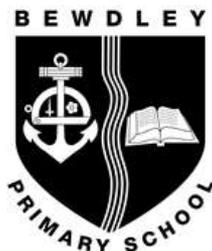


Bewdley Primary School

Helping Everyone Achieve Their Best



HEALTH and SAFETY POLICY September 2020

1. THE STATEMENT

1.1 General Requirements

The Governors of Bewdley 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.

Agreed/Ratified by:	Signature	Name	Date
Chair of Governors		Martin Saunders	
Health and Safety Governor		Ian Williams	
Head teacher		Jane Woakes	
Safety Officer		Sally Court	

Next review date: July 2021

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

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.

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 Advisor 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 amended 2006
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- the Manual Handling Operations Regulations 1992 as amended
- the Provision and Use of Work Equipment Regulations 1998
- the Display Screen Equipment Regulations 2002)

1.7 Acknowledging Responsibility

All staff are given a copy of the statement and are required to sign a declaration that they have read and understood it. A copy of the full Health and Safety Policy is available for all members of staff in the staffroom, school office and on the school website.

2. THE ORGANISATION

2.1 Specific Roles

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school. The following roles and responsibilities are described within this section.

- The Local Authority
- The Governors including:
 - Chair of governors – Martin Saunders
 - Health and Safety Governor – Ian Williams
- The Headteacher – Jane Woakes
- The School Safety Officer* - Sally Court
- Teaching, Teaching Assistant and Technician Staff
- Caretaker – Mark Ward
- First Aiders
- Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. Lunchtime Supervisors, administrative staff

* NB. The term Safety Officer is preferred to avoid confusion with the LA's Health and Safety Advisor or Trade Union Safety Representatives. The School Safety Officer is the School Manager.

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 Bewdley Primary School (under sections 2 and 3 of the Health and Safety at Work 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 2007 unless the 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 2006 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 as amended

the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002. This is delegated to the caretaker.

- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA. This is delegated to the Safety Officer.
- 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 Reporting of Incidents, Diseases and Dangerous Occurrence's Regulations.
- 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. This is delegated to the Safety Officer.
- 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. This is delegated to the Safety Officer.
- 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.

2.5 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their faculty, department or 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 faculty / departmental / subject safety policy and revising it as necessary.

- 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 (i.e. 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 (e.g. 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 (e.g. 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. (This includes staff working in the Arts, Drama, Music, Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the caretaker, 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).

2.7 The Caretaker is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher 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).
- 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).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

2.8 The First Aiders are 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)

Safety representatives have the right to:

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

2.10 Catering / Kitchen Staff

- a) Ensure that the school safety policy and any relevant risk assessments are made available to our outside caterers who should also supply the school with a copy of their safety policy and risk assessments

3. THE ARRANGEMENTS

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of)
- 3.4 Contractors (Management of Asbestos)
- 3.5 Contractors and visitors on site
- 3.6 Control of substances hazardous to health (COSHH)
- 3.7 Defect reporting procedures
- 3.8 Display screen equipment (DSE)
- 3.9 Electricity at work
- 3.10 Fire precautions and Emergency Plans
- 3.11 First Aid and Medication
- 3.12 Health and Safety Advice
- 3.13 Information dissemination procedure
- 3.14 Lettings/shared use of premises (Extended Services)
- 3.15 Lifting equipment
- 3.16 Lone Working and Personal Safety
- 3.17 Maintenance/Inspection of Equipment
- 3.18 Manual handling
- 3.19 Monitoring arrangements
- 3.20 Offsite and Educational Visits
- 3.21 Outdoor play equipment
- 3.22 PE Equipment
- 3.23 Personal Protective Equipment (PPE)
- 3.24 Ponds
- 3.25 Risk assessments
- 3.26 Smoking on site
- 3.27 Sports pitches / playing fields
- 3.28 Staff Consultation / Trade Unions

3.29 Stress and staff wellbeing

3.30 Swimming lessons

3.31 Training and Development Health and Safety Related

3.32 Vehicles on site

3.33 Violence to staff /School Security

3.34 Water Hygiene

3.35 Work experience pupils

3.36 Working at Height

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- ***Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.***

All internal bins are emptied on a daily basis and waste is placed in either the recycling bin or general waste bin outside. These bins are kept away from the school building in their own compound. The WFDC General bin and the recycling bin are emptied once a week during term time to minimize the accumulation of waste.

- ***Arrangements for wet floor cleaning to minimise risks of slips.***
Whenever possible, wet floor cleaning is done at the end of the school day when there is less use of the area by staff or pupils. Cones are placed in 'wet' areas to alert users of possible slipping dangers. Patch semi-wet mopping may take place during the day if necessary e.g. the school hall after lunch. Again cones are used to indicate wet areas and teachers check that the floor is dry enough before use.
- ***Means of disposing of glass and other sharp objects***
Glass or sharp objects are wrapped or bagged where appropriate prior to disposal and put directly into outside bins.
- ***Arrangements for snow shifting and icy conditions (refer to Grounds Maintenance Fact Sheet on edulink)***

The School Caretaker will prioritise snow shifting and dealing with icy conditions if this is necessary.

The first priority should always be to clear pedestrian entrances and paths, paying special attention to steps and slopes. On the playgrounds much will depend on how quickly the ice and snow is likely to melt. If it is warming up rapidly then it might be better to keep pupils indoors until the ice has gone, but if it stays cold snow and ice should be cleared from playgrounds as well. Regular pedestrian routes between buildings that cross playgrounds should be cleared in any case.

Vehicle-only entrances and roads will be the lowest priority for clearance. However, in prolonged bad weather these may be areas in which the school will engage with our grounds maintenance contractor to help with.

The school keeps several bags of dry rock salt in dry storage to use in the event of ice and snow. The caretaker should take responsibility for the purchase, storage and use of this.

- **Dealing with Autumn Leaves**

On a day to day basis this is normally done by the School Caretaker. The first priority should always be to clear pedestrian entrances and paths, paying special attention to steps and slopes. The aim would be just to make these areas safe and the task could be achieved by either collecting of the leaves or simply sweeping / blowing them off the priority areas. Regular attention is also given to drain covers to prevent these blocking and causing flooding.

The removal of the bulk of the autumn leaves is normally part of the standard grounds maintenance contract. The terms and conditions in the Standard County Grounds Contract states: -

'Collect and remove to Contractor's own tip all autumn leaf fall from all areas including grass, hard surfaces, hard porous surfaces (including safety surfaces) planted areas and hedge rows as follows: -

- *Large accumulations of leaves to be collected and removed before they cause a health and safety hazard or before significant damage is caused to underlying grass/planted areas. To achieve this the Contractor will need to schedule in a number of visit to the site during the autumn months.*
- *All significant leaves fall to be removed from all areas by the end of December each year. During a mild winter the Authorised Office may extend this deadline until the end of January.*

All arisings to be removed from site to the Contractor's own tip or with the agreement of the Authorised Officer the arisings to be left to compose on site for later use on site i.e. as a mulch on planted areas. The Contractor is encouraged to work with the schools towards a scheme of composting autumn leaf fall and recycling the composted material on site'

- **Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc.**

Where possible, the caretaker should take responsibility for the disposal of hazardous waste such as fluorescent tubes by taking these to the local refuse collection site. The school will use a county approved company to recycle any unwanted computers.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Headteacher or Safety Officer who will record the information via the WCC County Council accident/incident reporting system

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 management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher along with 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)

- The Headteacher, Caretaker or Safety Officer is responsible for managing contractors. They will check their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- The School Manager or Caretaker will refer to Property Services Approved Jobbing Contractors before selecting a contractor. For contractors not listed in the booklet, further advice can be sought from County Property Services to assess the suitability of a contractor.
- Before commencing work all contractors will be provided with information regarding school policy and practice and be given the opportunity to agree safe working arrangements. This will be carried out by the caretaker, School Manager or Headteacher.
- The School Manager and Headteacher are responsible for checking method statements and risk assessments prior to commencement of work, seeking advice from county when necessary.
- Staff should report any concerns regarding contractors to the caretaker and Headteacher. If necessary, the Headteacher or Caretaker will contact County for further advice and support.
- Where possible, contractors will work outside the hours that pupils are in school. If this is not possible, appropriate methods for segregation e.g. temporary fencing will be utilised or workmen will be escorted by a member of staff.
- The Caretaker, Headteacher or School Manager will engage in day to day communication with contractors, to discuss any concerns or address any difficulties.
- For long term work, contractors will need to arrange appropriate facilities e.g. portacabin/toilet. For short term work, contractors will be directed to public toilet facilities in the Reception area of school and negotiate with the Headteacher other areas that are needed to support their work.

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 Place Partnership list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Place Partnership

3.5 Contractors and Visitors on Site

Arrival on site

All contractors will report to the main Reception area where they will be issued with a badge and asked to sign in. The caretaker (or Safety Officer) will meet with the contractor and go through appropriate health and safety information i.e. asbestos register, fire procedures and first aid information.

Contractors and visitors will be shown the appropriate toilet areas etc. They are expected to sign out and return their badge following completion of their work.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The caretaker has up to date COSHH Training. He is responsible for selecting and ordering most substances and endeavours to choose the least hazardous substances.
- The caretaker maintains the COSHH Register which is located in the Caretaker's Room.
- The Finance Administrator purchases the COSHH products after an order has been presented by the Caretaker. Appropriate financial systems are applied
- All products purchased have a safety data sheet. These are updated when a new product is purchased.
- A risk assessment is carried out by the caretaker and Headteacher for tasks using the most hazardous substances as per the WCC COSHH Policy.
- The caretaker is responsible for the safe storage of COSHH products and all staff are instructed as to the storage of such products following their use.
- A sign in the caretaker's office indicates that staff are responsible checking the risks of using COSHH substances in the COSHH Register. Training is given to remind staff of the meaning of symbols on substance bottles.
- Measuring pumps and dispensers are labeled if they contained decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment, e.g., gloves is available in the Caretaker's Room.
- COSHH substances are kept in the caretaker's room
- Procedures for cleaning spillages and emergency evacuation procedures are found in the Caretaker's Office
- Substances will be disposed of in a safe manner depending on the risks of each particular substance. This will be noted in the COSHH Handbook

3.7 Defect reporting Procedures

Any defects are reported to the caretaker via a defect reporting sheet and put in his pigeon hole which is checked daily. These are available from the school office. Any immediate emergency defects should be passed to the Safety Officer or Headteacher in their absence.

3.8 Display screen equipment (DSE)

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 Place Partnership
- The Caretaker is responsible for ensuring the hardwiring checks are carried out
- Portable appliances are tested annually by the Caretaker who is PAT Test trained
- All staff and donated equipment is tested before use unless it is within its 12 month warranty
- PAT registers are kept in the Caretaker’s Room
- All defective items are removed or repaired immediately
- Defective items are reported to the caretaker via the defect sheets available in the school office and in each classroom

3.10 Fire Precautions and Emergency Plans (See also Fire Safety Risk Assessments and Plan)

- A & E Equipment LTD are responsible for undertaking and reviewing the fire risk assessment.
Emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc. are made by the Caretaker in consultation with the Headteacher and Safety Officer
- The worst foreseeable contingency is included in the Critical Incidents Policy/Plan
- Emergency Evacuation drills are carried out once each term. The Assembly Point is in the playground.
- The caretaker is responsible for inspection and maintenance of fire exits/escape routes
- The Safety Officer is responsible for checking and updating the Fire Evacuation Notices

- 3D are responsible for regular inspections and maintenance of fire extinguishers at least once per year
- They have a fire update annually.
- The Fire Wardens (Administrative staff) are responsible for ensuring that the fire brigade is called and all staff/pupils and visitors are accounted for. One warden will ensure that the barrier is up and is ready to direct the Fire Brigade should the need arise. Each teacher ensures that registers are called and accounts for their class members relaying this information back to the Wardens. They can be identified by their fluorescent jackets.
- There are always two members of staff in the office but should there be staff absence the Headteacher will deputise.
- The caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept in the fire precautions manual kept in the Caretaker's Room
- 3D carry out the six monthly inspections and maintenance of the systems
- The children's centre will be notified of the fire by the warden. One of the warden's will also contact the emergency services. The caretaker will contact the Local Authority should advice regarding fire procedures be required
- CCTV is installed to protect sensitive installations from malicious damage or hoax threats, including arrangements to cover the use of the premises outside normal working hours

3.11 First Aid and Medication

First Aid (See also First Aid Policy)

- First Aider details are displayed in the First Aid Room
- 8 members of staff hold the First Aid at Work Certificate. These certificates are renewed every three years.
- The Safety Officer is responsible for checking when staff require refresher training
- First aid kits are kept in the First Aid room as well as emergency packs in each classroom. Additionally, Lunchtime Supervisors have small First Aid kits to take outside for minor injuries and a first aid shed.
- The Lunchtime First Aider is responsible for checking and restocking the first aid kits
- The Lunchtime First Aider or Safety Officer will summon an ambulance if necessary. A member of staff who the child is comfortable with will accompany them to hospital if the parent or legal guardian is not available
- The school ensures that there is a considerable excess of qualified First Aiders so that there should not be a problem if there is staff absence

Medication (See also Managing Medicines in School Policy)

- Medication should be administered by two members of staff
- Staff should have appropriate competencies and for specialist medication such as epi-pen's all staff will receive annual training from the school nurse
- Medications, if necessary, are kept in a locked cupboard in the First Aid Room. Some medicines need to be kept in the First Aid room fridge– these should be put into a locked safe box within the fridge. Some medicines should not be locked away (e.g. epi-pens/inhalers) these should be kept in a safe place within

the appropriate classrooms that are accessible but not easily attainable by pupils

- For any medicines to be given, parents/carers need to complete and sign the appropriate form which is kept in the First Aid Room. If possible, parents are asked to come into school to administer medicines themselves
- Should any pupils have special requirements, a health plan is produced with parents/carers informing staff of their needs
- Whenever medication is given, this is recorded in the Medicines book and signed by two members of staff. This is located in the First Aid Room

3.12 Health and Safety Advice

- The school seeks Competent Health and Safety Advice and Guidance via the WCC Health and Safety (schools) Service Level Agreement

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 informed about all of the existing information held on the site via the staff room notice board, risk assessments (located in staffroom), messages on Teams, school website, TED days and through the Induction process
- Staff are asked to sign to state they have received, read and understood the information
- New information is disseminated through team meetings (TA meetings/Staff Meetings/Lunchtime Supervisor Meetings/ Cleaners Meetings)
- Health and Safety is a standing item at team briefings

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons and assemblies

Visitors / contractors

- The Safety Officer or Caretaker will 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)
- The information is disseminated verbally in the main. However, brief information is printed on the back of visitors' badges and on displays in the Reception area of school

Governors

- The Headteacher and Safety Officer will ensure that the Health and Safety Governor is informed of any existing and new health and safety information. Meetings are held at least once every half term. It will be the responsibility of this Health and Safety Governor to report to the full governing body who meet at least once every term. Health and Safety is a standing item on all Full Governor's Meeting agendas.

Trade unions

- The Safety Officer will ensure that Trade Union health and safety representative are informed of new health and safety information if requested

3.14.1 Lettings/Shared use of premises/Extended Services

- The Headteacher or Safety Officer is responsible for discussing and agreeing health and safety arrangements
- The school follows the WCC written lettings agreement for any lettings of the school premises
- First aid provision is available for any events run outside the school day and by the school PTFA
- The PTFA is aware of Fire and emergency arrangements and produces its own risk assessments for events organized. It is the responsibility of The Safety Officer to check these Risk Assessments
- The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- The PTFA 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 caretaker is responsible for ensuring that appropriate security arrangements are in place
- The PTFA have their own Insurance cover.

3.15 Lifting equipment (including lifts and hoists)

- The school has a hoist in the BMA room which is currently not used. However should the need arise, it will be serviced twice per year by a County approved service engineer
- County guidance will be sought about training for staff should the equipment need to be used

3.16 Lone working and Personal Safety (See Lone Working Policy)

- The school has a Lone Working Policy based on to WCC Guidance for All: Lone working.
- Training is given to staff who are expected to work alone

- Personal safety awareness information is provided/discussed with staff on induction or through a Health and Safety Training Day organized every three years
- Safe working practices/rules for staff who work alone are explicit within the Lone Working Policy. Staff are made aware of activities that should not be done when working alone (e.g. putting up displays/cutting down branches etc.)
- All staff working alone should inform either the Headteacher or caretaker of their intentions and contact them when they have left the premises. They are also instructed to ensure that a family member or friend is aware of their movements and that this person has access to the Headteacher and caretakers numbers should the member of staff be late arriving home
- Risk assessments carried out and shared with staff. These are retained in the staffroom.

3.17 Maintenance/Inspection of equipment

- Ladders and steps are inspected termly by the caretaker
- PE equipment is inspected annually by an appropriately qualified specialist., fire alarms emergency lighting are checked weekly by the caretaker and 6-monthly by Fire Safe who also check the fire extinguishers
- Records of all checks are kept in the Caretaker's Manual in the Caretaker's office

3.18 Manual handling

A small number of activities require consideration for manual handling. These include movement of tables, chairs and other furniture and larger musical instruments where items may need to be lifted, pushed or pulled. Risk assessments are carried out for these activities and those staff carrying out the majority of these tasks are given appropriate county recommended training.

3.19 Monitoring Arrangements

- The Caretaker, Headteacher, Safety Officer and Health and Safety Governor will carry out health and safety inspections. The caretaker does this on a daily basis, whilst the other inspections are done termly. Every three years, WCC Health and Safety school team will carry out a Health and Safety Audit

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 /Caretaker/School 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.

3.20 Offsite and Educational Visits (See also Offsite Visit Policy and Manual)

- Will Pritchard is the school's Educational Visits Co-ordinator (EVC)
- The school uses EVOLVE offsite visit software system by Visit leaders to set up visit requirements and forward this information onto the school EVC.
- EVC via the EVOLVE software system to monitor request for visits and respond accordingly.
- Head teacher sanctions visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Pre-site visits are carried out for new venues/activities whenever possible
- Visit leaders will carry out risk assessments - recording risk assessments before activity. These will then be evaluated by the EVC before consent is given
- The Local Authority is notified if it is residential visit, highly hazardous activities or the venue is above 50 miles away
- Emergency arrangements form part of the risk assessment. Whenever possible a qualified First Aider will attend the visit otherwise it is the responsibility of the visit leader to ensure that there is appropriate First Aid support at the venue chosen. All Visit Leaders will organise appropriate First Aid kits. Parents are requested to authorise trips at the start of the academic year and the school ensures that details regarding each trip are provided for parents prior to the visit. Should the trip involve hazardous activities, voluntary contributions, residential experiences or journeys of considerable distance, further consent may be sought. The level of supervision will depend on the nature of the activity, the age of the pupils, the number of pupils and individual pupil needs – this will be included within the risk assessment.
- Insurance for visits is organised by the local authority and any provider should be insured to a minimum value of £5 million
- It is the responsibility of the Visit Leader to review the visit and provide this information to the EVC

3.21 Outdoor Play Equipment

- The school has two play trails these were installed by Pentagon Sport in 2012 and County contractors prior to our school move in 2009
- Outdoor play equipment is inspected on a daily basis by the caretaker and annually by the WCC Health and Safety Team. Records of inspections are kept in the Caretaker's Room
- Risk Assessments are carried out for use of this equipment. These are kept in the staffroom

3.22 PE equipment

- PE Equipment is inspected on an annual basis by a reputable specialist. Records of these inspections are kept by the Caretaker

- Are pre-use visual checks are made by staff and any defects reported to the caretaker via the Defect Report Sheets
- Wherever possible and when it is appropriate, pupils set out the equipment under the supervision of the staff. Risk assessments are in place for this and are available in the staffroom
- The Association for Physical Education (afPE) guidance on safe use of the equipment published 2012 is adopted by staff
- The school has a PE policy which is updated every 3 years by the PE Co-ordinator. The PE Co-ordinator is responsible for providing appropriate Health and Safety Information on the safe use of equipment.

3.23 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The Caretaker or Safety officer will select the appropriate equipment
- The Caretaker will carry out periodic checking and maintenance of the equipment
- The Safety Officer will ensure proper use, supervision etc.

3.24 Pond

- The school has a pond which is surrounded by a locked fence. When the fence is unlocked appropriate risk assessments have been put in place and children are closely supervised at all times
Unauthorised access is prevented by locked gates to the perimeter of the school. There is a warning sign next to the pond advising of the danger of deep water
Risk Assessment includes procedures for the prevention of infection i.e. through sharing safety procedures with pupils and handwashing practice
- The Caretaker/Headteacher and Safety Officer will ensure that there is an up to date risk assessment in place
- The Caretaker is responsible for general maintenance of the pond but may seek advice/support by the grounds contractors if necessary

3.25 Risk Assessments

- There is a need to undertake risk assessments 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 Headteacher, Caretaker, Safety Officer, teachers the Health and safety Governor are responsible for ensuring risk assessments are undertaken
- A personal Risk Assessment is 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 (usually the Headteacher) signs and date it as well as the responsible person.
- Special Personal risk assessments (such as care plans for those who have health problems) are carried out either by the Headteacher or the Safety Officer

- Risk assessments will be reviewed annually as a minimum or before if there are any changes
- Risk Assessments are kept electronically in the staff shared area or in paper copy in the staffroom
- All risk assessments are shared with the relevant staff they affect.
- Staff sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit is risk assessed.

3.26 Smoking

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

3.27 Sports pitches / playing fields

- Eden Garden Services maintain the playing fields
- The caretaker carries out daily visual inspections

3.28 Staff Consultation / Trade Unions

Please see general policy statement at beginning of health and safety policy

- Health & safety committee meetings are held half termly
- Staff raise issues of concern and make suggestions for health and safety improvements vis direct contact with caretaker, Headteacher or Safety Officer or through team meetings
- The Headteacher 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
- Trade Union health and safety information is displayed along with safety representative information in the staffroom
- The Health and Safety law poster is situated in the staffroom

3.29 Stress and Staff Wellbeing

- There is an open door policy where staff are encouraged to speak to the Headteacher or School Manager. Positive relationships exist between members of staff
- Anyone experiencing problems should refer to their line manager (either the TLT Phase Leader or School Manager) or the Headteacher if they feel that this is more appropriate
- The school leadership will consider a number of strategies to support staff as appropriate to each individual case. This may mean a temporary change of duties, referral to Occupational Health, or authorized time off etc.
- Staff can access support confidentially through services provided by the county council
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Health advice, counselling etc. for employees can be accessed by referral from the Headteacher to Occupational Health Service or by the employee themselves accessing this support
- Expectant mothers encouraged to report as soon as possible so that an appropriate risk assessment can be carried out. See Risk Assessments section also.
- If it is appropriate/necessary there be a room made available for nursing mother. See Risk Assessment Section also.
- Staff facilities within school are good

3.30 Swimming lessons (Public Pool)

- Swimming lessons take place at Wyre Forest Sports Centre
- Up to 60 pupils go swimming at any time. They are supervised by at least 4 members of school staff (more if there are individual needs) and 2 swimming teachers at the centre. There are also at least 2 lifeguards on duty.
- Supervisors have training and experience in supporting pupils and the CPD leader is responsible for checking this and ensuring refresher training is received
- There are Staff supervising the session from the centre who have a lifesaving certificates and first aid certificates. Therefore, it is not necessary for school staff to have these
- There is life saving equipment at the centre and it is their responsibility for checking this
- A risk assessment is carried out each term for swimming lessons

3.31 Training and Development related to Health and Safety

- The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The Safety Officer or line managers are responsible for new staff inductions and briefings

- The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc.)
- Training records are kept by the School Office Manager
- The CPD Leader is responsible for ensuring staff undertakes refresher training

3.32 Vehicles on site/car park arrangements

- The Caretaker or Safety Officer is responsible for management of vehicles on site
- Access to the school by emergency vehicles must be maintained at all times.
- During times of the school day when there are a greater number of pedestrians, access to the car park is limited using a barrier. Only authorised personnel are admitted.
- The Car Park is in a separate area to the pupil entrance
- Special arrangements for deliveries may be made in order that the distance of travel with heavy items is reduced. However, deliveries are encouraged at times when there is less traffic i.e. during the middle part of the school day or after the majority of pupils have left
- A risk assessment has been carried out and is located in the school Staffroom

3.33 Violence to Staff / School Security

- Access to the school during the day is via the Reception area where all visitors must sign in before being buzzed through the locked door. Parents are discouraged from entering the school unless it is by prior appointment or to collect pupils from after school activities. Pupils enter via their classroom doors from the playground. The gate is opened at 8:25 and supervised by the Headteacher or another member of staff. The doors to classrooms are shut and locked at 8:45am and late arrivals need to enter via the Reception area. The school perimeter gates are locked at 8:55 am and not reopened until the end of the school day.
- Office administrators will not admit anyone presenting as angry or aggressive but seek assistance from the Headteacher or a member of the TLT Team.
- All staff should report all incidents of verbal & physical violence. If necessary the police may be called or the governors may consider authorising a ban.
- Risk assessments are carried out for hazardous circumstances

3.34 Water Hygiene

Water Hygiene is in compliance with the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book is kept in the Caretaker's Room
- The Caretaker is responsible for carrying out water hygiene sampling
- There is an automatic flushing system in place
- Maintenance arrangements for air conditioning units, humidifiers etc. are in place and checks are carried out annually

3.35 Work experience pupils

- *The CPD leader will carry out the Induction of Work Experience pupils*
- *The CPD will carry out the risk assessment*

- *The pupils will be monitored / supervised whilst on site by the class teacher they are attached to and mentored by the CPD Leader*

3.36 Working at Height

- The school has ladders, step ladders and elephant steps which are kept in the Caretaker's Room and in various classrooms around school
- The caretaker will carry out the annual inspections on this equipment
- All users will carry out pre use checks and record any defects
- The Headteacher/ Caretaker will carry out risk assessments.
- Staff may only use steps and ladders when there are other member of staff present and when they are appropriately dressed to do so. They are not to use these if the overreach is too far and affects balance
- Specialist training is required for staff using equipment such as ladders. This is, in the main, carried out by the caretaker
- Staff using the equipment are responsible for ensuring that they are wearing appropriate clothing / footwear.
- Pupils may use elephant steps with appropriate supervision but not stepladders or ladders
- Contractors should use their own equipment