



HEALTH and SAFETY POLICY With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Callow End CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- The Management of Health and Safety at Work Regulations 1999 amended 2006,
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- The Manual Handling Operations Regulations 1992 as amended,
- The Provision and Use of Work Equipment Regulations 1998
- The Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

A copy of the Statement (not the whole policy) will be posted in the entrance hall. A copy of the statement will be included in the staff handbook and the full policy will be available on the school website and in the Policy Folder stored in the school office. School will keep an annual record of the fact that members of staff have received the policy by a signature and date.

2. THE ORGANISATION

2.1 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Callow End CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.

- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) the implementation of the school safety policy.
- b) advising the Governing Body of the need to review the school safety policy.
- c) the day to day responsibility for health and safety in the school.
- d) ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

- e) ensuring that members of staff receive appropriate health and safety training.
- f) carrying out the annual safety audit.
- g) ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- j) emergency procedures, including evacuation in case of fire or bomb threats.
- k) ensuring that adequate provision is made for the administration of First Aid.
- l) ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) ensuring that staff have received adequate training on health and safety aspects of their specialist areas.
- e) ensuring that necessary personal protective equipment) is available and kept well maintained.

- f) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

2.5 Other Teaching, Teaching Assistant and Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.6 The Cleaner in Charge is responsible for:

- a) ensuring that she is familiar with and complies with the school safety policy.
- b) bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) ensuring that any staff under her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

2.7 The School Administrator (Kaye Barter) is responsible for:

- a) informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

- b) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

2.8 The First Aider / Appointed Person (Kaye Barter) is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The Cleaner in Charge is responsible for the clearance of ice, snow leaves etc. In the event of snow and or ice the first priority should be to clear the paths leading to the main entrances for both pupils and staff before the carpark and playground. Cleaning including the cleaning of floors is restricted to before and after school. Internal bins are emptied each day and waste and recycling bins are collected weekly by Malvern Hills District Council. Any electrical waste eg monitors and other electrical items are collected by 'Freecycle'.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the School Administrator who will record the information via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the accident book. In the case of a head bump, the first aider will send an advisory text to parents/carers and issue a note.. The returned receipt should be forwarded to the school office. Minor accidents are reported to parents and carers at the end of the day. If the first aider has any concerns about an injury to a child, parents and carers are informed immediately.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

All contractors for large projects are managed by WCC. Smaller jobs are the responsibility of the school and contractors are selected using the Property Services Approved Jobbing Contractors booklet available on edulink. Contractors lipase with the Headteacher and the School Administrator when in school. They always wear

identification badges and where possible work is carried out outside of school working hours.

3.4 Contractors (Management of Asbestos)

The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on edulink.

3.5 Contractors and Visitors on Site

The School Administrator will ensure that visitors and contractors are informed of any health and safety arrangements by drawing their attention to the information displayed in the entrance hall. If necessary, visitor and contractors will be given access to the Asbestos Register.

3.6 Control of substances hazardous to health (COSHH)

Regulations state that all staff using hazardous chemicals know how to handle them safely and that a risk assessment is undertaken before any hazardous substances or chemicals are used. Risk assessments are written by the Headteacher. They include cover the handling and storage of substances, provision and instruction on the use of specific personal protective equipment, safe storage and transportation, emergency procedures for cleaning spillages/escape including emergency evacuation procedures disposal procedures for waste, unwanted or spilt substances.

3.7 Defect reporting procedures

Any defects should be reported to the office and the details recorded on a defect recording form. The Office Administrator after consultation with the Headteacher will be responsible for arranging the defect to be repaired. Defective equipment should be taken out of use immediately.

3.8 Display screen equipment (DSE)

All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur

The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

All hardwired equipment is checked every 5 years via Property Services. PAT testing is carried out annually by an external competent contractor. All appropriate documentation is kept in the school office.

3.10 Fire Precautions and Emergency Plans

See separate Fire Safety Procedures Policy, Emergency Evacuation Plan and Critical Incident Plan.

3.11 First Aid and Medication

First Aid

First Aider details are displayed in the entrance hall and the staff room and are as follows.

Name	Qualification
Kaye Barter	Appointed First Aider 3 Day First Aid at work certificate
Sarah Beard	3 Day at work certificate
Summer Malpass-Weaver	1 day Emergency Aider
Jenni Challis	1 day Emergency Aider Pre-School
Emily Lucassi	1 day Emergency Aider Pre-School
Nicky Milton	Forest School First Aid

All first aid qualifications are renewed every 3 years in line with guidance from WCC. The Headteacher is responsible for maintaining training records and ensuring refresher training takes place. First aid kits are kept in the school office and the dining room. The Designated First Aider is responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by the Designated First Aider. If a parent or guardian is not available the child/children would be accompanied to the hospital by the Designated First Aider or the Headteacher.

Medication

We do not normally administer medicines in school. However, we do have a First Aider who is able to administer prescribed medication eg antibiotics if necessary. Parents should complete a plan detailing dosage, frequency and when the need arises. The plan is kept in the office and medicine administered by either of our 3 day first aiders. This is also recorded and witnessed by 2 people. Care plans are written for those children with special medical conditions. For those children with asthma, inhalers are kept in the school office and their use supervised by a first aider. Inhalers are taken on all off site visits and held by the visit leader who supervises their use if necessary.

Gloves

Gloves must be worn, whenever blood or other bodily fluids are involved. Any waste materials should be sealed in a plastic bag and disposed of as usual. Hands should be washed before the gloves are removed.

Head lice

When a case is reported a text is sent to all pupils in the class with the relevant instructions for treatment. Information on head lice is also frequently included in the weekly newsletter. If children are found to have head lice in school, parents/carers will be asked to collect their child and treat the condition before they are readmitted into school.

3.12 Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.

3.13 Information dissemination procedure

Employees

Each year in September, all members of staff receive a handbook and a copy of the Health and Safety Policy and other associated policies. A handbook is also available for students, visitors and volunteers who work in school. All members of staff sign to say they have received and read the documentation. Any new information is disseminated throughout the year via staff meetings and training. All new members of staff receive Health and Safety information as part of the induction process. All relevant documentation is held in the school office in the Policy File which staff can access at all times. The Health and Safety policy is also available via our school website and all documents are stored electronically on the Headteacher's PC. Health and Safety arrangements, including all the related Health and Safety Policies and staff handbooks are reviewed annually during the summer term. The review is carried out by the Headteacher and the governor responsible for Health and Safety using the Health and Safety audit and inspection workbook and other guidance issued by WCC.

Pupils

The Headteacher and teaching staff are responsible for ensuring pupils are aware of existing and new Health and Safety information. This will be delivered either in assembly or via class teachers in the classroom. Pupils are also made aware of Health & Safety information through PSHEC lessons.

Visitors / contractors

The School Administrator will ensure that visitors and contractors are informed of any health and safety arrangements by drawing their attention to the information displayed in the entrance hall. If necessary, visitor and contractors will be given access to the Asbestos Register.

Governors

Health and Safety is a standing agenda item at FGB meetings. The Headteacher or the governor responsible for health and safety will inform governors of any existing or new health and safety information at this time.

3.14 Lettings/Shared use of premises/Extended Services

Our school hall and dining hall are hired out in accordance with guidelines issued by WCC. Booking forms are issued with information for hirers which include all relevant Health & Safety information.

The premises are also used by the Friends Association for events such as the annual Summer & Christmas Fayres and other fundraising activities throughout the year. All

events are attended by the Headteacher and Deputy Headteacher who is responsible for opening and locking up school. The Friends Association hold its own insurance and carries out risk assessments for all of its events. The Headteacher is responsible for ensuring risk assessments are in place.

3.15 Lone working and Personal Safety

WCC provide guidance on Lone Working and it is recommended that lone working should be avoided. However in a small school this is often unavoidable. For example

- Members of staff working alone at the end of the day
- Members of staff working in school in the holidays or at weekends
- Cleaner in charge of members of staff opening and closing the building
- A member of staff traveling in a car
- A member of staff visiting the home of a pupil.

A risk assessment has been written giving guidance about lone working in school and issued to all members of staff. It is stored in paper form in the school office and in electronic form on the Headteacher's PC.

3.16 Manual handling

All members of staff take part in online manual handling training. Members of staff whose jobs are more physical eg the cleaner, lunchtime supervisors and the office administrator also receive additional training from WCC. The Headteacher keeps records of all training undertaken and reviews it on an annual basis.

Consider:

3.17 Minibuses

WCC issues guidance on minibus driving. Any member of staff who is willing to drive a mini bus is required hold a relevant driving license and to undergo a driving test arranged by the LA. We have one member of staff who is allowed to drive a minibus. A bus is borrowed from Dyson Perrins High School and used for short journeys only eg driving local sports fixtures. A risk assessment is written for every journey undertaken which states all children should remain seated and wear a seatbelt at all times.

3.18 Monitoring Arrangements

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 recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

- annual reports on accidents / incidents;
- results of internal or external health and safety inspections;
- complaints, hazards and defects reports;
- reviews of any procedures carried out by the Head Teacher

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA,

inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.19 Offsite and Educational Visits

See separate Educational Visits Policy

3.20 Outdoor Play Equipment

We have two types of Outdoor Equipment. An activity trail (Sovereign) supplied by Sovereign and 6 exercise machines. They are inspected frequently by members of teaching staff and any defects reported to the school office. Annual inspections are carried out by the WCC Health and Safety (schools) team. Risk assessments are carried out for the use of the equipment and the children made aware of the rules when using it. Children are made aware they should not play on the equipment at the beginning and end of the school day. Parents are made aware through regular reminders on newsletters that pre-school children should not use the equipment.

3.21 PE equipment

PE equipment (including playtime equipment is regularly inspected by the PE Coordinator. Any defective equipment is removed. The gymnastics equipment is tested annually by an external provider. Any recommendations are carried out and documents are stored in the school office. Risk assessments are written for the PE lessons and the use of equipment.

3.22 Pond

The pond is located in the science garden. Access is through a gate which should be kept closed at all times. The pond is used for science lessons and on Academy days and access is supervised by a member of staff at all time. A risk assessment has been written with regard to the use of the pond.

3.23 Risk Assessments

There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999). The Headteacher is responsible for ensuring risk assessments are undertaken and ensuring they are available to all members of staff. They are reviewed on an annual basis or sooner if necessary. From time to time specific risk assessments are written eg for new and expectant mothers, care plans for special medical conditions or building work being carried out in school. All risk assessments are stored in paper form in the school office and electronic form on the Headteacher's PC.

An individual risk assessment is written for every offsite visit.

3.24 Smoking

The site is a 'NO SMOKING SITE'.
Signage is displayed on the main entrance to school.

3.25 Sports pitches / playing fields

The school field is maintained by contractors from Hanley Castle High School. They mow the grass and maintain the boundaries and mark out pitches and running tracks as required. Inspections are carried out by members of staff and animal dropping removes if necessary. A risk assessment is in place for the use of the field.

3.26 Stress and Staff Wellbeing

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demands placed on them. This makes an important distinction pressure, which can be a positive state if managed correctly and stress which can be detrimental to health. In order to manage stress levels staff are provided with adequate and achievable roles and tasks that are within their capabilities. Where possible staff are encouraged to develop new skills and CPD is the entitlement of all employees.

3.27 Swimming lessons (Public Pool)

Swimming lessons take place at Malvern Girls College in the summer term for children in Class 3. Swimming is taught by qualified teachers from school and the college. The pool is private and operating procedures (including emergency procedures) are put in place by the college.

3.28 Training and Development related to Health and Safety

The Headteacher is responsible for Health & Safety Training and the induction of new staff. All members of staff undertake basic online training and records are maintained in the school office. More specialist training eg for First Aid, manual handling, COSHH is undertaken with WCC Health and Safety Team

3.29 Vehicles on Site/car park arrangements

Only members of staff and visitors to school are allowed to park in the staff car park. The car park is separated from the pedestrian path by a fence. Vehicles should not normally be moved at the start and end of the school day. An exception could be a taxi transporting children or a member of staff either leaving or arriving. Extreme caution should be taken if this is necessary. A risk assessment has been carried out.

3.30 Violence to Staff / School Security

Entrance to school is through a secure entrance. All visitors should report to reception and sign in logging their time of arrival. They should wear the Callow End Visitor badge at all times and sign out of the book when they leave.

3.31 Water Hygiene

The water hygiene log book is kept in the school office. The Cleaner in Charge is responsible for carrying out water hygiene sampling.

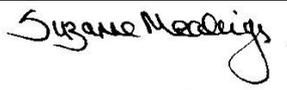
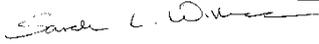
3.32 Work experience pupils

All work experience pupils will be given a copy of the handbook for visitor, students and volunteers. They will be monitored and supervised on site by the class teacher they have been assigned to.

3.33 Working at Height

Two ladders are available in school and stored in the outside store room. They are inspected annually by the Headteacher as part of the Health and "Safety review. Procedures for working at height together with risk assessments are in place to minimize any risks. This is available for all members of staff and kept in the Health and Safety folder stored in the Headteacher's office.

Reviewed and re-ratified: July 2016

Responsible Person	Print Name	Signature	Date
Chair of Governors	S. Mealings		6 th July 2016
Head Teacher	S. Wilkinson		6 th July 2016

Next Review Date: July 2018