

Community Academies Trust

Primary School Policy

**Health and Safety
Policy Arrangements**

Contents

Introduction

1. Access Equipment
2. Accident Reporting
3. Asbestos Management
4. Contractors
5. Control of Substances Hazardous to Health
6. Display Screen Equipment
7. Defect Reporting procedures
8. Electricity at work
9. Fire Precautions and emergency plans
10. First Aid and Medication
11. Glass and Glazing
12. Health and Safety Advice
13. Housekeeping, Cleaning and Waste Disposal
14. Information Dissemination Procedure
15. Jewellery
16. Lettings/Shared use of premises/extended schools
17. Lone Working and Personal Safety
18. Maintenance / Inspection of Equipment
19. Manual & People Handling
20. Minibuses
21. Monitoring arrangements
22. Noise at Work
23. Offsite and Educational Visits
24. Outdoor Play Equipment
25. PE Equipment
26. Personal Protective Equipment
27. Pond
28. Risk Assessments
29. Smoking
30. Sports Pitches / Playing Fields
31. Staff Consultation / Trade Unions
32. Stress and Wellbeing

- 33. Swimming Lessons (public pool)
- 34. Swimming Pools / Hydrotherapy pool (schools own)
- 35. Training and Development related to health and safety
- 36. Vehicles on Site / Car Park Arrangements
- 37. Violence to Staff / School Security
- 38. Water Hygiene
- 39. Work Experience Pupils
- 40. Working at Height

Introduction

The school also has their own specific health and safety procedures and documents, relevant to them.

For further information and advice on any aspect of health and safety in school, contact the Executive Headteacher.

1. Access Equipment

The school has a number of step ladders and step stools chairs and tables must not be used as access equipment.

2. Accident Reporting

All serious accidents that occur on the site should be recorded on a on a 'Serious Accident Form' (This is held in the school office) and the details immediately forwarded or as soon as possible to the Executive Headteacher following the instructions on the accident form.

All minor accidents should be recorded in the accident book where necessary, parents / guardians or other persons should be notified of the accident using the school's accident proforma.

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.

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).

3. Asbestos Management

- WCC Asbestos Policy and Managers Guide to Asbestos is available to read and kept in the asbestos file in the school office.
- Up to date information regarding asbestos is found on the ATLAS Database. This system must be referred to prior to any intrusive work being carried out be it by a contractor, member of staff or other.
- All contractors must consult the asbestos register or ATLAS database prior to work commencing. All Contractors must sign the asbestos register to say they viewed the database.
- 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.
- For further guidance refer to Asbestos Policy or contact Property Services for advice.

4. Contractors

WCC 'The Safe Management of Contractors' Policy is located in the Health and Safety policy file.

The appointed responsible persons to manage the contractors on site are:

- Heads of schools,
- Site Managers/Caretakers

The above must have attended the WCC safe management of contractors course.

- Contractors are selected via WES property services wherever possible.
- Prior to any work commencing a site meeting is arranged via WES Property Services. Arrangements for induction of contractors and exchange of information and agree safe working arrangements are included in this meeting.
- Executive Headteacher or the Site Manager are responsible for checking method statements and risk assessments prior to commencement of work, under the direction of the Property Services Surveyor.
- Staff should report concerns to Executive Headteacher or Site Manager/Caretaker.

5. Control of Substances Hazardous to Health

WCC COSHH policy can be found on file, school office

The substances used are selected from WCC approved suppliers, less hazardous alternatives are used where ever possible.

- The site manager is responsible for maintaining the COSHH file.
- The COSHH file is located in the school office.
- All COSHH products are ordered by the site manager and the purchase is authorised by The School Authorised signatories.
- All COSHH products have a data sheet.
- All COOSH products have a risk assessment sheet
- All COSHH products are stored by the site manager in secure cleaning cupboards
- All staff are briefed on COSHH at induction (see induction)
- All substances that are decanted are clearly labelled giving Health & Safety instruction for the product and on its safe use.
- All products are stored in the cleaning cupboard and storage instructions are followed.
- Personal protective equipment is provided and instruction on use given at departmental induction.
- Instruction is given to cleaners at induction regarding emergency procedures for the cleaning of spillages and procedures are posted on the cleaning cupboard door.
- Waste product from spillages should be double bagged and placed in the grey wheelie bin in the service yard.

6. Display Screen Equipment

- The WCC DSE Policy is discussed at induction including how to access the policy
- In accordance with the Display Screen Regulations:
- All staff that 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.
- Risk assessments for all staff members - using a display screen workstation or laptop have been completed >and will be reviewed at least annually or sooner if changes to equipment or location occur.
- The Associate Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

7. Defect reporting procedures

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Executive Headteacher and necessary alterations to work practices and procedures are implemented.

All defects are recorded in the defect book located in the school office (Site Managers pigeon hole).

All defects are taken out of use immediately and an out of order label is placed on any item that can not be moved.

- The caretaker monitors all defects and records in the defect book when the item is repaired.
- Any outstanding or long term defects are reported and discussed at the resources committee of Governors meeting.

8. Electricity at work

- All hardwired equipment is checked every 5 years by Schools Technical Services (STS)
- The Executive Headteacher is responsible for ensuring the hardwiring checks are carried out
- Every 12 months all portable appliances are (PAT) tested by STS
- All staff / hirers / donated equipment is tested before use. AT register is located in the main office.
- Any defect items are removed or repaired.
- Any equipment that needs repairing is done via STS or other qualified services engineers as appropriate.

9. Fire Precautions and Emergency Plans

- The Executive Headteacher is responsible for undertaking and reviewing the fire risk assessment and emergency plans.
- In an emergency please refer to the emergency plan located in the school office.
- The School's fire risk assessment and emergency evacuation plan are kept in the school office.
- Information on roles and responsibilities, servicing of systems, equipment testing and evacuation drills are all in the evacuation plan.
- The Executive Headteacher and Governing Body are responsible for monitoring the emergency plan and reviewing the risk assessment on a yearly basis.

10. First Aid and Medication

First Aid

A list of first aid trained staff is located in the staffroom. The training records are on file in the health and safety file main office.

- The first aiders hold an appointed persons and paediatric first aid certificate valid for 3 years.
- First aid boxes are located in upper and lower school and in the main office.
- The Senior Mid Day Supervisor is responsible for checking and restocking the first aid kits. The Executive Headteacher will appoint a member of staff to be responsible.
- The administration staff are responsible for calling the ambulance and the most senior member of staff on duty will accompany children to hospital.
- Training requirements are reviewed annually for first aiders.

Medication

- Only members of staff (who volunteer to do so) and are authorised by the parent or guardian of the child may administer medication.
- Volunteers must not administer medication.
- Training is specific to the individual need of the child.
- Medication is stored in either the medication box or the fridge as appropriate in the main office.
- Epi-pens are stored in the medical cabinet in the school office.

- Inhalers are store in the child's tray
- Medication is only administered if a consent form has been completed and signed by the parent or guardian.
- Pupils in school who have special requirements and have specific SEN assistance.
- Members of staff must record and sign that they have given a dose of medication (please see medication policy for full details.)
- Staff who provide medical / nursing care support to individual children are assessed and monitored by School and Community Nurses who prepare care plans, which may include medication administration.
- Ice packs are kept in the fridge in the main office.

11. Glass and Glazing

A risk assessment has been carried out for all glazing to ensure glazing complies with current safety standards. All low level glazing i.e. below 800mm, glazing in doors and high-risk glazing is toughened, laminated glass or has been fitted with safety film complying with these regulations. All broken glazing is repaired immediately

12. Health and Safety Advice

The School have arrangements in place to obtain health and safety advice from WES Safety and Premises Service, Children, Young People and Families Directorate, Warwickshire County Council.

13. Housekeeping, Cleaning & Waste Disposal

- Procedures are in place and monitored by the caretaker to ensure premises are kept clean and minimise accumulation of rubbish.
- Procedures are in place for wet floor cleaning to minimise risks of slips.
- Medical sharps should be disposed of in the sharps box provided in the treatment room. This box is to be replaced regularly by the community children's nursing team.
- The caretaker has the appropriate equipment for snow shifting and icy conditions.
- The caretaker has the appropriate equipment for the clearing of leaves from pathways.
- The caretaker is responsible for ensuring the external waste bins located in the service area are secure and present no Health and Safety risks on daily basis.
- The disposal of hazardous waste such as fluorescent tubes and computers is via STS
- The disposal of secure / confidential information is managed by the Administrator.

14. 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

- All staff are informed at induction where health and safety information is held.
- Health and safety information is kept in school office and the health and safety poster is located in the staffroom.
- The WCC staff handbook contains health and safety information
- There is a précised version of the staff induction for temporary staff.
- New information disseminated via the staff notice board, at staff meetings, by email or memo as appropriate.

Pupils

- It is the responsibility of teachers and teaching assistants to ensure that pupils are made aware of existing and new health and safety information.
- This is done in lessons and at assemblies

Visitors / contractors

- The site manager informs contractors of any health and safety arrangements and visitor are informed by the admin staff
- The School issue all visitors with a visitor H&S leaflet – available in the foyer.

Governors

- The Executive Headteacher will ensure that Governors are informed of any existing and new health and safety information.
- Health and safety is an agenda item at the Governors Resources Committee meetings.

Trade unions

- The Executive Headteacher will ensure that Trade Union Health and Safety representatives are informed of new health and safety information (see section on trade union)

15. Jewellery

- Jewellery must not be worn to school by pupils. Small stud type earrings and a watch are permitted, both must be removed by the child for PE & swimming lessons (See Prospectus)

16. Lettings/shared use of premises/extended schools

- The site manager is responsible for discussing and agreeing health and safety arrangements
 - Restrictions on use of equipment.
 - Staffing requirements.
 - First aid provision.
 - Fire and emergency arrangements.
 - Standard operating procedures.
- The Executive Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events. This may be delegated to the chair of Parent / Teacher Association, if the Executive Headteacher is not in attendance.
- Emergency lighting is available.
- The Executive Headteacher is responsible for applying for public entertainment licences.
- The Executive Headteacher / Administrator are responsible for checking risk assessments.
- The Site Manager is responsible for security arrangements
- The Administrator is responsible for insurance arrangements

Hiring agreements must be signed by the Hirer, Executive Headteacher and Administrator and authorised as delegated by the Local Governing Body.

17. Lone working and Personal Safety

- The School follows the LA and County Guidelines on lone working.
- Lone working is limited to Executive Headteacher / Head of School / Site Manager / Caretaker by prior arrangement.
- All have read and adhere to Lone Working Policy.
- Personal safety training is given to staff at induction.

18. Maintenance / Inspection of Equipment

- Fire alarm is tested weekly bell sound test (one zone every week).
- Fire system is inspected annually by engineer.
- Fire extinguishers are inspected annually by engineer.
- Emergency lighting is inspected monthly.
- All inspections are recorded in the Fire Precautions manual.
- PE equipment is inspected annually by WCC appointed contractor.
- Electrical equipment is PAT tested annually by WCC appointed contractor.
- Ladders and lifting equipment are inspected annually by WCC appointed contractor.
- Outdoor play equipment is inspected termly by WCC appointed contractors.

19. Manual & People Handling

- Risk assessment are in place (reference manual handling) the site manager/caretaker has received manual handling training and all staff are briefed at induction.
- The site manager/caretaker will carry out individual risk assessment to identify precautions to minimise manual handling tasks.
- Briefing to staff at induction on where to find assistance and on the use of lifting equipment.

20. Minibuses

- Not Applicable.

21. Monitoring Arrangements

WES Safety and Premises conduct health and safety inspections as WCC procedure dictates. The school Governors and the health and safety officer complete termly Health and Safety Inspections using WCC Governor's inspection sheets this is the reported back to the full governing body.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Executive Headteacher and that any necessary alterations to working practices and procedures are implemented of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The Governors will call for termly reports on accidents / incidents;

- Results of internal or external health and safety inspections.
- Maintenance reports.
- Compliance, hazards and defects reports.
- Reviews of any procedures carried out by the Executive Headteacher / Site Manager / Caretaker.

To help this process, the Governors and Executive Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers.

The governing body recognise the importance 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.

22. Noise at Work (Not usually applicable to primary schools)

- Not Applicable.

23. Offsite and Educational Visits

The Offsite Visit Manual is located in the Executive Headteacher's office.

- When planning school trips, pre-site visits will be completed by the trip leader.
- The risk assessment will be completed by trip leader and approved by EVC.
- Overnight stays, the EVC will seek approval from the governing body and WCC.
- Emergency arrangements plan will be drawn up and parental authorisation gained.
- The need for a 'plan B' if the activity cannot be carried out.

24. Outdoor Play Equipment:

- The outdoor play equipment is inspected termly by the Site Manager/Caretaker.
- The Site Manager/Caretaker will inspect the equipment daily.
- All staff should undertake a visual check before using equipment.
- Risk Assessment completed and is located in the Risk assessment file in the admin office.

25. PE equipment

- PE equipment checked by contractors appointed by WCC
- Pre-use visual checks are made by teacher
- Pupils should set up equipment only under the direct supervision of a teacher.
- A qualified teacher should be in PE lessons including gymnastics, swimming, or lessons requiring specialist skills.
- The BAALPE guidance on safe use of the equipment is followed under the direction of the PE coordinator
- The school has a PE policy and is reviewed regularly.

26. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Equipment is selected by Site Manager/Caretaker/ Senior MDS/ Cook
- The arrangements for periodic checking and maintenance of the equipment is done by the caretaker
- The Site Manager will ensure proper use

27. Pond

- Any ponds are protected by a lockable padlock gate and surrounded by a fence.

28. Risk Assessments

- All foreseeable hazards are risk assessed.
- The Executive Headteacher / Health and Safety officer are responsible for ensuring RAs are undertaken.
- The Executive Headteacher is trained to carry out the risk assessments.
- Arrangements for undertaking special RAs (such as for staff who are pregnant or who have health problems) WCC health & safety should be contacted and specialist advice sought when necessary.
- Risk assessment should be reviewed annually as a minimum.
- Risk assessments are kept on file in the main office.
- Risk assessments are available for all staff to access.
- All off site visits are risk assessed.

29. Smoking

- The WCC Corporate Smoke Free Workplace Policy.
- The site is a 'NO SMOKING SITE'.

30. Sports Pitches / Playing Fields

- All Sports Pitches and Playing Fields are maintained by a WCC appointed contractor
- The Site Manager/Caretaker will carry out daily visual inspections e.g. animals fouling in sand pits etc.

31. Staff Consultation / Trade Unions

- Please see the policy statement at beginning of health and safety policy.
- Health & safety is discussed at staff meetings and at the Governors resources meetings.
- Staff can raise issues of concern and make suggestions for health and safety improvements at staff meetings or to the Health and safety officer.
- The Executive Headteacher is 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 employee's health and safety and preventative measures planning and organising of health and safety training.
 - Introduction of new technology and health and safety consequences.
- Law poster on Trade Union health and safety information is displayed along with safety representative information in the staff room.
- The health and safety poster is situated in the staffroom.

32. Stress and Staff Wellbeing

- The school has adopted the WCC stress policy.
- Staff are encouraged to speak to the Executive Headteacher if they have concerns or are experiencing problems.
- Management assist as far as reasonably possible.
- A confidential helpline that staff can ring is available. Contact the LA human resources
- The Executive Headteacher will carry out a generic stress risk assessment.
- The Executive Headteacher will carry out individual stress risk assessments gaining advice from WCC H&S as required.
- The Governors are responsible for the welfare of Executive Headteacher.
- The Executive Headteacher can access health advice, counselling etc. for employees including referral to Occupational Health Service. The Executive Headteacher will initiate referral to Warwickshire Human Resources at the employees request or at the request of a doctor. The Executive Headteacher may also refer an employee directly if he believes there is concern impacting on performance.
- Expectant mothers are encouraged to report as soon as possible (See WCC guidance).A suitable risk assessment would be carried out and reviewed .A room will be available for nursing mothers if required.
- Facilities available for staff include staff room, offices, quiet work rooms etc.

33. Swimming lessons (Public Pool)

- Swimming lessons take place at The Kingsbury Swimming pool or information can be found on the Dordon website.
- Supervisors have ASA qualifications.
- The staff who supervise the session have a life saving certificate / first aid certificate.
- Life saving equipment - is available and checked by Kingsbury pool staff.
- Normal operating and emergency operating procedures are in place.

34. Swimming pools / hydrotherapy pool (School's Own)

- Not Applicable.

35. Training and Development related to Health and Safety

- The Executive Headteacher is responsible for establishing minimum health and safety competencies for certain activities with the support and advice of the Health and Safety officer, (e.g. use of hazardous substances, work at height, use of VDU's)
- The Executive Headteacher is responsible for new staff inductions and briefings. The Health and officer has delegated responsibility for new staff school induction.
- The Executive 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)
- The Executive Headteacher is responsible for ensuring staff undertake refresher training

36. Vehicles on Site/Car Park arrangements

- The site manager is responsible for management of vehicles on site.
- All car park bays are clearly marked.
- The school gates are closed to vehicles between 8.30am and 3.20pm.
- Segregation of large vehicles from pedestrian areas.
- Deliveries are kept to a minimum during school hours.

37. Violence to Staff / School Security

- All staff must report all incidents of verbal & physical violence to the Executive Headteacher.
- Risk assessments are carried out for hazardous circumstances.
- Staff should not place themselves in danger.
- Police assistance should be sought in circumstances where violence / security has been breached. All incidents of violence against staff should be reported to the police and WCC.

38. Water Hygiene

The school follows the WCC Legionnaires and Water Hygiene Policy:

- The water hygiene log book is located in the main office.
- The contractor appointed by WCC is responsible for carrying out water hygiene sampling.
- Flushing system is in place.
- The site manager will maintain regular checks in accordance with WCC guidelines.

39. Work experience pupils

- The Head of School/administrator will lead the induction meeting.
- The Executive Headteacher or Head of School will carry out the risk assessment

- All work experience pupils are monitored by the teacher allocated to mentor them

40. Working at Height

- The school has five step ladders and 2 step stools they are located in store cupboards in upper and lower school.
- The appointed WCC contractor will carry out annual inspections.
- The Caretaker completes ladder checks on a weekly basis.
- Risk assessment is completed and staff are informed of assessment and safe use at induction.
- The staff are instructed to use the stools and the 2 step ladders only.
- The Site Manager/Caretaker has received ladder training and working at height training.
- The Executive Headteacher will ensure staff using the equipment are wearing appropriate clothing / footwear.
- Pupils are not allowed to use ladders or stools.
- Contractors are not allowed to use schools ladders or steps.

Policy Review Sheet

Please note any comments or suggested amendments on this sheet. You may also choose to complete your comments in confidence on a separate piece of paper. Please add your initial to any comments.

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