

Health and Safety Policy Arrangements for Clinton Primary School (part 2)

Date Created: March 2018

Review Date: March 2019

Headteacher's signature:

Sam Pater
Headteacher

Chair of Governors signature:

Andrew Williams
Chair of Governors



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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 and voluntary controlled schools.

The school uses the County Council's 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 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 in the staff room in the health and safety policy folder.

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 reviewed 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 the Head teacher or Health and Safety Officer Gary Viner.

For further advice from the Local Authority, contact Mark Wills, Senior Health and Safety Advisor (People Group) on 01926 418070

Named Responsible Persons

Head Teacher	Sam Pater
Health and Safety Officer	Gary Viner
School Administrator(s)	Chris Benson Kathryn Carey
Caretaker	Roy Hayward

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 currently obtains additional sources of health and safety advice and guidance from *WES Safety and Premises Service*.

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

Health and Safety

School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council (WCC) 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 partners. 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 the 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.
- 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.

Headteacher's signature:

Chair of Governors signature:

Sam Pater
Headteacher

Andrew Williams
Chair of Governors

Date:

Date:

2.1 Access equipment

The school adheres to the WCC Health and Safety Work at Height Policy and Guides.

- Ladders/stepladders are located in the school hall, secured behind the curtain and in the boiler house.
- Kick stools are kept in classrooms.
- Staff are required to use the correct access equipment for job and should not use tables and chairs.
- STS contractor carries out annual inspections.
- Staff should use the correct access equipment – they should not use tables and chairs.

2.2 Accident reporting and monitoring procedures

The school adheres to the WCC Health and Safety Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy.

All serious accidents that occur on the site should be reported immediately (or as soon as is possible) using the WCC online recording system.

All minor accidents should be recorded in the minor accident file. Where necessary, parents / guardians or other persons should be notified of the accident. In addition, children who receive a minor bump to the head are given a note to take home.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the child receives appropriate treatment.

In addition senior staff will check to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

2.3 Contractors (Asbestos)

The school adheres to the WCC's Asbestos Management Policy and Procedures.

Contractors are required to sign to say they have read health and safety information and the asbestos notice.

- No intrusive work should be carried out in any part of the school where asbestos is present.
- Prior to work commencing, contractors must sign to state:
 - (a) They have read the health and safety information provided and that they are aware that asbestos is present in various parts of the school.

(b) They understand that they must not undertake any work which involves disturbing the fabric of the building and they must not lift ceiling tiles, even for a visual inspection, without first consulting the headteacher.

- No major work should be carried out without an analytical asbestos survey specific to the work to be carried out.
- Only qualified HSE licensed asbestos removal contractors from the Property Resources list are allowed to work with asbestos.
- Contractors and visitors will sign to say they are aware that asbestos is present in the school and they will not undertake any work that involves disturbing the fabric of the building without first consulting the Headteacher.
- The Asbestos Managers Guide is located in the school office.
- Further guidance is in the WCC Asbestos Policy.

2.4 Contractors (Management of)

- The Head Teacher is the appointed person responsible for managing contractors. He has attended the WCC Safe Management of Contractors Course.
- The school adheres to WCC's Construction and Contractor Work Policy.
- All contractors are required to sign in, at the office.
- Contractors will be provided with a badge and their attention drawn to the health and safety notice on the reverse.
- Contractors are asked to read the asbestos notice and where appropriate, the Atlas Register.
- They are required to sign to say they have read the asbestos notice and the health safety information.
- The signature form is kept with the details of the work carried out and filed in the school office.

2.5 Contractors Visitors on Site

- The Headteacher or Administrative Assistant shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit including any asbestos on site.
- Visitors and contractors are required to sign to say they have read health and safety information and the asbestos notice.
- All visitors to the school must sign in at reception and are provided with a visitors badge to wear at all times.

2.6 COSHH (Control of Substances Hazardous to Health)

The school adheres to the WCC COSHH Policy and Manager's Guide

Wherever possible, the school will use less hazardous substances when available.

- The COSHH file is maintained by the Head.
- Copies are kept in the office and in the caretaker's room.
- Staff are aware of how to identify COSHH materials.
- All COSHH materials have a data sheet.
- COSHH substances are stored in areas that are not accessible to children.
- All COSHH substances are disposed of safely.
- The WCC COSHH policy is located with the Health and Safety files in the staff room.

2.7 Defects Reporting Procedure

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- a) Any member of the school staff who discovers any defect shall complete a copy of the 'Health and Safety – Defect Report Form kept in the school office.
- b) This form, once completed, shall be passed to the administrative assistant who will take appropriate action.

The person responsible will take the necessary steps to:

- a) have the defect rectified, within a reasonable period of time, and record the details on the defect form.
- b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.

If the defect is likely to affect the 'normal' running of the school the Headteacher shall inform the LA and governing body.

In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the administrative assistant. Any outstanding work will be reported to the Resource Management sub committee where appropriate.

2.8 Display screen equipment (DSE)

The school adheres to the WCC DSE Policy and Guidance.

A risk assessment for all workstations used by staff members is in place. The school will seek advice from the H&S team on instruction and training of staff members in the safe use of the DSE.

All staff who are classed as DSE users will be trained in their safe use.

- Refresher training will be undertaken every three years.

- DSE self-assessments for all staff using display screen equipment will be completed and reviewed every three years.

2.9 Educational visits / off-site activities

- The school's EVC is the Head teacher.
- Any member of staff (not NQT) can lead a party.
- Pre- site visits are carried out if it is a non- educational establishment.
- A risk assessment is carried out before an off- site activity, with these checked by the Head teacher.
- The offsite activities folder is located in the staff room.
- All activities require authorisation from the EVC. All category C - visits abroad and outdoor pursuit activities - require authorisation from the governing body and from the LA.
- An 'Off site activities' form (OSA) is filled in for every visit, which states emergency procedures and contacts for visits.
- The school adheres to guidance set out in WCC's 'Offsite activities guidance' (2007 version).

2.10 Electricity at work

The school adheres to the WCC Health and Safety Electrical Testing Policy - Fixed Electrical Installations & Portable Electrical Equipment.

- All registers are kept in the school office.
- Electrical testing is carried out by STS contractor in accordance with Policy.
- Hard wire testing conducted through Resource Property every 5 years.
- Portable Appliance testing conducted yearly.
- The school requires the PTA to have all electrical equipment tested before an event.
- Hirers are required to have any electrical equipment tested.
- Staff are required to have any personal appliances tested before use in school.
- All defective equipment is removed or repaired.
- Stage lighting checked by STS each year

2.11 Emergency Procedures

- The school has its own Building Emergency Evacuation Plan, including *Lock Down Procedure* (BEEP) and EASEE School Emergency Plan.
- Both documents are shared with staff on an annual basis and are kept in the school office. The BEEP is also displayed and available to read from the staff room.

2.12 Extended Services – Before and After School Clubs

- On arrival to the Before School Club, children are signed in. At 8:40 am, at the beginning of the school day, an adult will accompany KS1 children to their classrooms. KS2 children will make their own way to their classrooms.
- At the end of the school day a register of children is taken at the After School Club (3.15 pm). KS1 children are collected from their classrooms by a member of staff. Parents are required to sign their child out when they collect them.

- In the After School Club, child locks are fitted to the doors so children can't leave the building without an adult.
- Children are always supervised when in the outdoor areas.
- All staff have been first aid trained. In addition, After School Club staff have food hygiene certificates.
- All defects are reported to the admin staff in the school office.
- Emergency evacuation procedure are followed and on display. Children are informed of these.
- Before and After School Clubs adhere to the school's Health and Safety Arrangements and Policies.

2.13 Fire precautions

The school follows advice from the LA's Fire Safety Management Policy, Arrangements and associated documents. In the event of an emergency, the fire alarm will be sounded and the emergency services will be contacted by either the head teacher or the admin staff.

- The emergency assembly point is signposted.
- Registers and visitor's book are taken out by the administrative staff.
- Class teachers take the register.
- The administrative staff take the register for all adults in school at the time.
- The Head and Deputy Head oversee procedures.
- Tests / servicing of fire extinguishers / fire alarm / emergency lighting is carried out by the LA in accordance with their timescale.
- The Fire Precautions Manual is maintained by the Head and Health and Safety representative for the staff.
- Fire alarms and emergency lighting are tested and recorded weekly by the Caretaker.
- The Caretaker makes weekly visual checks of fire extinguishers and fire blankets.
- Evacuation procedures are on display in each room.
- Fire evacuations are carried out each term.
- Any incident involving fire is reported to Miles Marriott (01926 412440).

All fire doors and exits should be clearly marked, kept closed and free from obstructions at all times.

All displays of children's work should be kept to a minimum on routes designated as a means of escape (including corridors and circulation spaces) to avoid the excessive use of combustible materials.

2.14 First aid

The school adheres to the WCC Health and Safety First Aid at Work Policy.

Whilst it is recognised that all staff have a duty of care towards the children in school, we would normally expect those with first aid training to treat an injured child.

The details of those people who are first aid trained are displayed in the staff room and entrance hall.

There will be at least one person with a current paediatric first aid certificate on the premises at all times when Reception age children are present.

First Aid kits are kept in all classrooms and in staff areas. These are checked and replenished each term by a teaching assistant.

A list of trained staff is kept in the office. Training will be undertaken every three years.

Training for the treatment of epilepsy, anaphylactic shock and diabetes is undertaken every two years, or sooner where there are new staff.

2.15 Glass and Glazing Risk Assessment

This Risk Assessment has been carried out by Property Resources and is kept in the school office.

2.16 Health and safety information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

2.16.1 Employees

- (a) Staff members have been informed about all of the existing information held on the site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- (b) All documentation referred to in (a) above is kept in or with the health and safety files which are located in the staff room.

The only exception to this is where information is better kept in a subject area. In this case staff involved shall be informed of its location.

New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in (b) above. The circulation form will be kept on file with the document.

2.16.2 Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

2.16.3 Visitors / contractors

The Head teacher or administrative assistant shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit including any asbestos on site.

2.16.4 Governors

The Headteacher shall ensure that governors are informed of any existing and new health and safety information.

2.17 Housekeeping, Cleaning and Waste disposal

- Bins within the school are emptied on a daily basis to minimise the accumulation of waste.
- External bins are emptied on a weekly basis to further minimise the accumulation of waste.
- Warning signs are displayed during wet floor cleaning to minimise the risk of slips.
- Pathways are cleared and made safe for walking during snow and icy weather.
- Leaves are cleared from pathways to minimise the risk of slips.
- External waste bins are located and secured close to the school car park.

2.18 Lone working and Personal safety

- The school adheres to the Warwickshire County Council Personal Safety Policy and working safely guidelines on Lone working and Violence and Aggression.
- All of the above documents are displayed and available to read in the staff room.

2.19 Manual handling

The school adheres to the WCC Health and Safety Manual Handling Policy and Guidance for Children Handling.

- Training will be given to the caretaker when appropriate.
- Appropriate equipment should be used to assist manual handling e.g. trolleys.
- Further information can be obtained from the WCC Manual Handling Policy.

2.20 Medication

The school adheres to the Warwickshire Schools Health Directory and Warwickshire Early Years Health Directory.

- Any medication brought into school is kept in the office.
- Parents are required to complete a form giving consent for its administering - these are kept in the medical file in the office.
- All staff can administer medication such as antibiotics.
- Only trained staff will administer medication for epilepsy, diabetes and anaphylactic shock.
- Two members of staff should sign the administering form.
- Inhalers are normally kept in the classroom where children can have direct access to them.
- Pupils who have special requirements are identified in the medical file in the office. Within the file are care plans written by the school health team for individual children. These care plans include: information regarding the medical condition, preventative measures, emergency contacts and training requirements for administering medication.

- In addition, this information is located in class registers and on key fobs distributed to class teachers.
- The WCC health directory can be located in the school office.

2.21 Monitoring arrangements

2.21.1 The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

- (a) The governors will call for annual reports on:
- accidents/incidents;
 - results of internal or external health and safety inspections;
 - maintenance reports;
 - complaints, hazards and defects reports,
 - reviews of any procedures carried out by the Headteacher
- (b) The LA's Senior health and safety Advisor or his representative may inspect the site and report back any issues, as may other LA officers.

2.21.2 To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE) and any other bona fide health and safety official

2.21.3 Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

2.22 Outdoor play equipment

The school adheres to the relevant sections of the LA Health and Safety Guidance on the provision and use of outdoor play equipment.

Termly inspections are carried out by the LA and action taken when necessary. Daily visual inspections are carried out informally by teachers on duty and lunchtime supervisors.

The Caretaker records a daily visual check of the playground equipment.

2.23 PE equipment

The school adheres to the Association for Physical Education and School Sport guidance

PE equipment is inspected by LA contractors, in accordance with their timescale. AfPE guidance on safe use of the equipment has been adopted by the school.

2.24 Pond

A risk assessment is in place and all staff have access to a copy.

The pond area is securely locked, with a padlock and this is checked each week by the caretaker.

In Key Stage 1 and Foundation Stage, 2 children can go into the area with 1 adult. In Key Stage 2 the ratio is 6 children to 1 adult.

When pond dipping children must always wash their hands afterwards to prevent infection.

2.25 Risk assessments

The school adheres to the WCC Health and Safety Risk Assessment Policy and Guidance.

The school adheres to WCC New and Expectant Mothers at Work – guide for Managers and relevant risk assessments (initial/detailed and specific).

The school recognises the importance of considering possible risks and through risk assessments thus making every effort to minimise these.

Risk assessments are kept in the Risk Management file, in the staff room.

- All staff work with the Headteacher in carrying out risk assessments
- Risk assessments are shared with relevant staff.
- Risk assessments are reviewed annually.
- Every off-site visit should be risk assessed.

2.26 School Security

- Site security is maintained by keeping external doors closed – the main entrance is kept locked during school hours.
- All visitors to the school must sign in at reception and are provided with a visitors badge to wear at all times.
- The school has its own Security Policy which is available to read and on display in the staff room.

2.27 Smoking

The school site is a no smoking area at all times.

2.28 Sports pitches / playing fields

The area is maintained by private contractor.

Visual inspections of goal posts/ sand pits and trees are carried out by the caretaker each week.

Informal daily inspections are carried out by supervising staff.

2.29 Stress

The school adheres to the WCC Health and Safety Management of Work-Related Stress & Wellbeing Policy & Managers Guide

2.30 Swimming pools and lessons

The school uses Kenilworth swimming pool and adheres to the LA policy and guidelines, on use of swimming pools- these are kept in the off- site visits file.

- Qualified staff at the pool undertake the teaching of swimming.

2.31 Transporting Pupils

The school adheres to the LA guidelines on the use of minibuses and private cars for transporting pupils. These are kept in the off- site visits file in the office.

All staff members who transport children should have notified their insurer. (Refer to WCC Driving at Work Policy and Guidance.)

All staff members who transport children should use a booster seat if required by law.

2.32 Vehicles on Site/car park arrangements

- The Headteacher is responsible for the management of vehicles on site.
- Vehicle movement is discouraged between 8.15 and 9.00 am and 3.00 and 3.45 pm.
- Pedestrians should use designated footpaths and should not cut across the car park.
- Deliveries take place in the designated area at the rear of the car park

2.33 Water Hygiene

The school adheres to the WCC Legionnaires and Water Hygiene Policy and Guidance.

- The water hygiene log book is kept in the caretaker's room.
- The caretaker is responsible for carrying out and recording water hygiene tests.
- The Caretaker carries out and records a weekly test of the shower heads.

2.34 Welfare

The school recognises the importance of good health and well- being and aims to ensure a good work- life balance for all staff.

Staff who are experiencing difficulties are encouraged to share these with the Head or a colleague

When appropriate, staff are given details of support groups ie occupational health, teacher support network (www.teachersupport.org.uk)

Expectant mothers are encouraged to tell a senior member of staff as soon as possible so that support can be given immediately and a risk assessment completed.

The medical room and staff room are available when necessary.

2.35 Work experience pupils, trainees and student

The school adheres to WCC Work Experience Placements within School – Health and Safety Managers Guide.

- Induction for these groups is the responsibility of the Headteacher.
- The LA's induction package will be shared during a pre- placement visit.

Defect Reporting Form

(and warning sign if needed)



TYPE OF DEFECT Building / Furniture / Equipment / Other (please specify)		REPORTED BY	SIGNED
DATE DEFECT FOUND	IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS (e.g. removed / locked away)		
<i>*Please pass this form to the responsible person *</i>			
NAME OF PERSON RECEIVING FORM:			
DATE FORM RECEIVED:		FORM No:	
ACTION TAKEN (e.g. repaired by / replacement ordered / defect disposed of etc)			
DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED:		SIGNED	DATE

-----CUT / TEAR HERE -----

DEFECT



DO NOT USE

