

# Health and safety policy arrangements for *SNITTERFIELD PRIMARY SCHOOL*

## 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 schools health and safety document library at [www.warwickshire.gov.uk/schoolsdocs](http://www.warwickshire.gov.uk/schoolsdocs) School specific procedures and documents can be located **IN THE Head of School's 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 Head of School Mrs M Gamble



## 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:*

*Chair of Governors signature:*

*Mrs M Gamble*  
**Head of School**

*Mr E. Appleton*  
**Chair of Governors**

Date: October 2017

Review date of arrangements: Autumn 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 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.**

Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health, safety & wellbeing in school. Other areas can be included where relevant. Where other separate health and safety procedures and written documents are already in place, these can simply be used alongside these arrangements. There is no need or requirement for procedures to be recorded again in this document.

- Induction and training of staff
- Communicating health and safety information to staff including consultation arrangements
- Implementing WCC health and safety policies and standards
- Carrying out risk assessments
- Recording, reporting & investigating accidents
- Off-site trips and visits
- Procedures for dealing with emergencies
- First aid and supporting medical needs
- Using display screen equipment
- Occupational health services and management of wellbeing & work-related stress
- Monitoring health and safety in school including defects & workplace inspections
- School security
- Personal safety including lone working & managing violence & aggression
- Procedures for physical intervention
- Manual handling & people handling
- Managing slips, trips & falls
- Managing vehicle movements
- Selecting and managing contractors on-site
- Management of asbestos / water hygiene
- Working at height
- Control of hazardous substances
- Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, pottery, local exhaust ventilation, pressure systems, gas appliances, lifting equipment & glazing safety
- Fire safety including testing of alarms and evacuation procedures

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording, reporting & investigating accidents and incidents	<ul style="list-style-type: none"> <li>• The school adheres to the WCC Health and Safety Accident/ Incident/ Near Miss reporting procedures for schools.</li> <li>• All accidents are recorded in the school accident book which is kept with the First Aid box in the Disabled Toilet</li> <li>• Copies of non-minor incidents/accidents sent to WCC including those that fall under RIDDOR (as per separate WCC reporting procedure for non controlled schools)</li> <li>• Relevant notifications are made to parents/carers – telephone / accident slip form - given to parents and carers <b>at the end of the day.</b></li> <li>• The Head of School / Executive Headteacher is responsible for investigating all accidents, and for taking any appropriate action necessary to prevent recurrences</li> <li>• The governing body monitor accidents to identify and monitor any trends</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs Hollowell, Office Manager</li> <li>• Mrs Gamble, Head of School</li> <li>• Mrs Plaskitt, Executive Head</li> <li>• Mr Bake, H&amp;S governor</li> </ul>
Induction and training of staff	<ul style="list-style-type: none"> <li>• Health &amp; Safety briefing for all new staff, including supply staff</li> <li>• Similar information for volunteers and work experience students</li> <li>• Staff meetings include health and safety as a standing agenda item.</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Hollowell, Office Manager</li> <li>• Mrs Gamble, Head of School</li> </ul>
Communicating health and safety information to	<ul style="list-style-type: none"> <li>• Consultation over new policies to take place in staff meetings. Staff given</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Gamble, Head of</li> </ul>

staff including consultation arrangements	<p>adequate time to respond if necessary.</p> <ul style="list-style-type: none"> <li>• New policies disseminated to all staff, copies available.</li> <li>• Staff to sign a centrally held copy once read and agreed to.</li> </ul>	<p>School</p> <ul style="list-style-type: none"> <li>• Mrs Plaskitt, Executive Head</li> </ul>
Implementing WCC health and safety policies and standards	<ul style="list-style-type: none"> <li>• Staff members are informed about all of the existing information held on the site and have signed a circulation form to indicate that they have received and read those documents which relate to themselves and their work. Staff meeting minutes will be circulated</li> <li>• All documentation referred to above is kept in or with the health and safety folders which are located in the office and staff room. These folders are available for staff for reference purposes at any time.</li> <li>• Some information is kept at a site/subject area level. Staff involved are informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.</li> <li>• New documentation is copied on arrival. The original is held on file and the copy circulated to staff. Staff are required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Gamble, Head of School</li> <li>• Mrs Plaskitt, Executive Head</li> <li>• Mrs. Hollowell, Office Manager</li> </ul>
Carrying out risk assessments	<ul style="list-style-type: none"> <li>• The school adheres to the WCC Risk Assessment and Security Policies.</li> <li>• The Headteacher ensures that risk assessments are carried out for all work activities, processes and operations at the school.</li> <li>• The Headteacher ensures that all risk assessments are disseminated to relevant staff.</li> <li>• The Headteacher ensures that risk assessments are reviewed at least annually, or when significant changes occur.</li> <li>• Risk Assessments are carried out when building works etc. are carried out in conjunction with the contractor or project manager.</li> <li>• Risk assessments are located in the Headteachers office (Risk assessment file).</li> <li>• Risk assessments are signed by all relevant staff.</li> <li>• The school is provided with a formal Risk Assessment/ Security assistance visit from WCC every 3 years.</li> <li>• Risk assessments are carried out in specific curriculum areas and different areas of the school buildings and grounds. These are filed in the school office.</li> <li>• Staff carry out risk assessments whenever pupils are taken offsite or an activity takes place outside the norm</li> <li>• Risk assessments are carried out for occasions when the school has special events (eg. Christmas Fair)</li> </ul>	<p>Teaching staff</p> <p>Mrs. Gamble HoS</p> <p>Mrs. Plaskitt EHT</p>

	<ul style="list-style-type: none"> <li>• Risk Assessments are carried out when building works etc. are carried out in conjunction with the contractor or project manager.</li> <li>• Risk assessments are signed by all relevant staff</li> </ul>	
Off-site trips and visits	<ul style="list-style-type: none"> <li>• When planning school visits it is ensured that there is an adequate ratio of adults to children, bearing in mind the nature of the outing and LA guidance for Educational Visits.</li> <li>• Risk assessments must be conducted prior to any visit on the school format and signed by all adults accompanying the trip.</li> <li>• The Head of School ensures that parents complete the medical form at the beginning of the school year.</li> <li>• The Executive Headteacher is the Educational Visits Coordinator</li> <li>• The School adheres to the Warwickshire Offsite Activity Guidance, located in the Offsite Activities folder in the Headteacher's office.</li> <li>• When planning school visits it is ensured that there is an adequate ratio of adults to children, bearing in mind the nature of the outing and LA guidance for Educational Visits.</li> <li>• Parents are notified prior to children attending out of school activities. They give their permission for all offsite activities.</li> <li>• Risk assessments must be conducted prior to any visit on the school format and signed by all adults accompanying the trip. The Head of School ensures that parents complete the medical form at the beginning of the school year.</li> </ul>	School teaching staff Mrs. Gamble HoS Mrs Plaskitt EVC
Procedures for dealing with emergencies	<ul style="list-style-type: none"> <li>• The school follows guidance from Educational Advice and Support for Educational Establishments (EASEE) in conjunction with the CSW Resilience Team <a href="http://cswprepared.org.uk">cswprepared.org.uk</a></li> <li>• Guidance and procedures are kept in the Advice to Schools: Emergency Action folder in the Headteacher's office – School Closure; severe weather; missing child.</li> <li>• The school has an emergency evacuation plan. It is displayed in the staff room and staff are advised to familiarise themselves with it</li> <li>• The plan identifies an Evacuation Co-ordinator.</li> <li>• Staff telephone tree in operation for out of hours messages.</li> <li>• Fire drills are carried out every half term as a minimum <ul style="list-style-type: none"> <li>• Staff and pupils assemble in identified assembly points in the school playground</li> <li>• Alternative area identified if exit blocked</li> <li>• Staff telephone tree in operation for out of hours messages</li> <li>• All pupil phone numbers held in office</li> </ul> </li> </ul>	Mrs. Hollowell Mrs. Gamble
First aid and supporting medical needs	<ul style="list-style-type: none"> <li>• Medication which could be required without warning is taken on all off site trips</li> <li>• First Aid boxes are located in the disabled toilet opposite the school office. There is also a mobile lunchtime First Aid Box. A First Aid box should be taken on off site</li> </ul>	<ul style="list-style-type: none"> <li>• The named person with responsibility for First Aid AT Work (HSE) is: <b>Mrs M K Gamble.</b></li> </ul>

	<p>trips</p> <ul style="list-style-type: none"> <li>• An appropriate number of staff have a paediatric first aid qualification and a rolling programme of training is in place.</li> <li>• These boxes contain: <ul style="list-style-type: none"> <li>• One guidance card</li> <li>• Twenty individually wrapped sterile adhesive dressings (assorted sizes).</li> <li>• Two sterile eye pads, with attachment.</li> <li>• Six individually wrapped triangular bandages.</li> <li>• Six safety pins.</li> <li>• Six medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 x 8cm).</li> <li>• Two large sterile individually wrapped unmedicated wound dressings (approx. 13 x 9cm).</li> <li>• Three extra large sterile individually wrapped unmedicated wound dressings (approx 28 x 17.5cm)</li> <li>• Moist cleansing wipes.</li> </ul> </li> </ul> <p>All staff are responsible for ensuring the First Aid Box is kept tidy, that there is adequate stock and that Mrs Hollowell is informed when items need to be re-ordered.</p> <ul style="list-style-type: none"> <li>• Minor accidents are dealt with by class teachers. In the event of more serious accidents or illness the parents are contacted.</li> <li>• A accident slip is completed following an accident where first aid has been administered</li> <li>• If a child has a head bump the parents are informed by telephone by Mrs Hollowell.</li> <li>• Lunchtime supervisors inform class teachers if they have had to administer first aid to a child. Accident slips completed by lunchtime supervisors are given to the child's class teacher</li> <li>• Accident slips are to be given to the parent/carer at home time.</li> <li>• Contact details for parents are in school office.</li> <li>• Details of and photographs of pupils with medical conditions are kept in staffroom</li> <li>• Staff receive annual Epipen training when necessary</li> <li>• Epipens/asthma inhalers are kept in the Head of School's office in a named bag with the health information. It is the responsibility of the parent to ensure these are kept in date.</li> </ul>	<ul style="list-style-type: none"> <li>• In her absence, Mrs A. Norris will act as her deputy.</li> </ul> <p>Teaching staff Midday Supervisors</p> <p>Mrs. Hollowell keeps training records</p>
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	<ul style="list-style-type: none"> <li>• If parents request that pupils need to take medicine in the school day they complete a permission form. If medicine is dispensed the accompanying record should be completed. The document is to be found in the health file in the school office where records should be kept in alphabetical order. See Medications Policy.</li> <li>• Medication which could be required without warning is taken on all off site trips</li> </ul>	
Using display screen equipment	<ul style="list-style-type: none"> <li>• Annual DSE questionnaire is distributed to staff and kept on file</li> <li>• Staff informed about having regular eye checks</li> <li>• Risk assessments put in place where necessary</li> <li>• Staff workstations are inspected on regular basis</li> <li>• The school adheres to the WCC Health and Safety Display Screen Equipment policy and Guidance.</li> <li>• All users are instructed as to the safe use of DSE and informed of possible funding for eye tests if qualifying as a 'user'.</li> <li>• Each 'user' completes a self-assessment form and passes to the Head of School/Executive Headteacher. This should be reviewed annually.</li> </ul>	Mrs. Gamble
Occupational health services and management of wellbeing & work-related stress	<ul style="list-style-type: none"> <li>• Senior staff take the wellbeing of staff seriously</li> <li>• Access to occupational health services for staff are made following periods of ill health</li> <li>• Rotas are organised so that all staff get a lunch break of reasonable length</li> <li>• Staff can be referred to Occupational Health on request or at the recommendation of the HoS (staff permission is always required).</li> </ul>	Mrs. Gamble School staff
Monitoring health and safety in school including defects & workplace inspections	<ul style="list-style-type: none"> <li>• Any member of school staff who discovers any defect shall report it to the school secretary.</li> <li>• The school secretary will complete a copy of the 'Health and Safety- Defect Report Form' –Appendix 1 who will number the report form accordingly.</li> <li>• The report form shall then be acted upon ensuring that the defect is rectified within a reasonable period of time. if necessary staff and pupils are informed of the hazard and/or the equipment/area concerned and taken out of use.</li> <li>• If the defect is likely to affect the 'normal' running of the school the Head of School informs the LA and governing body.</li> <li>• Once the defect has been repaired/item back in use, the date that this occurs is entered on the report form.</li> <li>• In order to monitor the action that has been taken/and/or any delays in work being carried out, the forms shall be checked by the Head of School/secretary and a report produced at termly governors meetings at which defects should be identified and outstanding works discussed.</li> </ul>	School staff Mrs. Hollowell

School security	<ul style="list-style-type: none"> <li>• Keys inventory</li> <li>• Cash handling is kept to the minimum and recorded</li> <li>• There is a maximum amount of cash kept on site in the school safe</li> <li>• Main door is kept locked at all times. The door to the playground is kept locked during the day except when the children are outside after eating lunch and under supervision. There is a buzzer by the external front door and the door is unlocked remotely via a button in the office. There is a door bell by the door to the playground and this has to be unlocked and opened manually.</li> <li>• Classroom blinds are closed at the end of the day</li> <li>• Laptops and iPads are kept in secured and locked cabinets. Teachers to ensure all IT equipment is secured at the end of the school day and that the keys are returned to the office.</li> <li>• Teacher's laptops are to be taken home after the school day and must not be left in cars. Laptops taken off site are not covered by the school's insurance.</li> </ul>	School staff Mrs. Hollowell
Personal safety including lone working & managing violence & aggression	<ul style="list-style-type: none"> <li>• Under normal circumstances only the Head of School and Site Manager will be on site alone.</li> <li>• Staff adhere to Warwickshire Lone Working Policy.</li> <li>• Staff working alone should ensure they have access to a mobile telephone and that a family member is aware they are in school</li> <li>• A Lone Working Risk Assessment has been carried out.</li> <li>• External doors are kept locked during the school day</li> <li>• Incidents of violence and/or aggression are logged, monitored by LA and reported to governors</li> </ul>	Mrs. Plaskitt, Executive Head Mrs. Gamble
Procedures for physical intervention	<ul style="list-style-type: none"> <li>• Staff, when in charge of pupils, use reasonable force in restraining a pupil to prevent personal injury, injury to others or damage to property.</li> <li>• Such force as is necessary should only be applied after other possible solutions have failed.</li> <li>• Physical interventions should be recorded</li> <li>• Parents and carers should be informed of any incident</li> </ul>	Teaching staff Mrs Gamble, HoS
Manual handling & people handling	<ul style="list-style-type: none"> <li>• Staff reminded that they should not move heavy or awkward items without appropriate training</li> <li>• Regular site inspections ensures that heavy items are stored safely.</li> </ul>	All Staff
Managing slips, trips & falls	<ul style="list-style-type: none"> <li>• The Head of School and staff regularly check for trip hazards</li> </ul>	Mrs. Gamble



	<ul style="list-style-type: none"> <li>• Staff and pupils are reminded to keep floors clear following regular health and safety walks and lesson observations</li> </ul>	Mrs Hollowell
Managing vehicle movements	<ul style="list-style-type: none"> <li>• Entrance and exit for pupils separate to that for staff vehicles.</li> <li>• Car park for staff only</li> <li>• In times of building works where access to site is required a risk assessment is carried out</li> </ul>	Mrs. Gamble Mrs. Hollowell
Selecting and managing contractors on-site	<ul style="list-style-type: none"> <li>• Building works are project managed through Warwickshire County Council</li> <li>• Head of school has attended Safer Management of Contractors training</li> <li>• School uses ATLAS system</li> </ul>	Mrs Hollowell, Office Manager  Mrs Gamble, Head of School Mrs Plaskitt, Executive Head Mr Bake, H&S governor
Management of asbestos / water hygiene	<ul style="list-style-type: none"> <li>• Building works are project managed through Warwickshire County Council</li> <li>• Head of school has attended Managing Contractors training</li> <li>• School uses ATLAS system which identifies situation of asbestos</li> <li>• <i>Water checked monthly by Executive Head and regularly as part of our WES contract</i></li> <li>• Water to be drained off from drinking water machines and hot water machine following school holidays</li> </ul>	Mrs Hollowell, Office Manager Mrs Gamble, Head of School Mrs Plaskitt, Executive Head Mr Bake, H&S governor
Working at height	<ul style="list-style-type: none"> <li>• Kick steps and step ladders in school to be used by staff</li> <li>• Staff reminded regularly of the above</li> <li>• Kick steps and step ladders are inspected visually by staff prior to use</li> <li>• Kick steps and ladders checked annually by external body</li> </ul>	Mrs. Gamble Staff
Control of hazardous substances	<ul style="list-style-type: none"> <li>• All hazardous substances are stored in locked caretaker's cupboard</li> <li>• COSHH data sheets are kept onsite for all COSHH substances</li> <li>• Staff are reminded not to store hazardous substances in school</li> <li>• Regular classroom inspections and staff questionnaires ensure that staff are aware of guidance</li> <li>• CLEAPPS guidance is kept onsite in staffroom</li> </ul>	Goldhill Contract Cleaners Mrs. Gamble Staff
Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, local exhaust ventilation, pressure systems, gas appliances, lifting equipment & glazing safety	<ul style="list-style-type: none"> <li>• All equipment tested on the recommended cycle</li> <li>• Items taken out of service until repairs have been carried out if necessary</li> <li>• Details of all maintenance checks recorded and kept in Health and Safety files in the staffroom</li> <li>• Staff reminded not to bring their own electrical items into school</li> </ul>	Mrs. Hollowell Mrs. Gamble

Fire safety including testing of alarms and evacuation procedures	<ul style="list-style-type: none"> <li>• Emergency evacuation plan in place</li> <li>• An Independent Fire risk assessment was carried out in June 2015 by NFU Mutual, review is due Summer 2018</li> <li>• Alarms and call points tested weekly by the AHT and record log in place</li> <li>• Fire drills carried out at least half termly</li> </ul>	Mrs. Gamble Mrs Norris
Kidz Club-	<ul style="list-style-type: none"> <li>• Before and after school child care run privately by Mrs Beckie Reaper.</li> <li>• Mrs Reaper is solely responsible for the recruitment and training of her staff in H &amp; S matters, including first aid.</li> <li>• Mrs Reaper to advise school staff of any H/S issues or defects</li> <li>• Mrs Reaper to ensure school is locked and alarm set at the end of the day</li> <li>• During holiday times when the club is running Mrs Reaper is responsible for the security of the premises.</li> </ul>	Mrs Reaper Mrs Gamble Mrs Plaskitt Mrs Hollowell
Other School Clubs: Onside Coaching Football	<ul style="list-style-type: none"> <li>• Onside coaches run after school Football training. They are responsible for the children in their care for the duration of the club and for ensuring the children are collected by parents unless otherwise notified</li> <li>• They are to have a member of staff on site who is first aid trained</li> </ul>	OnSide Coaching Mrs Gamble Mrs Hollowell
Pond Area	<ul style="list-style-type: none"> <li>• Gates into Pond area kept locked</li> <li>• Deep water warning signage is visible</li> <li>• Any H &amp; S issues/defects are reported immediately</li> <li>• Children in the pond area supervised at all times with the necessary adult/child ratio – see Risk Assessment</li> <li>• Teacher ensures that all gates are secured when leaving pond area and keys are returned to the office</li> </ul>	All staff
Forest School	<ul style="list-style-type: none"> <li>• Forest School risk assessments have been carried out by Forest School trained staff</li> </ul>	Ms S. Barnett