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Nant Gwrtheyrn

**LEARN WELSH NANT GWRTHEYRN HEALTH AND SAFETY POLICY
(2025)**

IN ACCORDANCE WITH THE HEALTH AND SAFETY ACT 1974



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1. RESPONSIBILITIES AT NANT GWRTHEYRN

1. **Siwan Tomos (Chief Executive)** has responsibility for all aspects of Health and Safety at Nant Gwrtheyrn.

2. The following have responsibility for security in specific areas:

Llinos Pritchard

Office / Site

llety@nantgwrtheyrn.org

Shan Banfield

Catering

arlwyo@nantgwrtheyrn.org

Lester Hughes

post@nantgwrtheyrn.org

Maintenance

Mared Grug Llywelyn

Educational activities

mared@nantgwrtheyrn.org

2. FIRE

The best way to fight a fire is to take necessary measures to avoid a fire starting in the first place. To this end:

- Smoking is not permitted on site unless in designated areas which are clearly signed.
- Rubbish will be cleared regularly and the rubbish and recycling bins (especially bins with a lot of paper) will also be cleared regularly.
- All fire escapes will be kept clear.
- The fire alarms are tested weekly.
- Nant Gwrtheyrn staff will conduct a Fire Drill annually.

The fire alarm is a combination of an alarm sound and a whistle sound.

When the alarm and / or the whistle is heard, you should gather in Cae Canol (the field located between Trem y Mynydd and Trem y Môr) and a member of staff will be there to do the register and to ensure that everyone is accounted for.

Fire door locations:

- Caffi Meinir / Y Neuadd - There are two fire doors in the kitchen; one leading out through the back door to the Car Park and the second door leading to the Dining Room. When in the Dining Room, the door that goes out towards the sea can be used, or the door that is used as the main entrance.
- The Plas - There are two fire doors in the Plas; one door leading to the lawn facing the sea on the ground floor at the bottom of the stairs and one door up the stairs from the classroom.
- The Chapel – You can go out through the main entrance or through the doors at the far end of the Chapel.
- The Accommodation. Each house has two doors - the main entrance towards Cae Canol (middle field) and a back door from the kitchen.

Fire Extinguishers

- These are located in each building.

Fire Maps

- These have been placed in every building.

TELEPHONE NUMBERS:

Emergency 999

Main Office 01758 750 334

Mared Grug Llywelyn – Rheolwr Addysg a Threftadaeth 07923492461

3. FIRST AID

Nant Gwrtheyrn is committed to providing qualified people with the appropriate qualifications in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981, and a recognised code of practice.

The main Nant Gwrtheyrn First Aid centre is the office. Any blood injury should be dealt with here as there is a dedicated bin to dispose of the waste. No blood waste should be disposed of in a common bin.

In the event of an accident, the details of the accident together with any evidence will be recorded.

First Aid equipment is located at:

The Office / Reception

The Chapel (A defibrillator is fitted to the outer wall of the Chapel)

Y Plas

The Café

TELEPHONE NUMBERS:

Emergency 999

Ysbyty Gwynedd (Hospital) 01248 384384

PLEASE NOTE THAT WE ARE LOCATED IN AN AREA WITH A WEAK PHONE SIGNAL. USE WI-FI CALLING ON YOUR MOBILE PHONES OR GO TO RECEPTION TO USE THE LANDLINE.

4. ILLNESS AND SPECIAL REQUIREMENTS

If you experience an illness on site during your visit, inform a member of staff immediately.

We expect all our visitors, including learners on residential courses, to comply with any public health restrictions that will be in force during their visit.

If a learner has any special requirements, Nant Gwrtheyrn officials should be informed before they arrive on site. This may include accessibility needs, additional learning needs and dietary needs.

Main contact: Mared Grug Llywelyn, Education Manager – mared@nantgwrtheyrn.org

A 'Details in an Emergency' file is located in the main Education office. This file contains a list of everyone who is on the course for the week in question, which room they are staying in as well as their emergency contact and any needs they have.

5. SECURITY ON THE SITE

All visitors to the site should complete an 'Emergency Details' form during the Welcome Meeting, sharing the form with a member of staff.

The Nant is a rural and secluded location, so caution should be taken when walking around the site, keeping clear of any areas that have been identified as being dangerous. Appropriate clothing should be worn for visiting a rural site.

All visitors who are on a residential course should inform a member of staff in the **Education Department or the Office / Reception** if they are going off site during their time here - especially so if they want to explore the nearby paths.

EMERGENCY ON SITE

08:00 – 17:00: Contact a member of staff

17:00 – 20:00: Emergency telephone number, located on the Reception door

20:00 – 08:00: Contact the Night Porter