

# Health and Safety Policy



Date created: **September 2016**

Review date: **September 2017**

# **Burton Green Primary School Health and Safety Policy Statement**

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## 1 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

As a voluntary controlled school the Local Authority is the employer and therefore has overall responsibility for Health and Safety on all Warwickshire County Council Sites.  
This policy should be read in conjunction with Warwickshire County Councils Health and Safety Policy.

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, 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.
- Ensuring that Health and Safety is included as a standing item at staff meetings.

.....  
*Signature & Date*  
*Name*

*Chair of Governors*

.....  
*Signature & Date*  
*Name*

*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. As a voluntary controlled school Warwickshire County Council is the employer of all staff at Burton Green.

### 2.1 Health & Safety roles and responsibilities

The roles and responsibilities of Elected Members, Managers- including Head Teachers and Governing Bodies and employees are described in the Warwickshire County Council Health and Safety Policy. The ultimate responsibility for health and safety on Warwickshire County Council sites rests with the Elected Members.

This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions in our school.

### 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 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 Resources Committee 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 Senior Leadership Team and the designated Health and Safety Governor , 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 Deputy Head Teacher and Class Teachers**

The Deputy Head Teacher is responsible for managing the overall day to day health and safety within the school site. Class Teachers are responsible for managing health and safety within their teaching areas and within designated areas linked to their subject leadership responsibilities. Curriculum 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

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## **Accidents, Incident and Near Misses**

The school follows the WARWICKSHIRE COUNTY COUNCIL Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy.

The Head Teacher will be notified of any serious accidents which occur on site. These will be recorded on a County Council Accident/Incident/Near Miss Report Form. The Admin Assistant will forward the details immediately or as soon as possible to the Local Authority Health and Well being Team. Fax 01926 742986 or email [accidentreport@warwickshire.gov.uk](mailto:accidentreport@warwickshire.gov.uk)

All minor accidents will be recorded in the minor accident book. Parents/carers will be notified by a written note of any injuries to the head or when a child has required First Aid attention. Class teachers will also inform parents/carers if they have concerns about a minor accident.

If the accident is serious, senior management should be made aware immediately and take action to ensure that the location of the accident is still safe to use. The Head Teacher is responsible for the initial investigation and any subsequent actions. Details will be recorded and advice sought from the Local Authority as appropriate. If members of the public are involved, names and addresses should be taken (including witnesses).

Accident reports and investigation records will be 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.

## **Asbestos**

The last asbestos survey of the school was carried out in February 2012. The report was updated on the ATLAS database at that time. The survey 'did not reveal any asbestos in the school building but did say that there could be some in 'difficult to access areas e.g. ceiling voids, suspended floors etc. Viv Mann 1/2/2012.

The school follows the Warwickshire County Council's Asbestos Management Policy (copy logged in the school office). Up to date information regarding asbestos can be found on the ATLAS Database. Details of how to do this are also held in the school office or by contacting Warwickshire County Council (Property Resources department). The ATLAS must be referred to prior to any intrusive work being carried out by a contractor or member of staff. Contractors and members of staff will sign a sheet to say that they have seen the ATLAS register before commencing work.

## **Bullying and Harassment**

Incidents of bullying will be dealt with in line with the Warwickshire County Council Bullying and Harassment Procedures and guidelines. These can be found in the Health and Safety folders in the school office.

## **Child Protection and Safeguarding**

The Child Protection and Safeguarding Policy was reviewed in August 2014 in line with the statutory guidance: Working Together to Safeguard Children (2013) and Keeping Children Safe in Education (2014) Copies can be found in the Policy Folder in the Head Teacher's office, the school website and every staff member has a copy. This policy will be updated annually. The school follows WSCB Inter-agency Safeguarding Procedures.

There are currently two Senior Designated Senior Person who have overall responsibility for safeguarding. All safeguarding concerns must be referred to them. They are currently Sue Patterson Head Teacher and Stella Villiers (Deputy Head Teacher).. Senior Designated Persons training will be renewed when required by the most recent recommendations.

By law all staff have a responsibility for safeguarding regardless of their role or responsibility and annual refresher training will be provided by the Senior Designated Members of staff or approved agency. The Chair of Governors Mrs Kimberley Lunn and the Head Teacher are also trained in the safer recruitment of staff. This training will be renewed every three years.

### **Contractors (Management of)**

The school has adopted Warwickshire County Council's 'The Safe Management of Contractors' Policy (Updated March 2012). Currently, the Caretaker and Head Teacher are the responsible persons for managing contractors on site. The Caretaker and Head Teacher have undertaken the Warwickshire County Council's Safe Management of Contractors Course. The Head Teacher and Caretaker will renew training as advised by the Local Authority.

Sue Patterson, the Head Teacher has completed the Safe Management of Contractors training. She will select approved contractors in consultation with the Local Authority. Induction arrangements will include contractors signing that they have read the Health and Safety Policy and Safeguarding statement.

Regular contractors will need to undertake a Disclosure and Barring Check (or show an up to date DBS certificate). Prior to the commencement of work the Head Teacher will check method statements and risk assessments.

School staff must report any concerns of safe working practices of contractors to the Head Teacher as soon as concerns have been identified. In the absence of the Head Teacher the Deputy Head Teacher should be informed. The Head or Deputy Head Teacher will contact Warwickshire County Council's Property Services to report any concerns.

If there are any issues about the safety of children, staff or the school property the Head or Deputy Head Teacher should ask contractors to stop the work until further checks have been made. If the school selects other minor contractors it abides by the legal requirements and guidelines laid out by the Local Authority to ensure best practice and value for money.

### **Contractors and Visitors on Site**

All visitors are asked to enter through the main school entrance and sign the visitors book. All visitors must read the Health & Safety and Safeguarding Statement before entering the building. The administrative assistants will monitor all visitors to the site (unless it is out of hours when the Caretaker will take on the responsibility in conjunction with the Head Teacher).

Posters in the school entrance clearly display the Health & Safety and Safeguarding statement. The administrative assistants, Head Teacher, Caretaker or any member of staff must ensure that visitors are informed of where information can be found in relation to fire procedures, first aid and direct contractors to ATLAS database if they are undertaking intrusive work.

The Head Teacher, Deputy Head or Administrative Assistants will ensure they know the nature of the business the contractors or visitors and inform other staff members as appropriate.

For special events such as Celebration Assemblies on Thursdays or Christmas Productions doors will be manned to ensure that there are no unwanted visitors and that only appropriate numbers of visitors are within the school at any one time.

Visitors will need to show clear identification (in the case of contractors/visiting teachers) or the school visitor badge/lanyard. Visitors are required to sign out of the school after their visit.

If further advice is needed the school will contact Warwickshire Property Services. The contact number is displayed in the school office.

## **Control of Substances Hazardous to Health (COSHH) – including Radiation and Compressed Gases**

The school will refer to the Warwickshire County Council's COSHH policy and procedures and the Warwickshire County Council Hazardous Waste Disposal in Schools document.

The COSHH policy is located in the Caretaker's cupboard. The Caretaker is responsible for updating the COSHH folder in relation to substances that they use for cleaning the school and carry out an annual COSHH audit. Records of audits will be kept in the Caretaker's cupboard. The Caretaker's cupboard is kept locked at all times and the key is kept in a secured safe in the school office. Access to this cupboard during the day must only be with the Head Teachers permission.

All staff will be made aware of the policy and its content regularly. Staff will also be made aware of the various symbols and identification of COSHH materials to ensure that no unsuitable/hazardous substances are brought into the school. Products should only brought into the school in their original packaging (with the permission of the Head Teacher) and locked away when not in use e.g. table cleaning products or board cleaning products.

All products will be purchased through the school ordering system and as such will need the Head Teacher's approval through the Agresso system. If other specialised products are required e.g. for Art or Craft then the Head Teacher will be checked by the Head Teacher before an order is approved. Substances should be kept in their original containers and not decanted.

In the event of a spilled substance the Head Teacher or Senior member of staff will assess the risk and if appropriate evacuate the building using the Fire Procedure.

The Caretaker will receive appropriate training, when required, through the Warwickshire County Council service and will be responsible for ensuring that hazardous products are kept safely on site. The Caretaker must also ensure that hazardous products are not freely available to staff.

### **Defective Reporting Procedures**

Defective equipment/resources will be reported to the Head Teacher who will log these in a book kept in the school office. Defective equipment will be taken out of use. The Head Teacher or Deputy Head will report this equipment to the relevant department for repair, disposal or repair. The action taken will be recorded on the defective equipment log. Any ICT equipment to be disposed of will be reported to the Governors and recorded in meeting minutes.

The Head Teacher will work with the Governing Body to ensure that reported equipment is treated in the appropriate manner.

### **Design and Technology**

The school will refer to Warwickshire County Council's Health and Safety Policy for the Safe Management of Design and Technology and Make it Safe booklet.

### **Display Screen Equipment (DSE)**

Defined DSE users at Burton Green Primary School are the Head Teacher, school administrative staff and the Extended Services Coordinator.

Burton Green Primary School abides by the guidance in the Warwickshire County Council DSE Policy.

Users will be defined as teachers, administrative staff and children. All new staff will be given the policy and refresher training given every three years. Children will be taught about the safe use of DSE every year during their induction to their new classes.

The Head Teacher will inform staff users of their entitlement to eye sight tests and help towards glasses, if required, for DSE work.

The Head Teacher will ensure that risk assessments for all staff members using DSE have been completed and will review these annually or sooner if changes to equipment or location occur. The Head Teacher will monitor and for any problems relating to DSE and its use to be resolved.

### **Driving at Work**

Burton Green School will follow the procedures in the Warwickshire County Council's Driving at Work Policy and Driving at Work Guidelines (1-3) updated December 2010.

### **Electricity at Work**

The Governors and Head Teacher will ensure that all hard wired equipment and portable devices are tested appropriately (according to regulations) by an approved electrical engineer (if older than one year). All 'donated'/borrowed or lent equipment will need to be tested before use in school unless less than one year old. Portable appliance test (PAT) records will be updated by the electrical engineer and kept in the school office.

All staff should visually check the electrical equipment they use before they use it. If any staff member has doubts about the safety of the equipment they should not use the equipment and report the equipment to the Head Teacher.

### **Emergency Planning and Business Continuity Plan**

Currently, the school subscribes to the Local Authority Safety and Premises Services. This includes the regular inspection and maintenances of extinguishers. All staff will be made aware of Fire Procedures and emergency evacuation plans annually or during induction.

The Head Teacher has a copy of the Emergency Closures procedure in the Health and Safety folder in the Head's office and keeps a copy at home. Another senior member of staff will also have a copy of this procedure.

Using the Emergency Advice and Support for Educational Establishments ( EASEE) document April 2015, The Business Continuity Plan was produced and agreed by governors in April 2015. A copy is kept in the Head Teacher's office and the school office. Operational procedures and Emergency contacts are displayed prominently. Copies are kept by the Head Teacher, the Deputy Head Teacher and Chair of Governors at home.

The Head Teacher is responsible for undertaking and reviewing the emergency plans but does this with the support of the relevant committee of the Governing Body. In emergency situations the plan will be followed according to Warwickshire County Council guidelines.

The Head Teacher will check emergency evacuations each term and will update them if necessary. Specific issues following evacuation drills are discussed with all staff and amended procedures implemented. Issues will also be logged in the evacuation log. The Head Teacher will liaise with outside providers to ensure that they understand the evacuation procedures of the school.

The evacuation plans were updated in January 2015 and are displayed in every classroom, external door and other appropriate places. It is a requirement that all staff and visitors must sign in and out of the school to ensure that there is an accurate record of who is in school at any one time. Children who are late or who are collected during the school day will also need to be logged in or out. The staff logging record is kept in the staff room and the staff logging sheet is kept next to the hatch in the office.

At least termly drills are carried out and logged in the Fire precautions manual. The Head Teacher will consult the Local Authority regarding appropriate procedures. Fire notices are checked as part of the evacuation drills by the Head teacher.

The Caretaker checks the fire alarms and exits on a weekly basis. The Caretaker also makes regular checks on emergency lighting in line with guidance from the Local Authority. These checks are also logged in the Fire Precautions manual.

All staff are responsible for ensuring that the Fire Exits are kept clear on a daily basis and will inform the Head Teacher of any concerns.

September 2016 Staff have worked together to produce Emergency Lockdown Procedures for both partial and full lockdowns using EASEE Supplementary Advice and Guidance,

### **Extended Services/Outside Providers**

The school will refer to the Warwickshire County Council School Security Policy and Extended Services.

The school organises a range of activities that run from 8.00- 8.40 and 3.30- 5.00 each day coordinated by our Extended Services Coordinator that are run by staff employed by the school and in order to extend the range of activities provided after school hours we work with a range of private providers

In most cases the Head Teacher will be responsible for discussing and agreeing the health and safety arrangements with the Extended Services Coordinator who will then liaise with external organisations. Nevertheless, in certain circumstances a representative from the Governing Body will take on this role.

Accidents should be reported to any member of the school staff, including the caretaker. Members of staff will make the Head Teacher aware of these incidents at the earliest opportunity. Any defects in equipment or property should also be reported to school staff.

All external providers are expected to provide their own equipment and should not use any school equipment unless permission is given by the Head Teacher. Request for equipment usage should be made, in writing, to the Head Teacher a week in advance of usage.

In most cases a member of school staff will be on site during after school clubs. If a fire evacuation is needed the providers should follow the normal school evacuation procedures and assemble either in the front playground or on the rear field. Outside providers are expected to have their own First Aid provision and recording arrangements.

### **Fire Precautions**

The Fire Risk Assessment was completed in November 2015 and is available on the Atlas Web and a Fire Safety Order Inspection in February 2016. The Head Teacher is responsible for undertaking and reviewing the fire risk assessment and emergency plans but does this with the support of the relevant committee of the Governing Body. In emergency situations the plan will be followed according to Warwickshire County Council guidelines.

Please see the Emergency Plans above.

### **First Aid and Medication**

#### **First Aid**

The school has adopted the Warwickshire County Council's First Aid at Work Policy. This was reviewed in January 2014.

The school has both First Aiders and paediatric First Aiders who are retrained every three years. A central record for training and renewal dates is available in the Head Teachers office. The Head Teacher will ensure that relevant staff receive their updated training.

The Extended Services Coordinator is a paediatric First Aider.

The names of First Aiders are displayed in both entrances to the school, the staff room, the Head Teacher's office and school office. First Aid kits are kept by the main entrance of the school and by the double doors into the playground. It is the responsibility of all the First Aiders to inform the Administrative Assistant when first aid stocks are running low.

Accidents should be recorded in the central Accident book by the main entrance) and any knocks or bumps recorded on a letter for parents/carers. In all circumstances injuries to the head must be recorded and parents/carers informed. If necessary the Head Teacher or Administrative Assistant will call parents/carers.

The Head Teacher, Deputy Head Teacher or Administrative Assistant is responsible for summoning the ambulance if required. The Administrative Assistant will contact the family of any child involved or relative of an adult if appropriate. The Head Teacher or Deputy Head will accompany the child to hospital.

For a child with a known medical condition, the copy of the Care Plan from the medical records file in the office will given to the Paramedics and/or taken to the hospital. The school will maintain high numbers of trained First Aiders to ensure that there is appropriate cover in the event of staff absence.

### **Paediatric First Aid**

All staff working in Early Years will receive Paediatric First Aid training. This will be renewed every three years.

### **Medication**

Burton Green School's Policy on the administration of medication is currently being reviewed with reference to the DfE 2014 'Supporting Pupils at school with Medical Conditions'.

Generally, medication will only be given to children in school if they are well enough to be in school but require medication four times a day. Parents/carers will be advised that if a child needs medication three times a day then it should be administered at home as follows:

- before school
- as soon as they get home from school
- before the child goes to bed

Generally, the Head Teacher (or a Senior Member of staff, in the Head's absence) will be the only members of staff to administer medicines. The administration of any medicine will be witnessed by another adult and recorded. If staff are unavailable then parents/carers will be requested to come into school at lunch time to administer medicines to their own child. In specific cases e.g. epipen or inhalers can be administered by any trained member of staff.

Training will be given in accordance to Warwickshire County Council guidance. All parents/carers must complete a medicine permission form before the Head Teacher will agree that administration can happen. These forms are available on the website and from the office. All medicines must be in their original container and be clearly marked with the Doctors name, dose, pupil's name, name of medicine. Medicines should only be brought into school and collected by parents/carers and never by children.

A list of all children with medical needs is kept in the office and by the class teachers. This list should also be available to the Senior Lunchtime Supervisor.

Medicines not requiring refrigeration are kept locked in the office cupboard above the filing cabinets. Inhalers are kept by the classroom by staff but are easily accessible by the children. Epipens will also be kept in the classroom, in a known location, but out of the reach of children. Inhalers and epipens are taken when the child leaves the school for an offsite activity or when involved in activities on the school field.

It is the parent's responsibility to inform the school when medication is no longer needed e.g. inhaler. It is also the parent's responsibility to ensure that all medication is in date.

### **Glass and Glazing Risk Assessment**

The school has had a glazing survey in 2009. As a result of that all low level glazing below 800mm, glazing in doors and high-risk glazing is toughened or has been fitted with safety film. All glazing in the new building 2011 and the Learning Chalet (2014/15) complies to current safety standards and this documentation can be found in the school office. All broken glazing must be reported to the Head Teacher or Administration Assistants for immediate repair. If it is not possible to replace the glass during the school day a risk assessment must be made and the area cordoned off.

### **Health and Safety Advice**

Currently, the school subscribes to the Warwickshire County Council Safety and Premises Service which provides competent advice and support for specific issues relating to our premises.

### **Housekeeping, Cleaning and Waste Disposal**

The Caretaker's duties include ensuring that the premises are kept clean and safe. The Caretaker has undertaken the full Caretaking course from the Local Authority. The Caretaker operates in line with the guidance and procedures for safe cleaning and disposal of rubbish and sharp objects given by his line manager. The Caretaker has accessed regular training through Caretaking and Cleaning Service. If Staff are required to undertake any emergency cleaning during the school day they should do so with regard for the Health and Safety of everyone and display the correct warning signs for wet floors.

In the event of icy or snowy conditions the Caretaker will clear and grit pathways to the school entrances. The Caretaker will also grit areas of the playground which are likely to be used during the day. The Head Teacher will assess the possible risks to using areas of playground and will ensure that Staff know the areas that they or the children can use. The Caretaker will also clear leaves from pathways to prevent potential slip hazards.

Removal of fluorescent tubes will be done following the guidance from the Local Authority. Meals are not cooked on site but all food waste will be removed by the County Catering Service.

The school's main waste and recycling bins are located in an area by the cycle rack. They are kept locked for security.

Disposal of unwanted ICT equipment will be done by recommended companies and in accordance with environmental considerations. All equipment which may contain sensitive information will have the hard drives removed before disposal. Disposal of this type of equipment will be brought to the attention of the Chair of Governors, recorded in the following Governing Body minutes and updated in the school inventory.

### **Induction**

The Warwickshire County Council's Health and Safety Induction guidance and the Warwickshire County Council's Health and Safety Induction booklet will be referred to when inducting new staff.

The Head Teacher or Deputy Head Teacher will undertake the induction of new teacher and support staff. The Senior Mid-day Supervisor will ensure that all newly appointed supervisors are inducted to specific lunchtime routines paying particular attention to the specific health and safety aspects of lunchtime supervision.

The Health and Safety statement should be read by all visitors and contractors entering the building. The Administrative Assistants, Caretaker and Head Teacher are responsible for ensuring this happens. Nevertheless, all staff have this responsibility if they open the door to visitors or contractors.

## **Infection control**

The school staff will refer to the Warwickshire County Council's Infection Control Policy when dealing with any issues of infection control. The Health Standards Agency poster of infectious diseases is displayed in the staffroom and will be referred to and procedures followed when specific cases present themselves. In the event of an epidemic the Health Authority will be consulted and their specific procedures followed.

## **Information Dissemination Procedure**

General policies and information will be made available on the school website.

Information and instructions on health and safety matters are available/given to teachers/non-teaching staff/pupils, governors and visitors as follows:

### **Employees**

Health and Safety information is given to the staff during INSET meetings at the beginning of the academic year. Updates will be shared regularly at staff meetings or in the staff briefing book. Staff meeting and INSET meeting minutes will now be kept in the Head Teacher's office. Archived information and minutes are stored in the school office.

A folder of updated information will be kept in the staffroom for easy reference. The Head Teacher will ensure that new information is disseminated when available. The Head will also induct new and temporary staff making reference to the Local Authority Induction Pack. During 2015 the Senior Leadership Team will produce a staff Handbook for all staff which will include Health and Safety information.

### **Pupils**

The Head Teacher, Teachers, Teaching Assistants and Lunchtime Supervisors all have a responsibility to make children aware of Health and Safety information. This is done through whole school assemblies, the School Council, class discussions, instruction, everyday adult modelling and daily reinforcement.

Health and Safety issues are part of the curriculum and are covered in subject areas such as: Science, P.E., Design and Food Technology, Personal and Social Education, Citizenship and Art.

Extended Services staff have a responsibility to make children attending before school and after school activities aware of Health and Safety information.

### **Governors**

The Head Teacher will keep the Governors informed and updated regarding Health and Safety issues. There is a separate Committee who meet regularly, Governors meetings and Governors Health and Safety Inspections. The Head Teacher will circulate new guidance by electronic mail (via the Clerk of Governors).

### **Trade Unions/Employee Representatives**

The Head Teacher will ensure that all staff are informed about new health and safety information. We are a small school and have members of staff in various Unions.

## **Jewellery**

For safety reasons we discourage children wearing jewellery of any kind during the school day. Earrings are especially dangerous and children with pierced ears may only wear plain studs. This is particularly dangerous during PE. On days when children have PE, games or swimming we appreciate all jewellery being removed before coming to school.

The wearing of make-up and nail varnish is strongly discouraged.

## **Lone Working/Personal Safety**

The School will refer to the Warwickshire County Council's Personal Safety Policy and Working Safely Guides for Lone Working and personal safety. All staff are reminded of the guidelines at the beginning of each school year.

On a regular basis lone working is limited to the Caretaker, who may be working in the premises by himself before or after school. The Caretaker has received appropriate training from the Warwickshire Cleaning and Caretaking service.

On the majority of occasions there is at least two people on site at any one time. Nevertheless, staff may wish to access the building during holiday times. Usually, there would be at least two people on site. Staff would need to complete a risk assessment in order to identify and reduce specific risks for lone working.

All persons working alone in school should have close access to either a personal mobile or a school mobile. All staff have a complete list of contacts of other staff.

## **Maintenance/Inspection of Equipment**

The school does subscribe to the Property Indemnity Scheme and the WES Safety and Premises service which covers certain aspects of maintenance including the annual inspection of PE equipment, outdoor play equipment, fire equipment, emergency lighting and intruder alarms. Specific items including checks on electrical equipment and ladders/kick stools are covered by an outside contractor.

Records of inspections and reports are kept in the green Health and Safety folder in the office.

## **Manual and People Handling**

The school will make reference to the Warwickshire County Council's Manual Handling Policy. The school follows the Department for Education's guidance on the use of reasonable force to restrain pupils (DfE-00058-2011). The majority of education staff have received training in the 'Team Teach' method of handling children in school. The methods used usually require two adults to be present. Specific tasks which include a manual handling operation:

- The Caretaker has a range of tasks that require manual handling and has received specific training from County Cleaning and Caretaking Service.
- The midday Supervisors put out the tables for lunchtime.
- The Admin Staff who may need to move deliveries if the Caretaker is not on site.

A 'chair trolley' and 'sack barrow' are available to help with the movement of large items and staff are advised to use these.

For other incidents of manual handling staff should complete a risk assessment and ensure that it is shared with the Head Teacher.

## **Minibuses/Use of Private Vehicle on Warwickshire County Council Business**

The school does not own or borrow mini-buses for school use. No member of staff is a trained MiDAS minibus driver.

For any driving for school business staff will be directed to the Use of Private Vehicles on Warwickshire County Council Business and will be expected to follow the procedures set-up.

## **Monitoring Arrangements**

Health and Safety inspections will be carried out by:

- Governors twice a year
- WES Safety and Premises on an annual basis taking account of the 3 year cycle of Health and Safety, Security and Fire Safety.
- A Fire Safety Risk Assessment is completed every 3 years and is carried out by W.C.C. designated contractor.
- The Caretaker will monitor the premises and grounds as part of the daily and weekly routine. Any the concerns will be notified to the Head Teacher and acted on accordingly.
- The Head Teacher will inform the Health and Safety Governors to inform them of concerns or necessary work carried out to ensure the safety of staff, pupils or visitors.
- All employees are expected to be alert to any Health and Safety concerns and report them to a Senior member of staff immediately
- All staff should also be responsible for their actions and how those actions could affect others in terms of Health and Safety issues.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented. The governing body will support the Head Teacher in making any alterations (planned or immediate) to ensure the Health and Safety in the school.

The Governors will also accept that some decisions will need to be made by the Head Teacher immediately and full consultation and budget implications will be outweighed by the safeguarding need. The governing body will recognise the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways:

The Governors will call for annual reports on accidents/incident;

- Results of internal or external Health and Safety inspections
- Maintenance reports
- Complaints, hazards and defects reports
- Reviews of any procedures carried out by the Head Teacher/site manager/Bursar

To support this, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the Local Authority, inspectors of the Health and Safety executive (HSE), Trade Union Health and Safety representatives and any other bona fide Health and Safety officials.

## **New and Expectant Mothers**

The School will Refer to WARWICKSHIRE COUNTY COUNCIL New and Expectant Mothers Guidance for Managers. A full risk assessment will be made with any staff who announce themselves as expectant or new mothers and a review of duties will be made in all circumstances.

## **Online Safety**

Burton Green takes online safety very seriously. Enabling children to keep themselves safe online is an important aspect of our computing and programming curriculum and are also encountered in our 'Taking Care' programme. Children are taught specific strategies to use, their awareness of online dangers are

developed throughout the school, issues of cyber bullying are discussed and addressed. Children participate in workshops run by the NSPCC  
School ICT systems are filtered using Local Authority systems.

### **Offsite and Educational Visits**

The School will refer to WARWICKSHIRE COUNTY COUNCIL Offsite Visit Manual in relation to any planned visits. Currently, the Educational Visits Co-ordinator is Miss Gaynor who has received appropriate training from the local authority. Further training will be given in accordance to Government and Local Authority guidance.

Full risk assessments will be undertaken by the member of staff responsible for the visit (normally the class teacher) in consultation with the Educational Visits Co-ordinator (EVC). All risk assessments will be counter signed by the EVC and the Head Teacher.

All staff should seek site specific risk assessments from the venue and ensure that all appropriate measures are in place to reduce risks.

On arranging a visit:

- a pre-visit should be conducted by the staff organising the visit
- emergency arrangements are considered
- parental authorisation is secured
- supervision requirements are established and organised
- first aid arrangements are in place before the visit
- a plan is in place if the visit cannot be carried out

The Head Teacher will notify the Local Authority of offsite activities in accordance to identified procedures. The Head Teacher will consult with staff organising the visit, the EVC and other relevant agencies. The Head Teacher will ensure that the Governing Body and Local Authority approval is approved where appropriate (specifically in the case of a residential visit).

### **Outdoor Play Equipment, PE Equipment and Playing Fields**

The Caretaker will carry out weekly visual inspections of the outdoor equipment and playing field and report/log any concerns. The staff supervising the use of the equipment should also visually check it for any defects and report them to the Head or Deputy Head Teacher. Staff are also responsible for checking any PE equipment before usage. Inspection records are kept in the school office and with specific activities/use of equipment a Risk Assessment will be conducted (also kept in the school office).

Termly inspections of the outdoor equipment are carried out by WES Premises Services.

### **Public Events**

The School will refer to Warwickshire County Council Public Events Policy and guidelines for any major events where held in the school. If events are run by 'outside' organisations such as 'The Friends of Burton Green' the school will ensure that the organisation has their own Public Liability insurance.

### **Risk Assessments**

The school follows the Warwickshire County Council Risk Assessment Policy and guidance document.

The member of staff who is organising the event/activity is expected to undertake any risk assessment and write them up in a clear and appropriate manner. Any risk assessment will need to be signed/dated

and then counter signed/dated by the Head Teacher (or Senior Member of Staff. The Head Teacher remains responsible for ensuring risk assessments are done for activities in the school.

Risk Assessment will be reviewed when changes occur or as the event/activity is repeated e.g. a walk around the village or annually. The Risk Assessment folder is kept in the school office. The Education Visits co-ordinator is also responsible to ensure that staff are following the correct procedures for risk assessments.

## **Safeguarding**

Burton Green Primary School puts Safeguarding very seriously indeed. The Child Protection and Safeguarding Policy was reviewed in September 2016 in line with the most recent statutory guidance (2016). The Safeguarding Policy, reviewed autumn 2014 groups together other aspects of Safeguarding. Policies are updated in line with revised statutory guidance and local authority safeguarding advice.

## **Science**

Staff at Burton Green should follow 'Be Safe' Code of Practice and guidance.

## **Security**

The school has developed its Security Policy which should be used by all staff, including Extended Services staff as a reference guide on issues of security. Regular Risk Managements are carried out by Safety and Premises (part of Warwickshire Education Service) and reports are logged in the folders in the school office. There are four key holders for the school and these are the only four people who know the alarm code. Warwickshire County Council are informed of who the key holders are on a termly basis. Normally, the caretaker is informed of alarm call outs but if he is unavailable the other key holders will deputise for him.

## **Slips, trips and falls**

The School follows advice given from Warwickshire County Council and the Health and Safety Executive <http://www.hse.gov.uk/slips>.

The school displays all the HSE posters and the Warwickshire 'Slips, Trips and Falls Summaries' in relevant places.

The caretaker undertakes visual checks of school areas daily. Any problems are reported to the Head Teacher and these, in turn, will be logged with the Help desk. All staff are responsible for noticing potential slip or trip hazards and to ensure that they are reported. Staff are also responsible for their own actions to ensure that there is 'good housekeeping' and that their actions do not lead to potential hazards e.g. trailing wires. In addition, the Governing Body will take note of potential risks during their regular Health and Safety walks.

The school caretaker cleans floorings before or after school to minimise the risk of slips. The hall floor is also cleaned after lunchtime. After cleaning, an appropriate wet floor sign is displayed.

The caretaker will clear major pathways of snow or ice and grit relevant areas of the school. He will also ensure that pathways are cleared of leaves as necessary.

## **Smoking**

Burton Green Primary School complies with the Warwickshire County Council Smoke Free Work Place policy. The site is a 'no smoking site' and notices are displayed around the premises. All new staff or students will be informed of this policy during their induction.

## **Playing Fields**

The school playing field is maintained by an outside contractor. Evaluation of the maintenance of the field is done on a regular basis and the contract reviewed when near to renewal. The Caretaker will undertake daily checks of the field but it is the responsibility of all staff to inspect the field before use. This includes the Senior Supervisor at lunchtimes and external sports coaches. Any problems should be reported to the Head Teacher or a senior member of staff.

## **Staff Consultation / Trade Unions**

Please refer to the general policy statement at the beginning of this policy.

Health and Safety issues and updates are included in staff meetings or briefing book. Any other concerns or issues the staff may have about Health and Safety issues can be raised directly with the Head Teacher. If there are changes to procedures or to the site (temporary or permanent) which could affect Health and Safety then the Head Teacher will inform the staff in the most appropriate way.

Health and Safety training is provided during staff/student induction. Nevertheless, updates are given when appropriate to either individual members of staff or through INSET training e.g. First Aid, Epilepsy Training and Fire Awareness. Staff guidance is also given on use of VDUs (Visual Display Units) and the use of other new technology e.g. classroom projectors.

Trade Union Health and Safety information is placed in the staff room and any specific guidance displayed on the wall. The Health and Safety Law poster is displayed in the staff room.

## **Stress and Staff Welfare**

The School follows the Warwickshire County Council's Management of Work-related stress and wellbeing Policy and Managers Guide.

The Head Teacher and Governors aim to provide a safe and supportive working environment and will be alert to staff showing signs of stress by monitoring their workload and working conditions. Staff are encouraged to report problems as soon as possible so solutions can be found. The staff work very much as a team and will alert the Head Teacher to issues affecting their colleagues.

The staff room is provided for breaks and as a place to talk with colleagues. A staff toilet is provided for the comfort of staff and visitors. There is also an adult disabled toilet next to the school hall. Staff are made aware of services offered to employees by the Local Authority to support their health and well being. Information about Local Authority services is available in the staff room.

## **Sun Safety**

Please see the School 'Safe Sun' Policy. Importance of sun protection is provided through curriculum activities, assemblies and newsletters. All details of sun cream handling and application are provided in the 'Safe Sun' Policy.

## **Swimming Lessons (Public Pool)**

The school undertakes swimming lessons at the Abbey Fields Swimming Pool in Kenilworth. A full risk assessment has been made by the school and the swimming pool itself. Reference has been made to the Off Site Activities Manual.

## **Training and Development related to Health and Safety**

The school will refer to Health and Safety Standards in Schools document in establishing where related Health and Safety training is necessary.

The Head Teacher and Governors are responsible for ensuring minimum health and safety competencies of school staff, including staff working in Extended Services. Catering Staff receive training and regular updates from County Caterers who provide our school meals service.

A training matrix of Health and Safety training and dates for refresher training are kept in the Health and Safety folder in the Head Teacher's office.

### **Transporting Children**

The school will make reference to the Warwickshire County Council guidelines on Transporting Children and Young People Safely.

Children can only be transported in staff vehicles if more than one child is being transported and that they have parental permission to do so. Parents/carers can transport children if they complete the relevant documentation as found in the Warwickshire guidelines. These are available on the school website and from the school office.

### **Trees**

Trees on the school site are regularly monitored by the Caretaker, Governors, Head Teacher and other members of staff. Regular tree surveys are undertaken by Warwickshire County Council and where any specific changes or works are undertaken on site.

### **Vehicles on site/Car park arrangements**

The school has a small staff car park but some staff do have to park on the road at certain times of the week. There is no onsite parking for parents/carers and they will need to drop-off or pick-up on the road (observing the correct rules of the Highway Code e.g. not parking on the yellow zig-zag lines).

The road is a public highway and as such parents/carers and staff do have a right to park safely on the road. The Head Teacher and the school staff are not responsible for the actions, parking or disagreements on the public highway. Any disputes, accidents or traffic violations must be reported to the police immediately.

Parents/carers and staff are reminded regularly to park in an appropriate place, mindful of the safety of all children and other adults and not to reverse in the staff car park or neighbouring properties. The local police do make visits to the school to monitor the parking situation.

Deliveries are usually made during school hours to ensure that they do not coincide with the busy times of the school day.

### **Violence and Aggression towards staff**

The school will refer to the Warwickshire County Council Personal Safety and Working Safely Guides.

All our staff have the right to be treated with dignity and respect. Under no circumstance will violence or aggression towards staff be tolerated. A statement relating to this has been included in the school prospectus.

The staff will receive reminders about personal safety and the Head Teacher will ensure systems are in place to reduce the risk of incidents. Staff should lock their personal possessions locked away or out of site for security reasons. All external doors should be locked after the children have left the building. All visitors are required to sign in and out, showing their official badge or receiving a visitor badge from the office.

All staff have a responsibility to report all incidents or verbal and physical violence and aggression. The Warwickshire County Council forms will be used in all cases. The Head Teacher will seek consultation with the Council when issuing warnings or banning aggressive parents/carers.

Incidents where staff could be at physical or emotional risk the Head Teacher will immediately reported to the police.

### **Water Hygiene**

Burton Green has adopted the Warwickshire County Council Legionnaires and Water Hygiene Policy which is kept in the office with the water hygiene log book. The school currently subscribes to the WES Water Hygiene management service who carry out weekly checks. A record of visits are kept in the school office.

### **Work Experience Pupils**

The Head Teacher is responsible for the induction of students or work experience students. They will be monitored on site by the adult with whom they are working (in partnership with their own training institute or school).

### **Working at Height**

The school will make reference to the Warwickshire County Council Working at Height Guides.

Staff are instructed to use appropriate ladders and kick stools when working at height and to carry out visual pre-week checks. Staff should not undertake work at heights on their own. Risk Assessments will be undertaken by all staff working at height.

Working at height equipment will be inspected annually by a private company employed by the school.

Children are not allowed to use this equipment or work at any height (unless using specific P.E. or outside equipment).

Contractors are informed that they are required to provide their own working at height equipment.

The attached document has been received / issued by the school and must be read by all staff members. The Health and Safety at Work Act 1974, requires staff members to co-operate with the employer and others on safety matters and it is also a policy of the governing body that all health and safety guidance relevant to members of staff will be made available and read by them.

Please sign and date the circulation list to indicate that you have read the attached document.

Name of document: Health and Safety Arrangements

Location of document: Personal copies given to all staff, School Office, Head Teachers Office.

Date of circulation: Annually, September 2016

<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
Sue Patterson	Head Teacher		
Stella Villiers	Deputy Head Teacher		
Saran Moran	Teacher		
Harriet James	Teacher		
Melissa Gaynor	Teacher		
Kelly Lucking	Teacher		
Nicolette Watts	Teaching Assistant		
Janet Hind	Teaching Assistant		
Gunnel Bal	Teaching Assistant		
Caroline Thompson	Teaching Assistant Extended Services Coordinator		
Andy Moseley	Caretaker		
Eleanor Choudry	Administrator		
Helen Hughes	Clerical Assistant		
Marion Southam	Senior Mid-day Supervisor		
Mary Murphy	Mid-day Supervisor		
Ruth Jones	Mid-day Supervisor		

