Health and safety policy arrangements for *Abbots Farm Junior 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 and voluntary controlled schools.

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

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

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs

School specific procedures and documents can be located *in the Headteachers office (paper copies) or on school network (electronic versions)*

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

For further information and advice on any aspect of health and safety in school, contact the Headteacher or *Mr M Issitt (Governor responsible for H & S)*

Health and Safety School Statement of Intent

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

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities
- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility at all levels
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

Headteacher's signature: *Chair of Governors signature:*

Name **Mrs Sharon Farrell**   *Name* **Mr Gary Smallwood**

Headteacher   **Chair of Governors**   Date: 1st September 2016   Review: September 2017

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 County Council health and safety policies and standards, as well as take direction and advice given by the WCC Corporate Health, Safety and Wellbeing Service.

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording / reporting accidents and incidents	• *All accidents recorded in the school office 'accident book'* • *Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure)* • *Relevant notifications made to parents/carers – telephone / text message / accident letter* • *The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences* • *The governing body monitor accidents on a termly basis to identify any trends*	• *All staff* • *Mrs K McBirnie, Bursar* • *Mrs S Farrell, Headteacher* • *Mr M Issitt, H&S governor*
Communicating health and safety information to staff inc. consultation arrangements	• **All staff receive annual updated H & S training on the first September training day.** • **All new policies and amendments are notified to staff via email and placed on welearn365 documents. Paper copies available in policy folder and on school network.** • **H&S is on weekly staff meeting agenda for discussion and consultation.**	• **Mrs S Farrell, Headteacher** • **Mr M Issitt, Site Manager**
Implementing relevant WCC health and safety policies and standards	• **All WCC updates acted on and incorporated into school policies and procedures (where appropriate)** • **All staff and made aware of any changes to policy and practice through staff meetings and implement.** • **Governors notified of any change to policy and practice through premises committee**	• *Mrs S Farrell, Headteacher* • *Mr M Issitt, H&S governor*

Induction and training of staff	• **Induction of all new staff undertaken using the WCC induction pack**	• **Mr M Issitt, Site Manager** • *Mrs S Farrell, Headteacher*
Carrying out risk assessments	• **Risk assessments reviewed annually.** • **All teachers responsible for classroom risk assessment completed at beginning of each year.** • **Subject leaders to complete risk assessments for their subjects (if appropriate – currently Art/DT / Games & PE / Music / Food Technology / ICT)** • **All teachers responsible for ensuring that risk assessments are completed for school trips.** • **Site Manager completes annual risk assessments for premises.**	• *All staff* • *Mrs S Farrell, Headteacher* • *Mr M Issitt, Site Manager*
First aid and supporting medical needs	• **All staff have been trained in school first aid** • **A trained first aider to accompany pupils on school trips** • **All medicines to be kept in school office and monitored by office staff.** • **Midday supervisors to apply first aid when required.**	• *All staff* • *Mrs S Farrell, Headteacher*
Monitoring health and safety in school inc. workplace inspections	• **WCC annual assessment visit and three year inspection** • **Termly H&S audit undertaken by governors** • **WCC Audit completed by Site Manager annually** • **Site Manager responsible for day to day monitoring**	• *Mr M Issitt, H&S governor & Site Manager* • *Mrs S Farrell, Headteacher* • *WCC Traded service*
Fire safety, inc. testing of alarms and evacuation procedures *Dealing with emergencies*	• **Emergency evacuation drills will be carried out at least termly** • **A school closure plan and phone contact tree exists and is in the evacuation bag in the office.** • **Procedures for dealing with the worst foreseeable situations are in our Emergency Evacuation Plan.(EASEE v1.2)** • **Regular inspections and maintenance of fire extinguishers is contracted.** • **Regular safety training is given to staff and scenarios are often discussed at staff meetings. A scenario and safety reminders are given at the first staff meeting of each year (September training day).** • **The Site Manager is responsible for the regular testing of the fire alarms and emergency lighting and all the associated recording** • **The Bursar conveys all our emergency arrangements to hirers**	• *Mrs K McBirnie, Bursar* • *Mrs S Farrell, Headteacher* • *Mr M Issitt, Site Manager*

Using display screen equipment	• **The school adheres to the WCC Health and Safety Display Screen Equipment Policy and Guidance. The WCC DSE Policy is located in the green folders in the Site Manager's office.** • **All staff, including teachers with laptops are trained in their safe use. This will also be undertaken by all relevant new staff, as part of their induction. Risk assessments for all staff members- using a display screen workstation or laptop have been completed and will be reviewed at least if there are changes to equipment or location.** • **IT coordinator will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.**	• *All staff* • *Mr J Andrews, IT Coordinator*
Defect reporting	• **Any member of the school staff who discovers any defect shall report it immediately to the Site Manager via the defect book located in the staffroom.** • **The Site Manager will take the necessary steps to either have the defect rectified, within a reasonable period of time, or remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action** • **If the defect is likely to affect the 'normal' running of the school the Site Manager, will inform the chair of governors.**	• *Mr M Issitt, Site Manager*
Off-site trips and visits	• **The school adheres to the WCC Off-Site Activities Guidance** • **The Headteacher is the school's EVC, and the folder is in her room. The EVC keeps the trips folder which contains all the requirements when planning school trip. Risk assessments are stored in the folder for each trip (head's office). New risk assessments should be added to both by the teacher(s) undertaking a trip. If it is a new trip, a new folder should also be started.** • **Before a trip can take place, approval is obtained from the EVC. Warwickshire County Council are notified for residential trip each year. All trips should be insured through at least our block policy (see Bursar).** • **Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are all documented in the trips folder.**	• *Mrs K McBirnie, Bursar* • *Mrs S Farrell, Headteacher / EVC*
Management of occupational stress and wellbeing	• **The school adheres to WCC guidelines and has a school policy in place. This policy is communicated to staff annually.**	• *Mrs S Farrell, Headteacher*
Personal safety inc. procedures for physical	• **The school adheres to the WCC Health and Safety Personal Safety Policy and Working Safely Guides**	• *Mrs S Farrell, Headteacher*
Manual handling	• **The school adheres to the WCC Health and Safety Manual Handling Policy and Guidance for Children Handling** • **The Site Manager has had manual handling training. All other staff have also had our own internal training. Sack barrows and trolleys are available to move things**	• *Mrs S Farrell, Headteacher* • *Mr M Issitt, Site Manager* • *All staff*

Management of visitors / contractors on site	• The school adheres to the WCC Health and Safety Safe Management of Contractors Policy and Procedures. The WCC 'The Safe Management of Contractors' Policy is stored in the Site Manager's Office. • The Headteacher and Site Manager have received training • The Site Manager will ensure that all contractors are briefed and that both they and the contractors have access to the appropriate paperwork, including update from the Atlas Database. • All contractors and visitors will be monitored by the school office staff / Site Manager. All visitors will wear school visitor badge and also company badges if available and should be worn throughout the visit. All will be briefed about our safety procedures and have access to our contractors and visitors leaflet on arrival. • Contractors will be inducted by Site Manager • All supply teachers / volunteers will receive a copy of our Health and Safety	• *Office Staff* • *Mrs S Farrell, Headteacher* • *Mr M Issitt, Site Manager*
Management of asbestos / water hygiene	• The school adheres to the WCC Legionnaires & Water Hygiene Policy and Procedures. • A log book is kept by the Site Manager who carries out the checks and flushings • The school adheres to the WCC Asbestos Management Policy and Procedures. • The asbestos register is kept on Atlas system and a paper version is kept by Site Manager. • County Contract for monthly inspections for water hygiene	• *Mrs S Farrell, Headteacher* • *Mr M Issitt, Site Manager*
Working at height	• Access equipment is available in each year group, various stock rooms and the boiler house for use by staff. • All staff have had training at a staff meeting where the appropriateness of clothing and footwear was also discussed. (Sept training day) • There is a county contract to carry out the annual inspections.	• *Mr M Issitt, Site Manager*
Control of substances hazardous to health	• The WCC COSHH policy is stored in the Site Manager's office. The COSHH register is held and maintained by the Site Manager. It is located in his room. • When purchasing COSSH products, consideration will always be given to any non-COSSH safer alternatives. Any new COSSH products should be ordered with accompanying data sheet. Risk assessments should be made for the control and use of any new COSSH products if classed as hazardous, including labelling and decanting of products that have to be diluted. • All COSSH products should be stored in locked cupboards or the cleaner's room and protective equipment should be used if appropriate. • Any toxic waste from COSSH products will be dealt with as per county guidance	• *Mr M Issitt, Site Manager*

Maintenance of equipment / equipment safety	• All hardwired equipment is checked every 5 years by Property Resources according to their schedule. These checks are the responsibility of Property Services. • PAT testing is an annual contract. The PAT registers kept in the Site Manager's Office • Defective items are removed, repaired if appropriate, or disposed of. Stage lighting is checked regularly to ensure secure and annually during the PAT tests.	• *Mr M Issitt, Site Manager*