

Health and safety policy arrangements for *Shottery St Andrew's CE Primary*

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community & voluntary controlled schools, community special schools and maintained nursery schools.

The school uses the [WCC Health and Safety Policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC Health and Safety Policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards for Schools document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs School specific procedures and documents can be located where applicable in hard copy in the school office or electronically on the admin server.

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be **kept up-to-date and regularly reviewed**, at least on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, contact Sarah Marshall (Headteacher), Boo Jones (Senior Admin Officer) or Bill Bigge (Health and Safety Governor).

Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council Health and Safety Policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.



SARAH MARSHALL
Headteacher

BILL BIGGE
H&S Governor

David Pashley
Chair of Governors

Date: September 2018

Review date of arrangements: September 2019

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent.

The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the **WCC Corporate Health, Safety and Wellbeing Service.**

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording / reporting accidents and incidents	<p>All first aid accidents are recorded in the carbon copy accident books. There is a central book held in the staffroom and individual class books for offsite trips. Relevant notifications are made to parents/carers – telephone calls are made for head injuries followed up with a ‘carbon slip’ other bumps and grazes are notified solely by a ‘carbon slip’</p> <p>Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure)</p> <p>The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences</p> <p>As part of termly monitoring visits the H&S governor checks the accident book to identify any trends</p>	<p>All staff Boo Jones, Office Manager Sarah Marshall, Headteacher Bill Bigge, H&S Governor</p>
Communicating health and safety information to staff inc. consultation arrangements	<p>All staff receive annual updated H & S training on the first September training day. All new policies and amendments are notified to staff via email and placed on the school website. Paper copies on request.</p> <p>H&S is on weekly staff meeting agenda for discussion and consultation.</p>	<p>Headteacher</p>
Access Equipment and working at height	<p>Use WCC ‘Working at Height’ Policy</p> <p>Caretaker is the only member of staff trained to use ladders</p> <p>Rolling footstools are available for staff</p> <p>Staff who wish to work above the height of the rolling footstools must consult the caretaker.</p> <p>Annual ladder inspections are carried out</p> <p>All staff are required to carry out a pre-use check .</p> <p>Contractors are not allowed to use ladders or any other school equipment.</p> <p>Staff requiring materials stored at height must ask for assistance from the caretaker.</p>	<p>Mr Goode (Caretaker) All staff</p>
Asbestos Management	<p>Use WCC ‘Asbestos Management’ policy</p> <p>Information regarding asbestos can also be found on the computerised ATLAS Database.</p>	<p>Miss Boo Jones (Admin Officer) Mr Goode (Caretaker)</p>

	<p><i>Boo Jones and Mr Goode will make this available to staff and contractors</i></p> <p><i>Prior to any intrusive work ie putting up shelving etc. it must be ensured that there is no asbestos in the building structure. Any member of staff or contractors or others intent on any such work must make reference to this database.</i></p> <p><i>Contractors must sign the Asbestos Proforma to state they have seen the Atlas database before starting work.</i></p>	
<i>Bullying and Harassment</i>	<p><i>The WCC Bullying and Harassment procedures and the school's Anti-Bullying Policy are available on the school website.</i></p> <p><i>The Head Teacher is responsible for offering/organising informal and confidential advice to staff who suffer bullying and harassment</i></p> <p><i>If staff feel they can't speak to the headteacher, then they should seek advice from the governing body</i></p> <p><i>All incidents reported by children and parents should be logged by class teachers.</i></p>	<p><i>Mrs Marshall (Headteacher)</i></p> <p><i>Class teachers</i></p>
<i>Managing contractors</i>	<p><i>Use WCC 'Safe Management of contractors' policy</i></p> <p><i>Contractors must sign in and out at the school office daily</i></p> <p><i>At the start of the job they will be provided with a visitor's badge, and then informed of health and safety issues such as first aid, fire procedures and location of asbestos.</i></p> <p><i>Contractors to the site will be seen by the Head Teacher, School Admin Manager or Caretaker.</i></p>	<p><i>Mrs Marshall (Headteacher)</i></p> <p><i>Miss Boo Jones (Admin Offcer)</i></p> <p><i>Mr Goode (Caretaker)</i></p>
<i>Control of Substances Hazardous to Health</i>	<p><i>Use WCC 'COSHH' policy</i></p> <p><i>It is the caretaker's responsibility to maintain the COSHH file which is kept in the caretakers office</i></p> <p><i>The caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances</i></p> <p><i>All COSHH products are purchased through ESPO</i></p> <p><i>Staff are informed not to bring in products from home</i></p> <p><i>All containers with decanted substances are clearly labelled</i></p> <p><i>All COSHH products are kept in the caretaker's office or in cupboards with child safety catches on.</i></p>	<p><i>Mr Goode (Caretaker)</i></p> <p><i>All staff</i></p>

Display Screen Equipment	<p>Use WCC 'Display Screen' policy Currently only the Heateacher and Admin Officer are classed as DSE users The Admin Officer will monitor and arrange for any issues to be resolved</p>	<p>Mrs Marshall (Headteacher) Miss Boo Jones (Admin Officer)</p>
Defect reporting	<p>Any defective item must be reported to the caretaker and details entered into the Defects Report Book. All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. Governors review the defects book in their annual Health and Safety inspection</p>	<p>All staff Mr Goode (Caretaker) Mrs Marshall (Headteacher) Dr Bill Bigge (H&S Governor)</p>
Electricity at Work	<p>PAT tests are carried out annually through external Services. Any old equipment brought into school by volunteers/hirer's or staff must have a valid PAT test certificate. All defective items must be removed and either disposed of or repaired</p>	<p>Miss Boo Jones</p>
First aid	<p>Use WCC 'First Aid at Work policy Refer to schools supporting children with medical needs policy The school has paediatric and basic first aiders whose names are displayed around the school. Refresher training is undertaken prior to the First Aider's qualifications lapsing. The First Aid boxes contain only those items recommended at Paediatric training guidance; a list of permitted contents is held in each box. A designated First Aider (JADE OLIVER) is responsible for checking and restocking the first aid kits. There are no creams, ointments, preparations or medicines. When there is a need to contact the emergency services the Head Teacher, or in their absence the Senior Teacher or delegated person will summons an ambulance and if the parent, their nominee is not available, a member of staff will accompany a child to hospital. Parents will be notified there child has received treatment via Class Dojo, this will be followed up with a first aid slip sent home with the child.</p>	<p>First Aiders and Miss Boo Jones</p>
Fire and evacuation	<p>At least one fire drill per term is arranged generally this is by the H&S Governor who then enters the details in the Fire Precaution Manual held in the office. Where deficiencies in the evacuation procedures are identified, these are dealt with promptly and a second</p>	<p>Bill Bigge (H&S Governor) Sarah Marshall (Headteacher) Boo Jones (Admin Officer)</p>

	<p><i>drill arranged, if necessary.</i></p> <p><i>Staff each have special responsibilities such as checking the toilets, where issues arise staff are de-briefed on the procedures undertaken after each fire drill. Where staff are absent the cover member of staff will assume the responsibilities, having been briefed of these in the cover teacher handbook.</i></p> <p><i>The Admin Officer is responsible for calling the emergency services and taking absence list out for teachers</i></p> <p><i>Individual teachers are responsible for checking their own class</i></p> <p><i>The Head Teacher is responsible for co-ordinating the evacuation.</i></p> <p><i>The Senior Teacher is the deputy person responsible.</i></p> <p><i>The Fire assembly point is on the playground alongside the perimeter fence.</i></p> <p><i>The caretaker is responsible for monthly inspection and maintenance of fire exits/escape routes and for testing the Fire Alarms weekly from alternate call points.</i></p> <p><i>The caretaker tests the emergency lighting weekly and records the details in the manual.</i></p> <p><i>The caretaker carries out monthly visual checks to ensure that the extinguishers are in place and in good condition. All details of checks are entered into the manual in the caretaker's room.</i></p> <p><i>The contractor tests and maintains the fire alarm system and services the fire extinguishers annually and ensures that the details are entered in the manual, which is kept in the office</i></p>	<p>Paul Goode (Caretaker) All Staff</p>
<p>Lone working</p>	<p><i>Use WCC 'Personal Safety' and 'Lone Working' policies</i></p> <p><i>Personal safety training is given to staff on induction.</i></p> <p><i>As a general rule, lone working is limited to the caretaker.</i></p> <p><i>Safe working practices are in place for the Caretaker when working alone: specific contact arrangements i.e. partner/relative/neighbour having a mobile number and being aware of how long the caretaker will be at the place of work.</i></p>	<p>Paul Goode (Caretaker) Sarah Marshall (headteacher)</p>
<p>Medicines in school</p>	<p><i>See school 'Supporting Children with Medical Needs' policy</i></p> <p><i>Parents who wish their child to receive short term medication may come to the school to administer the medication at a mutually convenient time, alternatively a medical form can be completed.</i></p> <p><i>For long term medication parents must complete a medical form. All medication must be clearly labelled with the child's name and be accompanied by written instructions from the parent or prescribing doctor, specifying the preparation storage arrangements, dosage and circumstances under which it should be given.</i></p>	<p>Sarah Marshall (Headteacher)</p>

Water hygiene	<p><i>Use of WCC ‘Legionnaires and Water Hygiene’ policy</i></p> <p><i>ATLAS provides up to date Water Hygiene Risk Assessment and provides full information about all the water outlets and tanks within the school</i></p> <p><i>The water hygiene log book is kept in the school office</i></p>	County Caretaking Service
Glass and glazing	<p><i>All glazing complies with current safety standards.</i></p> <p><i>Low level glazing (below 800 mm glazing in doors and high-risk glazing) is toughened or laminated glass complying with or has been fitted with safety film.</i></p> <p><i>All broken glazing must be repaired immediately and is the responsibility of the caretaker</i></p>	Sarah Marshall (Headteacher) and Governors
Cleaning refuse and caretaking	<p><i>The caretaker clears away all rubbish from the classrooms at the end of the day. This is placed in the external waste bin before the premises are closed at the end of the day.</i></p> <p><i>Glass and other sharp objects are wrapped in several layers of newspaper before disposing in the external waste bins.</i></p> <p><i>Classroom recycling paper boxes are emptied fortnightly into the external recycled paper collection container.</i></p> <p><i>As part of his role the caretaker clears leaves and snow from the entry and exit pathways and in icy conditions where possible, spreads salt on the ground.</i></p> <p><i>Arrangements are made with STONE when disposal of computers is required.</i></p> <p><i>Fluorescent tubes are taken to the WCC tip.</i></p> <p><i>A daily cleaning schedule exists for all areas of the school</i></p> <p><i>Confidential paper waste will be disposed of by ShredPro</i></p>	Paul Goode (Caretaker) and all staff
Monitoring Arrangements	<p><i>Health and safety inspections are carried out by WES Safety and Premises, every three years; by Headteacher annually , governors termly and by the caretaker visually on a day-to-day basis.</i></p> <p><i>The governing body will ensure that the Head Teacher provides regular reports of accidents and dangerous occurrences and that any necessary alterations to working practices and procedures are implemented.</i></p> <p><i>The governing body recognise the importance of monitoring health and safety matters.</i></p> <p><i>Monitoring will be carried out in a number of ways:</i></p> <ul style="list-style-type: none"> <i>o Annual/termly reports on accidents/incidents</i> <i>o Results of internal and external health and safety inspections</i> <i>o Maintenance reports</i> <i>o Complaints, hazards and defects reports</i> <i>o Reviews of any procedures carried out by the Head Teacher</i> <p><i>To help this process, the governors and Head Teacher will ensure that all reasonable</i></p>	WES Mrs Marshall (Headteacher) Mr Goode (Caretaker) Governors

	<i>inspection facilities and information are provided on request to officers of the LA, inspectors of the Health and Safety executive (HSE) and any other health and safety officials.</i>	
Offsite and Education Visits	<p><i>See school 'Educational Visits' policy</i></p> <p><i>The Head Teacher is the Education Visits Co-ordinator.</i></p> <p><i>Every trip organised should have one teacher who takes overall responsibility for the organisation, to ensure that all necessary arrangements and risk assessments are made.</i></p> <p><i>The EVC will receive update training every two years. The school will follow the EVOLVE procedures. In the absence of adult : pupil ratios for trips the school will consider previous guidance.</i></p>	<i>Mrs Marshall (Headteacher)</i> <i>Teachers</i>
Outdoor Play Equipment	<p><i>Headteacher to ensure outdoor play equipment purchased complies with current Standards adopted by the play industry; EN:1176 (play equipment) and EN:1177 (safety surfacing).</i></p> <p><i>All equipment supplied must have a certificate of conformity. The following inspections should take place:</i></p> <ul style="list-style-type: none"> <i>• Routine inspection - basic pre use visual check by competent school staff (defects, breakages, cleanliness of area etc) – daily by caretaker</i> <i>• Operational inspection - detailed inspection of equipment by persons qualified to Register of Play Inspectors International standards; completed and recorded termly.</i> <i>• Annual inspection – carried out by persons qualified to Register of Play Inspectors International standards; focuses on equipment compliance, long-term structural problems with a written report provided.</i> <i>• When siting any new play equipment a post-installation inspection is carried out for all new equipment installed.</i> <p><i>Pupil numbers will be restricted on equipment through use of a rota and band system</i></p>	<i>Mrs Marshall (Headteacher)</i> <i>Teachers</i> <i>Midday Supervisors</i> <i>Caretaker</i>
PE Equipment and lessons	<p><i>PE equipment is inspected annually by the WES contractor.</i></p> <p><i>The afPE Safe Practice in Physical Education and Sport guidance on safe use of the equipment will be adopted.</i></p> <p><i>PE staff will ensure pupils are reminded of safe practice on a regular basis.</i></p> <p><i>Pupils may not wear jewellery and long hair must be tied back</i></p> <p><i>Clothing including footwear must be suitable.</i></p>	<i>Onside</i> <i>Teachers</i>

	<i>AS appropriate to the weather pupils should take water bottles to PE. All inhalers and epipens must accompany pupils offsite</i>	
Risk Assessments	<p><i>Use of WCC 'Risk Assessment' policy and guidance</i></p> <p><i>The Head Teacher is responsible for ensuring risk assessments are undertaken.</i></p> <p><i>There is a need for risk assessment for foreseeable hazards.</i></p> <p><i>Staff writing risk assessments should seek guidance from the headteacher where they are unclear. All educational visit risk assessments must be submitted to the headteacher in advance.</i></p> <p><i>Every off-site visit is risk assessed and the lead teacher has the responsibility for these.</i></p> <p><i>Special risk assessment (such as for staff who are pregnant or who have health problems) are undertaken as, as when, necessary.</i></p> <p><i>Staff writing risk assessments should ensure that all other affected adults are fully briefed</i></p>	<i>Mrs Marshall (Headteacher) Teachers</i>
Stress and Wellbeing	<p><i>If staff are feeling stressed they should meet with the headteacher to discuss possible causes and concerns. The headteacher will offer support and advice. This could be through WES HR Schools Advisory Team;</i></p> <p><i>A referral to Occupation Health will be made following long term absence</i></p>	<i>Mrs Marshall (Headteacher) Teachers</i>
Violence to Staff/ School Security	<p><i>Site security is maintained through controlled visitor access and signing in arrangements.</i></p> <p><i>Risk assessments are undertaken for hazardous circumstances.</i></p> <p><i>Meetings aren't conducted in secluded places or without another member of staff being aware</i></p> <p><i>Staff are required to report all incidents of verbal and physical violence.</i></p>	<i>Mrs Marshall (Headteacher) Teachers</i>
Work Experience Students	<p><i>The Senior teacher is responsible for the induction of student teachers including specific reference to health and safety and will also carry out the appropriate risk assessments.</i></p> <p><i>The Admin Officer will be responsible for work experience students and volunteers</i></p>	<i>Helen Howlett – senior teacher</i>
Visitors	<p><i>Visitors to the site must sign in the visitor's book.</i></p> <p><i>Visitors will then be informed of the fire exits, evacuation drill, safeguarding and other health and safety arrangements, after which they will be provided with an Identification sticker or lanyard to wear whilst in and around the school. Visitors will also be given a health and safety leaflet detailing basic procedures.</i></p>	<i>Office Staff</i>