

Health and safety policy arrangements for Weddington Primary School 2022-2023

Introduction

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

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

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

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolsdocs. School specific procedures and documents can be located in the Headteacher's office and on the school website.

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

For further information and advice on any aspect of health and safety in school, contact the Headteacher, Joanne Kershaw, or school business manager, Sam Chamberlain.

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Health and Safety School Statement of Intent

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

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

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

- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.
- Following Government guidelines on Health and Safety with regard to the Covid-19 pandemic

Headteacher's signature:

J. Kershaw

Chair of Governors signature:

G. Evans

Name Mrs Joanne Kershaw

Name Mrs Gwyneth Evans

Date: September 2022

Headteacher

Chair of Governors

Review date of arrangements: September 2023

Health and Safety Advice

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

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

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Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health, safety & wellbeing in school. Other areas can be included where relevant. Where other separate health and safety procedures and written documents are already in place, these can simply be used alongside these arrangements. There is no need or requirement for procedures to be recorded again in this document.

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- Induction and training of staff
- Communicating health and safety information to staff including consultation arrangements
- Implementing WCC health and safety policies and standards
- Carrying out risk assessments
- Recording, reporting & investigating accidents
- Off-site trips and visits
- Procedures for dealing with emergencies
- First aid and supporting medical needs
- Using display screen equipment
- Occupational health services and management of wellbeing & work-related stress
- Monitoring health and safety in school including defects & workplace inspections
- School security
- Personal safety including lone working & managing violence & aggression
- Procedures for physical intervention
- Manual handling & people handling
- Managing slips, trips & falls
- Managing vehicle movements
- Selecting and managing contractors on-site
- Management of asbestos / water hygiene
- Working at height
- Control of hazardous substances
- Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, pottery, local exhaust ventilation, pressure systems, gas appliances, lifting equipment & glazing safety
- Fire safety including testing of alarms and

evacuation procedures

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accidents and Incidents	<ul style="list-style-type: none"> Refer to WCC Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy All accidents are recorded in the 'accident book' located in the designated first aid areas and are completed by a first aider. Copies of non-minor incidents/accidents sent to WCC including those that fall under RIDDOR (as per separate WCC reporting procedure) Parents are given a copy of the accident form completed at the time of the accident and a telephone call home is made where appropriate e.g. head injury. The Headteacher is responsible for investigating all accidents and for taking any appropriate action necessary to prevent recurrences The governing body monitor accidents, to identify and monitor any trends if/when concerns arise, via the Headteacher reports. 	<p>All staff have a duty to report any accident or incident. First aiders</p> <p>Joanne Kershaw Headteacher Gwyn Evans</p>
Bullying & Harassment	<ul style="list-style-type: none"> Refer to school Behaviour and Anti-bullying Policy which is stored in the staff shared network and school website (hard copies available on request from Headteacher's office). All incidents must be reported to the Headteacher or a member of the SLT. 	Joanne Kershaw, Hannah Kirby, Sam Chamberlain
Child Protection	<ul style="list-style-type: none"> We follow the guidance and advice on the Warwickshire Safeguarding website. All staff have a duty to report their concerns, using the WCC green safeguarding forms, to the Designated safeguarding lead (DSL), Joanne Kershaw, or Deputy DSL's: Sarah Wallis, Julie Sowerby or Dawn Bradshaw All DSL staff are regularly trained. 	<p>All staff DSLs: Joanne Kershaw, Sarah Wallis, Julie Sowerby, Dawn Bradshaw</p>
Contractors & Visitors	<ul style="list-style-type: none"> Refer to WCC Construction and Contractor Work Policy, Part 1 Construction Work (CDM 2015) Guidance Part 2 Managing Contractor Work Guidance. 	Joanne Kershaw, Sam Chamberlain
	<ul style="list-style-type: none"> Headteacher and school business manager have attended WCC safe management of contractors (7.4.16). Approved companies are used via WCC/Property Services or ESPO. 3 quotations are gained to ensure value for money and checks made regarding health and safety insurances. Contractors who visit the school have their DBS checks completed by the office staff. All visitors use the touch screen to sign in to the school and are then issued with a visitor's badge. 	<p>Admin staff All staff to wear badge at all times</p>
	<p>Asbestos</p> <ul style="list-style-type: none"> Refer to WCC Asbestos Management Policy and Asbestos Management Procedures Up to date information regarding asbestos can be found on ATLAS and it is provided to all contractors before any work begins. Checks must be made to ensure there is no asbestos in areas where work is to be done. Adhere to Government guidelines and the school's Risk Assessment regarding visitors into school during Covid outbreaks The Head, SBM and caretaker have training refreshers this year (23.11.21) 	<p>Sam Chamberlain</p> <p>Property services</p>
	<ul style="list-style-type: none"> Refer to WCC COSHH Policy and COSHH Risk Assessment and Guide to Completion. Where possible, substances are purchased through an approved supplier such as ESPO – hazards are then confirmed. The caretaker 	Philip Aston/Jim Boffin

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	<p>is able to advise on less hazardous alternative substances and has COSHH training booked for this year (January 2022)</p> <ul style="list-style-type: none"> The COSHH file is maintained by the Caretaker and is kept in the main admin office. This is checked by an external provider. The school business manager purchases COSHH products following an order from the caretaker. The caretaker will maintain details of purchases on a COSHH sheet once he has had the appropriate training early next year. Staff are not encouraged to bring products into the school. The caretaker is responsible for the safe storage of all COSHH products. Staff are made aware of how to identify COSHH products through the general H&S training at the beginning of each academic year. Instructions for labelling decanted products are provided in cleaner storage areas. These are maintained by the caretaker. Personal, protective equipment is provided with guidance on its usage. All hazardous substances are stored out of the reach of all children. Guidance is given to staff regarding cleaning spillages and the disposal of waste, unwanted or spilt substances. 	Joanne Kershaw Sam Chamberlain
Defect Reporting	<p>Day to day reporting:</p> <ul style="list-style-type: none"> Staff must report defects to either the Head, caretaker or the admin staff (admin staff may report it to the Hotline in the absence of the caretaker). The defect is then recorded on a 'defect form' in the 'defect report folder' which is kept in the admin office. All defective items are removed immediately and are labelled as out of use. The caretaker monitors that the defect has been rectified. Resource Committee Governors/Health and Safety governor may review the defects that are logged. They may monitor trends and discuss outstanding work. Defect records are kept for 21 years. 	<p>All staff have a responsibility to report defects. Philip Aston/Jim Boffin/admin staff</p> <p>Philip Aston/Jim Boffin Gwyn Evans</p>
Display Screen Equipment	<ul style="list-style-type: none"> Refer to WCC Display Screen Equipment Policy and related documentation It is acknowledged that all teachers use laptops but that they are not classed as DSE users as they do not work at a computer screen for more than 1 hour at a time in continual use. At induction, teachers receive basic guidance for safe DSE use as a matter of course. DSE users are those working in the admin office, the school business manager, the deputy Headteacher and the Headteacher. Self-assessment is used to assess need. The Headteacher will monitor and arrange for issues to be resolved relating to DSE and its use. Eye check forms are available for the listed staff as DSE users. 	<p>Joanne Kershaw</p> <p>Hazel Tomlinson, Sam Chamberlain, Alison Harper, Tracy Maguire & Nikki James</p>
Electricity at work	<ul style="list-style-type: none"> Refer to WCC Electrical Testing Policy and HSE guides Hardwired equipment is checked every 5 years by Property Resource. The last check was carried out in October 2019 PAT testing takes place annually through 'AGG Maintenance'. WCC H&S website advises that electrical testing is undertaken no later than every 36 months. If there is a letting, hirers are required to have their own systems for testing their equipment or they may borrow the schools and be charged accordingly. 'Weddy Friends' bring items they may use in school for PAT testing e.g. disco equipment. All donated equipment is tested before use. All defective items are removed immediately and either repaired or disposed of. Defective items are reported to the caretaker/admin staff (see above section on defect reporting). 	<p>Joanne Kershaw</p> <p>Weddy Friends</p> <p>Caretaker/admin staff</p>

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Use of the Premises	<p>By External Agencies:</p> <ul style="list-style-type: none"> The Headteacher, on behalf of the governors, is responsible for discussing and agreeing health and safety arrangements prior to the letting taking place. We adhere to our Lettings Policy (see policy for more details). The Headteacher is responsible for agreeing to and overseeing school fairs and other fund-raising events held by 'Weddy Friends'. Hirers and 'Weddy Friends' are responsible for the events they hold in terms of relevant licenses and compliance with licensing requirements such as the Licensing Act of 2003. More information can be found in the Lettings Policy. Hirers are required to provide evidence of appropriate insurances such as Public Liability insurance etc. The school has been used as a Polling Station in the past but Governors have asked WCC to seek alternative accommodation this year. An Out of Hours service uses the school building before and after school and, sometimes, during holiday times. There is a separate committee which oversee the management of the service. Please see Out of Hours documents for more information. If a club operates during or immediately before or after school, the Headteacher or school business manager will ensure that all DBS checks are in place and have been completed. The company will provide this evidence either by email, or by letter headed written confirmation, quoting the DBS check number. Where an external letting takes place, then the responsibility for the above becomes that of the person undertaking the letting. Clubs running after 4.30pm are solely responsible for all of the above and are subject to the school Lettings Policy. Clubs running during the school day will be supported by school staff to ensure health and safety is adhered to such as in a fire, for first aid, etc. Security – during the school day normal arrangements are in place. After 4.30pm there are certain areas of the school where 'lettings' takes over and assume responsibility, i.e. the 'Out of Hours' provision, County Music Service and clubs from outside providers such as 'Fizz Pop'. They are responsible for liaising with the caretaker to arrange locking up at the end of the letting. Insurance – all sports clubs and clubs operating after 4.30pm must have their own insurance and this is checked by the SBM. 	<p>Joanne Kershaw</p> <p>'Weddy friends'</p> <p>Steph King (Out of Hours Manager)</p> <p>Philip Aston/Jim Boffin</p> <p>Sam Chamberlain</p>
Fire Precautions and emergency plans	<ul style="list-style-type: none"> Refer to WCC Fire Safety Management Policy, Fire Safety Management Arrangements and related documentation. Also refer to school's Emergency Evacuation Plan, Fire Risk Assessment (in fire safety file), Security Policy and Building Emergency Evacuation Plan. The Headteacher and assistant headteachers are responsible for undertaking and reviewing the fire risk assessment and emergency situations which may include bomb threats, explosion, floods, intruders, dogs in the playground etc. The Headteacher and deputy headteachers are responsible for dealing with the worst foreseeable contingency. They will liaise with the LA and H&S teams and follow the most up to date guidance on the WCC H&S website. The Headteacher is responsible for arranging termly fire drills and recording outcomes in the fire manual. A copy of the fire drill is located in every class base and throughout the school. It is updated annually or as it becomes incorrect. The Headteacher is responsible for inspection and maintenance of the fire exits and every member of staff has a responsibility to ensure the entrances and exits are clear and not blocked. Fire extinguishers are inspected and maintained annually (Abbey Fire) and the Headteacher is responsible for ensuring this takes place and it is organised by the SBM. 	<p>Joanne Kershaw</p> <p>Hannah Kirby</p> <p>All staff responsible during fire drill and maintain clear pathways for evacuation.</p> <p>Joanne Kershaw and Sam Chamberlain</p> <p>Joanne Kershaw</p> <p>Joanne Kershaw, Sam</p>

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	<ul style="list-style-type: none"> The Headteacher or assistant head teachers are responsible, in the event of an evacuation, whilst the SBM is responsible for calling the emergency services. She may delegate this to admin staff. The admin team, SBM, Headteacher/deputy heads assemble by the front gates to help co-ordinate the emergency services (see BEEP). Staff are responsible for checking the areas on evacuation. Admin staff take out registers and Inventory of visitors, grab bag etc. The caretaker is responsible for weekly testing of different alarm call points and monthly testing of emergency lighting. City Fire via Dodds & Abbey Fire are responsible for checking, servicing and maintaining the system. 6 monthly inspections are carried out and organised through WES. Details of fire procedures are given to hirers of the building at the time of booking 	<p>Chamberlain, Hannah Kirby</p> <p>Philip Aston/Jim Boffin</p> <p>Sam Chamberlain</p>
First Aid	<ul style="list-style-type: none"> Refer to WCC First Aid at Work Policy and associated documents. Photographs and qualifications of first aiders are displayed in the first aid area near KS2 and around school. First aid kits are positioned around the school and they are placed with the accident record logs. The Senior Midday Supervisor (SMDS), is responsible for checking and restocking the first aid kits. She then liaises with the SBM to order stock. The pastoral support worker for children and families (PSWCF) and SBM are responsible for checking when refresher training is needed and for booking this for them. The Headteacher, SBM or member of the admin team may contact an ambulance in an emergency and every effort will be made to contact the parents/carers to take their child to hospital and/or accompany their child in the ambulance. In the case of parents not being available then the Headteacher will decide who is to accompany the child. 	<p>Sam Chamberlain SBM Emma Brookes SMDS</p> <p>Joanne Kershaw Sam Chamberlain Hannah King (PSWCF)</p>
Medication	<ul style="list-style-type: none"> Refer to DfE 'Supporting pupils at school with medical conditions' statutory guidance and school's Medication Policy. Refer to Public Health England guidance on Health protection in schools and other childcare facilities for managing infectious diseases. Admin staff have agreed to supervise, administer and record medication that has been prescribed by a doctor. They act in loco parentis. They act as witnesses for each other to ensure the correct medication and dose is given. Parents give full instructions when completing the medication consent form. First aiders, and members of staff working with children on a Health care Plan, may also give medication. Children with diabetes are given medication by the first aiders who have been diabetes trained. They work closely with the families and nursing service. Medication is kept in the locked filing cabinet near KS2 in the first aid area. Inhalers are kept with the children in the classrooms. When inhalers are administered, records are kept by the class teacher and/or first aiders. Other medication is stored appropriately under guidance from the child's Health care Plan/Compass/doctor's label. Where regular medication is needed, a child may need a health care planning sheet which is completed by the parent and agreed with the school nursing service/Compass and the school. We do not administer over the counter medicines. All medication must have the prescription label attached detailing the patient and the medicines etc. 	<p>Admin staff</p> <p>All staff who have agreed to administer medication are responsible for recording dosages etc.</p>
Glass and Glazing	<ul style="list-style-type: none"> WCC carries out the risk assessment (Property Services). The last glazing survey was conducted 20.3.14. The Headteacher will liaise with Property Services to ensure this is renewed when needed. 	<p>Joanne Kershaw</p>

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Health and Safety Advice	<ul style="list-style-type: none"> The school takes health and safety seriously. Any advice and recommendations are acted upon swiftly. The Headteacher creates an action plan outlining what needs to be done with timescales. This is sent to WCC regularly so they can monitor progress towards outcomes. It is shared with the Health and Safety governor to ensure an up to date evidence/tracking system is in place. Advice is sought from WCC and WES Safety and Premises as and when it is needed. Health and safety forms a regular part of staff meetings and it is recorded in staff meeting minutes. 	Joanne Kershaw Gwyn Evans
Housekeeping and waste disposal	<ul style="list-style-type: none"> Nuneaton and Bedworth Council does a weekly collection of rubbish and recycling. Kitchen waste and rubbish is stored in locked stores for which the caretaker is responsible for their security. To avoid slips on tiled floors, the caretaker has provided easy to use equipment for mopping spills and leaks. There are slip hazard signs to highlight wet floors. Medication such as 'sharps' are stored safely and appropriately so they are not a hazard to others. In snow or icy weather, the caretaker will clear a small number of pathways and part of the car park to allow access to the building. Rock salt is used throughout the school day to keep these pathways clear. The caretaker is responsible for the removal of wet leaves in autumn if there is a risk of slips. Grounds maintenance workers support this by using leaf blowers to remove dead leaves from the pathways. The caretaker also arranges for the disposal of hazardous waste such as fluorescent tube lighting. We use WES for the disposal of computers etc. 	Philip Aston/Jim Boffin All staff First aiders
Information Dissemination Procedure	<p>Staff:</p> <ul style="list-style-type: none"> Staff meetings, briefings and emails are used to provide information to all staff. Minutes of meetings are available to support staff where appropriate. Policies, directives or compliance information is provided for staff with a signature sheet so that there is a health and safety trail in place. These records are kept in the health and safety file in the Headteachers office. All H&S files are clearly labelled. Some files are kept in the admin office as this is the best location for those completing the paperwork. The Headteacher updates the information in the staff/supply teacher's handbook. Health and safety is a staff meeting standing agenda item. <p>Children:</p> <ul style="list-style-type: none"> Through lessons, assemblies and class messages, teachers share up to date information with their children. Year groups join together where appropriate for more wide spread information giving. Video clips/downloads are often used to reinforce key messages such as online safety, road safety, protective behaviour work etc. and the school is signed up to receive fire safety training annually. Visitors, such as the WCC Safe & Active Travel group come into school to educate pupils on Road safety etc. <p>Visitors/Contractors:</p> <ul style="list-style-type: none"> All visitors are required to sign in using the touch screen where they receive a visitor badge that must be visible at all times. Admin staff direct/take the visitor to the right member of staff. They are also informed of any H&S arrangements that are relevant such as fire assembly points and are given a Health & safety leaflet kept in the main entrance. Contractors are made aware of asbestos via the admin staff who have access to Atlas. Supply staff are provided with a staff/supply teacher's handbook. They are updated with other H&S notifications by the staff in the 	Joanne Kershaw Joanne Kershaw Class teachers Admins staff Gwyn Evans

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	<p>team in which they are working.</p> <p>Governors:</p> <ul style="list-style-type: none"> • Inspection and audit reports are sent to governors within 2 days of the report being received. • Serious incidents and some near misses are reported immediately. • Updates, processes and procedures are given to Resource Committee members as it is a standing item on the agenda. There is also a monitoring visit by governors which often brings up H&S topics. • All governors receive the termly headteachers report, presented at full governor meetings, which has sections on Health & Safety, premises and safeguarding. <p>Trade Unions:</p> <ul style="list-style-type: none"> • Where trade union reps are part of the school staff, they are also provided with information regarding health and safety using communication as outlined above. 	<p>Resources committee</p> <p>Joanne Kershaw</p> <p>School Governors</p>
Jewellery	<ul style="list-style-type: none"> • The school prospectus and website outline the requirements for school uniform. No jewellery is to be worn in school apart from earrings, which must be studs or small sleepers. These must be removed or covered with tape for P.E and swimming. 	Joanne Kershaw
Kiln	<ul style="list-style-type: none"> • We no longer have a kiln on site. 	NA
Lifting	<ul style="list-style-type: none"> • There is no equipment in school apart from the lifting bed and hoist which are used for changing disabled pupils. It is serviced via the indemnity and has 6 monthly checks. 	NA
Lone working and personal safety	<ul style="list-style-type: none"> • Refer to WCC Personal Safety Policy and Working Safely Guides. • Lone working is relevant to the caretaker, SBM, some class teachers during holiday periods and the Headteacher. Advice is given as per WCC and they are advised to carry their mobile phone with them at all times and inform friends/relatives as to where they are. • Risk assessment for lone working is carried out and reviewed annually. 	<p>Staff as mentioned.</p> <p>Joanne Kershaw</p>
Maintenance and inspection of equipment	<p>The following equipment has annual testing</p> <ul style="list-style-type: none"> • Boilers, cookers, access equipment, PE equipment, outdoor play equipment, kitchen ventilation, D&T equipment, fire alarms, emergency lighting, fire extinguishers and security alarms. • Smaller items of PE and D&T equipment are checked by the teacher using the resources prior to the lesson. • Faults are reported immediately to the Headteachers, caretaker, phase Leader or SBM. 	Philip Aston/Jim Boffin Sam Chamberlain & Hannah Kirby
Manual and People Handling	<ul style="list-style-type: none"> • Refer to WCC Manual Handling Policy and Manual Handling Guidance for Handling Children. • Refer to Staying Safe in Schools (included manual handling update) for staff. New staff induction will ensure this is covered and some staff need further training which has to be signed off by a qualified trainer e.g. when using hoists or transferal. • Staff have been trained in Team Teach in order to ensure the safe restraint of children (see policy). Team Teach refresher training is attended regularly by all staff. New staff have TT training as soon as possible after starting at the school. TT training for all staff is booked for the year 2021-2022 	<p>Joanne Kershaw</p> <p>All staff</p>

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Minibuses	<ul style="list-style-type: none"> The school does not have a minibus. 	NA
Monitoring arrangements	<ul style="list-style-type: none"> Health and safety inspections are carried out by: WES Safety and Premises, Governors, Headteacher, Deputy Headteachers, SLT and trade union officials. 	As listed
Noise at work	<ul style="list-style-type: none"> Not applicable in Primary Schools 	NA
Offsite and educational visits	<ul style="list-style-type: none"> Sally Bilson holds the Offsite visit manual as the EVC lead. Teachers complete a pre-visit checklist and a risk assessment that is agreed by the EVC lead and the Headteacher. Admin staff support by booking transport etc. All information is set up on the 'Evolve' system through Juniper Education. See file for more details. The school has adequate insurance through Zurich to the value of indemnity for medical - £1000,000 and legal liability for £5000,000 (see policy in admin office). 	Sally Bilson Joanne Kershaw
Outdoor play equipment	<ul style="list-style-type: none"> There is a range of play equipment on the school site mainly consisting of wooden 'timber trail' type equipment. It is inspected termly via WES. Any identified risks are acted on quickly and the SBM arranges for work to be carried out. Daily visual inspections are carried out by the teachers on duty during the day and by the caretaker on his daily morning walk around the site. Defects are reported to the SBM or caretaker for action or referral to WES. Defective equipment is taken out of action and/or cordoned off using hazard tape. Staff and pupils are informed. Risk assessments have been carried out for this type of equipment. 	Sam Chamberlain Philip Aston/Jim Boffin
PE equipment	<p>Through WES, Sport Safe regularly inspect the PE equipment.</p> <ul style="list-style-type: none"> Teachers are responsible for making visual checks on the equipment prior to its use. Defects are reported as previously stated. Teachers are responsible for setting out the equipment safely. Children are expected to help and are instructed how to help safely. Refer to afPE (Association of Physical Education and Sport) Safe Practice in Physical Education and Sport guidance on safe use of the equipment. 	All staff including supply teachers – reminded by TAs.
Personal Protective Equipment PPE	<ul style="list-style-type: none"> PPE is provided free of charge to all staff where a need has been identified through the appropriate risk assessment. Gloves are provided to cleaning staff, the kitchen team and first aiders. Gloves are also worn for some D&T activities and eco-gardening. High Vis jackets are worn by children when they are out of school on trips and visits. Goggles are available for use in science and D&T lessons as required. 	As needed for all staff.
Pond	<ul style="list-style-type: none"> Children are not allowed to access the pond area without adequate supervision – we use the EVC guide for adult ratios in this area as it will depend on the age of the children. The KS1 pond area is protected by a fence and locked gate. It is not readily accessible to children. If using the pond, all staff will have reviewed the risk assessment and made specific changes relating to the age of the children. 	All teachers before use. Joanne Kershaw Sally Bilson (EVC)

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Commented [NE25]: For information – title of document expanded.

	<ul style="list-style-type: none"> These changes also take into account infection control. Risk assessments are the responsibility of the class teacher and are shared with the EVC or Headteacher. 	
Risk Assessment	<ul style="list-style-type: none"> The school understands that risk assessments are ‘tools to enable children and staff to undertake activities safely not prevent them from taking place.’ Refer to WCC Risk Assessment Policy and associated guides. The Headteacher is responsible for ensuring risk assessments are completed prior to planned events. Teachers must complete a risk assessment related to the activities that they are planning and then these are shared with the EVC. The generic risk assessments for the playground and classrooms and hall have all been written by the previous Headteacher and deputy head teacher – these are reviewed by the Headteacher. Arrangements for new and expectant mothers are also considered and a risk assessment is completed in conjunction with the expectant mother and staff who work with her. The risk assessments are reviewed throughout the pregnancy. Refer to WCC New and Expectant Mothers at Work – Health and Safety Guidance for Managers. Model risk assessments are used as a basis for discussions and consideration of possible risks. Advice is sought from the H&S team at WCC. Risk assessments are reviewed as and when needed or annually (this is reviewed for the start of the new school year). Every off-site visit is risk assessed. Sometimes the risk assessment from a previous, similar visit may be used as a starting point but each visit is reviewed individually so that we ensure the needs of all the children are met for that particular occasion. The Headteacher has attended Risk assessment training. 	Joanne Kershaw
		Sally Bilson & Class Teachers
Security on Site	<ul style="list-style-type: none"> Refer to school’s Security Policy. Security gates are in place alongside signing in systems, keys and fobs for main doors. Risk management inspections and information is available from WES. ‘Security Plus’ is the company used to collect cash from the school office as a way to reduce risk of theft. The school uses Parentpay for online payments which reduces the amount of cash on the school site. The school site is managed by ‘Greenstone Contractors’ – shrubs near to the building are kept at a low level to reduce risk and increase security. Integra maintain the school intruder alarm which has the facility to enable zones to be alarmed. Motion sensored security lighting is provided in key parts of the school building. The site is inspected to ensure trees are well maintained. Oakwood security provide the call out service to the school during evenings/nights and holidays. During the school day the caretaker is the first point of call. 	Philip Aston/Jim Boffin
Smoking	<ul style="list-style-type: none"> The school supports the WCC Corporate Smoke Free Workplace Policy. The site is a no smoking site and signage is displayed on all main external doors used by the public and staff. 	All staff
Sports Pitches/Playing	<ul style="list-style-type: none"> ‘Greenstone Contractors’ grounds maintenance company currently maintain the areas. The caretaker completes a site walk daily. 	Philip Aston/Jim Boffin

Commented [NE26]: For information – WCC policy details added.

Commented [NE27]: For information – WCC policy details added.

Commented [NE28]: For information – wording changed to signpost to school’s security policy.

Commented [NE29]: For action - you may want to consider reducing the amount of information in this section especially if it is already contained in documentation you are signposting to.

fields	<ul style="list-style-type: none"> Teachers using the areas complete visual checks before they are used by children. Outdoor sand pits have been removed due to animal fouling and keeping the sand clean. 	
Staff consultation/ trade unions Staff well-being	<ul style="list-style-type: none"> Governors meet termly to discuss matters of H&S. Any staff member can raise suggestions for H&S improvements at staff meetings or by directly approaching the Headteacher. The Headteacher will be responsible, where applicable, for informing and consulting, in good time, with trade union health and safety representatives on: <ul style="list-style-type: none"> The introduction of any measures which may affect the health and safety of employees on site. Appointment of competent persons on site who will comply with H&S requirements. Risks to employee's health and safety and suggested preventative measures. Planning and organising health and safety training. Introduction of new technology and health and safety consequences. Trade union and safety information is displayed along with safety representative information. The H&S law poster is situated in the first aid area near KS2. There is a separate 'stress and staff well-being policy' produced by WCC – the school will refer to this to support staff as well as consulting with HR on a range of personal and professional matters. The school uses the Leave of Absence procedures to ensure that all requests for leave are dealt with fairly and consistently. The school also uses the Sickness Management procedures to support phased return to work where these are agreed to be beneficial. Referrals will also be made to occupational health as and when required. 	Governors All staff Joanne Kershaw
Swimming Lessons	<p>Refer to afPE (assessment for Safe Practice in Physical Education and Sport guidance) and EVC for Offsite Activity file.</p> <ul style="list-style-type: none"> Swimming lessons take place at Atherstone swimming pool. Staffing levels are in line with the ratio as set down in the guidance. Ratios are increased where there are children with additional needs. Atherstone leisure pool staff provide additional supervision in terms of life saving, teaching swimming sessions and first aid. There is life saving equipment at the Leisure Centre which is maintained by the pool staff. Risk assessments are carried out by the P.E lead and are shared by everyone who will visit the pool. These are checked by the EVC who ensures that normal operating and emergency operating procedures are in place. 	Sally Bilson - EVC Teachers leading visit Laura Carwardine
Swimming pools/ hydro schools own	<ul style="list-style-type: none"> We do not have a swimming or hydro pool in school. 	NA
Training and development related to H&S	<ul style="list-style-type: none"> The Headteacher is responsible for establishing minimum health and safety competencies for certain activities e.g. use of hazardous substances, working at height and use of DSE. The assistant head teachers support the Headteacher in this role as H&S responsible persons. The Headteacher is responsible for new staff inductions and any briefings. The Headteacher is responsible for establishing minimum health and safety competencies for certain roles e.g. caretaker, EVC, teachers etc. The Headteacher, in conjunction with WCC, is responsible for day to day safety of the school in line with the LA H&S standards. The 	Joanne Kershaw Hannah Kirby Joanne Kershaw and SLT team

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	<p>Assistant Heads and SLT support the Headteacher in this role.</p> <ul style="list-style-type: none"> The Headteacher receives regular training. All training records, including refresher training, is kept in staff files. The Headteacher and Deputy head attend Risk Assessment training regularly. The staff responsible for performance management are responsible for recommending H&S training related to the role they are reviewing. 	
Vehicles of Site/ car park arrangements	<ul style="list-style-type: none"> The Headteacher, SBM and caretaker are responsible for the management of vehicles on site. The school gates are partially closed to most vehicles during the school day between 8:30-4:30 Some children arrive at school by ambulance/taxi. These vehicles and blue badge holders are permitted to access the school car park. They are obliged to park in a considerate way so as not to cause congestion. 	Jo Kershaw, Sam Chamberlain and Philip Aston/Jim Boffin All staff
Violence and aggression towards staff	<ul style="list-style-type: none"> Advice can be found in the WCC guides for Managing Violence and Aggression. All staff are at risk of confrontation, from parents, pupils or other members of the public, which may lead to injury. There is a requirement for all staff to report all incidents of verbal and physical violence to the Headteacher. A risk assessment will be carried out for hazardous circumstances. Where there are concerns, staff will not meet with the aggressor on a 1:1 basis but with the support of another staff member. If concerns continue then other agencies will be contacted for further support. If necessary the police will be called. Signage has been put up in the main entrance area of the school warning that physical and verbal abuse will not be tolerated. 	Joanne Kershaw
Water hygiene	<p>Advice can be found in the WCC Legionnaires and Water Hygiene Policy.</p> <ul style="list-style-type: none"> The water hygiene log book is kept by the caretaker in the admin office. The caretaker will be trained on water hygiene sampling in January 2022. There are no shower heads to be maintained or cleaned. 	Philip Aston/Jim Boffin
Work experience pupils	<p>The Headteacher or SBM will provide induction.</p> <ul style="list-style-type: none"> The model risk assessment has been completed by the Headteacher. This will be adapted with the individual student before the work experience begins. Part of the risk assessment will include arrangements for being supervised on site. Written permission must be granted from a student's parents if they wish to leave the site at lunchtime. The class teacher will act as mentor. Also refer to WCC Managers Guide to Work Experience Placements 	Joanne Kershaw Class teachers
Working at height	<ul style="list-style-type: none"> Refer to WCC Work at Height Policy and related guides There are ladders, stepladders and foot stools which can be used to gain height. The equipment is kept in store cupboards in each area of the school. The school uses WCC for annual H&S checks on equipment. All staff must carry out pre-checks and report any defects to the caretaker. The Headteacher will carry out a generic risk assessment and share this with staff. This will include the restrictions there are in place regarding staff using steps and ladders. Staff will also be reminded about wearing appropriate clothing/footwear. 	<p>All staff</p> <p>Philip Aston/Jim Boffin Joanne Kershaw</p>

Commented [NE32]: For information WCC policy details added

Commented [NE33]: For information – WCC policy details added.

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	<ul style="list-style-type: none"> • Children are not permitted to use this equipment. • Staff are not permitted to provide school equipment to contractors. Contractors must provide their own as it their company responsibility to check it for H&S use. 	
Covid-19 Pandemic	<ul style="list-style-type: none"> • Refer to whole school risk assessment for details on: <ul style="list-style-type: none"> - social distancing practicalities - safeguarding - SEND pupils with medical needs - emotional and behavioural considerations - hygiene and cleanliness - possible Covid-19 cases - recruitment and staffing - building work and logistics <p>The SLT are responsible for updating the risk assessment with new developments or advice from Government guidelines.</p>	Joanne Kershaw and SLT