

Health and Safety Policy

Dunnington C of E (Voluntary Aided) Primary School
2016-2017



‘The Dunnington family working together to achieve our best’

The Dunnington Family Vision

At Dunnington School we strive to allow each of our children to achieve their full potential, both educational and personal, within a frame work of Christian faith, beliefs and values. We encourage our children to find creative and personal ways of expressing their prayers and their faith.

The Christian attributes of love, justice, forgiveness. and respect for others are imbued throughout our school and our curriculum which combines academic learning with fun, sensitivity and prayerfulness.

From within the Christian context of our school, we aim to instil respect for religious and moral values, so that pupils may have their own spiritual journey of faith as well as be tolerant of other races, religions and ways of life.

We work hard to make sure that these qualities are also inherent within our governing body, and both the teaching and non teaching staff, thus providing a supportive and caring Christian environment for us all.

Our school policies reflect these Christian teachings because we want the children and parents to know us by actions not just our words.

Date created: October 2016

Review date: October 2017

**Dunnington C of E VA Primary School
Health and Safety Policy Statement**

Statements

1. Health and Safety Policy Statement of Intent

2. Organisation and Responsibilities for health and safety

2.1 Health and safety roles and responsibilities

2.2 Governing Body

2.3 Head Teachers

2.4 Deputy Head Teacher's, Assistant Heads, Department Heads, Line Managers,
Supervisors and Team Leaders

2.5 Employees

3. Arrangements

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.

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 partners. 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 the health and safety related policies are complied with by having school specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- 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 employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

..... Signature & Date Name Signature & Date Name
Chair of Governors	Head Teacher

This statement of policy will be kept under review and any amendments made to it will be brought to the notice of all School employees.

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

The Head Teacher 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 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 the school's 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.

2.4 Assistant Head Teacher

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 plant and 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

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accident, Incident and Near Misses	<ul style="list-style-type: none"> • Minor accidents, incidents and near misses are recorded in a Health and Safety Incidents Folder in the Head teacher's office. • Major or more serious accidents are recorded in the Health and Safety Incidents Folder and the HSE is notified where appropriate. • The head teacher and Chair of Governors must be notified at the school when major and more serious accidents occur • The head teacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) • The head teacher is responsible for completing investigations following major and serious accidents • Parents / guardians or other persons are notified of accidents involving pupils either by telephone, by a note home or for minor incidents, verbally by the class teacher. • Head injury and other notification may be made to parents/carers – telephone / accident slip form • The head teacher is responsible for taking any appropriate action necessary to prevent recurrences • The governing body monitor accidents on a termly basis to identify any trends • Accident reports and investigation records are kept for a minimum of five years if the accident involves a member of staff, visitor or contractor or if the accident involves a pupil / student until they reach the age of 21. • Also refer to WCC accident/incident/near miss reporting procedure for schools document - Voluntary Aided and Foundation Schools section. 	The headteacher
Asbestos (Management of)	<ul style="list-style-type: none"> • Up to date information regarding asbestos is held on AtlasWeb however there is no asbestos reported to be in this school. • Staff are informed in an annual meeting on the status of our asbestos survey. • AtlasWeb is referred to prior to any intrusive work being carried out by a contractor, member of staff or other • Contractors asked to sign to say they have seen a contractor's checklist of notices relevant asbestos information for the site • The school have asbestos surveys carried out through WCC 	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	Property Risk Services	
Bullying and Harassment	School staff are able to use the Whistle Blowing Policy to alert the headteacher or Chair of Governors to any perceived incidents of bullying or harassment who then must complete a full investigation and deploy the Staff Behaviour Policy/Disciplinary Procedures where necessary.	Staff
Contractors – Safe Management of	<ul style="list-style-type: none"> • The caretaker is the Responsible Person for managing contractors on site including relevant qualification or competency, e.g. IOSH Managing Contractors certificate, WCC Safe Management of Contractors Course • The caretaker carries out the induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc. • Staff report any concerns to about safe working practices of contractors to the head teacher. <p>For reference see WCC Safe Management of Contractors Policy and Safe Management of Contractors Guidance.</p>	Caretaker
Control of Substances Hazardous to Health (COSHH) –including Radiation and Compressed Gases (if applicable)	<ul style="list-style-type: none"> • The caretaker maintains the COSHH file and it is kept in his cupboard. • The caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances • The COSHH products are controlled on site by the caretaker e.g. all products purchased through a him and the office and all staff are informed not to bring products in from home etc. • Staff receive ANNUAL UPDATE TRAINING ON Health and Safety and new staff receive this through the induction process. The caretaker attends seminars and courses on Health and Safety Awareness • All containers with decanted substances are clearly labelled with product information and dilution rates • Specific disposal procedures are in place for waste, unwanted or spilt substances • Emergency procedures for cleaning spillages are in place including emergency evacuation procedures where necessary. <p>For reference see WCC COSHH Policy and COSHH Guide.</p> <ul style="list-style-type: none"> • Location of records (type) kept with any relevant code of practice. • 	Caretaker
Defect Reporting	<ul style="list-style-type: none"> • Staff are responsible for taking unsafe equipment out of use. • Defects are reported to the school office to put in the caretaker’s work book. 	Staff

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> • Defect “out of use” labels or signs are used • The caretaker monitors defects to ensure they have been resolved • Swift action is be taken if a defect is likely to affect the normal running of the school with classes/areas taken out of service where necessary. • Defect reporting records are kept for 5 years 	
Design and Technology	<p>Primary schools should refer to “Be Safe” booklets and where they can be found.</p> <p>Our school uses CLEAPSS as a guide to safety in this subject and also for reference also see WCC Health and Safety Policy for the Safe Management of Design and Technology.</p>	Staff
Display Screen Equipment	<ul style="list-style-type: none"> • The headteacher identifies DSE Users • Staff receive training on the safe use of DSE e.g. WCC or HSE DSE training guidance every three years. • DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work by the headteacher • The head teacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc. <p>For reference see WCC Display Screen Equipment Policy and related documentation.</p>	The headteacher
Driving at Work (use of personal cars. minibuses and transporting children etc.)	<p>All staff who require their vehicle within school hours to attend meetings or training courses hold a full driving licence and have business insurance on their vehicle.</p> <p>For reference see WCC Driving at Work Policy, Driving at Work Guidelines (1-3) and WCC Transporting Children and Young People Safely Guide.</p>	The headteacher
Electricity at Work	<ul style="list-style-type: none"> • WCC is responsible for ensuring hardwire checks are carried out and this is done every five years by Resources – Property • Portable appliances tested (PAT) are tested through WCC • PAT registers are on Atlas Web • School stage lighting is included in the PAT/ hardwiring test schedule. • Staff are expected to conduct pre-use visual checks on electrical items to identify defects <p>For reference see WCC Electrical Testing Policy and HSE guides.</p>	Caretaker
Emergency Planning	<ul style="list-style-type: none"> • The head teacher is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. and this is done annually • The school should use the CWS (Coventry Warwickshire and Solihull) Resilience Team documentation to write a school 	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<p>Office staff</p> <ul style="list-style-type: none"> • take registers to assembly point • who meets fire service on arrival • <p>Drill happen termly and the assembly point is the back playground</p> <p>For reference see WCC Fire Safety Management Policy, Fire Safety Management Arrangements and related documentation.</p>	
First Aid, medication and supporting medical needs	<ul style="list-style-type: none"> • First aid needs are assessed by First Aiders and this is recorded in the First Aid file in the kitchen . It is reviewed annually for patterns/concerns. • First Aider details are displayed through-out the school and et main exits • The head teacher responsible for identifying and organising refresher training? • First Aid kits are kept in the staff room and in Red Class and Vikki Alder is responsible for replenishing them • Two staff members must accompany children to hospital by care and one by ambulance if parents are not able to take them or arrive before the ambulance wishes to depart. • The school has a Managing Medicine policy which covers on administering medication • Staff receive. Epi- pen training through the school nurse. • Medicine is stored in the staffroom fridge and a high cupboard. • The school staff can only administer prescribed medication with signed consent from parent / guardian • Medicines must be clearly marked with pupil details and dosage • Two members of staff sign to witness what dose has been given to pupils <p>For reference see WCC First Aid at Work Policy, Warwickshire School Age Health Directory. Schools should follow the DfE “Supporting pupils at school with medical conditions Statutory guidance” and should have a separate policy in place to support this.</p>	The headteacher
Glass / Glazing (including window restrictor arrangements)	<ul style="list-style-type: none"> • A glazing survey been carried out e.g. by WCC Resources– Property • The glazing survey and subsequent Risk Assessments is kept on Atlasweb <p>For reference see WCC window restrictor guidance (where applicable)</p> <p>.</p>	The headteacher
Health and Safety Advice	The school obtains competent health and safety advice from WES Safety and Premises Service and the HSE where needed.	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Housekeeping, cleaning and Waste Disposal	<ul style="list-style-type: none"> The caretaker ensures premises are kept clean to minimise accumulation of rubbish Glass and sharp objects are disposed of by wrapping, bagging and labelling separately External waste bins are kept at least 10ft from the main building 	Caretaker
Infection Control	The school refers to WCC Infection Control Policy, Health Directory for School Age Children, Infection Control Standard IC Precautions guide and Hand Protection Policy for Infection Control Guidance.	The headteacher
Information Dissemination Procedure	<p>The Health and Safety Law poster is situated in the staffroom</p> <p>Employees & volunteers</p> <ul style="list-style-type: none"> Staff (teaching and non-teaching) are informed about Health and Safety issues in minuted meetings and by read receipt emails. <p>Pupils</p> <ul style="list-style-type: none"> The head teacher is responsible for making sure pupils are aware of new and existing health and safety information for the school and this is done in lessons, assemblies etc. <p>Governors</p> <ul style="list-style-type: none"> The head teacher is responsible for ensuring Governors are kept informed of any new and existing health and safety information/issues and this is done through committee and emails and the Governor Hub <p>Trade Unions/Employee Representatives</p> <ul style="list-style-type: none"> The headteacher is responsible for ensuring that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school 	The headteacher
Lifting equipment (lifts, hoists, hygiene tables etc.)	<ul style="list-style-type: none"> Hoists are the lifting equipment used at the school WCC inspects and services the equipment every 3 years The caretaker has training on the use of equipment <p>For reference see WCC Lifting Operations and Lifting Equipment (LOLER) Policy.</p>	Caretaker
Maintenance of equipment / equipment safety	<ul style="list-style-type: none"> WES Service Contracts services, maintenances and inspects plant and equipment the school has a conditions surveys carried out through WCC Property Risk Services Records are on Atlasweb 	Caretaker
Manual Handling (People and Objects)	<ul style="list-style-type: none"> Manual handling activities have been assessed lifting, pushing, pulling etc. is performed by the Caretaker - the headteacher conducts an annual risk assessment to 	Caretaker

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<p>identify precautions to minimise manual handling tasks</p> <ul style="list-style-type: none"> - The caretaker has regular update training for this <p>For reference see WCC Manual Handling Policy and Manual Handling Guidance for Handling Children.</p>	
<p>Monitoring of Health and Safety including Workplace Inspections</p>	<p>The Governing Body recognise the importance of monitoring Health and Safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. Monitoring will be carried out in a number of ways:</p> <p>The Governors will call for <i>termly</i> reports on:</p> <ul style="list-style-type: none"> • accidents / incidents and near misses; • results of internal or external health and safety inspections; • maintenance reports; • complaints, hazards and defect reports: • reviews of any procedures carried out by the Headteacher / site manager / bursar. <p>To help this process, the Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to the LA, inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.</p> <p>Workplace Inspections</p> <ul style="list-style-type: none"> • Routine visual inspections/tours are carried out by the caretaker and headteacher every half term. The pupil health and safety committee conduct hazard walks every term and report to the headteacher. • A formal 3 year recorded inspection is carried out by WCC • Action plans are drawn up and followed to improve H&S • Staff are encouraged to carry out classroom inspections half termly <p>For reference see WCC Health and Safety Workplace Inspection Policy and workplace inspection form.</p>	<p>Governors</p>
<p>New and expectant mothers</p>	<ul style="list-style-type: none"> • There is a new mothers and expectant mothers risk assessment in place <p>For reference see WCC New and Expectant Mothers Guidance for Managers and HSE.</p>	<p>The headteacher</p>
<p>Occupational stress (Management of) and wellbeing</p>	<p>The school uses the HSE management standards approach to identifying and managing the causes of work-related stress at both senior leadership team and staff level and has a Stress Policy.</p> <p>See http://www.hse.gov.uk/stress/mcit.htm (recommended).</p>	<p>The headteacher</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> Staff should speak to the head teacher if they are experiencing any problem (We encourage staff to report problems as soon as possible so solutions can be found). Procedures are in place to obtain health advice, counselling etc. for employees through WCC and the insurance company The school has a staff room, toilets <p>For reference see WCC Management of Work Related Stress, Well-being Policy & Guide and the HSE information.</p>	
Off-site trips and activities	<ul style="list-style-type: none"> The head teacher is the school's Educational Visits Co-ordinator? (EVC). Staff planning school trips must liaise with the headteacher, conduct a pre-visit, a risk assessment and inform the LA where necessary. The trip leader is responsible for carrying out risk assessments before visits The headteacher is responsible for obtaining approval from LA Arrangements for emergencies, parental authorisation, supervision, first aid must always be in place <p>Also refer to WCC Offsite Activities folder.</p>	<p>The headteacher</p> <p>Trip leader</p>
PE and Outdoor Play Equipment	<ul style="list-style-type: none"> The school follows the current afPE (Association of Physical Education and Sport) Safe Practice in Physical Education and Sport document. Inspection records, equipment specifications are kept on Atlas Web and in the office WCC carries out formal inspections of equipment The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and how is this recorded Pre-use visual checks are carried out by staff on PE equipment All relevant staff are made aware of Risk Assessments <p>Also refer to the current afPE Safe Practice in Physical Education and Sport document.</p>	The headteacher
Personal Protective Equipment	<ul style="list-style-type: none"> Personal Protective Equipment (PPE) provided free of charge for employees where it has been identified through risk assessment The caretaker is responsible for selecting equipment Periodic checking and maintenance of the equipment is done by the caretaker The caretaker is responsible for ensuring its proper use, supervision etc. 	Caretaker
Personal Safety / lone working	<ul style="list-style-type: none"> Lone working discouraged wherever possible due to potential risks involved? Staff who work alone receive annual training Safe working practices/rules for staff who have to work alone e.g. mobile phones, buddy system, keeping in touch 	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<p>arrangements are in the Lone Working Risk Assessment</p> <ul style="list-style-type: none"> • Risk Assessments have been carried out and shared with staff <p>For reference see WCC Personal Safety Policy, Working Safely Guides and HSE.</p>	
Physical Intervention	<ul style="list-style-type: none"> • The school follows Department for Education’s guidance on the use of reasonable force to restrain pupils • staff receive Team Teach training every 3 years as needed 	The headteacher
Ponds	<ul style="list-style-type: none"> • The school follows CLEAPSS and ROSPA guidance on pond safety • Supervision by a member of staff is always required for this area • Gates are padlocked • Warning signs are displayed • A Risk Assessment is in place • The caretaker is responsible for the maintenance of this area 	The headteacher
Public Events	<p>Arrangements for school fetes and other events attended by the public ARE ALWAYS MADE THROUGH THE HEAD TEACHER AND RISK ASSESSMENTS ARE ALWAYS SHARED IN ADVANCE.</p> <p>For reference see WCC Public Events Policy and guidelines.</p>	The headteacher
Risk Assessments	<ul style="list-style-type: none"> • The headteacher has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school? • The headteacher is responsible for making staff aware of any Risk Assessments relating to the activities they undertake • Staff who are expected to carry out risk assessments are trained • The headteacher is responsible for reviewing Risk Assessments when significant changes occur or yearly as a minimum There is an overall system e.g. a matrix of risk assessments • Risk Assessments are kept in the headteacher’s office <p>For reference see WCC Risk Assessment Policy and associated guides.</p>	The headteacher
Safeguarding	<p>The school has a Child Protection Policy Policy which is on the website and available through the school office.All staff receive a paper copy annually. They sign to say they have read and understood it.</p>	The headteacher
Science	<ul style="list-style-type: none"> • Our school refers to “Be Safe” booklets which are in the Staff room . 	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> The school also uses CLEAPSS. 	
Security	The school has a Security Policy which is on the school website and available through the school office.	The headteacher
Slips and Trips	<ul style="list-style-type: none"> - dry floor/wet floor cleaning is done wherever possible after hours and signs are put up to alert staff and to minimise risks of slips - snow shifting and gritting is done in icy conditions; - clearing leaves off pathways; - monitoring pathways, is done in wet and icy weather • Staff have a role to play in helping to reduce risk by avoiding trailing wires/cables, reporting defects, keeping walkways clear, good housekeeping etc. 	All staff Caretaker
Smoking	<ul style="list-style-type: none"> • Our school is a no smoking school and visitors should not smoke on or near the premises. <p>Refer to the WCC Corporate Smoke Free Workplace Policy.</p>	The headteacher
Staff Consultation/ Trade Unions	<p>See general Policy Statement at beginning of health and safety policy.</p> <ul style="list-style-type: none"> • Health and Safety committee meetings are termly and have terms of reference • Staff can raise issues of concern or make suggestions for health and safety improvements through. staff meetings, trade union involvement and through speaking to the headteacher and representatives • The headteacher is responsible for informing and consulting “in good time” with trade union and employee health and safety representatives • The Health and Safety Law poster is situated in the kitchen 	The headteacher/ governing body
Sun Safety	<p>Pupils, staff, parents are involved in the importance of sun protection through curriculum activities, assemblies, staff meetings, newsletters etc.</p> <ul style="list-style-type: none"> • Staff and pupils are encouraged to wear hats, clothing and sunscreen, UV protected sunglasses etc. to prevent sunburn when this is unavoidable • sun cream must be labelled a minimum of SPF 15+, and applied regularly 	The headteacher
Swimming / Hydrotherapy Pools	<p>Swimming Lessons offsite</p> <ul style="list-style-type: none"> • Swimming lessons take place IN Stratford Leisure Centre • The school follows health and safety standards for all swimming and aquatic activities contained within the current edition of afPE Safe practice in physical education and sport <p>Swimming Pools / Hydrotherapy Pool (school’s own) The school should adopt the afPE Safe practice in physical</p>	The headteacher

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	education and sport document as their swimming pool policy.	
Training (including induction)	<ul style="list-style-type: none"> • The headteacher is responsible for conducting inductions with new staff, volunteers, agency workers and contract workers • The headteacher is responsible for establishing minimum health and safety competencies for certain roles and activities • The headteacher is responsible for organising refresher training • Training records are kept in the Headteacher's office <p>For reference see WCC Induction Checklist and Guidelines.</p>	The headteacher
Trees (Management of)	<p>Schools ensures that regular visual checks on trees are made. This is undertaken at least bi-annually (in & out of leaf) and after severe weather.</p> <ul style="list-style-type: none"> • The caretaker undertakes checks this is recorded in the Checks file. • WCC conducted bi-annual surveys • The caretaker is responsible for reporting issues to WCC and the headteacher 	Caretaker
Vehicles on site / car park arrangements	<ul style="list-style-type: none"> • The caretaker is responsible for the management of vehicles on site • Vehicle movement at drop off and pick up times should be kept to a minimum with segregation of large vehicles from pedestrian areas 	Caretaker
Violence and aggression towards staff	<p><i>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</i></p> <ul style="list-style-type: none"> • Staff receive specific personal safety training annually • Staff are encouraged to report all incidents of verbal and physical violence and aggression to the headteacher who records it • The school sends out warnings letters to aggressive parents through the governing body. <p>For reference see WCC Personal Safety and Working Safely Guides.</p>	The headteacher Governors
Visitors on site	<ul style="list-style-type: none"> • visitors are controlled using a visitors book, escorted through building, and have visitor badges • Visitors are informed about health and safety information for the site verbally told by office staff and with a visitors leaflet, 	The headteacher and the office staff

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Water systems and water hygiene	<ul style="list-style-type: none"> • the current water hygiene risk assessment and log book are kept in the caretaker's cupboard • The caretaker is responsible for carrying out the site competent person duties • The school has water hygiene surveys carried out through WCC Property Risk Services • All contractors working on the water systems sign into the log book • The Headteacher monitors the log book and risk assessment termly or more frequently as necessary • For reference see WCC Legionella and Water Hygiene Policy and Procedures. 	Caretaker
Work Experience Pupils (on school sites)	<ul style="list-style-type: none"> • The headteacher is responsible for carrying out inductions and specific risk assessments if needed • work experience pupils are monitored / supervised at all times whilst on site <p>For reference see WCC Health and Safety Manager's Guide to Work Experience Placements.</p>	The headteacher
Working at height	<ul style="list-style-type: none"> • Equipment such as ladders are available and kept in the cleaning cupboard .There is a register of equipment and it is formally tested . This is on Atlasweb • The caretaker has ladder training • Staff are expected to only use access equipment provided by the school and not stand on tables and chairs • Staff are expected to carry out pre-use visual checks on equipment and report any defects • Ladders are not used when lone working. <p>For reference see WCC Work at Height Policy and related guides.</p>	Caretaker and The headteacher

Headteacher's signature:

Chair of Governors signature:

Name

Name

Review date of arrangements: This policy will reviewed annually. Next review October 2017

