



Health and safety policy arrangements

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 & voluntary controlled schools, community special schools and maintained nursery schools.

The school uses the [WCC 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 for Schools document.

All WCC policies and standards referred to in these arrangements are available in the school's health and safety document library at www.warwickshire.gov.uk/schoolhsdocs. School specific procedures and documents can be located **in the front office**.

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 **kept up-to-date and regularly reviewed**, at least 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 Headteacher.

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 members of the school community. 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.
- Identifying, 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:

Name

Headteacher

Chair of Governors signature:

Name

Chair of Governors

Date:

Review date of arrangements:

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

<https://schools.warwickshire.gov.uk/child-safety-health-school/health-safety-documents-schools-warwickshire-county-council-employer-employer/1>

Code: Admin: Mrs Walters Snr. Admin: A Bond HOS: Mrs Fawbert Caretaker: S Palmer
MDS: Midday supervisor EVC: L Osborne SENCo: E Garvey H&S Gov: I Bates

Local arrangements / procedures	How this is achieved	Responsibility of:
Induction and training of staff	<ul style="list-style-type: none"> Receive induction prior to starting using H&S induction checklist - logged/ filed Statutory policies shared e.g. Child Protection, Staff Code of Conduct, Prevent, H&S, Behaviour Additional training is arranged on INSET days or staff meetings Training arranged linked to specific role and logged on SIMS 	<ul style="list-style-type: none"> HoS / Snr. Admin. HoS / Snr Admin. HoS Snr Admin
Work Experience/Volunteers	<ul style="list-style-type: none"> All provided with school induction/tour of site 	<ul style="list-style-type: none"> Snr Admin / SLT
Communicating health and safety information to staff including consultation arrangements	<ul style="list-style-type: none"> Information, support and guidance sought through WCC. Weekly briefing meetings Risk assessments shared & reviewed by relevant staff via OneDrive / Teams forms for signatures FGB discuss H&S – minutes available on request 	<ul style="list-style-type: none"> HoS / Snr Admin HoS / DHT HoS H&S governor
Implementing WCC health and safety policies and standards	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> HoS
Carrying out risk assessments	<ul style="list-style-type: none"> Caretaker unlocks site - checks site is safe using WES checklist Staff carry out daily visual checks of classrooms / playground and remove / report issues of concern Specific risk assessments for events outside usual routine, higher risk e.g. trips When staff notify school in writing of being pregnant a risk assessment will be completed 	<ul style="list-style-type: none"> Caretaker All staff All staff HoS / Pregnant staff



	<ul style="list-style-type: none"> Classroom & outdoor play equipment risk assessment P.E. risk assessment using AfPE guidance on safe use of PE equipment BASC Transmittable diseases notified by / to Public Health (e.g. Covid19) Pupils with specific needs e.g. communication, behaviours, diabetes Gritting procedures 	<ul style="list-style-type: none"> HoS PE lead HOS / BASC manager HOS HOS/ SENCo HOS & Caretaker
Recording, reporting & investigating accidents and incidents	<ul style="list-style-type: none"> All pupil indoor accidents recorded in the school office 'accident book'; staff complete WCC incident form Outdoor accidents recorded in the playground 'accident book' – kept with 1st aid box for playground Copies of non-minor incidents/accidents sent to WCC including those that fall under RIDDOR (as per separate WCC reporting procedure) Relevant notifications made to parents/carers e.g. accident slip form; App message if minor bump to head; telephone call if something more significant Investigate all accidents, and take any appropriate action necessary to prevent recurrences Monitor accidents to identify and monitor any trends 	<ul style="list-style-type: none"> All staff All staff Headteacher & Snr Admin for staff / Admin. for pupils Admin / SLT Headteacher H&S governor
Off-site trips and visits	<ul style="list-style-type: none"> Educational Visits policy Nominated EVC's Use of EVOLVE online system to record purpose / risk assessments Pre-teach for pupils ahead of trip School insurance DBS checks for any volunteers (if going to be out of sight of staff) 	<ul style="list-style-type: none"> HOS L Osborne / S Harris Class teachers Class teachers Snr Admin. Snr. Admin.
Procedures for dealing with emergencies	<ul style="list-style-type: none"> Disaster Recovery Plan Building Emergency Evacuation Procedures (BEEP) Children Gone Missing On or Off-site Policy Building Emergency Evacuation Plan (BEEP) in place – detailing staff responsibilities and evacuation procedures. Emergency evacuation grab bag is kept in the school office Assemblies to educate pupils on Fire, emergency evacuations on site & off site Use of evacuation points on small playground, large playground, BEC church (off site) Walkie Talkies in each class – linked to office Walkie Talkies on each playground during lunchtime – linked to office Paediatric and 1st aider CPD kept up to date; 1st aiders available throughout the day – called upon; contact emergency services Personal Emergency Evacuation Plan (PEEP) written for SEND pupils who require assistance to leave the building App. service to parents used – accessible on or off-site ICE 	<ul style="list-style-type: none"> Snr. Admin. HOS & DHT HOS HOS / DHT Snr. / Admin All staff All staff Staff All staff incl. MDS Snr. Admin. SENCo ensures T's provide Office staff / HOS



Electrical/Gas Safety	<ul style="list-style-type: none"> All fixed electrical appliances are tested by WCC as part of our subscription to the Property Indemnity Scheme All Gas appliances in the kitchen are serviced by WCC as part of their landlord responsibility 	<ul style="list-style-type: none"> Property Services Landlord
First aid and supporting medical needs	<ul style="list-style-type: none"> Ensure CPD for First Aiders trained (incl. Paediatric for under 5's) kept up to date First Aid kits available in each corridor – checked & re-stocked by 1st aiders in each corridor; overseen by Snr. Admin First Aider photographs displayed in each corridor Administering Medicines Policy Supporting Pupils with Long Term Medical Conditions Policy Follow any health care plans Pro-forma provided for prescribed medication for parents to complete Fridge available in EYFS 1st aid room & KS1 staffroom for refrigerated medication to store medicine – locked rooms Cupboards for medication in First Aid room (EYFS corridor) 2 staff administer & sign when correct dosage provided – 1 member of staff to be from the office if done in school time; if BASC then 2 BASC staff to witness Children who are ill during the day have 1st aider check them before notifying home Ring parent/carer to inform 	<ul style="list-style-type: none"> Snr. Admin. 1st aiders / Snr Admin Snr. Admin. HOS HOS & SENCo Staff Snr. / Admin. All staff All staff All staff 1st aider Snr/ Admin / SLT
Using display screen equipment	<ul style="list-style-type: none"> DSE e-learning on WILMA / paper copy Follow WCC DSE policy 	<ul style="list-style-type: none"> Office staff & T's All staff
Occupational health services and management of wellbeing & work-related stress	<ul style="list-style-type: none"> Use of Occupational Health referral system (online) Return to work pro-forma completed upon return to work Return to work discussions for staff who request it or meet threshold trigger for absences Staff encouraged to share / report health concerns Reasonable adjustments made for staff as/when required 	<ul style="list-style-type: none"> HOS / Snr. Admin. Staff HOS All staff HOS
Monitoring health and safety in school including defects & workplace inspections	<ul style="list-style-type: none"> Everyone's responsibility to notice and act Sport safe UK booked to carry out PE equipment inspections annually Governor timetable to carry out regular inspections Use of 'Defect' notices on items to be taken out of use or tape to secure an area out of action School subscribes to WES annually for 3 yearly inspections. Caretaker defect / log book in office for recording issues noted by staff & outcomes noted by caretaker 	<ul style="list-style-type: none"> All Snr. Admin. H&S governor All staff HOS All staff / Caretaker
Finger Traps	<ul style="list-style-type: none"> Finger guards installed in hall doors leading to year group corridors 	<ul style="list-style-type: none"> Caretaker
School security	<ul style="list-style-type: none"> Check site & building at start and end of each day Parallel security services contacted / contact emergency contacts for out of hours security issues LA emergency contact numbers for emergency utility responses Individual purple lanyards / door & gate passcodes for staff Individual red lanyards for visitors limiting access to certain rooms e.g. offices 	<ul style="list-style-type: none"> Caretaker Caretaker / Admin / SLT Caretaker / Admin / SLT All staff Snr. / Admin.



	<ul style="list-style-type: none"> • Key inventory kept & key locker cupboard used at end of the day • Visitors buzzed in / sign in • CCTV over front door and front desk • Security lighting outside – on a timer and can be manually overridden • Windows provided with keys to lock; 1 per classroom shared with staff on cupboard key ring; spares in office • External doors have thumb locks inside and security boxes for those approved to use a lanyard • External gates closed when caretaker leaves site in the a.m.; opened ahead of home time. Staff cover this in absence of caretaker • High value items postcode marked & new items marked e.g. laptops, iPad • KS1 green gate keys are hanging up in caretaker's cupboard ICE during the day 	<ul style="list-style-type: none"> • Snr / Admin / caretaker • Snr / Admin • Snr Admin / DPO lead • Caretaker • Staff / caretaker • Staff • Caretaker / staff • Snr. Admin. • Staff
<p>Personal safety including lone working & managing violence & aggression</p>	<ul style="list-style-type: none"> • WCC Personal Safety policy available on site for reference. • WCC guidelines available for Lone Working and Managing Violence & Aggression. • Lone working undertaken by caretaker – notifies partner and line manager (DHT) when arriving on site, duration of visit, when leaving site • Other staff to only attend site when at least one other member of staff is present • Staff encouraged to report incidents of violence or abuse to HOS (Incident pro-forma in office) • All incidents/near misses to be reported to the Headteacher/Deputy Headteacher using the WCC accident incident paper form • Report incidents to WCC accident/ incident electronic recording system • Monitor incidents to identify and monitor any trends 	<ul style="list-style-type: none"> • Snr Admin • Snr Admin • Caretaker / DHT • All staff • All staff • All staff • Snr.Admin. for adults/ Admin for children • HOS / H&S governor
<p>Procedures for physical intervention</p>	<ul style="list-style-type: none"> • Positive Handling Policy • Dealing with Allegations against School Personnel, Volunteers, Headteacher or Pupils Policy • School has refresher training in Team Teach every 3 years. • Those who have up to date training are authorised to use the techniques included in the training. • If there are concerns about staff using this technique, they are informed personally NOT to use it • If physical intervention is used, HOS must be notified and a de-brief session takes place with staff involved • An 'incident report' is written by staff who used and handling techniques • Incident is logged in the Bound and Numbered Book found in the office. • This is monitored and countersigned • Des-escalation techniques are first point of call • Physical interventions may be used to: <ul style="list-style-type: none"> - committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil); - causing personal injury to, or damage to the property of, any person (including the pupil himself); or 	<ul style="list-style-type: none"> • HOS • HOS • HOS • HOS • HOS • HOS + staff involved • Staff • Snr. / Admin. / staff • HOS • Staff • All staff



	<ul style="list-style-type: none"> - prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise • Pupils with high level of behavioural needs have a PIP and / or PSP written in conjunction with SENCo, class teacher and specialist SEND staff. 	<ul style="list-style-type: none"> • SENCo / class teacher
Manual handling & people handling	<ul style="list-style-type: none"> • Training would be sought from IDS if this is required for handling specific pupils • An individual risk assessment for pupils requiring manual handling put in place • Manual handling CPD undertaken 	<ul style="list-style-type: none"> • SENCo • SENCo to draft / HOS to oversee • Caretaker
Managing slips, trips & falls	<ul style="list-style-type: none"> • H&S awareness briefing to staff – annually • Posters displayed in hall 	<ul style="list-style-type: none"> • HOS • HOS
Managing vehicle movements	<ul style="list-style-type: none"> • School gates are closed during school's teaching hours • Sign on gate to encourage keeping gates closed during the day • Regular newsletters reminding families not to access school park by vehicles (exceptions to apply for permission) 	<ul style="list-style-type: none"> • Caretaker • Snr Admin. • HOS
Selecting and managing contractors on-site	<ul style="list-style-type: none"> • WCC Safe Management of Contractors policy and guidance available on site for reference. • Use of school surveyor for contracts over £3K • Seek governor approval for quotes above £3K • Contractors verification checks carried out on ATLAS • Pre-works meetings take place for contracts led by WCC surveyor • Contractors via LA overseen by LA surveyor • Managing Contractors WCC CPD completed • All contractors sign in and out at reception, their ID/DBS is checked by Admin staff and they wear visitors badges at all times when pupils are on site. School's health and safety information is shared upon signing in. • Asbestos register shared and risk assessments/management plans if necessary. 	<ul style="list-style-type: none"> • Snr Admin. • Snr. Admin / HOS • HOS • Snr. / Admin • HOS (& Caretaker where possible) • Surveyor • HOS • Admin staff • Admin / Caretaker (out of hours)
Management of asbestos / water hygiene	<ul style="list-style-type: none"> • Property Services carry out inspections and reports • The schools asbestos register is held on the WCC Atlas system. • An asbestos plan is retained in the school office. Staff are advised of any asbestos located in their working area. • Contractors are asked when attending site if they have accessed this register prior to beginning work and sign the pre-start meeting paperwork to state they are aware of the asbestos issues within the school building. 	<ul style="list-style-type: none"> • Property Services • Property Services • Snr Admin • Office staff
Working at height	<ul style="list-style-type: none"> • Access Property Services ladder training & not working at height alone • H&S awareness briefing to staff – annually • Provided step stools and access ladders for school adult use (no pupils) 	<ul style="list-style-type: none"> • Caretaker / Cleaners • HOS • All staff



	<ul style="list-style-type: none"> Contractors should use their own ladders Ladder inspections arranged to be carried out by Spark Testing Services 	<ul style="list-style-type: none"> Contractors Snr. Admin.
<p>Control of substances hazardous to health (COSHH)</p>	<ul style="list-style-type: none"> H&S awareness briefing to staff - annually Access to advice & support re: COSHH substances via WCC COSHH file maintained and stored in caretaker cupboard COSHH items to be purchased by authorised office staff only COSHH items to be clearly labelled including decanted substances Keep COSHH items out of sight and reach of pupils – behind a <u>locked</u> door Staff to notify Snr. Administrator if planning to bring in a COSHH item well ahead of use so a data sheet can be provided if it is deemed to be suitable Personal Protective Equipment (PPE) is provided when identified as a need Clinical waste to be disposed of in YELLOW bags and disposed of in a sanitary waste bin in the disabled toilet (bags available from caretakers' cupboard) 	<ul style="list-style-type: none"> HOS Caretaker / Snr. Admin. Caretaker Caretaker / Snr. Admin. All staff All staff HOS / Snr / Admin. Caretaker / All staff
<p>Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play & glazing safety</p>	<ul style="list-style-type: none"> Annual Play Inspection Company carry out outdoor equipment checks Electrical Testing carried out by Spark Testing Services Ladders testing carried out by Spark Testing Services Glazing reviewed by LA Risk assessment / procedures for gritting & to include heavy snowfall Defective items are removed, taken out of action or a 'defect' notice is place on an item; log defects in office Defect log 	<ul style="list-style-type: none"> Snr. Admin Snr Admin. Snr.Admin Landlord (WCC) surveyor HOS & Caretaker All staff
<p>Fire safety including testing of alarms and evacuation procedures</p>	<ul style="list-style-type: none"> Termly fire drill – logged (including BASC) – to include different times of day, blocking exits, 'hiding' pupils, off site Fire notices provided & placed by each fire exit Contractors used to review fire extinguishers every 6 months e.g. City Fire Caretaker undertakes weekly fire alarm call points and emergency lighting & logs this 	<ul style="list-style-type: none"> HOS / BASC Manager Snr. Admin / Caretaker Snr. Admin Caretaker
<p>Housekeeping, cleaning & waste disposal</p>	<ul style="list-style-type: none"> Caretaker ensures good housekeeping in place Cleaners implement good cleaning of the school Wet floor / cable warning signs to be used when appropriate Bins and recycling bins provided in classes and outdoor bin area Correct mops/buckets used for correct purpose (labelled in caretaker cupboard) Hazardous waste e.g. PC's, light fittings are disposed of by reputable companies 	<ul style="list-style-type: none"> Caretaker Cleaners All staff Caretaker All staff Snr Admin

