

# Health and safety policy arrangements for All Saints CE Primary School & Nursery

## Introduction

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

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

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

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at [www.warwickshire.gov.uk/schoolhsdocs](http://www.warwickshire.gov.uk/schoolhsdocs). School specific procedures and documents can be located in the school office and staff room.

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

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



## Health and Safety School Statement of Intent

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

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other 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 WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

*Headteacher's signature:*

*Chair of Governors signature:*

**Sally Kaminski-Gaze**  
Headteacher

**Catherine Arrowsmith**  
Chair of Governors

Date: Sept 2017

Review date of arrangements: Sept 2018

### 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 WES Safety and Premises Service.

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

| Local arrangements / procedures   | How this is achieved  | Responsibility of:<br>Name/Title                             |
|---|---|--|
| Recording / reporting accidents, incidents and near misses                          | <ul style="list-style-type: none"> <li>• All accidents recorded in the 'accident book' held in school office.</li> <li>• All near misses recorded in incident/near book held in school office.</li> <li>• Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure)</li> <li>• Relevant notifications made to parents/carers – telephone / accident slip form</li> <li>• The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences</li> <li>• The governing body monitor accidents on a termly basis to identify any trends</li> </ul>   | All Staff  |
| Carrying out risk assessments   | <ul style="list-style-type: none"> <li>• Refer to WCC Risk Assessment Policy and Procedures.</li> <li>• School risk assessments kept in a folder in the school office.</li> <li>• All staff responsible for carrying out risk assessments are suitably trained and competent.</li> </ul>  | Experienced Teaching Staff,<br>Site Manager, Office Manager. |
| Communicating health and safety information to staff inc. consultation arrangements | <ul style="list-style-type: none"> <li>• All new staff are issued with copy of the school Health and Safety Policy</li> <li>• Health and Safety is a standard agenda item at staff meetings</li> <li>• Health and Safety folders are readily available to all staff.</li> <li>• All new Health and Safety documentation passed to the Head Teacher who decides on the appropriate circulation to staff.</li> <li>• Noticeboard in staffroom for recording/displaying any important health and safety information/notices.</li> <li>• Staff with Health and Safety issues or concerns can raise them with any member of School Management Team or Caretaker.</li> </ul>  | Head Teacher<br>Senior Leadership Team<br>Site Manager       |
| Control of substances hazardous to health   | <ul style="list-style-type: none"> <li>• Refer to WCC Control of Substances Hazardous to Health Policy and Guide.</li> <li>• A yearly COSHH stock take carried out by the Caretaker to ensure MSDS and Risk Assessment are available and up to date.</li> <li>• Staff trained on how identify COSHH products and how to store them safely.</li> <li>• COSHH folder held by the Caretaker. First Aiders and relevant staff have access to folder in case of emergency.</li> <li>• Substances no longer used are disposed of using appropriate disposal service.</li> <li>• All COSHH products purchased by the office so MSDS can be obtained and risk assessment completed if necessary by Caretaker.</li> <li>• Staff advised not to bring products in from home.</li> </ul> | Site Manager   |

| Local arrangements / procedures                               | How this is achieved   | Responsibility of:<br>Name/Title   |
|---|--|--|
| Dealing with emergencies                                      | <ul style="list-style-type: none"> <li>• The Head Teacher and Governors responsible for reviewing Emergency Planning Procedures for the school on a yearly basis.</li> <li>• School refers to the WCC “Advice to schools – Emergency Action” guide when dealing with the worst foreseeable contingency.</li> <li>• Business Continuity Plan in place.</li> </ul>   | Head Teacher<br>Senior Leadership Team<br>Site Manager<br>Office Manager |
| Defect reporting  | <ul style="list-style-type: none"> <li>• All defects recorded in the defect book which is held in the Caretaker's room.</li> <li>• Caretaker/Head Teacher decide what action is appropriate.</li> <li>• Property Hotline is used for any defects that require external contractors or services that cannot be dealt with by the Caretaker.</li> <li>• If the defect is likely to affect the `normal' running of the school the Head Teacher will inform the Governing Body and the LA.</li> <li>• In order to monitor the action that has been taken and/or any delays in work being carried out, the Governing body monitor defects on a termly basis.</li> </ul>   | All Staff<br>Hotline contact by Site Manager and Office Manager          |
| Fire safety, inc. testing of alarms and evacuation procedures | <ul style="list-style-type: none"> <li>• Refer to WCC Fire Safety Policy and Procedures.</li> <li>• The Fire Precautions Manual (FPM) is held in the Caretaker's room and contains records of inspections, tests, drills.</li> <li>• The Fire alarm is tested weekly by the Caretaker using different call points on a rolling programme.</li> <li>• The Fire alarm is inspected six monthly through WCC Service Contract.</li> <li>• The Emergency lighting is checked monthly by the Caretaker and six monthly by WCC Service Contract.</li> <li>• A Fire-drill is carried out termly by the Head Teacher and details entered in the FPM.</li> <li>• Fire Action Notices are displayed throughout the school.</li> <li>• Staff receive fire awareness training at induction and refresher training yearly.</li> <li>• The fire risk assessment is reviewed and updated by the Head Teacher when significant changes occur or yearly as a minimum.</li> </ul> | Head Teacher<br>Site Manager   |

| Local arrangements / procedures                                    | How this is achieved  | Responsibility of:<br>Name/Title   |
|--|---|--|
| First aid and supporting medical needs                             | <ul style="list-style-type: none"> <li>Refer to WCC First Aid at Work Policy, Warwickshire Schools Health Directory and DfE Supporting pupils with medical needs statutory guidance.</li> <li>First Aid Needs assessment has been carried out to identify school's First Aid requirements.</li> <li>Medication is stored in the office.</li> <li>Two members of staff sign to witness that a correct dose has been given.</li> <li>Relevant staff receive annual training in the administration of epi-pens, inhalers etc.</li> <li>All members of staff are made aware of the specific health issues of pupils and requirements of their health plan.</li> </ul>   | <p>Qualified First Aid at Work and Paediatric First Aid trained staff.</p> <p>Head Teacher</p> |
| Induction and training of staff                                    | <ul style="list-style-type: none"> <li>Head Teacher is responsible for establishing minimum Health and Safety competencies for staff using WCC Health and Safety Standards in School document and relevant WCC Policies and procedures.</li> <li>Head Teacher is responsible for the Health and Safety induction of all new staff.</li> <li>All Health and Safety related training records are kept in the school office.</li> <li>Head Teacher will be responsible for ensuring staff undertake relevant refresher training e.g. general Health and Safety, Fire, First Aid, EVC etc.</li> </ul>   | <p>Head Teacher</p> <p>Office Manager</p>  |
| Implementing relevant WCC health and safety policies and standards | <ul style="list-style-type: none"> <li>Head Teacher is responsible for implementing policies and standards.</li> <li>Head Teacher informs Governors of any new or revised WCC Health and Safety Policies.</li> </ul>  | Head Teacher   |
| Maintenance of equipment / equipment safety                        | <ul style="list-style-type: none"> <li>The school buys into various service, maintenance and inspection services through WCC Indemnity Scheme, Service Contracts and WES.</li> <li>Records of general servicing, maintenance and inspection are kept in the office.</li> </ul>  | <p>Head Teacher</p> <p>Site Manager</p> <p>Office Manager</p>                                  |
| Management of asbestos / water hygiene                             | <ul style="list-style-type: none"> <li>Refer to WCC Asbestos Management Policy and Asbestos Management Guide.</li> <li>Up to date information regarding asbestos is found on the ATLAS database which is referred to before any intrusive work takes place.</li> <li>An up to date print out of the asbestos register is kept in the school office.</li> <li>Contractors are asked to sign to say they have seen the asbestos information for the areas where they are working before starting work.</li> <li>Refer to WCC Legionnaires and Water Hygiene Policy.</li> <li>School's Water Hygiene Log Book is held by the Caretaker.</li> <li>The Caretaker is the competent person for carrying out water hygiene</li> </ul> | Site Manager   |

| Local arrangements / procedures                                   | How this is achieved  | Responsibility of: Name/Title  |
|---|---|--|
|   | monitoring at the school.   |  |
| Management of occupational stress and wellbeing                   | <ul style="list-style-type: none"> <li>Refer to WCC Well-being at Work and Stress Policy and Procedures</li> <li>Staff are encouraged to raise concerns with the Head Teacher so appropriate, early management action can be taken.</li> <li>If a member of staff feels unable to raise concerns with the Head Teacher they are encouraged to talk to a colleague, senior staff member or trade union official.</li> </ul>  | Head Teacher   |
| Management of visitors / contractors on site                      | <ul style="list-style-type: none"> <li>Refer to WCC Safe Management of Contractors Policy.</li> <li>The Head Teacher is the appointed competent person for managing and monitoring contractors working on site.</li> <li>Before starting work on site contractors are asked method statements and risk assessments. Any concerns regarding contractors should be reported to the Head Teacher or Caretaker.</li> <li>All contractors are asked to sign in and out at the school office when working on site</li> <li>All visitors to the school are asked to sign in and out and wear a visitors' name badge. This is monitored by the office staff.</li> <li>A Health and Safety Information leaflet is kept at the school entrance for visitors to refer to.</li> </ul> | Head Teacher<br>Site Manager<br>Office Manager                               |
| Manual handling   | <ul style="list-style-type: none"> <li>Refer to WCC Health and Safety Manual Handling Policy and Guidance for Children Handling</li> <li>Staff are not expected to routinely lift or move heavy or awkward objects.</li> <li>Staff are asked to report any manual handling task that have the potential to cause harm so a risk assessment can be completed.</li> <li>Staff are given basic manual handling information and instruction during induction and periodic refreshers during staff meetings, Health and Safety awareness refresher training.</li> <li>Specific Manual Handling Training arranged for Caretaker.</li> </ul>   | Head Teacher<br>Site Manager<br>Staff Trained in Manual Handling procedures. |
| Monitoring health and safety in school inc. workplace inspections | <ul style="list-style-type: none"> <li>Day-to-day observations by the Head Teacher and Caretaker.</li> <li>Health and Safety discussions at staff meetings.</li> <li>Termly review by Head Teacher of accidents, incidents and near misses.</li> <li>Completion of Classroom health and safety inspection checklists once per term by each class teacher.</li> <li>Yearly workplace inspection by Head Teacher and Governors using LA Workplace inspection form.</li> <li>Formal inspection by WES Safety and Premises every 3 years.</li> <li>Resources Committee meetings (Head Teacher will include a health and safety</li> </ul>   | Head Teacher<br>Site Manager<br>All Staff.                                   |

| Local arrangements / procedures                           | How this is achieved  | Responsibility of:<br>Name/Title |
|---|---|----------------------------------|
|   | section in each formal report to Governors)   |                                  |
| Off-site trips and visits                                 | <ul style="list-style-type: none"> <li>Refer to WCC Off-Site Activities Manual.</li> <li>The Head Teacher is the school's Educational Visits Co-ordinator.</li> <li>Relevant forms and risk assessments are kept in the Off Site trips and visits Folder located in the office.</li> <li>Staff complete relevant forms and risk assessments before a visit and share a copy with the Head Teacher.</li> <li>Residential visits are approved by the Head Teacher, Governing Body and Local Authority.</li> </ul>   | Head Teacher<br>Office Manager   |
| Personal safety inc. procedures for physical intervention | <ul style="list-style-type: none"> <li>Refer to WCC Personal Safety Policy and "Violence and Aggression" Working Safely guidelines.</li> <li>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violence or aggression towards its staff.</li> <li>Staff are responsible for reporting any incidents of violence and/or aggression (see accident incident section).</li> <li>The Head Teacher periodically reviews team teach training requirements.</li> </ul>  | All Staff<br>Head Teacher        |
| Using display screen equipment                            | <ul style="list-style-type: none"> <li>Refer to WCC Display Screen Equipment Policy.</li> <li>All staff that use a computer undertake DSE training as part of their induction and refresher training.</li> <li>All DSE users complete a self- assessment form every 3 years or sooner if changes to equipment or location occur.</li> <li>Staff are made aware of their entitlements to free eye tests and glasses.</li> </ul>  | Head Teacher<br>All Staff        |
| Slips, trips and falls                                    | <ul style="list-style-type: none"> <li>Dry floor cleaning is carried out throughout the school day. Wherever possible wet floor cleaning only take places after school to minimise risks of slips.</li> <li>Yellow warning signs displayed following any wet floor cleaning.</li> <li>Paths and car park area are monitored on a daily basis by Caretaker.</li> <li>School follows WCC gritting advice. Caretaker is responsible for gritting and maintaining safe routes around the school site during bad weather.</li> <li>Staff responsible for controlling the risk of slip and trip by avoiding trailing wires, reporting defects e.g. ripped carpets, proving clear walkways around classrooms, good housekeeping, wearing appropriate footwear in bad weather etc.</li> </ul> | Head Teacher<br>Site Manager     |
| Working at height   | <ul style="list-style-type: none"> <li>Refer to WCC Health and Safety Work at Height Policy and Guides.</li> <li>Staff always use kick steps or small step ladders to access wall/ceiling displays.</li> </ul>  | Site Manager                     |

| Local arrangements / procedures | How this is achieved   | Responsibility of:<br>Name/Title |
|---------------------------------|--|----------------------------------|
|                                 | <p>Under no circumstances should staff stand on chairs, tables or anything else that is not specifically designed for working at heights.</p> <ul style="list-style-type: none"> <li>• Ladders and kick steps are routinely inspected (as per WCC policy)</li> <li>• Caretaker has received specific working at height training.</li> <li>• Staff are given basic working at height information and instruction during induction and periodic refreshers during staff meetings, Health and Safety awareness refresher training etc.</li> </ul> |                                  |