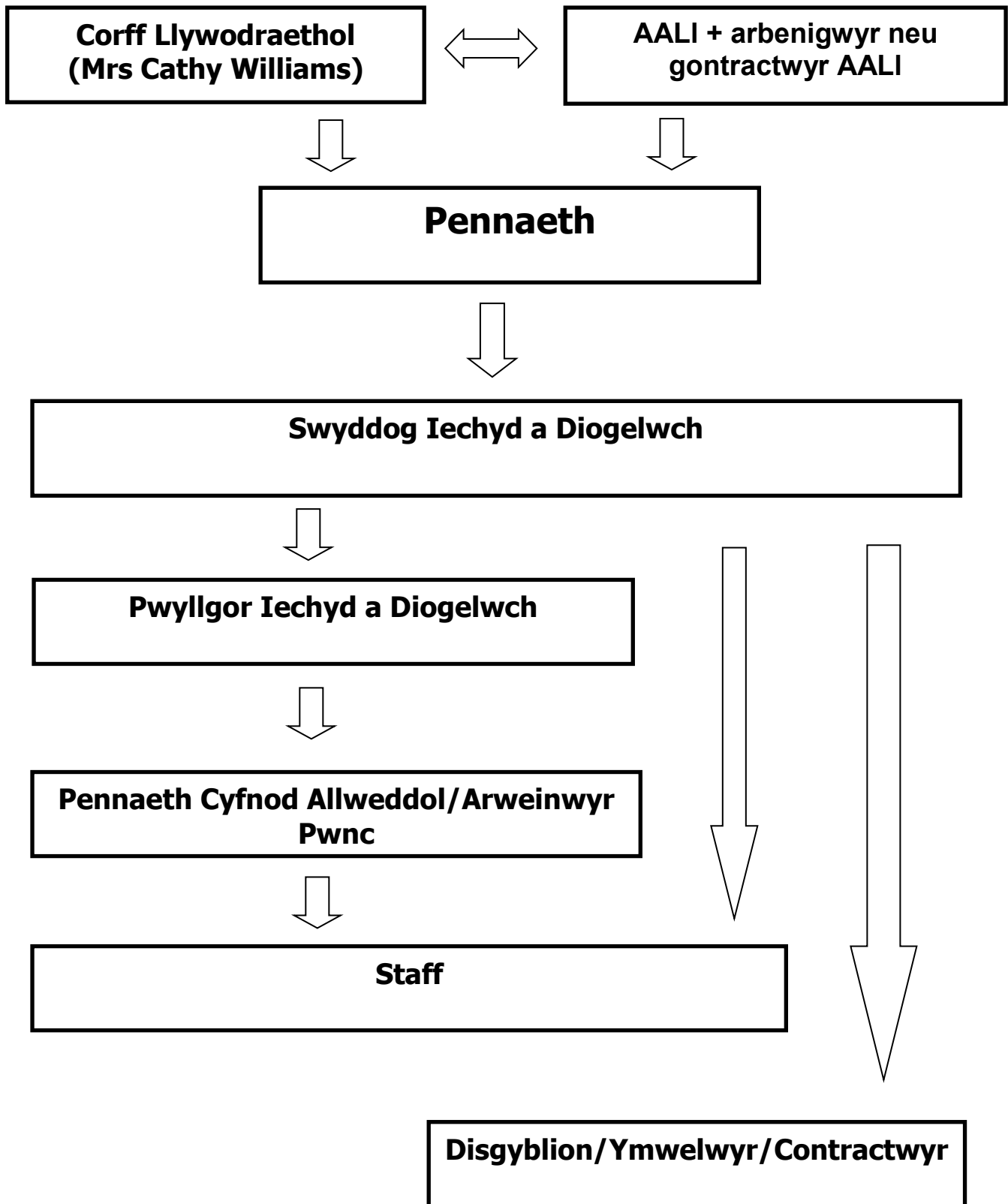
Mae gan wirfoddolwyr/ymwelwyr yr un dyletswyddau â'r rhai a nodwyd ar gyfer cyflogai.

## **DISGYBLION**

Mae disgwyl i ddisgyblion wneud y canlynol:

- a) Cydymffurfio â rheolau ysgol ar ymddygiad cyffredinol
- b) Hysbysu staff os ydyn nhw wedi cael damwain neu wedi bod yn rhan o ddigwyddiad
- c) Nodi a chydymffurfio â gwybodaeth a ddarperir ar gyfer diogelwch gweithgareddau a gynhelir;
- d) Mewn argyfwng, cadw'n dawel, gwranddo ac ufuddhau i gyfarwyddiadau'r staff
- e) Pheidio â chamddefnyddio dim byd a ddarparwyd am resymau lechyd a Diogelwch.

## STRWYTHUR YSGOL A LLINELLAU CYFATHREBU





## TREFNIADAU CYFFREDINOL

### 1) COFNODI/ADRODD YN ÔL DAMWAIN/DIGWYDDIAD

#### **ADRODD YN ÔL DAMWEINIAU YSGOL**

##### **DISGYBLION**

Rhaid cofnodi pob damwain i ddisgyblion cynradd ar slip a rhoi i'r rhieni/gofalwyr. Rhaid cofnodi pob damwain i ddisgyblion uwchradd a damweiniau mwy difrifol disgyblion cynradd ar Ffurflen benodol Digwyddiad/Damwain (Ffurflen Awdurdod Safonol) **Atodiad 3 & 4**. Yn ogystal, caiff unrhyw ddigwyddiad/damwain adroddadwy ei adrodd nôl yn syth i Adran Iechyd a Diogelwch yr Awdurdod. Mae achosion adroddadwy yn cynnwys unrhyw farwolaeth, unrhyw ddamwain fawr, sef torri asgwrn ac unrhyw anaf lle mae rhaid mynd â'r myfyriwr o'r safle yn syth i'r ysbyty, boed hynny mewn ambiwlans, gydag aelod o staff neu berthynas.

Yn yr achos hwn, **rhaid defnyddio** systemau adrodd yn ôl damweiniau y Cyngor. (**Gweler Atodiad 3 ar gyfer Ffurflen AC1**). Mae'r ffurflen hon ar gael ar Fewnrwyd Staff y Fro ac yn swyddfa'r ysgol. Mae pob aelod o staff yn gyfrifol am gwblhau ffurflenni a'u hanfon ymlaen at dîm gweinyddol yr ysgol ar gyfer eu cofnodi, eu hanfon ymlaen a'u ffeilio.

Mae cyfrifoldeb ar ddisgyblion i ddweud wrth staff os ydyn nhw wedi cael damwain neu anaf.

Dylsai disgyblion sy'n cael anaf wrth gymryd rhan mewn gwerns addysg gorfforol, hysbysu'r athro yn syth fel bod yr athro yn gallu asesu yr anaf a penderfynu danfon y disgybl i weld y Swyddog Cymorth Cyntaf yn y prif dderbynfa.

##### **STAFF**

Rhaid cofnodi pob damwain ar y Ffurflen benodol Damwain/Digwyddiad. (Yr un Ffurflen safonol Damwain/Digwyddiad o eiddo'r Awdurdod a ddefnyddir ar gyfer disgyblion).

##### **YMWELWYR**

Cofnodir pob damwain i ymwelwyr/contractwyr ar yr un ffurflen ag uchod.

##### **DAMWENIAU FU BRON A DIGWYDD**

Ar gyfer unrhyw ddamwain fu bron a digwydd, sy'n ddigwyddiad gyda'r potensial i fod wedi achosi niwed i unigolyn neu niwed i eiddo, rhaid cwblhau ffurflen digwyddiad/damwain. Anfonir y ffurflen at y Swyddog Iechyd a Diogelwch a fydd wedyn yn penderfynu a oes angen ei hanfon ymlaen at Bwyllgor Iechyd a Diogelwch yr ysgol.

##### **ADRODD YN ÔL ACHOSION YMDDYGIAD**

Rhaid defnyddio a chydymffurfio â Pholisi Rheoli Ymddygiad i ddelio â digwyddiadau yn cynnwys trais, bwlio ac aflonyddu a **rhaid ei defnyddio** wrth adrodd yn ôl am ddigwyddiadau. (**Gweler Atodiad 4 ar gyfer ffurflen INC1**). Mae'r ffurflen hon ar gael ar NET Staff y Fro a swyddfa'r ysgol. Mae pob aelod o'r staff yn gyfrifol am gwblhau ffurflenni a'u hanfon at dîm Gweinyddol yr ysgol ar gyfer eu cofnodi, eu hanfon ymlaen a'u ffeilio.

## **ADRODD YN ÔL DAMWEINIAU DIFRIFOL AC ANGHEUOL**

Dylid cadw at y pwyntiau canlynol . Yn anad dim,

1. Rhaid i'r ysgol gysylltu â rhieni/gofalwyr y plentyn sydd wedi'i h/anafu.
2. Wedyn dylai'r Pennaeth neu aelod o'r Uwch Dîm Arwain ffonio'r Awdurdod a chynnig manylion llawn o'r ddamwain ac enw(au) y rhai hynny oedd yn gysylltiedig â'r ddamwain.

A dibynnu ar yr amgylchiadau a difrifoldeb y ddamwain, mae'n bosibl y bydd "Awdurdod Gweithredol Iechyd a Diogelwch" (HSE), ac yn sicr Swyddog Diogelwch y Sir yn gofyn am fanylion llawn y ddamwain neu'r digwyddiad.

Bydd unrhyw ddamwain, yn enwedig y rhai sy'n effeithio ar blant, yn destun pryder i'r cyhoedd. Mae'n dilyn felly y bydd damweiniau i blant yn cael sylw'r cyfryngau. Mae'n bosibl y bydd y Pennaeth a'r Llywodraethwyr dan bwysau sylweddol gan y cyfryngau i gynnig sylwadau neu ddatganiad am achosion y ddamwain. Ni ddylid, ar unrhyw gyfrif, wneud unrhyw ddatganiad gan y gallai niweidio sefyllfa gyfreithiol y llywodraethwyr.

Ni ddylid cynnig unrhyw sylwadau wrth ymateb i ymholiadau gan y cyfryngau heblaw i gadarnhau bod damwain wedi digwydd ac i fynegi cydymdeimlad os yw'n briodol.

### **2) CYMORTH CYNTAF**

Ceir rhestr o'r staff sy'n meddu ar dystysgrif cymorth cyntaf yn yr **Atodiad 5** ac yn y polisi Anghenion Gofal Iechyd sydd yn y Ffolderi Cyhoeddus (Public Folders) – X Drive ac ymhob ystafell staff.

### **DAMWEINIAU**

Ymhob achos lle mae damwain yn cynnwys anaf difrifol e.e. torri asgwrn neu os oes unrhyw amheuaeth am yr anaf, ni ddylid symud yr unigolyn a anafwyd heblaw ei fod/ei bod mewn perygl, nes cael ei h/asesu gan swyddog cymorth cyntaf. Bydd y swyddog cymorth cyntaf wedyn yn penderfynu pa gamau i'w gweithredu ond os oes unrhyw amheuaeth am ddifrifoldeb yr anaf, y cyngor fyddai **sicrhau sylw meddygol yn syth drwy ddeialu 999 a gofyn am ambiwlans**. Mewn achosion sy'n cynnwys disgyblion, cysylltir â'u rhieni/gofalwyr cyn gynted â phosibl ond ni ddylai hyn olygu unrhyw oedi cyn cael sylw meddygol. Ar gyfer achosion yn cynnwys disgyblion yn cael anafiadau llai difrifol ond eto'n dal yn achosi pryder e.e. ysgiad, straenio, briwiau ayb. cysylltir hefyd â rhieni/gofalwyr a gweithredir camau yn unol â chyfarwyddyd y rhieni/gofalwyr.

**Os digwydd ergyd/anaf i'r pen, mae'n hanfodol bod yr unigolion yn cael eu monitro a pheidio â'u gadael ar eu pen eu hunain neu heb oruchwyliaeth.**

### **COFNODI**

Caiff unrhyw ddamwain lle gweinyddir cymorth cyntaf ei gofnodi ar ffurflen arferol digwyddiad/damwain a'i adrodd nôl i Adran Iechyd a Diogelwch yr Awdurdod yn unol â hynny

## **BLYCHAU/DEUNYDDIAU CYMORTH CYNTAF**

Cedwir blychau cymorth cyntaf ar y safle a bydd rhain yn cynnwys deunyddiau a thiangymeradwywyd yn unig. Mae'r blychau ar gael i'w defnyddio gan yr holl staff ac ymwelwyr â'r safle. Rhestrir lleoliadau'r blychau Cymorth Cyntaf yn y Polisi Cymorth Cyntaf a Meddyginiaeth.

## **ANAFIADAU YN CYNNWYS GWAEDU**

Rhaid i staff sy'n delio ag anafiadau lle ceir gwaedu wisgo dillad diogelu priodol. Darperir menig a ffedogau untro at y diben hwn a'u cadw yn y blychau cymorth cyntaf.

### **3) ANGHENION MEDDYGOL**

Bydd yr ysgol yn ceisio darparu ar gyfer disgyblion ag anghenion meddygol lle bynnag fo'n ymarferol yn unol â Pholisi'r Ysgol ar Amddiffyn a Diogelu Plant a'r Polisi Cymorth Cyntaf a Meddyginiaeth. Mae'r polisi hwn ar gael ar 'Public Folders' – X Drive – Polisiau Ysgol neu gan Glerc y Corff Llywodraethol.

### **4) CLEFYDAU HEINTUS**

Mae'r ysgol yn dilyn y canllawiau cenedlaethol a luniwyd gan lechyd Cyhoeddus ar gyfer rheoli clefydau heintus mewn ysgolion. Mae'r Awdurdod yn cydlynu'r gwaith o ddsbarthu gwybodaeth am unrhyw achosion, rhybuddion, cyngor neu wybodaeth gyffredinol gan yr Adran lechyd Cyhoeddus.

### **Atodiad Covid-19**

Er mwyn cynnwys rheoliadau a chanllawiau ar gyfer Covid-19. Diweddarwyd gwahanol weithdrefnau, prosesau ac asesiadau i gwrdd â'r gofynion hyn. Mae'r rhain yn cynnwys atodiadau i bolisiau cysylltiedig, polisiau cymorth cyntaf, diogelwch tân ac ymwelwyr. Sefydlwyd asesiadau risg newydd er mwyn sicrhau bod ysgol yn gallu ail-agor yn ddiogel, rheoli traffig a gweithdrefnau gwacáu adeilad mewn argyfwng.

**Caiff yr asesiadau risg hyn eu hadolygu a'u diweddarau yn unol â chanllawiau newydd neu addasiadau sydd eu hangen i ddiogelu disgyblion, staff neu ymwelwyr.**

### **5) DIOGELU**

Mae gan yr ysgol bolisi ar wahân i ddelio â diogelu plant a phobl ifanc a phenodwyd swyddog penodedig. Mae angen i'r holl staff fod yn ymwybodol o'r polisi, ac mae copi ar gael ar "Public Folders – X: Drive" neu gan Glerc y Corff Llywodraethol.

### **6) E-DDIOGELWCH**

Mae e-ddiogelwch yn cael ei gynnwys ym mholisi E-Ddiogelwch yr Ysgol mae copi ar gael ar "Public Folders – X: Drive – Polisiau Ysgol" neu gan Glerc y Corff Llywodraethol.

Mae'r polisi yn nodi dull ysgol gyfan o fynd ati i ddelio ag E-Ddiogelwch ac yn rhoi manylion o'r dulliau y mae adnoddau TGCh yn gallu neu ddim yn gallu cael eu defnyddio gan ddefnyddwyr y rhwydwaith.

## **7) LLESIANT**

Ystyrir bod llesiant staff yn rhan annatod o gyfrifoldebau lechyd a Diogelwch yr ysgol. Mae gan y Corff Llywodraethol a'r Pennaeth gyfrifoldebau statudol yn ôl dyletswydd i ofalu ond hefyd yn dymuno hyrwyddo ethos o gyd-barch a chymorth ar draws tîm y staff yn gyfan gwbl.

Mae gan holl aelodau staff yr hawl i gydbwysedd bywyd a gwaith rhesymol ac i ddisgwyl cymorth neu ymyriadau priodol pan fyddan nhw'n profi anawsterau iechyd neu bersonol. Anogir staff i godi unrhyw bryderon gyda'r Pennaeth neu reolwr llinell ond hefyd mae ganddyn nhw fynediad i wasanaeth cwnsela cyfrinachol. Mae yna mwy o wybodaeth ynglyn â gwasanaethau cynghori y Sir ar wefan Care First, [https://www.valeofglamorgan.gov.uk/ StaffnetPlus/cy/Care-First/Care-First.aspx](https://www.valeofglamorgan.gov.uk/StaffnetPlus/cy/Care-First/Care-First.aspx)

Delir ag absenoldebau oherwydd salwch neu bryderon a'm iechyd ym mholisi absenoldeb yr awdurdod. Mae'r Corff Llywodraethol yn cymeradwyo'r egwyddorion a fynegwyd gan yr awdurdod a'r fframwaith a sefydlwyd i gynorthwyo llesiant staff.

## **8) YMGYNGHORI GYDA CHYFLOGAI**

Mae'r ysgol yn cydymffurfio â Rheoliadau 1996 lechyd a Diogelwch (Ymgynghori gyda Chyflogai) drwy:

- a) Gynnwys lechyd a Diogelwch fel eitem safonol ar agenda cyfarfodydd staff yr adrannau;
- b) Sefydlu Pwyllgor lechyd a Diogelwch yr Ysgol yn cynnwys trawstoriad o staff a chynrychiolydd ochr y staff; a
- c) Chyfathrebu'n gyson gyda staff yn cynnwys cylchredeg gwybodaeth/bwletinâu am ddiogelwch ymhlith yr holl staff.

## **9) CYMWYSEDDAU**

Ystyrir bod yr holl staff a benodir yn gymwys i berfformio'r tasgau a roddir iddyn nhw. Yn benodol, o ran lechyd a Diogelwch, bernir bod cymhwysedd yn un o elfennau allweddol rheoli risg ac yn hanfodol o reoli sefyllfaoedd gwaith deinamig e.e. addysgu dosbarth o ddisgyblion. Ar gyfer pob swydd/rôl caiff gofynion cymhwysedd sylfaenol eu cynnwys yn y disgrifiad swydd ond ar gyfer iechyd a diogelwch mae gan yr ysgol restr o eitemau sydd angen eu trafod yn ystod y cyfnod sefydlu a rhestr atodol o fewn pob adran.

## **10) CYNNAL A CHADW CYFFREDINOL**

Caiff yr holl gyfarpar ar y safle ei gynnal a'i gadw fel y bydd yn gweithio'n effeithlon a sicrhau ei fod yn ddiogel i'w ddefnyddio. Heb dynnu dim oddi wrth gyffredinoldeb yr uchod gwnaed y trefniadau chynnal a chadw canlynol.

## **GOSOD OFFER TRYDAN**

Mae'r offer trydan sefydlog yn cael ei brofi gan gontractwyr cynnal a chadw a drefnir gan yr ALI bob 5 mlynedd yn ôl gofyn Deddfwriaeth Trydan ar Waith, Yn

dilyn y gwiriad hwn, cyhoeddir tystysgrif i gadarnhau bod y gosodiad trydan yn ddiogel.

### **OFFER DIFFODD TÂN**

Cynhelir gwiriad tân blynyddol gan contractwr arbenigol a drefnir gan yr ALI a chaiff yr offer diffodd tân eu gwirio'n rheolaidd gan Dîm Rheoli'r Safle er mwyn sicrhau eu bod yn eu lle a bod y pinnau yn eu lle.

### **CYFARPAR TRYDAN CLUDADWY**

Mae cyfarpar trydan cludadwy i'w wirio'n weledol gan y staff cyn eu defnyddio ac os nodir unrhyw ddiffygion, ni fydd yr eitem yn cael ei ddefnyddio a dylid ei riportio'n syth i Dîm Rheoli'r Safle. Yn ychwanegol, cynhelir gwiriad blynyddol ar gyfarpar trydan cludadwy yn unol â rheoliadau PAT.

### **11) ASBESTOS**

Cedwir Cynllun Rheoli Asbestos (AMP) yr Ysgol gan Reolwr y Safle ac mae rhaid cymeradwyo unrhyw waith mawr a gynlluniwyd ac unrhyw waith yn gofyn am fynediad i wagle mewn toeau, chwalu neu ddrilio i mewn i doeau/lloriau/waliau, ymlaen llaw er mwyn sicrhau na fydd neb yn debygol o gyffwrdd mewn unrhyw asbestos na'i symud.

**Cynghorir yr holl staff mai dim ond mewn mannau lle na chaiff myfyrwyr fynd iddyn nhw y labelir deunyddiau sy'n cynnwys asbestos, felly gwiriwch bob amser cyn rhoi pin neu fel arall o bosibl niweidio waliau, toeau, lloriau ayb. Peidiwch â chymryd yn ganiataol nad oes asbestos yn bresennol.**

### **12) CONTRACTWYR AR Y SAFLE**

Mae dau fath penodol o contractwyr sydd yn cael mynediad i'r safle. Sef y contractwyr gwasanaeth sy'n gweithio ar y safle yn gyson a chontractwyr adeiladu sy'n gweithio 'yn ôl yr angen'.

### **CONTRACTWYR GWASANAETH**

Mae contractwyr gwasanaeth yn cael mynediad cyson i'r safle a enwir yn y contract. Gall ymweliadau'r cyfryw gontractwyr amrywio o ymweliad blynyddol e.e. contractwyr sydd ag awdurdod a chymeradwyaeth yr Awdurdod i wasanaethu boeleri, gwirio diffoddwyr tân ayb, hyd at rai sydd ar y safle yn ddyddiol e.e. staff glanhau neu arlwyo. Bydd y contract gwasanaeth yn nodi pa waith a ddisgwylir ganddyn nhw a'r hyn y gallan nhw ei ddisgwyl gan yr ysgol. Bydd eu personél yn dilyn eu systemau diogel eu hunain o weithio ond mae eu dulliau gweithio yn ystyried sut y byddan nhw'n effeithio ar staff, disgyblion ac ymwelwyr eraill ar y safle. Bydd yr ysgol yn darparu manylion o'i systemau diogel o weithio ar gyfer y contractwyr lle bo'n berthnasol ac yn achos contractwyr glanhau/arlwyo ymgynghorwyd â nhw ynglŷn â threfniadau mewn argyfwng. **Darperir copi o'r polisi hwn hefyd ar eu cyfer.**

### **CONTRACTWYR ADEILADU**

Contractwyr ydy'r rhain sy'n mynychu'r safle i wneud gwaith adeiladu, a all a amrywio o rywbeth syml fel trwsio ffenestr sydd wedi torri i ail-fodelu ystafell neu

adeiladu bloc newydd. Isod, ceir yr asesiad risg cyffredinol ar y gweithgareddau hyn sy'n nodi darpar beryglon a sut y gellir eu lleihau/ eu dileu.

## **PERYGLON**

Mae peryglon gwaith adeiladu yn gysylltiedig ag anafiadau personol neu niwed i iechyd a achosir gan:

- lithro, baglu a chwympo o ganlyniad i lygru arwynebau gan orlifau, ceblau neu wifrau llusg neu ymylon agored;
- cael eich taro gan wrthrychau yn gollwng o afael unigolion yn gweithio uwchben;
- anadlu mwg/tarth drwy dwymo sylweddau neu eu defnyddio, h.y. paent/farnais/tar ayb
- dod i gysylltiad â pheiriannau neu gerbydau

Braslun byr ydy'r rhain o'r peryglon sy'n gysylltiedig â'r gweithgaredd hwn a allai ddigwydd mewn mannau lle mae yna fynediad i ddisgyblion, staff ac ymwelwyr. Rheolir peryglon fel hyn gan y trefniadau a restrir isod a thrwy oruchwylio disgyblion yn effeithiol.

## **GWAITH ADEILADAU AR RADDFA FACH**

Bydd hyn yn cynnwys gwaith cynnal a chadw o ddydd i ddydd a'r holl waith a gynhelir ar y safle **Ile na chynhaliwyd cyfarfod cyn cychwyn arni.**

Wrth gyrraedd, rhaid i'r holl contractwyr fynd i'r Dderbynfa i gychwyn (neu at y Gofalwr ar Ddyletswydd tu allan i oriau arferol ysgol neu yn ystod gwyliau ysgol) ac ni ddylen nhw byth gychwyn ar unrhyw waith heb gael caniatâd y **Rheolwr Safle (neu'r Gofalwr ar Ddyletswydd yn ei absenoldeb).**

Cyn cychwyn ar unrhyw waith, mae'n hanfodol bod **Rheolwr Safle (neu'r Gofalwr ar Ddyletswydd yn ei absenoldeb)** yn cael gwybod am y canlynol:

- Pa waith fydd yn cael ei wneud?
- Ble fydd y gwaith yn digwydd?
- Unrhyw syniad o'r amser fydd y gwaith yn ei gymryd?
- Pa gyfarpar fydd yn cael ei ddefnyddio?
- Pa wasanaethau sydd eu hangen?

Cyn cychwyn ar y gwaith, rhaid i'r **Rheolwr Safle (neu'r Gofalwr ar Ddyletswydd yn ei absenoldeb)** roi gwybod i'r contractwyr:

- Ble gallan nhw gael mynediad i wasanaethau,
- Pa ragofalon tân sy'n bodoli ar gyfer yr adeilad, h.y. o glywed y larwm tân sef cloch yn canu'n barhaus, rhaid iddyn nhw fynd allan o'r adeilad yn syth a mynd i'r **Cyrtiau Tennis,**
- Unrhyw broblemau arbennig gyda'r gwaith e.e. bod angen o hyd i bobl eraill gael mynediad i'r ardal.
- Rhaid rhoi pas ymwelwyr i'r contractwyr a'u hysbysu bod rhaid ei wisgo drwy'r adeg y maen nhw ar y safle.
- Rhaid hysbysu'r contractwyr â phwy i gysylltu ar y safle os oes ganddyn nhw broblem.

## **GWAITH AR RADDFA FAWR**

Mae hyn yn cwmpasu'r holl waith lle mae gofyn cynnal cyfarfod cyn cychwyn ar y gwaith. O dan amgylchiadau arferol bydd hyn yn golygu gwaith lle trosglwyddir rhan o'r safle yn gyfan gwbl i'r contractwyr. Rhaid i waith fel hyn sy'n dod o dan ofynion Rheoliadau Cynllun a Rheoli Adeilad a'r ysgol ymarfer dyletswydd y Cleient yn hynny o beth. Ar gyfer holl waith ar raddfa fawr, byddai syrfewyr Adeiladau a Chyfleusterau yr ALI yn cael eu cynnwys a byddai cyfarfod cyn cychwyn arni yn cael ei gynnal yn cynnwys syrfewyr yr ALI, contractwyr, y Pennaeth, Swyddog Iechyd a Diogelwch a Rheolwr Safle. Bydd y cyfarfod hwn yn nodi amserlenni ar gyfer y gwaith, methodoleg (e.e. cynnal gwaith swllyd pan fydd neb yn yr ysgol, lle bynnag posibl), gofynion mynediad, gofynion mynediad mewn argyfwng, ayb.

### **13) YMGYNGHORI Â CHYFLOGAI**

Mae'r ysgol yn cydymffurfio â Rheoliadau Iechyd a Diogelwch (Ymgynghori â Chyflogai) 1996 drwy:

- Sicrhau bod Iechyd a Diogelwch yn eitem safonol ar agenda cyfarfodydd staff adrannol;
- Sefydlu Pwyllgor Iechyd a Diogelwch yn cynnwys trawstoriad o staff a chynrychiolydd o ochr staff; a
- Cyfathrebu yn gyson gyda staff yn cynnwys cylchredeg gwybodaeth/bwletinâu ymhlith yr holl staff

### **14) ASESU RISG**

Mae asesu risg yn yr ysgol yn broses barhaus. Mae'n seiliedig ar wybodaeth generig boed ar ffurf model o asesiad risg, model o weithdrefnau neu safonau cenedlaethol sydd wedyn yn cael eu gwirio er mwyn sicrhau eu bod yn briodol i'r ysgol neu wedi'u diwygio i'w gwneud yn benodol i'r safle/adran. Mae'r wybodaeth hon wedyn yn cael ei chynnwys mewn cynlluniau gwaith neu ddolenni cyswllt ynglŷn â hynny i ddogfennaeth berthnasol fel bo'n briodol. Ychwanegir at hyn gan asesiad risg deinamig sy'n cynnwys staff cymwys yn goruchwylio a datrys problemau. Ymhob achos, gallai disgyblion ac ymwelwyr eraill gael eu heffeithio gan y gweithgaredd. Ychwanegir y wybodaeth ganlynol er mwyn ymhelaethu ar yr uchod lle ceir deddfwriaeth benodol.

### **ASESIADAU GWEITHFANAU Â CHYFRIFIADUR**

Rhaid i bob aelod o staff sy'n 'ddefnyddiwr' yn ôl diffiniad rheoliadau Cyfarpar Sgrin Arddangos (DSE) sy'n gosod gofynion penodol ar gyfer gweithfannau sy'n cynnwys cyfrifiaduron ayb. gwblhau 'archwiliad defnyddiwr' ar gyfer eu gweithfan(nau). 'Defnyddiwr' ydy rhywun sy'n gweithio'n gyson ar gyfrifiadur a gwneud hynny am fwy neu lai dros awr ar y tro yn ddyddiol. Byddai hawl gan staff hefyd i gael prawf llygaid am ddim, mae ffurflenni hawlio ar gael yn y Swyddfa Weinyddol.

Aseswyd gweithfannau eraill yn cynnwys offer sgrin 'DSE' er mwyn sicrhau eu bod yn cwrdd â lleiafswm gofynion Rheoliadau DSE. Os bydd gan staff unrhyw gwestiwn am DSE dylen nhw siarad yn y lle cyntaf â'i rheolwr llinell neu'r Pennaeth Adran a fydd yn cyfeirio'r mater at y Swyddog Iechyd a Diogelwch os na all ddatrys y broblem.

## TÂN

Cynhaliwyd asesiad risg tân yn unol â gofynion Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân) a nododd hyn y rhagofalon a chyfarpar tân sydd yn bodoli, y mesurau i atal tanau rhag digwydd a'r mesurau i sicrhau y gall pawb ddianc o'r adeilad os digwydd tân. Cynhelir ymarferion tân bob tymor.

**Atgoffir yr holl staff, os digwydd tân y flaenoriaeth fydd canu'r larwm tân a sicrhau bod pawb yn mynd allan o'r adeilad. Darperir offer diffodd tân ar draws safle'r ysgol ac mae Tîm Rheoli Safle wedi cael hyfforddiant ar sut a phryd i'w defnyddio.**

## SYLWEDDAU PERYGLUS

Mae'r gofyn i asesu sylweddau peryglus, naill ai sy'n cael eu defnyddio neu a grëwyd gan weithrediadau'r ysgol, yn un o ofynion Rheoliadau Rheoli Sylweddau Peryglus i Iechyd (COSHH). Sylweddau peryglus ydy'r rheini a nodir yn rhai gyrydol, llidiog, gwenwynig, niweidiol ac unrhyw sylwedd sydd â chyfyngiadau ar yr amser dreulir yn eu trin (Workplace Exposure Limit (WEL)), a fydd yn cynnwys llwch, e.e. crochenwaith, pren ayb. a pheryglon biolegol.

Cedwir cofnod o'r asesiadau risg a gynhaliwyd mewn ffeiliau asesu COSHH penodol yn y Meysydd/Adrannau perthnasol neu yn y safonau a ddilynwyd e.e. dogfennaeth CLEAPSS ar gyfer Gwyddoniaeth a DT. Dylai staff sydd ag unrhyw gwestiwn am sylweddau peryglus ofyn i reolwyr llinell neu Bennaeth y Maes/yr Adran.

## CODI A CHARIO

Mae deddfwriaeth codi a chario yn nodi bod rhaid unrhyw waith codi a chario a fyddai'n debygol o achosi anaf sylweddol gael ei asesu. Bydd gwaith yr holl staff yn cynnwys elfen o godi a chario ond bydd rhaid i unrhyw weithrediadau aml ac unrhyw rai sy'n cynnwys symud eitemau lletchwith neu drwm, hyd yn oed yn achlysurol, y rhai dros 10 kg, gael eu cynnwys mewn asesiad ysgrifenedig â llaw ar fater codi a chario. Rhaid i staff, wrth wneud unrhyw waith codi a chario holi eu hunain **a alla i symud y gwrthrychau yn ddiogel a heb risgiau i iechyd?** Os bydd staff yn ystyried na allan nhw neu ei bod yn ansicr, **rhaid iddyn nhw beidio â cheisio gwneud y dasg heb gael help.** O fewn yr ysgol, ceir yr asesiadau ysgrifenedig canlynol.

## GWEITHREDIADAU RHEOLAIDD – CYFARPAR/DEUNYDDIAU

Lluniwyd crynodeb o'r gweithrediadau rheolaidd a gynhaliwyd sy'n nodi beth ydy'r gweithrediad codi a chario, pa mor fynych mae'n digwydd ac a ystyriwyd i fod yn risg uchel, canolig neu isel. Rhaid i'r holl staff ymglyfarwyddo â'r rhestr hon a dilyn y gweithdrefnau a nodir. Ymhob Adran, lluniwyd rhestr ychwanegol mewn fformat tebyg, lle ceir ychwanegiadau neu newidiadau penodol i'r generig. Bydd staff sy'n gwneud llawer o waith codi a chario yn derbyn hyfforddiant h.y. Rheolwr Safle, Gofalwyr, Cynorthwywyr Cymorth Dysgu tra bod gwybodaeth sylfaenol ar arferion diogel ar gael.

## CODI A CHARIO – DISGYBLION

Asesir yr holl ddisgyblion sydd angen eu codi neu eu cynorthwyo gan ddefnyddio ffurflenni asesu codi a chario. Bydd yr angen am hyfforddiant yn rhan o'r asesiad risg ond bydd yr holl staff sydd wedi ymglymu'n sylweddol yn



derbyn hyfforddiant ymwybyddiaeth sylfaenol, tra'n derbyn cyfarwyddyd ar sut i ddefnyddio cyfarpar a ddarperir ar gyfer disgyblion e.e. fframiau sefyll, cadeiriau olwyn.

## **SŴN**

Mae deddfwriaeth sŵn yn y gweithle yn nodi lefelu sŵn penodol sy'n gofyn am gamau penodedig i'w gweithredu a hefyd dyletswydd gyffredinol i ostwng lefelau sŵn. Mae asesiad sŵn yn yr ysgol wedi nodi ardaloedd gyda lefel uchel o beiriannau fel rhai allai fod, o bosib, â lefelau uwch na'r lefelau penodol yn ogystal â Lefelau Miwsig. Felly cynhaliwyd asesiadau ar gyfer yr Adrannau hynny a chyflwyno adnoddau i leihau'r sŵn yn cynnwys mesurau amddiffyn clustiau fel bo'n priodol. Os bydd gan staff unrhyw gwestiynau am Lefelau Sŵn, dylen nhw, ar y cychwyn, siarad â'u rheolwr llinell neu'r Pennaeth Adran a fydd yn cyfeirio'r mater at y Swyddog Iechyd a Diogelwch, os na all ei ddatrys.

## **DIOGELWCH**

Aseswyd safle'r ysgol o ran risg ac adolygir materion diogelwch. Os bydd gan staff unrhyw gwestiwn am Ddiogelwch, dylen nhw siarad, yn y lle cyntaf, â'u Rheolwr Llinell neu'r Pennaeth Adran a fydd yn cyfeirio'r broblem i'r Swyddog Iechyd a Diogelwch os na ellir ei ddatrys.

## **ASESIAD DŴR**

Cwblhawyd asesiad ar y systemau dŵr oer a phoeth a chyflwynwyd mesurau i reoli risg ddaw o glefyd y llengfilwyr.

## **Y GWEITHLE**

Cynhaliwyd archwiliad o'r gweithle, yr adeiladau/tiroedd yn erbyn gofynion Rheoliadau'r Gweithle (Iechyd, Diogelwch a Llesiant) 1992 fel yr ychwanegwyd gan Reoliadau Addysg (Tiroedd yr Ysgol). Mae'r ysgol hefyd yn cynnal archwiliadau cyson, 3 gwaith y flwyddyn, i ragweithio i ganfod diffygion yn y gweithle.

## **GWEITHIO AR UCHDER**

Mae deddfwriaeth gweithio ar uchder yn nodi bod gweithio ar uchder yn unrhyw waith lle gall rhywun neu rywbeth syrthio pellter a fyddai'n debygol o achosi anaf. Bydd hyn yn cynnwys codi arddangosfa os na ellir sefyll ar y llawr i wneud hynny, cyrchu o storfan uchel ei lefel os na ellir ei gyrraedd ac unrhyw waith lle mae angen cyfarpar i hwyluso mynediad e.e. ysgol ddwbl, ysgolion (h.y. ystol/ladder), sgaffaldau. Bydd gwaith mwyafrif o'r staff, felly, yn cynnwys elfen o weithio ar uchder a bydd rhaid cael 'asesied risg gweithio ar uchder' am unrhyw waith mynych ar uchder ynghyd â gwaith sy'n golygu defnyddio cyfarpar. O fewn yr ysgol, ceir yr asesiadau ysgrifenedig canlynol.

## **GWEITHREDIADAU RHEOLAIDD**

Lluniwyd crynodeb o'r gweithrediadau rheolaidd sy'n dangos beth olygir wrth weithio ar uchder, pa mor fynych mae'n cael ei gynnal ac a ystyrir y gwaith yn uchel, canolig neu isel ei risg. Rhaid i'r holl staff ymgysylltu â'r rhestr hon a dilyn y gweithdrefnau a nodir. O fewn pob Maes/Adran lluniwyd rhestr ategol, mewn fformat tebyg, lle ceir ychwanegiadau penodol neu newidiadau o'r generig.

## **GWEITHREDIADAU ARBENIGOL**

Y rhain ydy pan ddefnyddir cyfarpar penodol ar gyfer mynediad i fannau uchel a phan fydd angen gwybodaeth ychwanegol. Byddan nhw'n cynnwys defnyddio sgaffaldau mynediad ac unrhyw ystol (ysgol/ladder) arbenigol.

**Bydd asesiadau risg yn cael eu hadolygu a'u diweddarau yn unol â hynny yn unol â chanllawiau neu welliannau newydd sy'n ofynnol i ddiogelu disgyblion, staff neu ymwelwyr.**

### **15) YMWELIADAU ADDYSGIADOL**

Sefydlwyd polisi ar wahân (Polisi Ymweliadau Addysgol) a phhecyn gwybodaeth ar gyfer arweinwyr ymweliadau Addysgol ar gyfer tripliau ysgol yn cynnwys gweithdrefnau a phrosesau asesu risg ar sail canllawiau Cynulliad Cymru a'r Awdurdod. Mae hyn ar gael ar 'Public Folders – X: Drive – Polisiâu Ysgol' a darperir briff yn llawlyfr y staff. Swyddog lechyd a Diogelwch ydy Cydlynnydd Ymweliadau Addysgol (CYA) ar gyfer yr ysgol.

### **16) CLUDIANT**

#### **CERBYDAU PREIFAT**

- a) Rhaid i athrawon sicrhau bod polisi yswiriant eu cerbyd yn cynnwys cymal sy'n delio â defnyddio'u cerbyd at ddibenion busnes.
- b) Os bydd cerbyd yn eiddo i oedolyn sydd ddim yn aelod o'r staff – mae'n hanfodol bwysig i sicrhau bod yr yswiriant yn yswirio defnyddio'r cerbyd i gludo plant. Rhaid i'r gyrrwr gadarnhau hyn gyda'r cwmni yswiriant.
- c) Dylai arweinydd parti gadarnhau bod y polisi yswiriant, trwydded yrru, MOT a'r dreth car yn gyfredol.

Bysiau – Rheolau a rheoliadau – gweler Canllawiau Llywodraeth Cymru ar gyfer darparu gwregysau ar gludiant penodedig y Dysgwyr (daeth i rym yn 2014)

**Mae “Mesur Diogelwch ar Gludiant Dysgwyr (Cymru) 2011 (“y Mesur”) yn gofyn i awdurdodau lleol a chyrff llywodraethu ysgolion a gynhelir (“corff perthnasol”) sicrhau bod gwregys yn cael ei ffitio ar bob sedd teithiwr ymhob bws a ddefnyddir ar gyfer cludiant penodedig dysgwyr a hynny erbyn 1 Hydref 2014.”**

<http://www.legislation.gov.uk/mwa/2011/6/contents>

#### **BWS MINI YSGOL**

1. Rhaid i bob aelod o staff sy'n gyrru bws mini dderbyn hyfforddiant priodol gan swyddogion Bro Morgannwg neu gontractwyr enwebiedig a dylen nhw gyrraedd lefel foddhaol.
2. Dylai'r athro sy'n gyfrifol gario ffôn symudol ar bob taith – bydd ffôn symudol ar gael iddyn nhw o brif swyddfa'r ysgol.
3. Rhaid archwilio'r bws cyn pob taith a rhaid cwblhau'r rhestr wirio berthnasol ar gychwyn ac ar ddiwedd taith (*gweler y cyfarwyddiadau am fws mini'r ysgol*).

# Atodiad 1

## Cynrychiolwyr Adrannol y Pwyllgor Iechyd a Diogelwch

### ENW

Cathy Williams  
Charlotte Dechamps  
Ffion Williams  
Tim Sherrin  
Rhian Shugar  
Louise Hawkins & Matthew Davies  
Cari Ormerod  
Laura Watkins  
Richard Chidley  
Louise Hawkins  
Delyth Roberts  
Heulwen Pryce  
Huw Williams

### ADRAN

- Llywodraethwr  
- Yr Adran Weinyddol  
- Cynradd  
- Gofalwr  
- Cymorth a Lles Disgyblion  
- Technoleg  
- Gwyddoniaeth  
- Technoleg Gwybodaeth  
- Addysg Gorfforol  
- Celf  
- Drama  
- Dyniaethau a Ieithoedd  
- Cwrs Awyr Agored

## Atodiad 2

**Mae gan yr aelodau staff canlynol gyfrifoldebau penodol dros y canlynol:-**

Riportio damweiniau	<b>Pawb</b>
Rheoliadau COSHH	<b>Arweinwyr pwnc priodol</b>
Rheoliadau ar Ymbelydredd Ïoneiddio	<b>Carai Ormerod (Pennaeth Gwyddoniaeth)</b>
Atal Tân a Rhagofalon Tân	<b>Tim Sherrin/Gofalwyr</b>
Gwibdeithiau	<b>Pawb i ddilyn polisi'r ysgol gan ddefnyddio system EVOLVE drwy gwblhau dogfennaeth statudol, sydd wedyn yn cael ei gymeradwyo gan EVC a'r Pennaeth</b>
Profiad Gwaith	<b>David Morgan</b>
Cymorth Cyntaf	<b>Bethan Woodward</b>
Contractwyr ar dir yr ysgol	<b>Pennaeth/Gofalwyr</b>
Canllawiau mewn argyfwng e.e. nwy	<b>Cydlynnydd a'r Pennaeth</b>
Gweinyddu Meddyginiaeth a gymeradwywyd	<b>Bethan Woodward (Uwchradd)/ Rebecca Townsend-Ryan (Cynradd)</b>
Dillad Diogelu	<b>Arweinwyr Pwnc/Pennaeth Cynradd</b>
Bysiau Ysgol	<b>Pennaeth</b>
Tywydd Gwael	<b>Pennaeth/Pennaeth Cynradd</b>
Ymosodiadau ar Aelodau o Staff	<b>Pennaeth/Pennaeth Cynradd</b>
Ymosodiadau ar ddisgyblion	<b>Pennaeth/Pennaeth Cynradd</b>

# Atodiad 3



## FFURFLEN ADRODDIAD DAMWAIN (AC1) (Cwblhewch BOB adran)

I'w Llenwi gan yr Unigolyn sy'n Riportio'r Ddamwain:						
Enw'r Unigolyn sy'n Riportio:	Rhif Ffôn:					
Teitl y Swydd:						
Cyfarwyddiaeth/Ysgol:	Adran:					
Rhowch Fanylion am yr Unigolyn gafodd y Ddamwain:						
Cyfenw :	Enw Cyntaf:					
Cyfeiriad:	Teitl Swydd (ar gyfer staff):	Rhif Ffôn.				
	Rhif Staff					
Nodwch pa un o'r canlynol sy'n berthnasol i'r unigolyn gafodd y ddamwain (Ticiwch y blwch)						
Staff <input type="checkbox"/>	Cyhoedd <input type="checkbox"/>	Ymwelydd <input type="checkbox"/>	Cynghorydd <input type="checkbox"/>	Contractwr <input type="checkbox"/>	Disgybl <input type="checkbox"/>	Defnyddiwr Gwasanaeth <input type="checkbox"/>
Arall (Nodwch) _____						
Manylion am y Ddamwain						
Dyddiad y Ddamwain/Diagnosis: / /		Amser y Ddamwain (cloc 24 awr): ____ : ____				
Y Safle neu'r Adeilad Lle Digwyddodd y Ddamwain:						
Lleoliad Penodol y Ddamwain ar y Safle:						
Disgrifiad Byr o'r Ddamwain/Clefyd/Digwyddiad Peryglus yn ngeiriau'r un gafodd y ddamwain – lle bo'n bosibl yr un gafodd y ddamwain fydd yn llenwi'r adran hon:						
Anaf (Nodwch y rhan(nau) o'r corff a anafwyd):						
Triniaeth						
A roddwyd unrhyw gymorth cyntaf? Do <input type="checkbox"/>			Naddo <input type="checkbox"/>	Os 'DO', manylwch: _____		
Os 'DO', gan bwy? (Os yw'n gyflogai'r cyngor, nodwch yr enw a'r adran) _____						
A anfonwyd yr un gafodd y ddamwain i'r ysbyty am driniaeth feddygol o safle'r ddamwain?			Do <input type="checkbox"/>	Naddo <input type="checkbox"/>		

Manylion am y Tyst(ion)		
Enw(au):	Cyfeiriad(au):	Rhif(au) Ffôn:

Os ydy'r un gafodd y ddamwain yn gyflogai'r Fro neu aelod o staff asiantaeth, oedd yr unigolyn i ffwrdd o'r gwaith o ganlyniad i'r ddamwain? Oedd  Nac oedd

**Llofnod yr unigolyn sy'n llenwi'r ffurflen:** **Dyddiad:**    /    /

**Adroddiad Rheolwr ar y ddamwain – Rhaid llenwi'r adran hon a'i llofnodi gan reolwr**  
**Sut digwyddodd hyn? - barn Rheolwr M**  
**Beth gellir ei wneud i atal hyn rhag digwydd eto?**

Printio Enw'r Rheolwr / Goruchwylydd: Llofnod: Dyddiad:    /    /

**Ar ôl llenwi'r ddwy adran anfonwch yr ffurflen hon ar e-bost i'r tîm lechyd a Diogelwch Corfforaethol ar 'Health Safety Corporate' <corphealthandsafetyonevale@valeofglamorgan.gov.uk>**

I'w llenwi gan Swyddog lechyd a Diogelwch:			
Ymchwiliwyd:	Do <input type="checkbox"/>	Naddo <input type="checkbox"/>	Derbyniwyd:    /    / Swyddog:
A anfonwyd ffurflen F2508 i'r HSE? Do <input type="checkbox"/>	Naddo <input type="checkbox"/>	Cyfeirnod F2508:	<input style="width: 150px;" type="text"/>

# Atodiad 4

## INCIDENT REPORT FORM (INC1)



Details of person making report:	
Name of Person Reporting:	Directorate/School:
Job Title:	Telephone No.:
Details of any persons involved in incident (if different from above):	
Name(s):	
Address(es):	
Phone No: Home & Work	
Incident Details (where applicable):	
Site or Premises Where Incident Occurred:	
Specific Location / Area of Concern:	
Please specify which of the following applies to the incident victim (Please tick box):	
Staff <input type="checkbox"/>	Service User <input type="checkbox"/> Visitor <input type="checkbox"/> Pupil <input type="checkbox"/>
Was there a verbal assault? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was a staff member threatened with physical violence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time (24 hour clock): ____ : ____	Date: / /
Please give description of incident / item causing concern, including the injury / damage potential:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
To be completed by the person reporting:	
Print Name _____	Signed: _____ Date: / /
Please give details of any action taken / needed to prevent / minimise recurrence:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
To be completed by the appropriate Manager/Supervisor:	
Print Name _____	Signed: _____ Date: / /
When Completed, return this form to the Corporate Occupational Health and Safety Section	
To be completed by Health & Safety Officer:	Rec'd: / / Investigated: Yes <input type="checkbox"/> No <input type="checkbox"/>

# Appendix 5



## Swyddogion Cymorth Cyntaf

### Ysgol Gyfan 2023-2024

#### Nyrs Ysgol: Bethan Watkins

#### Swyddogion Cymorth Cyntaf

Rebecca Townsend-Ryan  
Lucia Osborne

#### Adran:

Cynradd  
Uwchradd

#### Dilys tan:

11/10/25  
14/10/25

#### Pobl Cymorth Cyntaf:

Richard Chidley	Addysg Gorfforol	16/11/25
Mari Williams	Addysg Gorfforol	27/10/25
Bethan Price	Addysg Gorfforol	16/11/25
Rhys Beynon	Addysg Gorfforol	24/08/23
Rhys Evans	Mathemateg	17/11/25
Jonathan Crimp	Busnes	14/09/24
Rhodri Hanmer	Mathemateg	14/09/24
Emily Denham	Derbynfa	14/09/24
Rhian Shugar	Lles	14/09/24
Lauren Tabernacle	Swyddfa Uwchradd	14/09/24
Matthew Davies	Technoleg	14/09/24
Laura Downey	Gwyddoniaeth	14/09/24
Rochelle Davies	Addysg Gorfforol	14/09/24
Huw Williams	Awyr Agored	08/06/25
Gavin Jones	Addysg Gorfforol	07/11/25
Dai Morgan	Addysg Gorfforol	09/11/25
Steffan Davies	Cynradd	17/11/25
Dewi Edwards	Technoleg	29/11/25
Dom Farr	leithoedd	28/11/25
Bethan Woodward	Swyddfa Uwchradd	07/02/26
Gwenno Pari-Huws	Cynradd	21/06/24

#### WEDI'U HYFFORDDI I DDEFNYDDIO EIPEN

Rochelle Davies	Emily Denham	Huw Williams
Bethan Williams	Louise Hawkins	Stephanie Johns
Matthew Davies		

#### WEDI HYFFORDDI I DDELIO Â CHLEFYD SIWGR

Cristyna Storm-Thomas	Steffan Davies	James Evans
Rebecca Townsend-Ryan	Rochelle Davies	Maddy Pearce
Emily Denham	Gareth Jones	Elena Morgan
Catrin Davies	Siôn Evans	Lucia Osborne
Stephanie Johns	Beca Lois	Elin Angharad
Delyth Roberts	Ffion Griffiths	

#### STOMA

Emily Denham	Gareth Jones	Catrin Davies
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## **HEALTH AND SAFETY POLICY**

**In all school policies we aim to complete the seven core aims and objectives of the Rights to Action Agenda for the Young People of Wales.**

**“PUT YOUR HAND IN MINE AND WE WILL GO TO THE MOUNTAIN TOP”**

**By co-operating and trusting each other we aim to ensure that each pupil reaches the summit of their ability and talents. We shall do so by offering opportunity, support and guidance within a positive, open-minded, safe and civilised society.**

### **Our Vision for our pupils**

**We seek pupils who are fluent in Welsh and English who are proud of the traditions and inheritance of their locality and their country. We seek balanced and responsible citizens who respect the rights of other individuals and who are comfortable with themselves. They will have a respect for their minds, their souls and their bodies and they will have wide horizons and a curiosity for new information. They will have the necessary skills to take advantage of the challenge of the future workplace and society and they will wish to continue to grow as lifelong learners and world citizens.**

*This policy is to be read in conjunction with the policy statements and Management of Health and Safety File provided by the Vale of Glamorgan Authority.*

<b>CONTENT</b>	<b>Page</b>
<b>1) Statement of Policy</b>	<b>3</b>
<b>2) Responsibilities and Organisation</b>	<b>4</b>
▪ <b>Governor’s Responsibility</b>	
▪ <b>The Headteacher’s Responsibility</b>	
▪ <b>The Health and Safety Officer’s Responsibility</b>	<b>5</b>
▪ <b>The Subject Leaders’ Responsibility</b>	<b>6</b>
▪ <b>All Employees Responsibility</b>	
▪ <b>Catering/Cleaning Staff Responsibility</b>	<b>7</b>
▪ <b>Volunteers/Visitors Responsibility</b>	
▪ <b>Pupils Responsibility</b>	
▪ <b>School Structure and Line of Communication</b>	<b>8</b>
<b>3) General Arrangements</b>	<b>9</b>
1) <b>Accident/Incident Recording/Reporting</b>	
2) <b>First Aid</b>	<b>10</b>
3) <b>Medical Needs</b>	<b>11</b>
4) <b>Infectious Diseases</b>	
5) <b>Safeguarding</b>	
6) <b>E-Safety</b>	
7) <b>Wellbeing</b>	<b>12</b>
8) <b>Consultation with Employees</b>	
9) <b>Competency</b>	
10) <b>General Maintenance Arrangements</b>	
11) <b>Asbestos</b>	
12) <b>Contractors on Site</b>	<b>13</b>
13) <b>Consultation with Employees</b>	<b>15</b>
14) <b>Risk Assessments</b>	
15) <b>Educational Visits</b>	<b>18</b>
16) <b>Transport</b>	
<b>4) Appendices</b>	
<b>Appendix 1 – Health and Safety Committee Departmental Representatives</b>	<b>19</b>
<b>Appendix 2 – Specific Responsibilities</b>	<b>20</b>
<b>Appendix 3 – AC1 Accident Form</b>	<b>21</b>
<b>Appendix 4 – INC1 Incident Form</b>	<b>23</b>
<b>Appendix 5 – First Aiders</b>	<b>24</b>

## STATEMENT OF POLICY

This policy is in accordance with the Vale of Glamorgan County Borough Council's general health and safety policy. The school recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for Health and Safety are identified in **Appendix 1** of this policy and the arrangements implemented to meet the above requirements are as detailed in this policy.

The Governing Body is also responsible for the health and safety of everyone who could be affected by the school's actions. This document identifies the grades of duties for safety issues, and the arrangements for implementing the policy.

The policy will be updated in line with staff changes and as new areas of care emerge.

The policy and its implementation will be reviewed every year.

## **RESPONSIBILITIES AND ORGANISATION**

1. The Governing Body has the main responsibility for Health and Safety issues at the school.
2. The Headteacher is responsible for implementing Ysgol Gymraeg Bro Morgannwg's policy and its stand on that policy. The Headteacher delegates responsibilities to various levels from day to day; however, it is the Headteacher himself who is accountable to the Governors.
3. See **Appendix 1** for list of the members of staff have specific responsibilities for the following and members of staff responsible "for safety in specific areas in the Workplace." (Health and Welfare Regulations 1992).

### **GOVERNORS**

The School Governors will ensure that:

- a) The Health and Safety Officer produces a school Health and Safety policy for approval by the Governing Body and that this policy is annually reviewed;
- b) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive Health and Safety culture is established and maintained.

### **HEADTEACHER**

The Head Teacher will ensure that:

- a) A school Health and Safety policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary;
- b) They are aware of the school's everyday Health and Safety responsibilities;
- c) The duties of the Health and Safety Officer are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to deliver Health and Safety requirements.
- d) They maintain contact with the governors and the Education Authority on Health and Safety issues;

- e) They inform the Education Authority of those occasions where his executive authority does not permit them to minimize danger or decrease it to an acceptable level of risk, but to take the necessary steps to avoid danger until it's overcome;
- f) information and advice on Health and Safety is acted upon/circulated to staff and governors. In particular, that relevant Health and Safety policies, procedures and information is circulated for the attention of staff and governors;
- g) the policy is implemented in an acceptable way, and is monitored and revised regularly throughout the school;
- h) staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;

### **HEALTH AND SAFETY OFFICER**

***Miss Charlotte Dechamps has been delegated with specific responsibilities by the Headteacher in respect of the management of H&S.***

The Health and Safety Officer will:

- a) Receive all Health and Safety information sent to the school and disseminate the information to staff/governors as necessary;
- b) Organise and chair the school's Health and Safety committee and arrange that the minutes are always available to staff members. To maintain a list of safety representatives and other members of the committee. See **Appendix 1** for list of Health and Safety Committee members/departmental representatives. See **Appendix 2** for list of specific responsibilities of specific members of staff.
- c) To be available to staff members to discuss and try to resolve Health and Safety problems or, if this is not possible, to bring these problems to the Headteacher's attention.
- d) Review accident, incident, near-miss and consider remedial actions and preventative measures.
- e) Promote the school safety policy and systems;
- f) Arrange for the building to be inspected for fire hazards at suitable times and ensure that the correct arrangements are made to evacuate the building effectively in an emergency and that fire fighting equipment is available and properly maintained.

**HEAD OF KEY STAGE – PRIMARY**  
**SUBJECT LEADERS - SECONDARY**

***Subject Leaders are responsible for the day-to-day management of Health and Safety issues within an Area/Department.***

Subject leaders must:

- a) Ensure that Health and Safety is a standard item on the agendas of Area/Departmental meetings;
- b) Assist the Health and Safety Co-ordinator in identifying competent persons/carrying out risk assessments;
- c) To receive details of any Health and Safety issues that arise from time to time from members of his/her department and to follow these up with the Health and Safety Co-ordinator;
- d) Ensure that Health and Safety requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of Head/Health and Safety Coordinator/Governors as appropriate; and
- e) Ensure that staff are made aware of Health and Safety information relevant to them and have access to the Health and Safety publications provided or referred to as standards.

**ALL EMPLOYEES**

All employees must:

- a) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for Health and Safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) Cooperate with management in respect of complying with Health and Safety requirements.

**\*Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Authority does not hold insurance to cover use of private vehicles\***

## **CATERING AND CLEANING STAFF**

Have the responsibilities indicated for all employees together with those indicated in supplemental Authority or company safety policies.

## **VOLUNTEERS/VISITORS**

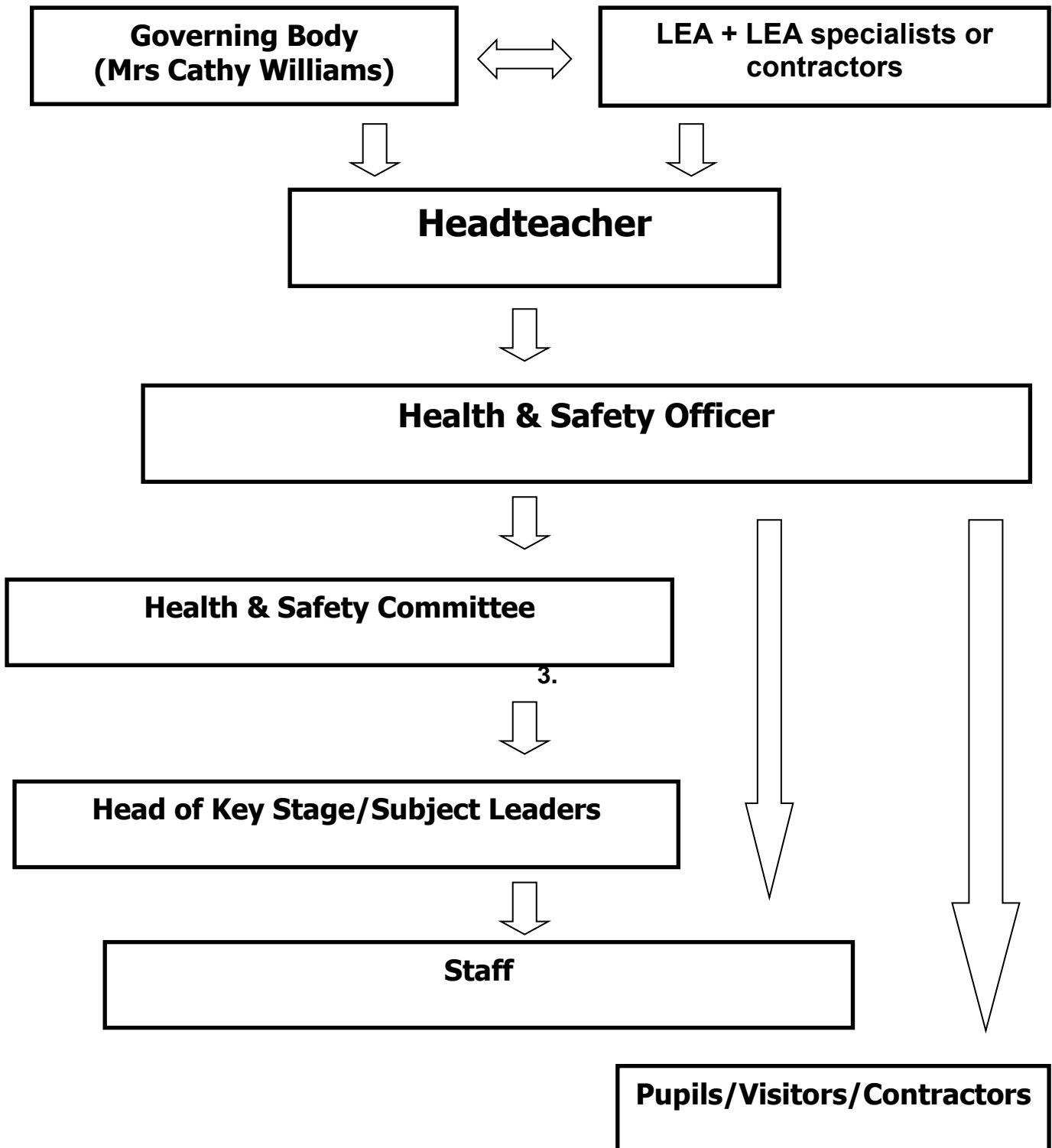
Have the same duties as those indicated for employees.

## **PUPILS**

Pupils are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Inform staff if they have had an accident or been involved in an incident;
- c) Take note of and comply with information provided for safety with regards activities undertaken;
- d) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- e) Not to misuse anything provided for Health and Safety reasons.

## SCHOOL STRUCTURE AND LINES OF COMMUNICATION





### **3. GENERAL ARRANGEMENTS**

#### **1) ACCIDENT/INCIDENT RECORDING/REPORTING**

##### **REPORTING SCHOOL ACCIDENTS**

###### **PUPILS**

All accidents to primary pupils are to be recorded on a slip and given to parents. All accidents to secondary pupils and more serious accidents for primary pupils are to be recorded on specific Accident/Incident Form (Standard Authority form) **Appendix 3 & 4**. In addition, any reportable accident/incident will be immediately reported to the Authorities Health and Safety Department. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

In this situation the Council's system of reporting accidents **must be used**. (**See Appendix 3 for AC1 Form**). This form is available on the Vale Staff NET and the school office. All staff are responsible for completion of forms and forwarding to the school's administration team for recording, forwarding and filing.

It is the pupil's responsibility to inform a member of staff if they have had an accident or injured themselves.

Pupils suffering injuries during a PE lesson should inform the teacher immediately and the teacher will assess whether the pupil should be sent to the First Aid Officer in the main reception.

###### **STAFF**

All accidents to staff are to be recorded on the specific Accident/Incident Form. (The same standard Authority Accident/Incident Form used for pupils). **See Appendix 3 & 4**.

###### **VISITORS**

All accidents to visitors/contractors recorded on the same form as above.

###### **NEAR MISS INCIDENTS**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an Accident/Incident Form is to be completed. The form will be sent to the Health and Safety Officer who will then decide if it needs to be forwarded to the School's Health and Safety Committee.

##### **REPORTING BEHAVIOUR INCIDENTS**

Incidents including violence, bullying and harassment and are to be dealt with in accordance with the Schools Behaviour Management Policy and reporting incidents **must be used**. (**See Appendix 4 for form INC1**). This form is available on the Vale Staff NET and the school office. All staff are responsible

for completion of forms and forwarding to the school's Administration team for recording, forwarding and filing.

## **REPORTING SERIOUS AND FATAL ACCIDENTS**

The following points should be adhered to. Above all else,

4. The school must contact the injured child's parents/carers.
5. This should be followed by a phone call from the Headteacher or a member of the Senior Leadership Team to the Authority providing full details of the accident and the name(s) of those involved.

Depending on the circumstances and the seriousness of the accident, it is possible that the "Health and Safety Executive" (HSE), and almost certainly the County Safety Officer, will require full details of the accident or incident.

Any accident, especially those which affect children will be of concern to the public. It follows that accidents involving children in schools will be of interest to the media. It is possible that the Headteacher and Governors will be put under extreme pressure from the media to comment, or to make a statement on the causes of the accident. No such statement should be made, under any circumstances, as it could prejudice the governors' legal position.

No comments should be made in response to enquiries by the media, other than to confirm that an accident has happened and to express sympathy if appropriate.

## **2) FIRST AID**

Find the list of staff who hold a first aid at work certificate in **Appendix 5** and detailed in a First Aid and Medication Policy available on Public Folders – X: Drive – Polisiau Ysgoland in all staff rooms.

## **ACCIDENTS**

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving pupils, their parent/carer will be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious but still of concern, e.g. sprains, strains, cuts etc. parents/carers will also be contacted and action taken according to parents/carers instructions.

**In the event of a bump/injury to the head it is essential that persons be monitored and not left alone or unsupervised.**

## **RECORDING**

Any accident where first aid is administered to pupils will be recorded on the normal incident/accident form and reported to the authority's H&S Department accordingly.

## **FIRST AID BOXES/MATERIALS**

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff and visitors on site. Locations of the First Aid boxes are listed in the First Aid and Medication Policy.

## **INJURIES INVOLVING BLEEDING**

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in first aid boxes.

### **3) MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with the Schools Child Protection and Safeguarding Policy and Healthcare Needs Policy. This policy is available on Public Folders – X: Drive – Polisiau Ysgol or from Clerk of the Governing Body.

### **4) INFECTIOUS DISEASES**

The school follows the national guidance produced by Public Health for managing and controlling infectious diseases in schools. The Authority coordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department.

### **Covid-19 Addendum**

In order to accommodate Covid-19 regulations and guidelines. Various procedures, processes and risk assessments to meet these requirements have been updated. These include amendments to associated policies, first aid, fire safety and visitor's policies. New risk assessments have been established to ensure the safe reopening of the school, traffic management and emergency evacuation procedures.

**These risk assessments will be reviewed and updated accordingly in line with new guidance or amendments required to safeguard pupils, staff or visitors.**

### **5) SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is available on Public Folders – X: Drive – Polisiau Ysgol or from Clerk of the Governing Body.

### **6) E-SAFETY**

E-safety is included within the Schools E-Safety policy and a copy of this policy can be found on Public Folders – X: Drive – Polisiau Ysgol or from the Clerk to the Governing Body. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

## **7) WELLBEING**

The wellbeing of staff is seen as an integral part of the schools Health and Safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties.

Staff are encouraged to raise any concerns with the Headteacher or line manager but also have access to the authorities' confidential counselling service. More information regarding counselling can be found on the Care First webpage, <https://www.valeofglamorgan.gov.uk/StaffnetPlus/en/Care-First/Care-First.aspx>

Sickness absence or health concerns will be dealt with under the authorities' Absence Policy. The Governing Body endorses the principals set out by the authority and the established framework to support staff wellbeing.

## **8) CONSULTATION WITH EMPLOYEES**

The school complies with the Health and Safety (Consultation with Employees) Regulations 1996 by:

- d) Having Health and Safety as a standard item on the agenda of departmental staff meetings;
- e) Establishing a School Health and Safety Committee including a cross section of staff and staff side representative; and
- f) Regularly communicating with staff including circulating safety information/bulletins to all staff.

## **9) COMPETENCY**

All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils. For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each department.

## **10) GENERAL MAINTENANCE ARRANGEMENTS**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

### **ELECTRICAL INSTALLATION**

The fixed electrical installation is tested by maintenance contractors arranged by the LEA every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

### **FIRE EXTINGUISHERS**

Fire extinguishers are subject to an annual check by a specialist contractor arranged by the LEA and on a regular basis the extinguishers are checked, by the Site Management Team to ensure that they are in position and that the pins are in place.

### **PORTABLE ELECTRICAL EQUIPMENT**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use and reported immediately to the Site Management Team. In addition, the portable electrical equipment is subject to an annual check in line PAT regulations.

## **11) ASBESTOS**

The school Asbestos Management Plan (AMP) is kept by the Site Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

**All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.**

## **12) CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

### **SERVICE CONTRACTORS**

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. contractors authorised and approved by the Authority to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering

contractors they have been consulted over emergency arrangements. **A copy of this policy will also be provided to them.**

## **BUILDING CONTRACTORS**

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

## **HAZARDS**

Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- being hit by falling objects dropped by persons working above head height;
- Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- Coming into contact with machinery or vehicles.

These are only a brief outline of the hazards associated with this activity that may occur in areas.

Where pupils, staff and visitors have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of pupils.

## **SMALL SCALE BUILDING WORKS**

This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

On their arrival all contractors must report to Reception (or Duty Caretaker outside of normal school hours or school holidays) and under no circumstances are they to commence work until given approval to do so by the **Site Manager (or Duty Caretaker in his absence).**

Before any work is commenced, it is essential that the **Site Manager (or Duty Caretaker in his absence)** is made aware of;

- What work is to be undertaken,
- Where the work is to be carried out,
- An indication of the likely timescale,
- What equipment is to be used?
- What services are required?

Before work is to commence, the contractors must be advised by the **Site Manager (or Duty Caretaker in his absence)**,

- Where they can gain access to services,
- What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **Tennis Courts**,
- Any particular problems with the work, e.g. access may still be required to the area.

- The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

### **LARGE SCALE WORKS**

This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. For all large-scale works the LEA's Premises and Facilities surveyors would be involved and a pre-meeting will take place including LEA surveyors, contractors, Headteacher, Health and Safety Officer and Site Manager. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

### **13) CONSULTATION WITH EMPLOYEES**

The school complies with the Health and Safety (Consultation with Employees) Regulations 1996 by:

- Having Health and Safety as a standard item on the agenda of departmental staff meetings;
- Establishing a School Health and Safety Committee including a cross section of staff and staff side representative; and
- Regularly communicating with staff including circulating safety information/bulletins to all staff.

### **14) RISK ASSESSMENTS**

The school risk assessment process is on-going. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site/departmental specific. This information is then included within schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

### **COMPUTER WORKSTATION ASSESSMENTS**

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from the Administration Office.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to their line manager or Head of Department who will refer the matter on to the Health and Safety Officer if unable to resolve it.

## **FIRE**

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire drills are carried out every term.

**All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided across the school site and the Site Management Team have been trained in how and when they can be used.**

## **HAZARDOUS SUBSTANCES**

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department.

## **MANUAL HANDLING**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

## **REGULAR OPERATIONS – EQUIPMENT/MATERIALS**

A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Department a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training



i.e. Site Manager, Caretakers, Learning Support Assistants whilst basic information on safe practice is available.

### **MANUAL HANDLING – PUPILS**

All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs.

### **NOISE**

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. Noise assessments have therefore been undertaken for those Departments and introduced noise reduction including ear protection measures as appropriate. If staff have any questions on Noise Levels they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Officer if unable to resolve it.

### **SECURITY**

Security of the school site has been risk assessed and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their Line Manager or Head of Department who will refer the matter on to the Health and Safety Officer if unable to resolve it.

### **WATER ASSESSMENT**

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

### **WORKPLACE**

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

### **WORK AT HEIGHT**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. Within school the following written assessments are in place.

### **REGULAR OPERATIONS**

A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

### **SPECIALIST OPERATIONS**

These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

**Risk assessments will be reviewed and updated accordingly in line with new guidance or amendments required to safeguard pupils, staff or visitors.**

### **15) EDUCATIONAL VISITS**

A separate Educational Visits Policy and Educational Visits – Leader Pack including procedures and risk assessment process is established based on Welsh Assembly and Authority guidance. These are available on Public Folders – X: Drive. The Health and Safety Officer is the designated Educational Visits Coordinator (EVC) for the school.

### **16) TRANSPORT**

#### **PRIVATE VEHICLES**

- a) Teachers must ensure that their vehicle insurance policy includes a clause which covers the use of their vehicle for business purposes.
- b) When a vehicle belongs to an adult who is not a member of staff – it is essential to ensure that the insurance covers the use of the vehicle to transport children. The driver must confirm this with the insurance company.
- c) A party leader should confirm that the insurance policy, driving licence, MOT and car tax are current.

Buses – Rules and regulations see Welsh Government’s Guidance for the provision of seat belts on dedicated Learner transport (effective 2014)

**“The Safety on Learner Transport (Wales) Measure 2011 (“the Measure”) requires local authorities and governing bodies of maintained schools (a “relevant body”) 3 to ensure that every bus used for dedicated learner transport has a seat belt fitted to every passenger seat by 1 October 2014.**  
“

<http://www.legislation.gov.uk/mwa/2011/6/contents>

### **SCHOOL MINI BUS**

1. Every staff member who drives a school mini bus will be given the appropriate training and assessment by Vale of Glamorgan or nominated contractors and should achieve a satisfactory level.
2. The teacher responsible should carry a mobile phone on every trip – a mobile phone will be available from the main school office.
3. The bus must be inspected before each journey and relevant checklist documentation completed at start and end of journey (*see instructions on school mini bus*).

# Appendix 1

## Health & Safety Committee Departmental Representatives

<b>NAME</b>	<b>DEPARTMENT</b>
Cathy Williams	- Governor
Charlotte Dechamps	- Admin Department
Ffion Williams	- Primary
Tim Sherrin	- Caretaker
Rhian Shugar	- Pupil Support + Welfare
Louise Hawkins & Matthew Davies	- Technology
Cari Ormerod	- Science
Laura Watkins	- Information Technology
Richard Chidley	- P.E.
Louise Hawkins	- Art
Delyth Roberts	- Drama
Heulwen Pryce	- Humanities & Languages
Huw Williams	- Open Air Course

## Appendix 2

The following members of staff have specific responsibilities for the following:-

Reporting accidents	Everyone
COSHH Regulations	Appropriate Subject Leaders
Regulations on Ionising Radiation	Cari Ormerod (Head of Science)
Fire Prevention and Precautions	Tim Sherrin/Caretakers
Excursions	Everyone to follow the school's policy using EVOLVE system by completing statutory documentation, which is then approved by EVC and Headteacher
Work Experience	David Morgan
First Aid	Bethan Woodward
Contractors on school ground	Headteacher/Caretakers
Guidelines in an emergency e.g. gas	Co-ordinator and the Headteacher
Administering approved Medicines	Bethan Woodward(Secondary) /Rebecca Townsend-Ryan (Primary)
Protective Clothing	Subject Leaders/Primary Headteacher
School Buses	Headteacher
Bad Weather	Headteacher/Primary Headteacher
Assaults on Members of Staff	Headteacher/Primary Headteacher
Assaults on pupils	Headteacher/Primary Headteacher

# Appendix 3



## ACCIDENT REPORT FORM (AC1) (Please complete ALL sections)

To Be Completed by the Person Reporting the Accident:		
Name of Person Reporting:	Telephone No:	
Job Title:		
Directorate/School:	Department:	
Please Provide Details of Accident Victim:		
Surname:		Forename:
Address:	Job Title (for staff):	Telephone No.
	Staff Number	
Please specify which of the following applies to the accident victim (Please tick box)		
Staff <input type="checkbox"/>	Public <input type="checkbox"/>	Visitor <input type="checkbox"/>
Councillor <input type="checkbox"/>	Contractor <input type="checkbox"/>	Pupil <input type="checkbox"/>
Service User <input type="checkbox"/>		
Other (Please specify) _____		
Accident Details		
Date of Accident/Diagnosis:    /    /	Time of Accident (24 hour clock):    :	
Site or Premises Where Accident Occurred:		
Specific Location of Accident at the Site:		
Brief Description of Accident/Disease/Dangerous Occurrence in the victim's own words – where possible this section will be completed by the victim:		
Injury (Please specify the part(s) of the body injured):		
Treatment		
Was any first aid administered?    Yes <input type="checkbox"/> No <input type="checkbox"/> If 'YES' please specify: _____		
If 'YES', by whom? (If council employee, please specify name & department) _____		
Was victim sent to hospital for medical treatment from scene of accident?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Witness(es) Details		
Name(s):	Address(es):	Telephone No.(s):

If victim is a Vale employee or agency member of staff, were they off work as a result of the accident? Yes  No

**Signed by person completing form:** \_\_\_\_\_ **Date:**    /    /

**Manager report of accident – This section needs to be completed and signed by a manager**  
**How did this happen? - Manager's view**  
**What can be done to prevent this happening again?**

Manager / Supervisor Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date:    /    /

**When both sections are completed, please email this form to Corporate H&S team Health Safety Corporate  
<corphealthandsafetyonevale@valeofglamorgan.gov.uk>**

**To be completed by Health & Safety Officer:**  
Investigated: Yes  No  Rec'd:    /    /    Officer: \_\_\_\_\_  
Has an F2508 form been sent to the HSE? Yes  No  F2508 Reference: \_\_\_\_\_

# Appendix 4

## INCIDENT REPORT FORM (INC1)



<b>Details of person making report:</b>			
Name of Person Reporting:		Directorate/School:	
Job Title:		Telephone No.:	
<b>Details of any persons involved in incident (if different from above):</b>			
Name(s):			
Address(es):			
Phone No: Home & Work			
<b>Incident Details (where applicable):</b>			
Site or Premises Where Incident Occurred:			
Specific Location / Area of Concern:			
Please specify which of the following applies to the incident victim (Please tick box):			
Staff <input type="checkbox"/>	Service User <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input type="checkbox"/>
Was there a verbal assault? Yes <input type="checkbox"/> No <input type="checkbox"/>		Was a staff member threatened with physical violence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time (24 hour clock): ____: ____		Date: / /	
<b>Please give description of incident / item causing concern, including the injury / damage potential:</b>			
<b>To be completed by the person reporting:</b>			
Print Name _____		Signed: _____ Date: / /	
<b>Please give details of any action taken / needed to prevent / minimise recurrence:</b>			
<b>To be completed by the appropriate Manager/Supervisor:</b>			
Print Name _____		Signed: _____ Date: / /	
<b>When Completed, return this form to the Corporate Occupational Health and Safety Section</b>			
To be completed by Health & Safety Officer:		Rec'd: / / Investigated: Yes <input type="checkbox"/> No <input type="checkbox"/>	



# Appendix 5



## First Aiders 2022-2023

### School Nurse: Bethan Watkins

First Aid Officer	Department:	Valid until:
Rebecca Townsend-Ryan	Primary	11/10/25
Lucia Osborne	Secondary Office	14/10/25

### First Aiders:

Richard Chidley	PE	16/11/25
Mari Williams	PE	27/10/25
Bethan Price	PE	16/11/25
Rhys Beynon	PE	24/08/23
Rhys Evans	Maths	17/11/25
Jonathan Crimp	Business	14/09/24
Rhodri Hanmer	Maths	14/09/24
Emily Denham	Secondary Office	14/09/24
Rhian Shugar	Wellbeing	14/09/24
Lauren Tabernacle	Secondary Office	14/09/24
Matthew Davies	Technology	14/09/24
Laura Downey	Science	14/09/24
Huw Williams	Open Air	08/06/25
Rochelle Davies	PE	14/09/24
Gavin Jones	PE	07/11/25
Dai Morgan	PE	09/11/25
Steffan Davies	Primary	17/11/25
Dewi Edwards	Technology	29/11/25
Dom Farr	Languages	28/11/25
Bethan Woodward	Secondary Office	07/02/26
Gwenno Pari-Huws	Primary	21/06/24

### EPIPEN TRAINED

Rochelle Davies	Emily Denham	Huw Williams
Bethan Williams	Louise Hawkins	Stephanie Johns
Matthew Davies		

### DIABETES TRAINED

Cristyna Storm-Thomas	Steffan Davies	James Evans
Rebecca Townsend-Ryan	Rochelle Davies	Maddy Pearce
Emily Denham	Gareth Jones	Elena Morgan
Catrin Davies	Siôn Evans	Lucia Osborne
Stephanie Johns	Beca Lois	Elin Angharad
Delyth Roberts	Ffion Griffiths	

### STOMA

Emily Denham	Gareth Jones	Catrin Davies
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**Cytunwyd ar y polisi hwn gan y Bwrdd Llywodraethol ym mis Mehefin 2017 a'i roi ar waith ym mis Mehefin 2017. Caiff ei adolygu ym mis Gorffennaf 2023.**

**This policy was agreed by the Governing Body in June 2017 and implemented in June 2017. It will be reviewed in July 2023.**

**Llofnod/Signature.....**

**Cadeirydd y Llywodraethwyr/Chair of Governors**

**Llofnod .....**

**Y Pennaeth/Headteacher**

Paratowyd gan/Compiled by: Charlotte Dechamps	Addasiad Rhif: 5 Revision Number: 5
Cymeradwy gan/Approved by: Y Corff Llywodraethol/Governing Body	Dyddiad yr Addasiad: Gorffennaf 2023 Revision date: July 2023