

# Health & Safety Team (Schools)

## PITMASTON PRIMARY SCHOOL

### HEALTH and SAFETY POLICY With ARRANGEMENTS

#### 1. THE STATEMENT

Pitmaston Primary School Governing Body will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.

#### 1.1 General Requirements

The Governors of Pitmaston Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

#### 1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

#### 1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment

# Health & Safety Team (Schools)

of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

## 1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

## 1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## 1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

## 1.7 Acknowledging Responsibility

A copy of the Statement (not the whole policy) should be posted in a prominent place in the school. In theory, the entrance hall is the ideal place but in practice many schools prefer to display pupils' work here and post the Statement in the school office. This is quite acceptable, provided that it is reasonably accessible to the public.

**A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy.** This can easily be done by including it the Staff Handbook. If this is not practicable, the whole policy must be freely available at any time and the Statement should specify where it can be seen by staff. It is a good idea to record the fact that staff have received the policy by asking them to sign for it.

# Health & Safety Team (Schools)

## 2. THE ORGANISATION

### 2.1 Who to include

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school. Depending on the arrangements in force at the particular school, it will be necessary to define the role of all or any of the following: (Appendix 1)

The Local Authority

The Governors

The Headteacher – Mrs Kate Wilcock

The School Safety Officer – Mrs S Bladen

Subject Co-ordinators in areas of particular risk - please see attached list (ie. Art and Ceramics, Design and Technology (including Food and Textiles), Drama, Physical Education and Science).

Other Teaching, Teaching Assistant and Technician Staff

The Site Manager – Mr N Baldwin

Assistant Site Manager – Mr Facundo Bongiorno

The First Aiders – Please see attached list

Team Leaders, Lunchtime Supervisors – Mrs S Ruff and Mrs L Allen

The Catering Manager – Mrs L Gwilliam

### 2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Pitmaston Primary School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the

# Health & Safety Team (Schools)

school has initiated the building work, in which case this will be the responsibility of the Governing Body.

## 2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

## 2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

# Health & Safety Team (Schools)

- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the annual safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

**(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)**

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

**2.5 Subject Co-ordinators** are responsible for:

- a) all matters of health and safety in their subject *area*.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)

# Health & Safety Team (Schools)

- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

## **2.6 Other Teaching, Teaching Assistant and Technician Staff** *are responsible for:*

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.

[Staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the LA's policies and guidance in these areas.]

- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (ie. by following LA guidance).

## **2.7 The Site Manager** *is responsible for:*

- a) Ensuring that he is familiar with and complies with the school safety policy. He should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher, Business Manager (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).

# Health & Safety Team (Schools)

- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

The safe use and maintenance of all plant and equipment (e.g. boilers, treatment plant) and the safe use and storage of all materials used for that maintenance.

**2.8 The Lead First Aider** is responsible for:

Maintaining the First Aid box (es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

## **2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)**

The Health and Safety at Work etc. Act 1974 provides for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information (pp. 2.80 - 81).

**It may not always be appropriate for Union appointed safety representatives to act as School Safety Officers**, as they could be put in a position of having to represent two opposing parties, though their expertise can be very useful, given the training that the unions provide.

Under the "Health and Safety (Consultation with Employees) Regulations 1996, "Staff Safety Representatives" can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.



# Health & Safety Team (Schools)

- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

**2.10 Catering Manager** is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy.

She should also be familiar with the LA's Safety Policy "Kitchens and Dining Centres" (published in the LA's "Handbook of Safety Information").

- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

## 2. THE ARRANGEMENTS

### 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

Refer to Handbook of Safety Information, Section 8 - pp. 220 - 223. Need to undertake COSHH risk assessments – Handbook of Safety Information p. 2.17 – 2. 20.  
Housekeeping, Cleaning & Waste disposal

- The Cleaning staff, under the direction of the Site Manager will ensure that rubbish is collected daily and removed to the secure waste/recycling collection point. Every effort will be made to ensure premises are kept clean, to minimize the accumulation of rubbish.
- Hard Floors will be cleaned at the end of the day and the appropriate safety signs placed for wet floor cleaning to minimise risks of slips.



# Health & Safety Team (Schools)

- Glass and other sharp items of refuse will be disposed of safely by the Site Manager.
- Arrangements for the clearing of snow and ice are outlined in the attached policy document (attached) (Appendix 2)
- Pathways around school will be kept clear of fallen leaves.
- External waste bins are stored in the fenced refuse area. The Site Manager will ensure the bins are returned to the fenced area once emptied.
- Arrangements for disposal of hazardous waste such as fluorescent tubes are the responsibility of the Site Manager.

## 3.2 Accident reporting, recording and investigation

Refer to Handbook of Safety Information, pp. 2.1 - 2.3

All serious accidents that occur on the site should be notified to the School Administrator who will record the information on a WCC County Council accident reporting online portal.

All minor accidents should be recorded in the schools own *minor accident book / safeguard system*. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior leaders should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Safety Officer is responsible for conducting an investigation following the accident. 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).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

## 3.3 Contractors (Management of)

Refer to Handbook of Safety Information, pp. 2.14 - 2.16.

- Contractors are selected, using the PR Associates Approved Contractors booklet or by consulting Construction Line.
- A meeting will be set up with the Contractor, Site Manger and the Business Manager before work starts to complete a pre-commencement checklist (Appendix 3). Large contracts will always be managed by the schools appointed property agent PR Associates
- WCC insurance will always be contacted to ensure appropriate insurance cover is in place during contracted works that fall under JC Minor works contract clause.
- If the contract is not being managed by PR Associates, the Site Manager is responsible for checking risk assessments prior to commencement of work

# Health & Safety Team (Schools)

## 3.4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact PR Associates for advice.

## 3.5 Contractors and Visitors on Site

- All visitors to site must sign in at the main reception.
- The Site Manager will escort all contractors if they are new to the site or if they do not hold an enhanced DBS certificate.
- The Site Manager will inform contractors on site of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc)
- All contractors should wear high viz jackets at all times.

## 3.6 Control of substances hazardous to health (COSHH)

Make reference to the WCC Guidance for all, The Handling, Storage and use of Hazardous Substances, The Handbook of Safety Information section 10. Chemicals in schools and COSHH regulations both available on WCC CS Portal.

- When purchasing cleaning materials and chemicals in school, selection and use is based on less hazardous alternative substances are purchased and used wherever possible.
- The COSHH file is maintained by the Site Manager
- The file is kept in the Site Managers office
- The Site Manager or Catering Manager will oversee the purchase of COSHH products. The Business Manager will authorise the purchase of all COSHH products.
- All COSHH materials have got a safety data sheet and these are distributed to all relevant staff.
- Risk assessments for tasks using the most hazardous substances will be carried out as per the WCC COSHH Policy.
- The Site Manager is responsible for safe storage of the COSHH products
- The Site Manager/Catering Manager will make all staff aware of how to identify COSHH materials.
- No COSHH substances should be decanted into unlabeled containers
- Provision and instruction on the use of specific Personal Protective Equipment will be provided by the Site Manager
- Safe storage and transportation of hazardous substances will be handled by the Site Manager.

# Health & Safety Team (Schools)

- Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them are maintained by the Site Manager.
- All unused/redundant COSHH products should be passed to the Site Manager for safe disposal.

## 3.7 Defect reporting procedures

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

- Defects are reported to the Site Manager by either making an entry in the Site Managers defect book kept in the main office or by emailing [nbaldwin@pitmaston.worcs.sch.uk](mailto:nbaldwin@pitmaston.worcs.sch.uk) clearly stating the room where the defect is, the name of the person reporting the defect and the date and time of the report.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Business Manager monitors that the defect has been rectified.
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified and outstanding works discussed.

## 3.8 Display screen equipment (DSE)

Make reference to the WCC Guidance for All; Display Screen Equipment and the WCC Guidance for All; How to set up your Workstation. The Handbook of Safety Information, p. 2.21 - 2.23.

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The School Safety Officer will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

## 3.9 Electricity at work

- Hardwired equipment is checked every 5 years via WCC Electrical Conditions Survey
- The Site Manager is responsible for ensuring the hardwiring checks are carried out.
- Portable Appliance Testing is carried out every 2 years (PAT) by an external contractor and a random selection are tested across the year by the Site Manager.
- Stage lighting is checked and tested by an external company
- If a hirer brings electrical equipment onto site, the Site Manager will check that it has been tested in the last 12 months or will test the item and the hirer will be charged accordingly
- Any equipment bought into school by staff must be tested before use.
- PAT registers are kept in the Site Manager's office
- All defective items are removed or repaired

# Health & Safety Team (Schools)

- If an item is found to be defective it should be reported to the Site Manager (Refer back to 3.8 Defect reporting procedures.)

## 3.10 Fire Precautions and Emergency Plans

Refer to Handbook of Safety Information, p. 2.39 - 2.44

- A full Fire risk assessment will be carried out every 2 years by an external provider
- The Fire Risk assessment will be reviewed by the Business Manager annually or if changes to the premises occur.
- The Governing Body will ensure that an emergency plan is maintained and reviewed regularly.
- Fire point checks are carried out by the Site Manager weekly and recorded
- The Site Manager is responsible for inspection and maintenance of fire exits/escape routes
- The Site Manager is responsible for checking and updating the Fire Evacuation Notices
- Chubb Fire services are responsible for annual inspections and maintenance of fire extinguishers daily visual checks are carried out by the Site Manager each morning
- In line of Fire training is undertaken by all staff annually
- The Senior Leadership Team are responsible for calling the emergency services and co-ordinating the evacuation if required.
- The Receptionist is responsible for printing registers if the fire alarm sounds or in her absence the school administrator. Teaching staff are responsible for checking the registers at the fire points.
- The Site Manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the fire precautions manual
- Fire Safe services carries out the six monthly inspections and maintenance of the systems
- The Site Manager, the Assistant Site Manager, Business Manager and the Headteacher are the registered key holders.
- All hirers have contact numbers for the Site Manager in the event of any emergency and are fully briefed on fire evacuation procedures before the letting commences.

## 3.11 First Aid and Medication

### First Aid

- First Aider details are displayed in the staff room, main reception office and at First Aid stations in school
- First Aiders hold a WCC First Aid at Work certificate or Appointed Person certificate
- The First Aiders will monitor their own refresher training needs and report to the School Administrator
- First Aid kits are kept at each first aid station and at the main school office
- The Appointed First Aid co-ordinator is responsible for checking stocks of first aid supplies

# Health & Safety Team (Schools)

- In the event of an ambulance being called with will be done by a member of the office staff or senior leadership team or the first aider in charge of the incident.
- The school will ensure that sufficient first aiders are trained to ensure cover is available at all times.

## Medication

- Trained first aiders should administer medication
- All teaching and education support staff are trained in the treatment of Anaphylaxis
- Selected staff are training to provide diabetes support, Epilepsy support and the use of the Defibrillator.
- Prescription medications are kept in the fridge in KS1 or the fridge in KS2.
- Prescribed Medication will only be accepted into school with a completed Administration of Medicines form signed by a parent or guardian.
- Medication must be in its original containers and named for the child
- All medication given should be documented in the class medication book or, if a controlled drug, in the record book for that child which is kept in the school safe with the medication
- Over the counter medication **will not** be administered in school unless in exceptional circumstances.
- Two members of staff should sign to say they have given the dose.
- Administration of medication books will be held in every classroom.

### 3.12 Health and Safety Advice

In order to obtain competent health and safety advice the school buys back a service level agreement from WCC School Health and Safety team.

### 3.13 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:

#### Employees

:

- Staff are informed about all of the existing information held on the site (e.g. in arrangements section, staff handbook, specific risk assessments and at induction
- At induction new members of staff are required to sign to state they have received, read and understood the H & S information provided.
- Documents are kept on the school intranet and a paper version attached to the Health and Safety board in the staff room.
- Information is included in the staff handbook

# Health & Safety Team (Schools)

- New information is disseminated at staff meetings and recorded in staff meeting minutes. Minutes are stored on the school intranet.
- Health and safety is a standing item at staff meetings

## Pupils

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

- Health and Safety information is discussed with children during Circle time, PSHE sessions and assemblies.

## Visitors / contractors

- Fire safety arrangements are included on the reverse of all visitors badges which will be issued by the receptionist.
- Contractors will be informed of Health and Safety information by the Site Manager and/or the Business Manager at the Pre start meeting.

## Governors

- Health and Safety will be a standing item on all Full GB agenda's.

## Trade unions

- The Head teacher will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on trade union)

### 3.15 Lettings/Shared use of premises/Extended Services

Refer to LA lettings policy: "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

- The Business Manager is responsible for discussing and agreeing health and safety arrangements
- A written lettings policy is in place, signed by the hirer and the school holds a copy.
- Restrictions on use of equipment are stated in the lettings agreement
- First aid provision is approved by the Governing Body annually
- Fire and emergency arrangements are approved by the Governing Body annually
- The Head teacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting is available throughout school
- The head teacher is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003 (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The Safety Officer is responsible for checking risk assessments

# Health & Safety Team (Schools)

- The Site Manager unlocks school each morning at 7.30pm and locks up at 6.00pm. Lettings are dealt with by the Assistant Site Manager and the lettings custodian as per the lettings agreements. Keycodes are kept secure and changed if a breach of this security is suspected
- Insurance cover is provided by Worcestershire County Council unless evidence of liability insurance is provided by the Hirer.

## 3.17 Lone working and Personal Safety

- Full guidance can be found in the Health and Safety information section 39
- Lone Working Procedures should be adhered to at all times (attached) Appendix 4
- The Lone Working Procedures are part of the schools induction process
- Personal safety awareness information is provided/discussed with staff at induction, and reiterated annually at the start of the Autumn term
- Risk assessments are carried out and shared with staff – these are available on the server

## 3.18 Maintenance/Inspection of equipment

- The Site Manager will inspect all ladders and step ladders annually and record the results.
- PE equipment will be inspected under a contract with a specialist company.
- Fire alarm and smoke detection is inspected under a SLA with Fire Safe services along with emergency lighting. Fire extinguishers are inspected under a SLA with Chubb.
- The Site Manager maintains a record of all visits to site for maintenance of equipment.

## 3.19 Manual handling

- The Business Manager will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks
- Appropriate training / awareness will be given to staff members identified to be at risk
- Guidelines for specific tasks e.g. use of lifting aids

## 3.20 Minibuses

- A full minibus policy is in place in line with the Local Authority Minibus Guidelines
- Trained staff with D1 on their licenses and a WCC driver permits can drive the bus
- Drivers will require a new permit every three years
- All drivers must have D1 category on their driving license
- The emergency procedure should the bus break down is set put clearly in the policy.
- First aid and fire extinguisher are available on the minibus at all times.
- The bus will be serviced annually/ MOT carried out by Castle Minibus

# Health & Safety Team (Schools)

- The assistant Site Manager will check the bus weekly, the records are kept in the Site Managers office.
- Pupils will be supervised at all times on the bus

## 3.21 Monitoring Arrangements

- Castle minibus will carry out a safety check every 17 weeks in addition to the regular checks carried out by the Site Manager

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

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

- The governors will call for annual/termly reports on accidents / incidents;
- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Business Manager.

To help this process, the governors and Head Teacher 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), Trade Union health and safety representatives and any other bona fide health and safety officials.

## 3.23 Offsite and Educational Visits

- The Educational Visits Co-ordinator (EVC) is Mrs Rebecca Widdett.
- Risk Assessments must be carried out when planning school trip, and pre-site visits carried out if the venue has not been visited previously.
- The visit leader will carry out risk assessments. Risk assessments are to be completed and stored on the school intranet before the activity takes place.
- Visits are entered on EVOLVE for approval by the Headteacher. Whenever the visit is over 50 miles from base or involves adventurous activities this must be done at least six weeks before the visit is due to take place.
- The school holds its own Off Site Insurance via WCC Insurance services

## 3.24 Outdoor Play Equipment

Refer to Handbook of Safety Information, pp. 2.65 - 2.67

- There are various pieces of fixed wooden play equipment in the school grounds which have been professionally installed.
- The equipment is inspected annually by The Play Inspection Company. Inspection records are kept by the Business Manager and action taken where recommended.



# Health & Safety Team (Schools)

- The Site Manager is RPII trained and performs a monthly check of the equipment and records that this has been done.
- Risk Assessment have been carried out for use of the equipment.

## 3.25 PE equipment

- A specialist company will be appointed to inspect PE equipment annually.
- Pre-use visual checks should be made before use of PE equipment and faults reported to the PE co-ordinator
- Risk assessments should be carried out for all activities involving fixed equipment. These will be displayed in school.
- All staff should ensure that they are familiar with the PE policy.

## 3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The Safety Officer in conversation with the Site Manager will select the equipment
- The Safety Officer will arrange for periodic checking and maintenance of the equipment

## 3.28 Risk Assessments

- Risk assessments will be carried out for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Head teacher and Safety Officer is responsible for ensuring risk assessments are undertaken.
- Risk assessments will be carried out for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- The person who carries out the risk assessments and the risk assessor should sign and date it as well as the responsible person.
- Care plans will be completed for any child with significant medical needs.
- Risk assessments will be reviewed by the safety office annually or if changes occur.
- Risk assessments are stored on the school intranet
- All risk assessments will be shared with the relevant staff they effect.
- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

## 3.29 Smoking

- The site is a 'NO SMOKING SITE'. This includes Vaping.
- Signage is displayed on all main external doors used by the public/staff.

## 3.30 Sports pitches / playing fields

- A grounds maintenance contract will be in place to maintain all playing fields
- Pitches will be visually inspected before each use by the teacher leading the session
- All reasonable precautions will be taken to reduce the risk of dogs fouling play areas

## 3.31 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health and Safety will be a standing item on the agenda of every governing body meeting.
- Staff can raise issues of concern and make suggestions for health and safety improvements at any time by entering the problem in the Site Managers log book in the office or verbally at staff meetings or to the school safety officer.
- The Head teacher will be responsible for informing and consulting “in good time” with trade union health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will to comply with health and safety requirements
  - Risks to employees health and safety and preventative measures
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- Health and Safety information is displayed on the Health and Safety board in the staff room
- The Health and Safety law poster is situated in the staff room

## 3.32 Stress and Staff Wellbeing

- Anyone experiencing problems should discuss this initially with a member of the Senior Leadership Team who will be able to advise what support is available.
- Individual stress risk assessments may be carried out by referral to the Occupation Health Service.
- Expectant mothers are encouraged to report as soon as possible so that a risk assessment can be undertaken to protect both the mother and the unborn child.
- The staff room provides a quiet area for rest and lunch breaks
- The Governing Body takes its responsibility for the wellbeing of all staff seriously and are mindful of this when arranging meetings outside of the school day.
- It is important for all staff to understand the importance of maintaining of healthy work/life balance.

## 3.33 Swimming lessons (Public Pool)

# Health & Safety Team (Schools)

Make reference to the Off Site Activities Manual.

- Swimming lessons will take place at Lower Wick swimming pool
- A qualified swimming instructor will be employed alongside school teaching staff

## 3.35 Training and Development related to Health and Safety

- The Head teacher or Safety Officer is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The Deputy Head is responsible for new staff inductions and briefings
- Line managers are responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, subject co-ordinators etc)
- Training records are maintained on the Scholar Pack information system maintained by the school administrator. Or electronically if the training is online.
- Line managers are responsible for ensuring staff undertakes refresher training

## 3.36 Vehicles on Site/car park arrangements

- There is no parking on site for parents dropping off or collecting children
- There is limited parking for visitors on site
- A risk assessment of the car park has been carried out
- A disabled space is available at the main entrance to school
- Staff use the school car park at their own risk and the school takes no responsibility for damage to any vehicle unless the damage is due to a lack of maintenance.

## 3.37 Violence to Staff / School Security

*Refer to Handbook of Safety Information p 2.94 - 2.96. and WCC Lone working and personal safety*

- Security codes to external doors must be kept secure at all times and changed if a breach is suspected.
- All visitors must sign in at the main reception
- Staff should display their staff ID badge at all times.
- Visitor badges must be worn at all time whilst on site.
- Staff are required to report all incidents of verbal & physical violence
- Risk assessment are carried out for hazardous circumstances

## 3.38 Water Hygiene

*Refer to the WCC Legionnaires and Water Hygiene Policy State:*

- The school will ensure it has a current legionella risk assessment.
- The water hygiene log book is maintained by the Site Manager.
- The Site Manager is responsible for carrying out water hygiene testing and reporting any anomalies to the Business Manager immediately.

# Health & Safety Team (Schools)

- All outlets will be flushed regularly throughout holiday periods.

## 3.39 Work experience pupils

- Mrs Nikita Chrimes is responsible for the induction of work experience pupils
- Mrs Nikita Chrimes will carry out the risk assessment
- The monitoring of work experience pupils will be supervised by the class teacher in the class where they are placed.

## 3.40 Working at Height

- Step ladders are available in each Key Stage by requesting from the Site Manager.
- The Site Manager will carry out annual inspections of all ladders in school and record his findings. Any concerns relating to ladders should be reported immediately to the Site Manager
- Staff should carry out a visual check of step ladders before they are used. Any cause for concern should be reported immediately to the Site Manager and the ladder should not be used.
- The Site Manager will complete risk assessments for the use of all ladders and those relating to staff will be displayed on the Health and Safety board in the staff room.
- Staff should be accompanied during the use of a step ladder.
- The Business Manager, Site Manager and assistant Site Manager are required to have completed working at height training before working on roofs etc. No member of staff is permitted to access a roof without Working at Height training.
- The school safety officer will ensure that staff are properly briefed on the correct clothing/footwear when working at height.
- **No pupil should use a step ladder/ladder in this school**
- Contractors will be asked to prove that they have received working at height training before working on school roofs.

Responsible Person	Print Name	Signature	Date
Chair of Governors	Mrs L Townsend	L M Townsend	14th November 2022
Head Teacher	Mrs Kate Wilcock	K Wilcock	14 <sup>th</sup> November 2022

Review Date: Autumn term 2024