



# Health and Safety Policy



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# Woodloes Primary School Health and Safety Policy Statement

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## 1 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

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

*See Communities Academy Trust Statement of Intent*

<http://communityacademiestrust.org/en-GB/trust-information>

## 2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

### 2.1 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Head Teacher with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

### 2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the School for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the School's health and safety management system. Health and safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Governing Body will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Head Teacher.

The Governing Body will personally respond to any legal notice received by the HSE or other enforcing body.

The Governing Body is responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Governing Body has collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for

preserving, developing, promoting and maintaining the School's health and safety management system.

The Governing Body will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

### **2.3 Head Teacher**

The Deputy Head Teacher has been appointed by the Governing Body as the responsible person for Health and Safety within the School. The Deputy Head Teacher will promote the adequate and proper consideration of health and safety to senior managers and employees within the School.

The Deputy Head Teacher and H & S governor will present a report to the Governing Body *termly* on the health and safety performance of the School, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety Committee process
- Monitoring of Health and Safety to include:
  - Auditing
  - Inspection
  - Accident recording and investigation
  - Review of performance
  - Training

#### **Under the direction of the Governing Body, the Deputy Head Teacher will:**

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
2. Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
3. Ensure that adequate health and safety communication channels exist within their area of control;
4. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
5. Work proactively to promote a positive safety culture;
6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
7. Seek to proactively develop and improve Health and Safety within their area of responsibility;

8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
10. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
11. In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
12. Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
13. Ensure that the Governing Body is consulted, along with employees' representatives, and that professional health and safety advice is sought e.g. WES Safety and Premises, prior to changes in accommodation and working practices;
14. Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
15. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
  - Current work activities
  - Planning new activities, methods of work etc.
  - Design/acquisition of new buildings, plant and equipment
16. Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.
17. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
18. Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
19. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;
20. Consult and seek advice where necessary; and
21. Provide clear leadership on health and safety and set a personal example.

### **2.3 Senior Management Committee, Deputy Head Teacher's, Assistant Heads, Phase Leaders**

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

- 1 Comply with the school health and safety policies;
- 2 Ensure that risk assessments are undertaken for work activities/ processes/ and operations;
- 3 Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- 4 Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- 5 Set up and maintain safe, healthy working conditions;
- 6 Provide all new starters with a health and safety induction;
- 7 Audit and monitor safe working practices and procedures;
- 8 Ensure that procedures and training programmes are set up and maintained for all employees;
- 9 When designing, buying and using new equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;
- 10 Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- 11 Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- 12 Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;
- 13 Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the School;
- 14 Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;
- 15 Ensure that contractors receive an induction to the premise/ area in which they are working. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
- 16 Ensure consultation takes place between, other organisations and appropriate employees' safety representatives, when sharing premises.

## **2.5 Employees**

**Definition:** All School employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

- 1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.

- 2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- 3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- 4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- 5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- 6 Behave appropriately at all times in the workplace and not get involved in any horseplay.
- 7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- 8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- 9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- 10 Be appropriately dressed for their working environment and activity.
- 11 Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- 12 Take part in health and safety training and development as necessary.
- 13 Take part in health surveillance programmes, as required.
- 14 Set a good personal example in respect of health and safety.
- 15 Make suggestions to improve health and safety.

### 3. ARRANGEMENTS FOR HEALTH AND SAFETY

#### 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](mailto: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 <http://www.hse.gov.uk/>*

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

*Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health and safety 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.*

- *Communicating health and safety information to staff inc. consultation arrangements*
- *Implementing relevant WCC health and safety policies and standards*
- *Induction and training of staff*
- *Carrying out risk assessments*
- *Recording/reporting accidents and incidents*
- *First aid and supporting medical needs*
- *Defect reporting*
- *Monitoring health and safety in school inc. workplace inspections*
- *Fire safety, inc. testing of alarms and evacuation procedures*
- *Dealing with emergencies*
- *Using display screen equipment*
- *Management of occupational stress and wellbeing*
- *Personal safety inc. procedures for physical intervention*
- *Manual handling*
- *Off-site trips and visits*
- *Management of visitors / contractors on site*
- *Management of asbestos / water hygiene*
- *Working at height*
- *Control of substances hazardous to health*
- *Maintenance of equipment / equipment safety*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording / reporting accidents and incidents	<ul style="list-style-type: none"> <li>All accidents are recorded in the school office 'accident book'</li> <li>Copies of major and more serious incidents (would specify time off school / work or to what seriousness) are sent to the HSE as required by RIDDOR</li> <li>Relevant notifications are made to parents/carers – telephone / accident slip form</li> <li>The Deputy Headteacher is responsible for taking any appropriate action necessary to prevent recurrences (carry out an accident and incident report)</li> <li>The governing body monitor accidents and incidents on a termly basis</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Mrs Moore (Deputy Headteacher)</li> <li>Mrs Julie Wickes (Office Manager)</li> <li>Mr Tim Crompton H&amp;S governor</li> </ul>
Bullying and Harassment	<p><u>Staff</u></p> <ul style="list-style-type: none"> <li>The school uses WCC document available at: <a href="http://www.warwickshire.gov.uk/staffequalityanddiversity">http://www.warwickshire.gov.uk/staffequalityanddiversity</a> and the WCC Public Interest Disclosure Policy 2015 (Safeguarding Folder)</li> </ul> <p><u>Children</u></p> <ul style="list-style-type: none"> <li>Incidents of bullying are reported to the Headteacher / Deputy immediately</li> <li>The school has an Anti-Bullying Policy (staff handbook/policies)</li> </ul>	<p>All staff</p> <ul style="list-style-type: none"> <li>Governors</li> <li>All staff</li> <li>Head / Deputy</li> <li>Parents / Carers</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>The school follows the WCC child protection procedures available at: <a href="http://www.warwickshire.gov.uk/aboutwsch">http://www.warwickshire.gov.uk/aboutwsch</a></li> <li>Incidents are reported to the designated child protection officers and recorded on <b>Logging a Concern about a Child's Safety and Welfare</b></li> <li>The school has a Child Protection Policy (staffroom / policies)</li> <li>Concerns are raised with the Children's Services / WSCB</li> <li>Training for DSLs is refreshed biannually and annually for all staff</li> <li>Safeguarding reviews are carried out termly by the Head teacher and Safeguarding governor</li> <li>The Head Teacher and Deputy Head Teacher are trained in safer recruitment</li> <li>A member of the admin team is responsible for DBS checks on visitors / new staff; any identified problems are shared with SLT and the outcomes agreed</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Headteacher</li> <li>Safeguarding Governor</li> <li>Head / Deputy</li> <li>Admin staff member</li> <li>Head / Deputy</li> </ul>
Contractors (Management of)	<ul style="list-style-type: none"> <li>The Head and Deputy have relevant training <i>Safe Management of Contractors (2012)</i></li> <li>The school uses the WCC <i>Safe Management of Contractors policy</i></li> <li>Trusted contractors are used for minor building work</li> <li>The Head / Deputy are responsible for checking method statements / risk assessments</li> <li>Contractors do not work in isolation unless DBS checks have been made or the school is closed to children</li> </ul>	<ul style="list-style-type: none"> <li>Head / Deputy</li> <li>Admin staff</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Contractors (Management of Asbestos)	<ul style="list-style-type: none"> <li>The school has adopted the WCC Asbestos Safety Policy available at: <a href="http://www.warwickshire.gov.uk/schoolsdocs">http://www.warwickshire.gov.uk/schoolsdocs</a></li> <li>The school was built / refurbished in 2010. Prior to this the majority of asbestos was removed from the KS2 building</li> <li>Intrusive work to the building is carried out only after contractors have accessed the ATLAS website to locate asbestos</li> </ul>	<ul style="list-style-type: none"> <li>Head / Deputy and governors</li> <li>Admin staff / Contractors</li> </ul>
Contractors and Visitors on Site	<ul style="list-style-type: none"> <li>All visitors must report to the office located in the main entrance where they sign in / out</li> <li>WPS badges and lanyards (yellow) are provided to identify visitors / approved badge</li> <li>Visitors are asked to read a Health and Safety Visitors Guide identifying emergency procedures</li> <li>Staff in school challenge visitors without identification</li> <li>Contractors are monitored by the caretaker / Deputy to ensure safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>Admin team</li> <li>Admin Team</li> <li>All staff</li> <li>Caretaker / Deputy</li> </ul>
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> <li>The school has adopted the COSHH policy <a href="http://www.warwickshire.gov.uk/schoolsdocs">http://www.warwickshire.gov.uk/schoolsdocs</a></li> <li>All products are purchased from ESPO and meet WCC guidelines</li> <li>Substances are stored in a locked cupboard in the Caretaker's Room</li> <li>COSHH risk assessments are retained in the Caretaker's room</li> </ul>	<ul style="list-style-type: none"> <li>Deputy / H &amp; S Governor</li> <li>Caretaker</li> </ul>
Defect Reporting	<ul style="list-style-type: none"> <li>Defects are reported to the Head / Deputy / Caretaker and recorded by the Caretaker</li> <li>Items that present a risk are removed from use immediately and repaired or replaced</li> <li>Repairs are monitored by the Caretaker / Deputy</li> <li>Reports of defects will be logged and records kept for a minimum of 5 years</li> </ul>	<ul style="list-style-type: none"> <li>Head / Deputy / Caretaker</li> <li>Caretaker</li> </ul>
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> <li>The school has adopted the advice and policies at <a href="http://www.warwickshire.gov.uk/schoolsdocs">http://www.warwickshire.gov.uk/schoolsdocs</a></li> <li>DSE users are inducted and refresher training undertaken every 3 years</li> <li>The Deputy will monitor any issues in relation to DSE and its use</li> </ul>	<ul style="list-style-type: none"> <li>Head / Deputy / Governors</li> <li>Deputy</li> </ul>
Electricity at Work	<ul style="list-style-type: none"> <li>The school has adopted the Electrical Testing Policy at <a href="http://www.warwickshire.gov.uk/schoolsdocs">http://www.warwickshire.gov.uk/schoolsdocs</a></li> </ul>	<ul style="list-style-type: none"> <li>Head / Deputy / Governors</li> <li>Deputy / Caretaker</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Extended Services	<ul style="list-style-type: none"> <li>• Audiology and the Community Centre have copies of the Fire Evacuation Procedures, layout of the school etc.,</li> <li>• It is the responsibility of the Community Centre management team to ensure that H &amp; S information is disseminated to users</li> <li>• Instructions in the Event of a Fire signs are located at strategic points in both areas</li> <li>• The Out-of-Hours club (OSCAR) organizes its own Fire Drills as in operates outside the 'normal' school day (8.45 am to 3.20 pm)</li> <li>• Saplings Nursery is incorporated in to whole school procedures for Fire Evacuation / H &amp; S</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy / Caretaker</li> <li>• OSCAR manager</li> <li>• Saplings Manager</li> </ul>
Fire Precautions and Emergency Plans	<ul style="list-style-type: none"> <li>• The school currently had a Fire Risk Assessment has recently been assessed by a professional contractor (<b>Abbey Fire UK Ltd: 01925 411222</b>) in December 2013. This risk assessment will last the life of the school UNLESS any building work is undertaken.</li> <li>• Emergency Evacuation Plans and Instructions for what to do in event of a fire are displayed throughout the building at strategic locations</li> <li>• Fire exits are checked and the fire equipment is checked by an approved contractor</li> <li>• Weekly tests on the alarms and monthly tests on the lighting are carried and recorded</li> <li>• The H &amp; S governor and Deputy inspect the school termly, using WCC approved checklist</li> <li>• Fire drills are carried out routinely (each term) by the SLT; there are agreed procedures in place and the outcomes are recorded in a log</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy / Abbey Fire Uk Ltd</li> <li>• Deputy</li> <li>• Caretaker</li> <li>• H &amp; S Governor / Deputy</li> <li>• Head / Deputy</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• A list of First Aiders is displayed in the staffroom and other strategic points around the school</li> <li>• First aid equipment is stored in the staffroom, internal entrance hall and at strategic points in Year group areas</li> <li>• First aid is checked and re-stocked if required half-termly</li> <li>• First Aiders decide when and if to call the emergency services. Office staff then make the call to the emergency services and the parent / carer</li> <li>• In the absence of the parent / carer, a staff member will accompany the child in the ambulance</li> <li>• In the absence of a trained First Aider, the Head / Deputy will make decisions regarding the Health and Safety of the children</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy</li> <li>• Designated First Aider</li> <li>• First Aider / Admin staff</li> </ul>
Medication	<ul style="list-style-type: none"> <li>• Designated staff administer medication when parents have completed a consent form</li> <li>• WCC consent forms are used and record the medication, amount, frequency etc.,</li> <li>• All medication given is documented by two staff members on the agreed form</li> <li>• Medication is stored in a First Aid box in the admin cupboard</li> <li>• A risk assessment accompanies administering medication</li> <li>• Relevant training (NHS) is provided in respect of asthma / epi-pen use</li> </ul>	<ul style="list-style-type: none"> <li>• Admin staff / Deputy</li> <li>• All staff</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Glass and Glazing Risk Assessment	<ul style="list-style-type: none"> <li>A risk assessment was completed by Property Services and is retained in the documentation in the Caretaker's room</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker</li> </ul>
Housekeeping, Cleaning and Waste Disposal	<ul style="list-style-type: none"> <li>The school has a team of cleaners; employed by the school and managed by the Caretaker</li> <li>The premises are cleaned daily to minimize accumulation of waste</li> <li>Wet floor cleaning is completed prior to the children's arrival and after their departure to minimize slips and trips</li> <li>Bins for the children's waste on the playground are emptied routinely by the caretaker</li> <li>Food disposal is limited to identified bins in an identified area and collected by an approved contractor</li> <li>Bins for recycling and general waste are collected by an approved contractor</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker</li> </ul>
Information Dissemination Procedure	<p><u>Employees</u></p> <ul style="list-style-type: none"> <li>Information &amp; training are disseminated in staff meetings (planned) and through updates (dated and signed)</li> <li><i>Staff have copies of the H &amp; S and E-Safety policy</i></li> <li><i>Relevant Health and Safety Information is supplied in Handbook given to new staff</i></li> <li><i>Information required for temporary staff is available as a précised version of the staff handbook.</i></li> <li><i>The staff handbook is updated annually and staff are provided with regular updates re: H &amp; S</i></li> </ul>	<ul style="list-style-type: none"> <li>Deputy (H &amp; S manager)</li> <li>Deputy / Head</li> <li>Admin staff</li> <li>H &amp; S Governor</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Information Dissemination Procedure (continued)	<p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information via PSHE / Class / Whole School Assemblies. This is carefully monitored by the Head / Deputy.</li> </ul> <p><u>Visitors / Contactors</u></p> <ul style="list-style-type: none"> <li>Visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site) via a laminated handout <i>Health and Safety (Information for Visitors)</i></li> </ul> <p><u>Governors</u></p> <ul style="list-style-type: none"> <li>A designated H &amp; S governor meets regularly with the Deputy (H &amp; S Manager) and reports to governors</li> <li>Governors are informed of any existing and new health and safety information termly to the FGB</li> </ul> <p><u>Trade unions</u></p> <ul style="list-style-type: none"> <li>Trade Union health and safety representative are informed of new health and safety information</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Admin staff</li> <li>Governors / Deputy</li> <li>Deputy</li> </ul>
Jewellery	<ul style="list-style-type: none"> <li>The Prospectus states the school policy on pupils wearing earrings and other jewellery, instructions to pupils, etc. As a general rule, no jewellery except stud earrings and watches may be worn.</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher / Governing Body</li> </ul>
Lettings / Shared Use of Premises / Extended Services	<ul style="list-style-type: none"> <li>All lettings are arranged through the school finance officer and hirers are provided with an information pack.</li> <li>There is a relevant risk assessment, insurance and is aware that only school electrical equipment should be used.</li> <li>Hirers are not allowed to use their own electrical items unless checked with a WCC PAT test. Risk assessments are checked and retained by the Deputy / H &amp; S Manager.</li> <li>A written lettings agreement/policy is in place, signed by the hirer and the school holds a copy.</li> <li>School fetes and other fund raising events are risk assessed.</li> <li>Woodloes Primary School complies with any relevant legislation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music.)</li> <li>There is effective school security connected with lettings.</li> </ul>	<ul style="list-style-type: none"> <li>Finance Officer</li> <li>Finance Officer / Deputy</li> <li>Caretaker</li> <li>Finance Officer</li> <li>Relevant organisations / Deputy</li> <li>Caretaker / Security Company</li> </ul>
Lone Working and Personal Safety	<ul style="list-style-type: none"> <li>Staff are issued with guidance and a copy of this is retained in the H &amp; S folder</li> <li>Lone working is limited to the Caretaker / Head / Deputy / Admin Staff unless agreed by the Senior Leadership Team (SLT).</li> </ul>	<ul style="list-style-type: none"> <li>Deputy</li> <li>SLT</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Lone Working and Personal Safety (continued)	<ul style="list-style-type: none"> <li>• <i>A relevant Risk Assessment has been carried out regarding Lone Working.</i></li> <li>• <i>Relevant Staff have contact details for each other in case of emergencies.</i></li> <li>• <i>The Caretaker has the responsibility of securing the building.</i></li> <li>• <i>Staff acknowledge the need for extra care when visiting in other people's homes. An advice sheet is contained in their H &amp; S folders (Working Safely in Other People's Homes).</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy</li> </ul>
Maintenance and Inspection of Equipment	<ul style="list-style-type: none"> <li>• <i>Regular / Annual checks by approved contractors in place (e.g. electrical, fire and smoke alarms, outdoor play equipment) are in place</i></li> <li>• <i>Written assessments are retained and repair work / disposal carried out in accordance with recommendations</i></li> <li>• <i>Annual PAT testing, labels displayed on all appliances. Any which fail are disposed of or a do not use label is attached</i></li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker / Admin / Deputy</li> </ul>
Manual and People Handling	<ul style="list-style-type: none"> <li>• <i>Currently there is no requirement to carry out any manual handling except in respect of furniture and heavy items, e.g. photocopying paper.</i></li> <li>• <i>All staff follow the correct procedures as laid down by WCC, operating in twos where possible and using sack trucks and trolleys to transport items.</i></li> <li>• <i>The H &amp; S Manager (Deputy) and the Head identify risks and assess precautions necessary.</i></li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Deputy</li> </ul>
Minibuses	<ul style="list-style-type: none"> <li>• <i>Children may be transported by other schools using minibuses and staff undertake visual inspections to ensure that safety belts work, there are fire extinguishers and first aid provision.</i></li> <li>• <i>The school provides 2 staff members on each minibus to ensure the school meets Child Protection regulations.</i></li> <li>• <i>Risk assessments are provided by the transporting school prior to the visit and accompany risk assessments in the Outdoor Visits Folder.</i></li> <li>• <i>Minibuses used at Marle Hall Outdoor Pursuits Centre in Wales for Educational Visits are thoroughly checked by the Centre Staff and maintained by an approved garage.</i></li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Marle Hall staff / School Leader</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Monitoring Arrangements	<ul style="list-style-type: none"> <li>• <i>Termly in-house inspections and WCC inspection every 3 years.</i></li> <li>• <i>Reports of accidents and dangerous occurrences are reported to governors</i></li> <li>• <i>Alterations to working practices and procedures are implemented.</i></li> <li>• <i>Monitoring is carried out termly and reported at the FGB. This includes:</i> <ul style="list-style-type: none"> <li>✓ <i>Annual/termly reports on accidents / incidents;</i></li> <li>✓ <i>Results of internal or external health and safety inspections;</i></li> <li>✓ <i>Complaints, hazards and defects reports; and reviews of any procedures carried out by the Head Teacher / site manager / Finance Officer.</i></li> </ul> </li> <li>• <i>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.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy / H &amp; S Governor</li> <li>• Headteacher/ Deputy</li> </ul>
Outdoor Play Equipment	<ul style="list-style-type: none"> <li>• <i>The school's playground equipment is inspected annually and a report sent to school. Any issues are addressed and the report is retained in the H &amp; S file by the caretaker</i></li> <li>• <i>Visual checks are undertaken formally by the Caretaker and informally by staff on duty at lunchtime / playtime who report defects to the Head / Deputy / Caretaker.</i></li> <li>• <i>Risk assessments are reviewed and updated by the Caretaker / Deputy</i></li> </ul>	<ul style="list-style-type: none"> <li>• WCC approved contractor.</li> <li>• Deputy / Caretaker</li> </ul>
PE Equipment	<ul style="list-style-type: none"> <li>• <i>PE equipment is inspected on an annual basis.</i></li> <li>• <i>The equipment is checked regularly by the PE co-ordinator who follows current policy and practice.</i></li> </ul>	<ul style="list-style-type: none"> <li>• WCC approved contractors</li> </ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• <i>PPE is provided for specific tasks as defined in the risk assessments</i></li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker</li> </ul>
Risk Assessments	<ul style="list-style-type: none"> <li>• <i>Risk assessments follow the guidance given by WCC.</i></li> <li>• <i>A proforma detailing Educational visits accompanies the risk assessments which are kept in the Educational Visits Folder.</i></li> <li>• <i>Further risk assessments are now completed as required</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy (H &amp; S Manager)</li> </ul>
Smoking	<ul style="list-style-type: none"> <li>• <i>Woodloes Primary School has adopted the WCC Smokefree Workplace Policy and is a 'NO SMOKING SITE' and parents and visitors are advised through newsletters etc., that this is so.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Admin Staff</li> </ul>
Sports Pitches / Playing Fields	<ul style="list-style-type: none"> <li>• <i>The school grounds are maintained regularly.</i></li> <li>• <i>There are regular inspections of the grounds.</i></li> <li>• <i>Visual checks are carried out during playtimes and lunchtimes. Any damage / security / fouling is reported immediately to the SLT who ensure that the damage /etc., is rectified immediately.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Contractor</li> <li>• Caretaker / Staff</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Staff Consultation / Trade Unions	<ul style="list-style-type: none"> <li>• <i>H &amp; S is discussed at the FGB and Resources and WCC policy has been adopted by governors.</i></li> <li>• <i>Risk assessments are carried out / reviewed annually to ensure the H &amp; S of all staff and children.</i></li> <li>• <i>Staff receive regular updates for their induction folders. It is the responsibility of all staff to read all relevant information regarding H &amp; S.</i></li> <li>• <i>The H &amp; S poster is displayed in the staffroom.</i></li> <li>• <i>H &amp; S is a regular agenda item at SMT meetings</i></li> </ul>	<ul style="list-style-type: none"> <li>• Governors</li> <li>• Deputy (H &amp; S Manager)</li> <li>• Deputy (H &amp; S Manager)</li> <li>• Deputy (H &amp; S Manager)</li> </ul>
Stress and Staff Wellbeing	<ul style="list-style-type: none"> <li>• <i>The staffroom is designated for relaxation and will not be used as a work environment other than staff meetings / governors meetings.</i></li> <li>• <i>Facilities are provided for tea and coffee making, a dishwasher, microwave and comfortable seating.</i></li> <li>• <i>When there is evidence of stress / difficulty at work the Deputy / staff member shares this with the Head and relevant actions are taken.</i></li> <li>• <i>In cases of identified stress / depression, referrals to Occupational Health are made on behalf of staff.</i></li> <li>• <i>There is a relevant WCC Risk Assessment for expectant mothers as required.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Governors</li> <li>• SLT</li>   <li>• Deputy (H &amp; S Manager)</li> </ul>
Swimming Lessons	<ul style="list-style-type: none"> <li>• <i>Swimming lessons take place weekly at a public swimming pool where the school supplies one lifeguard and swimming teacher. Children are taught to swim by a trained teacher.</i></li> <li>• <i>The provider ensures that the pool has the correct procedures / equipment in place and the school operates within the guidance in the Off Site Activities Manual.</i></li> </ul>	<ul style="list-style-type: none"> <li>• SLT / Warwick School</li>   <li>• Deputy (H &amp; S Manager)</li> </ul>
Training and Development related to Health and Safety	<ul style="list-style-type: none"> <li>• <i>The school meets all Health and Safety competencies required.</i></li> <li>• <i>New staff are inducted, given a handbook on arrival and expectations regarding conduct, H &amp; S are discussed.</i></li> <li>• <i>Training records are kept by the H &amp; S Manager / Deputy who ensures that staff are kept up to date with training e.g. First Aid, Child Protection, etc.,</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy (H &amp; S Manager)</li> </ul>
Vehicles on Site / Car Park Arrangements	<ul style="list-style-type: none"> <li>• <i>Vehicular access is restricted to staff vehicles during the school day</i></li> <li>• <i>Parents / carers may 'drop-off' children from OSCAR (out of hours club) maintained by the school</i></li> <li>• <i>Deliveries e.g. ESPO, County Caterers are made outside the arrival / departure times of the children.</i></li> <li>• <i>Refuse collections are made prior to 8.00 am (as agreed by the Caretaker / Contractor)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy (H &amp; S Manager)</li>   <li>• Caretaker</li> </ul>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Violence to Staff / School Security	<ul style="list-style-type: none"> <li>• Violence, threats and abuse are unacceptable.</li> <li>• The school has adopted the Working Safely Guides - Managing Violence and Aggression WCC Personal Safety Policy (Health and Safety folder)</li> <li>• Violence and aggression towards staff will not be tolerated and any incidents / confrontation will be reported to the SLT as soon as is reasonably practicable who will act on them, reporting any serious incident to the police / LA.</li> <li>• Entry to the school is restricted to the MAIN ENTRANCE by visitors.</li> <li>• Visitors report to the Admin Office where their details are recorded.</li> <li>• Entry to the school is restricted between the hours of 9.00 am and 3.15 pm to prevent the entry of unwanted visitors. The Caretaker locks the external doors at 3.30 – 3.45 pm to secure the safety of staff.</li> <li>• Staff use the keypads to enter the school. Codes are changed regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• Head and Deputy</li>   <li>• Admin staff</li>   <li>• Caretaker</li> </ul>
Water Hygiene	<ul style="list-style-type: none"> <li>• <i>School practice follows the guidance as stated in the WCC Legionnaires and Water Hygiene Policy</i></li> <li>• <i>Regular water hygiene sampling is undertaken (as carried out by WCC).</i></li> <li>• <i>Records are kept in the water hygiene log book.</i></li> <li>• <i>Any concerns are raised immediately with the H &amp; S Manager</i></li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker</li> </ul>
Work Experience Pupils	<ul style="list-style-type: none"> <li>• <i>The school has adopted the WCC Work Experience Placement and Young Persons at Work Guidelines.</i></li> <li>• <i>Work experience pupils are inducted, monitored and mentored.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy / H &amp; S Manager</li> </ul>
Working at Height	<ul style="list-style-type: none"> <li>• Staff avoid working at height whenever possible.</li> <li>• Access equipment is provided by school.</li> <li>• Staff are advised that they should never work at height when lone working</li> <li>• Regular WES H &amp; S Services provided Safety Awareness Training is provided. There is one ladder on the site</li> <li>• Access to the roof is restricted to approved contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker / All staff</li> </ul>