

# Health & Safety Team (Schools)

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## OMBERSLEY ENDOWED FIRST SCHOOL

### HEALTH and SAFETY POLICY With ARRANGEMENTS

#### 1. THE STATEMENT

##### 1.1 General Requirements

The Governors of Ombersley Endowed First 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.

Agreed/Ratified by:	Signature	Date
Chair of Governors	R Brett	September 2017
Health and Safety Governor	J Tapp	
Head teacher	C Moore	
Deputy Head teacher	R Jordan	

Next review date: Autumn 2020

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## 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 of OEFS recognise the need to consult staff on matters of health and safety and will recognise 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.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

## 1.4 The Role of the Local Authority

The Governors recognise 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 and  
the Display Screen Equipment Regulations 2002).

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## 1.7 Acknowledging Responsibility

The whole statement is signed and dated by the Chair of Governors and the Headteacher.  
A copy of the Statement (not the whole policy) is posted in a prominent place in the school.  
A copy of the statement will be given to every employee (both teaching and non-teaching) by law and they will have full access to the whole policy via the school website.  
School will keep a record of the fact that staff have received the policy by a signature and date.

## 2. THE ORGANISATION

### 2.1 The Governing Body

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Ombersley Endowed First School (under sections 2 and 3 of the Health and Safety at Work etc. 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 school under the Local Authority's 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 1994 unless the Local Authority has initiated the building work, in which case this will be their responsibility

### 2.2 Employer's Responsibilities

The Governing Body (in Foundation or Voluntary Aided schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Ombersley Endowed First 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.

### 2.3 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.

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- 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.

## **2.4 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 staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- 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 the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.

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- 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.

## **2.5 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 faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.  

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) 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).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

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## **2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:**

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator 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).

## **2.7 The School Bursar is responsible for:**

- a) Ensuring that he/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 his/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.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) 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).
- j) The safe use and maintenance of all plant and equipment (eg. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, swimming pool chemicals etc.).

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## **2.8 The First Aider / Appointed Person 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).

## **2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)**

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

## **2.10 Catering / Kitchen Manager**

**NB. This section does not apply to contract caterers**, but it is important that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments (unless they employ less than five people).

## **3. THE ARRANGEMENTS**

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of )
- 3.4 Contractors (Management of Asbestos)
- 3.5 Contractors and visitors on site
- 3.7 Defect reporting procedures
- 3.8 Display screen equipment (DSE)
- 3.9 Electricity at work
- 3.10 Fire precautions and Emergency Plans
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- 3.12 Health and Safety Advice
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- 3.15 Lettings/shared use of premises (Extended Services)
- 3.16 Lifting equipment
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- 3.19 Manual handling
- 3.21 Monitoring arrangements
- 3.22 Noise at Work
- 3.23 Offsite and Educational Visits
- 3.24 Outdoor play equipment
- 3.25 PE Equipment
- 3.26 Personal Protective Equipment (PPE)
- 3.27 Ponds
- 3.28 Risk assessments
- 3.29 Sports pitches / playing fields Smoking on site Sports pitches / playing fields
- 3.30 Sports pitches / playing fields
- 3.31 Staff Consultation / Trade Unions
- 3.33 Swimming lessons
- 3.34 Swimming pools/hydrotherapy pools
- 3.35 Training and Development Health and Safety Related
- 3.36 Vehicles on site
- 3.37 Violence to staff /School Security
- 3.38 Water Hygiene
- 3.39 Work experience pupils
- 3.40 Working at Height

## **3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**

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- Cleaners ensure that the premises are kept clean and rubbish is taken away each evening.
- All staff are responsible for ensuring that floors are not left wet and **WET FLOOR** signs are available.
- Sharps/broken glass should be wrapped safely and immediately disposed of in the outside bins.
- P/T Caretaker and staff are responsible for clearing snow and gritting playgrounds during bad weather conditions. Refer to Risk Assessment for Paths and Grounds Maintenance Fact Sheet in Health & Safety folder.
- David Miles (07752 687261) – Grounds Contractor is to be contacted when the playground needs clearing.
- Headteacher/Bursar ensure that the external bins are secure and in a safe location.
- P/T caretaker disposes of all hazardous waste as and when required.

## 3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Caroline Moore Headteacher or Rhiannon Jordan Deputy Headteacher who will record the information via the WCC County Council accident/incident reporting system

All minor accidents should be recorded in the schools own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.

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)

- *The Bursar delegates the P/T Caretaker to be responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.*
- *The Bursar contacts local contractors and also refers to the Property Services Approved Jobbing Contractors booklet available on edulink.*

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- *A meeting on site with the delegated P/T Caretaker, Bursar and Head is arranged for induction with the contractors to exchange information and agree safe working arrangements.*
- *Headteacher and Bursar are responsible for checking method statements and risk assessments prior to commencement of work*
- *Staff should report any concerns directly to the Head or Bursar, either verbally or by email.*
- The need for adequate segregation of workmen and pupils.
- Provision for adequate day to day communication between school and contractors
- Provision of adequate facilities for workmen (not by school).

## 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.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- 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

- All Contractors should report to the school office on arrival. They will be asked to sign the visitors book and given a visitors ID sticker.
- The Bursar will inform the Contractors of the Health & Safety information, who is First Aider and school fire procedures. Contractors will also be shown the asbestos register. This is kept in the school office.

## 3.6 Control of substances hazardous to health (COSHH) –including radiation

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The Bursar keeps the COSHH file up-to-date and this is kept in the staffroom for everyone's attention.
- Bursar purchases all cleaning/COSHH items and limits how much is kept on the premises.
- Where relevant all items have a COSHH sheet.

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- All risk assessments are kept in the Risk Assessment file in the staff room for everyone's attention.
- Bursar/Cleaners ensure that all cleaning products are stored in a safe, secure environment.
- Staff are advised to look at labels on all products that they use in school, and are made aware of the H & S policy which is available online for all employees to access.
- Staff are instructed not to decant any COSHH substances into any other container. This is written in the Cleaner's Handbook.
- All cleaning and lunch time staff are provided with suitable protective tabards. This is for their personal use and they are responsible for keeping it in good condition and clean at all times.
- All hazardous substances are kept in the secure cleaning cupboard or in locked cupboards in classrooms. All empty containers are disposed of in the County waste bins, found in the playground.
- Hazardous substances/cleaning fluids should be cleaned up immediately using appropriate cleaning equipment. Fire evacuation procedures should be followed if the school/classroom needs to be vacated due to fumes/fire from the spillage.
- All spillages are to be disposed of in sealed bags and placed in the County bin or the Fire Service should be contacted for advice on how to dispose of big spillages in a safe way
- There is a spill kit attached to the oil tank for oil spillages or major hazardous substances spillage.

## 3.7 Defect reporting procedures

- Defects are to be reported immediately to the school office by completing the Property Defect Report Form, stating the area, date and time. The School Bursar will then arrange for caretaker/contractor to rectify the defect within a suitable time frame. This will then be reported in the Premises report at the Governors meeting.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Headteacher/Bursar will then check that the defect has been rectified and is safe for use.

## 3.8 Display screen equipment (DSE)

- All staff are classed as DSE "Users" including teachers with laptops, have information available on staff share for the safe use of Display Screen Equipment. This information is also in the Handbook of Safety, kept in the staffroom for all employee's use.
- 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 Bursar will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

## 3.9 Electricity at work

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- All hardwired equipment is checked every 5 years via Property Resources
- The Bursar/Property Services are responsible for ensuring the hardwiring checks are carried out.
- Portable appliances tested (PAT) including stage lighting is carried out annually by K Moogan (add tel number)
- All PAT registers are kept in the filing cabinet in the Nursery office
- All defective items are removed and/or repaired immediately.
- Defective electrical equipment is reported using the Property Defect Report form.

## 3.10 Fire Precautions and Emergency Plans (See also Fire Policy)

- Joe Simpson at Property Services is responsible for undertaking and reviewing the fire risk assessment.
- Headteacher is responsible for emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Head/Deputy/Bursar are responsible for the procedures for dealing with the worst foreseeable contingency and all staff are to be aware of the Critical Incident Policy – available on staff share.
- Fire drills are half termly and take place at different times. Assembly points are marked with green signs – on the main playground and the school field. If the school has to be evacuated for a bomb threat/flood/fuel leak, staff are to follow the normal fire drill procedures and then take instruction from the Head or designated member of staff. Who is responsible for inspection and maintenance of fire exits/escape routes?
- The Bursar is responsible for checking and updating the Fire Evacuation Notices.
- Chubb is responsible for regular inspections and maintenance of fire extinguishers and visit the school twice a year to inspect them.
- Fire E-Training is undertaken by staff annually.
- The Head or designated person is responsible for calling the emergency services and co-ordinating any evacuation. They will be responsible for introducing themselves to the emergency services?
- All staff are responsible for making checks / taking the register.
- The Deputy head or designated person would deputise.
- The Bursar is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept in the main school office filing cabinet.
- Fire Safe carries out the six monthly inspections and maintenance of the systems.
- Alarm system and Key holders are responsible for the arrangements to protect sensitive installations from malicious damage or hoax threats, including arrangements to cover the use of the premises outside normal working hours.
- All new staff and pupils, all contractors and visitors are shown the following:
- If you discover a fire, break the glass in the nearest fire call point to set off the alarm

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- Leave the building by the nearest exit, and move to the Assembly Point. The Assembly Point is located in the front playground or on the field by the Tennis Court car park
- Do not stop for personal belongings
- If you are responsible for a class, ensure all pupils and any visitors leave quietly with you. There should be NO TALKING, NO RUNNING AND NO GOING BACK
- Shut all windows and doors, if possible as you leave
- Any disabled member of staff, pupil or visitor is to be given such assistance as deemed necessary in order to safely evacuate the building and move to the Assembly Point
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- ON NO ACCOUNT SHOULD ANYONE RETURN TO ANY BUILDING UNTIL PERMISSION HAS BEEN GIVEN BY THE FIRE SERVICE

## 3.11 First Aid and Medication (See also First Aid Policy)

### First Aid

- All First Aider details are kept in all of the First Aid boxes and also in the main office and staff room.
- There are a range of qualifications held by the staff, these reflect the areas in which they work in; 3 Day First Aid course, Paediatric 2 day course, Emergency at Work course. These are renewed every 3 years and a register is kept by the Head and Bursar.
- First Aid kits are kept in all classrooms, staffroom, disabled toilet, kitchen in the nursery and a portable First Aid kit is taken into the playground at lunchtimes.
- The nominated First Aider has the responsibility for checking the kits and asking the Bursar to re-order any items.
- The nominated First Aider would make a decision if an ambulance was needed, but if they were not dealing with the situation, it would be the decision of any other First Aider and the Headteacher to call for an ambulance. The Headteacher or classteacher would accompany the child to the hospital. The office or Headteacher would contact the ambulance and advise them of the incident and what was happening. If the classteacher has accompanied the child to the hospital, the Head or HLTA will cover the class.
- Accident forms are then completed, school forms and the online County Form.

### Medication

- All medication that is brought into school, must be brought to the office where a form is completed and signed by the parent. This will confirm the medication being given to the child, the last time the medication was administered. The amount of dosage to be given and

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the approximate time to be given. This is either kept with the medication or put on the office noticeboard.

- Inhalers and epi-pens are kept in cupboards in the child's classroom, to enable it to be given to the child immediately. A book is signed to register the dosage and details of when it was given. This is always witnessed by another member of staff.
- All liquid medication is either locked in a drawer in the main office or kept in the staff room fridge. When the medication is given to the child, this is ALWAYS done with a witness. Both members of staff will then sign the medical form.
- If a child is prescribed RITALIN, a form is completed each week with the parent signing to say how many tablets are handed into the office. These are then double checked and signed by two witnesses. A count of the tablets is done daily and no more than 5 tablets at a time should be kept in 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

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

### Employees

- All new staff receive an induction when start their employment at Ombersley Endowed First School & Nursery. They are given an induction booklet that advises them of Health & Safety procedures and where information can be found.
- The Health & Safety handbook is kept in the staffroom and is updated as and when new information is received.
- All staff are asked to read and sign new policies relating to Health & Safety. Copies of this policy are kept on the staff share site.
- New information regarding Health & Safety is brought to the attention of all staff by email, staff meetings and notices in the Staff room.

### Pupils

- It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This will be done during assembly times and individual class lessons.
- Health & Safety issues relating to pupils and their parents are put on the newsletter and website.

### Visitors / contractors

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- Office staff ensure that all visitors who are new to the site; ie students, contractors; etc are made aware of Health & Safety procedures.
- Contractors will be asked to sign the Asbestos register.
- All visitors are to sign the visitors book and wear a sticker whilst in school
- All visitors are made aware of the Health & Safety notice in the visitors book and if there will be any fire alarms that day.

## Governors

- The Head or Clerk to Governors will inform the Governors of any new Health & Safety information.
- This information will be email to all Governors and also be minuted at the Governors meetings.

## Trade unions

- Worcestershire County Council and the Headteacher will inform relevant Trade Unions of any Health & Safety issues that would affect their members.

### 3.14 Lone working and Personal Safety (See also Lone Worker Policy)

- Staff are advised at the beginning of the holidays the procedures regarding Lone Working in school.
- All staff are advised to text/email the Head to say they are on site and to also let a family member know where they are.
- Staff are advised not to enter the building if there are signs of an intrusion and to contact the police immediately.
- Staff are advised to carry their mobile phones with them at all times and to ensure that they have upto date contact details of colleagues.
- Risk assessments relating to Lone Working are in the Risk Assessment folder that is kept in the staff room.

### 3.15 Maintenance/Inspection of equipment

- Electrical PAT testing is done annually on ALL portable electrical equipment that is used within the school environment. This is done by a contractor – Mr Kerry Moogan.
- Any electrical equipment that is condemned has the plug removed by the contractor and is then replaced as soon as possible. A record of all items inspected is sent to the school and filed in the school office.
- All outside wooden play apparatus is checked annually by County/Babcock. A report is left with the school. If any repairs are needed either the part-time caretaker or a maintenance man will be given the report and make the appropriate repair.

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- Sportsafe annually check all the sports apparatus and give the school a report with any recommendations for repairs. These repairs are carried out by Sportsafe.
- Fire alarm is serviced twice a year by Fire Safe. The intruder alarm is also serviced twice a year. Any recommendations for repairs are done by the alarm companies.
- Emergency lighting and fire alarms are also checked throughout the year with periodic fire drills. These are done by the school bursar/headteacher.
- Ladders and any cleaning equipment is checked annually by the part-time caretaker and a record is kept in the Premises file in the Tree House office.

## 3.16 Manual handling

Consider:

- Lunchtime supervisors are sent on manually handling courses to ensure that they lift/maneuver tables and benches in a safe way to protect themselves.
- Staff are also trained with Team Teach to ensure that they are aware of how to deal with situations with children becoming agitated or aggressive within the school environment.

## 3.21 Monitoring Arrangements

- Headteacher
- School & Nursery Bursar
- Health & Safety Governor
- Chair of Premises

The Health & Safety checks are carried out annually and any problems that arise during the year are brought to the Head's and School Bursar's attention in writing.

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:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Bursar.

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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.

## 3.23 Offsite and Educational Visits

- The Headteacher Caroline Moore and Deputy Headteacher Rhiannon Jordan are both fully EVC trained. All other staff have visit leader training.
- The EVOLVE system is used for our annual residential trip to the Pioneer Centre, Bell-Boating and overnight camping.
- The EVC uses EVOLVE to check and approve all visit paperwork.
- Pre-site visits take place by staff when organizing a visit. Planning visit sheets and risk assessments are also completed by staff and approved by EVC.
- See Critical Incident Plan for emergency arrangements
- The school has insurance
- The Offsite visits manual is situated in the Staff Room

## 3.24 Outdoor Play Equipment

- All outside wooden play apparatus is checked annually by County/Babcock. A report is left with the school. If any repairs are needed either the part-time caretaker or a maintenance man will be given the report and make the appropriate repair.
- The reports are kept in the premises file in the Tree House office.
- The equipment that is checked is: Wooden Trail – situated on the field and the Early Years playground apparatus.
- All apparatus is checked daily if in use and reports given to the school bursar if any repairs are needed urgently. All filed in the Tree House office in the premises file.
- All of the above have Risk Assessments that are kept in the Risk Assessment file in the staffroom.

## 3.25 PE equipment

- Sportsafe annually check all the sports apparatus and give the school a report with any recommendations for repairs. These repairs are carried out by Sportsafe.
- PE Co-ordinator checks that equipment regularly.

# Health & Safety Team (Schools)

- All staff should check the equipment before a lesson to ensure its safe to use. All defects should be reported to the PE Co-ordinator.

## 3.26 Personal Protective Equipment

- Lunch supervisors and cleaners are supplied with tabards.
- Head and School Bursar discuss type of protective clothing to be issued.
- Staff are asked to keep it clean and report to School Bursar should they need a replacement.

## 3.27 Pond (if applicable)

- The pond is within a locked fenced area.
- Children are only allowed access with the appropriate ratio of staff.
- The fencing is high enough to stop children climbing over. Both gates are locked. Children are not left unsupervised whilst outside. They are all given H & S talks regarding certain areas of the school environment.
- If children have had their hands in the water, they need to wash them immediately or use the antibacterial gel that is always with the member of staff when in the pond area.
- The Risk Assessment is done by the Head
- Grounds contractor is responsible for maintenance as and when requested.

## 3.28 Risk Assessments

- Risk assessments are undertaken for ALL activities within the school environment, use of equipment by both staff and children and off site visits.
- Risk assessments are undertaken by the Head, Subject co-ordinator and EVC leader.
- ALL risk assessments are kept in a red folder in the staff room to enable access to all staff and visiting students. Electronic versions of risk assessments and templates are kept on staff share.
- When a member of staff advises the Head/School Bursar of a pregnancy, a risk assessment will be adjusted to suit their needs and kept in their personnel file. This assessment is subject to change throughout the pregnancy and also should the mother wish to come back to work and need time for feeding.
- All assessments are reviewed annually.

## 3.29 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

# Health & Safety Team (Schools)

## 3.30 Sports pitches / playing fields

- David Miles – Ground contractor maintains the school playing field
- The playing field is rented from the Ombersley Conservation Trust
- Playtime and lunchtime supervisors visually inspect the field when children come out to play and remove any animal waste if required.
- PE co-ordinator inspects the football pitches to ensure safety for playing football, along with ensuring all goal posts are safe and pegged down.

## 3.31 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health and Safety discussed at Finance and General Purposes Governor Committee meetings.
- Annual Health and Safety inspection by Headteacher, Bursar and Health and Safety governor. Staff consulted on health and safety issues in their classes.
- Health and Safety issues reported to Headteacher and School Bursar
- WCC Health and Safety representatives will be consulted on health and safety issues eg asbestos
- Headteacher will inform trade union health and safety representatives if necessary on the introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- County approved contractors will be used on site who will to comply with health and safety requirements
- Risk assessments will be completed if necessary to assess risk to employees health and safety and preventative measures including the introduction of new technology and health and safety consequences
- Headteacher and Bursar will attend relevant health and safety training
- The health and safety law poster is situated in Tree House building

## 3.32 Stress and Staff Wellbeing (See also Stress Policy)

- The Governing Body and Headteacher will identify all workplace stressors and ensure that risk assessments are conducted to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Governing Body will consult with staff and their Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Governing Body will support training for all managers and supervisory staff in good management practices.

# Health & Safety Team (Schools)

- Staff affected by stress caused by work factors will be advised of the confidential counselling service provided through Occupational Health.
- The Governing Body will provide adequate resources to enable managers to implement the school's agreed stress management strategy.

# Health & Safety Team (Schools)

## Responsibilities

### Headteacher / Line Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their jurisdiction.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Where appropriate, seek advice (e.g. from Human Resources) on supporting staff who are experiencing stress or who are off sick as a result of stress.
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- It is the Headteacher's responsibility following advice from HR to make referrals to Occupational Health Service
- Provide suitable Staff Room facilities for staff
- Expectant mothers are encouraged to report as soon as possible in order for risk assessments to be put in place (See Risk Assessments section also)

### Employees

- Be aware of possible causes of stress at work and impact on well-being.
- Raise issues of concern with your line manager or Headteacher.
- Accept opportunities for counselling and support when recommended.
- Accept appropriate support from colleagues and line managers.
- Attend relevant training, as required.

### Safety representatives

Where there are accredited Trade Union Safety Representatives in school, they:

- must be meaningfully consulted on any changes to work practices or work design that could precipitate stress
- must be able to consult with members on the issue of stress including conducting any workplace surveys
- must be meaningfully involved in the risk assessment process
- should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.

# Health & Safety Team (Schools)

## 3.33 Swimming lessons (Public Pool)

- Swimming lessons take place during Autumn and Summer terms at the Droitwich Leisure Centre, Briar Mill, Droitwich.
- 1 Life guard and 2 teachers from the leisure centre are paid for by the school and there is 1 teacher and 1 Teaching assistant from the school
- All staff who take children swimming, have to complete a days' swimming course.
- Staff employed by Droitwich Leisure centre, deal with the life saving and first aid. But school staff do are first aid trained.

## 3.35 Training and Development related to Health and Safety

- The Headteacher along with Senior Leaders and School Bursar ensure that H & S competencies are in order for activities within the school environment.
- The School Bursar is responsible with staff inductions and briefing visitors/contractors of H & S within the school. A note by the visitors signing in book alerts all visitors to this.
- Training records are kept by staff and copies are kept in their files.
- The Head & School Bursar ensure that staff are booked on refresher courses as and when required.

## 3.36 Vehicles on Site/car park arrangements

- All staff are personally responsible for ensuring the safety in parking their cars on the school site.
- All vehicles need to be on site by 8.35am.
- Vehicles are not to be moved if children are in the area.
- A metal fence provides segregation from the staff parking area.
- Delivery vehicles are not allowed on school property at any time
- Contractors are allowed access between the hours of 8am and 3.30pm. If they need to move between these hours, they have to be supervised by a member of staff.

## 3.37 Violence to Staff / School Security (See also Persistent Complainants Policy)

# Health & Safety Team (Schools)

- Site security is maintained through keeping doors shut, controlling visitor access, signing in arrangements.
- All staff are Team Teach trained to keep violent pupils safe
- All staff are required to report all incidents of verbal & physical violence to the Headteacher
- Risk assessments are carried out for hazardous circumstances
- The governing body will not tolerate any form of physical or verbal aggression against members of the school community.
- If there is evidence of any such aggression the school may: ban the individual from entering the school site, with immediate effect for two weeks. Subject to review by the Full Governing Body a further 13 week ban may be put in place. After this time span a further review is conducted by the Governing Body and a decision made to continue or lift the ban, request an injunction to prevent nuisance and annoyance, or prosecute under Anti-Harassment legislation.

## 3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The log book is kept in the school office
- Part-time caretaker undertakes this duty during the school holidays

## 3.39 Work experience pupils

- School Bursar will give an induction to Work Experience students
- Risk assessment for Work Experience students is kept in the red folder or on staff share.
- Work Experience students are supervised at all times during their time in school.

## 3.40 Working at Height

- Various different sized ladders are in school for working at heights
- The School Bursar and P/T caretaker undertake annual inspections of all the ladders and a report is kept in the premises file in the school office. Any defaults are noted and the ladder will be taken out of 'action'.
- Staff should check ladders before they use them and alert the Head or School Bursar of any problems.
- All staff should use ladders responsibly and should not be in the school alone when using one. If a high ladder is being used – 2 members of staff should be together to ensure safe use.
- No ladder should be used when children are in the room
- No child should use a ladder.

Responsible Person	Print Name	Signature	Date
Chair of Governors	Robert Brett		September 2017

# Health & Safety Team (Schools)

Head Teacher	Caroline Moore		
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Review Date; Autumn 2020