

Ashton under Hill First School

“Expect only the best”



Health & Safety Policy

Policy Reference	<ul style="list-style-type: none"> • AUH 301
Cycle of Review	<ul style="list-style-type: none"> • Annual as per timetable
Made Available to	<ul style="list-style-type: none"> • Published on website available to parents • Staff Procedure Handbook and server; Governor Induction File; Visitors Information
Policy in Brief: “In a Nutshell”	<ul style="list-style-type: none"> • Based on a WCC Model Policy

These are the key elements to the policy:

The Governors of Ashton under Hill School recognise their responsibility under the Health and Safety at Work Act (1974), so far as is reasonable to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- 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;
- 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.

ASHTON UNDER HILL
HEALTH and SAFETY POLICY
With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Ashton under Hill 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) requires 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:	Name:	Date:
Chair of Governors	Fiona Smith	19 th May 2015
Health and Safety Governor	Charles Archer	19 th May 2015
Head teacher	Sharon Cole	19 th May 2015

Next review date: May 2016

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 recognise 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 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 recognise 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 recognise 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 recognise 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).*

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 Ashton under Hill 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.

2.2 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 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 Reporting of Incidents, Diseases and Dangerous Occurrence's 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) Producing a 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).

2.6 Other Teaching and Teaching Assistant 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 Sites and Buildings Manager / Caretaker / Cleaner in Charge is responsible for:

Our Caretaker is employed by The Clean Space.

- 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.).*

2.8 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid boxes 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 (if employed by the school) is responsible for:

We employ a contract Catering Company, Class Catering.

ARRANGEMENTS

This section describes the procedures and measures to be taken to ensure the health, safety and welfare of employees and other persons affected by the employer's work.

3.1 Access and Egress

The premises are cleaned and rubbish emptied on a daily basis by the cleaning contractors. Rubbish is collected on a weekly basis and re-cycling waste collected fortnightly. Hazardous waste is collected by arrangement.

The clearance of leaves will be carried out by the Grounds Contractor during the winter months from October to December. On a day to day basis the clearance of leaves, snow and ice will be carried out by the Cleaning Contractors. Should it prove not possible to clear ice and snow to such a degree required to maintain safe premises, then the Caretaker will consult with the Head Teacher in order that a decision may be made as to whether the premises should be closed until safe.

Cleaning staff are to place adequate warning with regards to wet and slippery floors as a result of cleaning being undertaken. Cleaning staff employed by a Contract Cleaning Company should report any problems concerning safety and faulty equipment directly to their employer and also notify the Headteacher. A lockable cupboard is provided for cleaner's equipment. This is kept locked during the school day.

The Head Teacher, through liaison with staff and the cleaners, will ensure that all Fire Exits and routes are free from obstruction. It is also the responsibility of all employees to ensure that such areas are kept free from obstruction.

3.2 Accident reporting, recording and investigation

It is the responsibility of all employers to report accidents in accordance with the procedures laid down in the "Handbook of Safety Information":

Staff: All accidents to staff should be reported to the Head Teacher immediately. This is normally done by the staff member involved or, if she/he is unable or incapacitated, by another member of staff. Initial reports should be verbal, followed by an entry in the accident book. The staff accident book is kept in the School office. In addition, a report form, RIDDOR 3, should be completed, signed by the Head Teacher and a copy sent to the County Education Safety Coordinator. A copy of this form is kept in the School Office. This should also include 'near miss' incidents, i.e. incidents that could have resulted in injury and incidents of physical violence or verbal abuse.

Pupils: All accidents to pupils must be recorded in the pupils' accident book, which is kept with the First Aid box. **All treatments/attentions must be recorded.** Certain specified accident categories must be reported to the County Education Office on Form A/S Rev. within 5 days of the accident occurring. These categories are as follows:-

- Fractures
- Other Hospital/Medical Treatment
- Head injuries, i.e. concussion, giving rise to concern
- Premises/furnishing defects.

First Aid qualifications are held by the following persons:-

- Mrs Andrea Kirk – Health & Safety Officer

- Mrs Sarah Bennett
- Mrs Lorna Chamberlain
- Mrs Lyndsay Thornton
- Mrs Juliet Shiels

All serious accidents that occur on the site should be notified to the Headteacher. The Health & Safety Officer will record the information via the WCC County Council accident/incident reporting system. This will be reported to Governors.

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents / guardians should be notified of the accident. Letter to be sent home for all head bumps and a copy kept in the School Office. Parents are to return the reply slip to acknowledge the head bump.

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**.

A list of children's specific medical conditions can be found in each class register and on the Health & Safety noticeboard in the PPA room.

3.3 Management of Contractors

Most major works at school are carried out by Contractors from the Property Services Approved list. When we use other contractors, evidence is required that they have certificates showing public liability and employer's liability of £2,000,000.

The Headteacher will be responsible for:

- Ensuring contractors have the relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- Ensuring contractors are selected from Property Services Approved list of Jobbing Contractors
- Ensuring that adequate day to day communication between workmen and school to agree safe working conditions
- Ensure workman are aware to report any safety concerns to the Headteacher immediately
- For checking method statements and risk assessments prior to commencement of work
- Ensuring that there is adequate segregation between workmen and pupils
- Ensuring provision of adequate facilities by the contractors for their workmen
- A copy of our Health & Safety Policy is available to contractors

3.4 Contractors (Management of Asbestos)

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

The Headteacher must ensure:

- 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
- H&S Policy - May 2015

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

Contractors will be required to sign in and out of the premises on a daily basis via the school office. They will be required to wear a 'Visitors id' badge at all times.

The Office Manager will inform them of health and safety issues, including the asbestos, fire evacuation procedures and first aid information.

3.6 Control of substances hazardous to health (COSHH)

Where chemicals are used in the school, it is the responsibility of the person using them to carry out a risk assessment (refer to WCC Control of Substances Hazardous to Health Risk Assessment Form) and be aware of all safety aspects as laid down by COSHH assessment. It is the responsibility of the person to follow all safety procedures necessary when using such chemicals (Refer to Working with substances hazardous to health information leaflet). Less hazardous alternative substances are always purchased and used wherever possible.

Cleaning products are purchased by our Contract Cleaning Company and provide the school with COSHH safety data sheets. COSHH products are stored in the lockable cleaning cupboard. A COSHH symbol information poster is displayed on the Cleaner's cupboard door.

The Office Manager maintains the COSHH file; including the safety information leaflet and risk assessment is kept in the school office.

Training is carried out to ensure staff are aware of these materials and COSHH symbols.

3.7 Defect reporting procedures

Staff are to report the defect verbally to the Health & Safety Officer and/or the Headteacher and also record this information into the H&S log book which is kept in the school office

All defective items are taken out of use immediately. An 'out of use/order' label is to be displayed on any defective item that cannot be removed.

The H&S officer will monitor the log book, arranging for the caretaker to rectify or repair the defect. A Health & Safety report is produced for each Governor's meeting and is a standing item on the Agenda. Recent defects would be identified and outstanding works discussed.

3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- 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. 'Self-Assessment' checklist available from Staff Shared area.
- The Health & Safety officer will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

NOTE: Computers for use by pupils in classrooms need not conform

3.9 Electricity at work

Hardwired fixed electrical equipment is checked every 5 years as arranged through Property Services. The Headteacher is responsible for ensuring the hardwiring checks are carried out. Portable appliances tested (PAT) including stage lighting are carried out annually by an external company. All defective items removed or repaired. PAT registers are kept in the School Office.

3.10 Fire Precautions and Emergency Plans

Please refer to Fire Safety Policy.

The school have adopted 'Coping with Emergencies/Critical Incidents in Schools' Policy for dealing with the worst foreseeable incidents (refer to this Policy for emergency plans).

Property Services contractor, is responsible for undertaking and reviewing the school's fire risk assessment.

The Office Manager/Headteacher is responsible for:

- a) Carrying out emergency fire evacuation drills on a termly basis on different days and times, including lunch and break times
- b) Ensuring a Notice detailing 'What to do in the event of a fire' is maintained and displayed in every classroom.
- c) Checking and inspecting the maintenance of fire exits/escape routes are kept clear
- d) Ensuring annual inspections and maintenance of fire extinguishers are carried out by Chubb Services.
- e) Ensuring that six monthly inspections and maintenance of fire systems are carried out by Fire Safe Services.
- f) Ensuring staff are trained annually on fire evacuation procedures and fire extinguisher training.
- g) Ensuring that the Caretaker carry's out regular testing of fire alarms (weekly) and emergency lighting (monthly). These records are available for inspection and kept in the school office.
- h) The Headteacher is the designated Evacuation Control Officer (ECO) and will be responsible for contacting the Emergency Services with the Office Manager (Deputy ECO) who will help with co-ordinating the evacuation. They will be identified by the staff and the Emergency services by blue high visibility jackets marked 'Fire Wardens'.

3.11 First Aid and Medication

First Aid

The list of first aiders is displayed in the school office. The first aid cupboard is located outside the Head teacher's office. An additional portable first aid box is available for use outside and on educational visits.

The school currently have five trained first aiders: Andrea Kirk, Sarah Bennett, Lorna Chamberlain, Lyndsay Thornton and Juliet Shiels. The First Aid qualification is valid for 3 years and then refresher training undertaken.

The Office Manager is responsible for checking when staff requires refresher training.

First aid supplies are stored in the PPA room and Mrs Bennett is responsible for checking and restocking the first aid kits.

The Headteacher/Office Manager would be responsible for calling an ambulance and the first aider treating the child, would accompany them to hospital if the parent or legal guardian was not available.

Gloves will be worn when administering first aid, especially when blood or other body fluids are involved. These will be disposed of appropriately in the yellow medical waste bin in the caretaker's

cupboard. A supply of gloves is in the first aid box and located in the first aid stock cupboard in the PPA room.

All staff should be familiar with and follow the 'Infection Control Guidelines for Dealing with Body Fluids' in the WCC booklet 'Control of Infection in the workplace'

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff and should be included in their risk assessment for that activity.

Please refer to our First Aid Policy.

Medication

Only Qualified First Aiders are responsible for administering medication. Controlled drugs are kept in a locked cupboard and when administered this is recorded and signed by two members of staff.

Prescribed Medication can only be administered if the parent or guardian has completed and signed a 'Parental Request for school to administer medicine' form available from the school office or from our website. Any medication administered is recorded on a form, signed and kept in the office

All staff are epi-pen trained and this training is renewed on an annual basis.

Please refer to our Medicines in school Policy for further details.

3.12 Health and Safety Advice

Competent Health and Safety Advice and Guidance is available via the WCC Health and Safety (schools) Service Level Agreement and on 'Edulink'

3.13 Health & Safety Information

Information and instructions on health and safety matters are available as follows:

Employees:

Health & Safety information for staff is available on our H&S noticeboard displayed in the PPA room. The H&S Policy is available as a hardcopy in the Policy folder and from the staff shared area on the server. The H&S policy is also included in the Staff Handbook information. The Staff Handbook is reviewed and updated on an annual basis.

H&S Training is given to all new staff as part of their induction. Refresher training is completed annually as part of a twilight training session. All staff sign to confirm that they have read the Health & Safety Policy.

A Health & Safety leaflet and Fire Evacuation procedures are given to work experience students on their first day in school.

Health & Safety is a standing item on the staff meeting agenda.

Pupils

It will be the responsibility of teachers and staff to ensure that pupils are made aware of existing and new health and safety information. This will be as part of their lessons and/or assemblies etc.

Visitors / Contractors

The Office Manager/Headteacher will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)

H&S leaflet is available to visitors and instructions are printed on back of the visitors badge.

Governors

The Headteacher will ensure that governors are informed of any existing and new health and safety information as part of the termly Governors meetings and Headteacher's report.

3.14 Lettings/Shared use of premises/Extended Services

The Headteacher and Governors are responsible for discussing and agreeing health and safety arrangements. A written lettings agreement/policy is in place which covers:

- The means of access and egress are safe for the use of hirers and that all equipment made available to and used by hirers is safe. If the Headteacher knows of any hazard associated with the above they would take action to ensure the hirers are aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly in the hours of darkness, emergency lighting.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Arrangements are made for checking the security and condition of the premises and equipment used after the vacation by the hirer.
- The Village Hall Committee is responsible for separate insurance cover and applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- Hirers are responsible for carrying out own risk assessments and ensuring own security.

3.15 Lone working and Personal Safety

All staff should be aware of WCC Guidance for Lone working: Refer to Lone Working Health & Safety Leaflet '<https://www.edulink.net/sites/LeadManage-hs-Advice%20%20Guidance-Lone%20Working%20HSE%20guidance.pdf> -www.edulink.net-sites'

Lone Working is particularly applicable to our contract cleaner and caretaker.

Personal safety awareness information is discussed with staff at induction and every two/three years.

3.16 Maintenance/Inspection of equipment

The following maintenance/inspection checks are in place:

- Fixed PE Sports equipment requires periodic annual inspection by Sports Fix.
- The Caretaker is trained to check all equipment e.g. ladders before use.
- Fire alarm system and emergency lighting are checked six monthly by Fire Safe Services and fire extinguishers annually by Chubb Services.
- The security alarm is serviced annually by Crimestop Ltd
- The Caretaker carries out weekly and monthly water/legionella checks. These records are kept in the caretaker's cupboard.
- Five year electrical check by C.S Todd through Property Services.
- Electrical equipment is PAT tested annually by Severn Electric
- Boiler and heating service checks are carried out six monthly by Evesham Mechanical.
- Outdoor playground equipment is checked annually by WCC

- Health & Safety Audits are carried out six monthly

3.17 Manual handling

The lunchtime supervisor role requires an element of manual handling due to the daily set up of the lunchtime tables.

The Headteacher will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.

Manual Handling training / awareness is given to these staff members on a regular basis (every three years).

3.18 Minibus Hire

A Mini bus safety check information file is kept in the Risk Assessment folder. Driver pre visual checks procedures are followed and carried out by the named drivers.

Mrs Thornton and Mrs Bennett are qualified named drivers (taken January 2013). A re-test is to be taken for a new licence every three years (due January 2016).

In the event of an emergency, should the bus break down or accident the Emergency Contact procedure would be followed.

A First aid box and a fire extinguisher are available in the mini bus and a school first aid kit would be taken on each trip.

There are always two adults including the driver on the minibus to supervise the children.

The Beckford Parish Group are responsible for servicing and MOT of the vehicle.

3.19 Monitoring Arrangements

The Health & Safety Officer and Governor will carry out health and safety inspections and audits twice a year.

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 /Office Manager.

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.

3.20 Offsite and Educational Visits

The school has two Educational Visits Co-ordinators: Mrs Cole (Headteacher) and Mrs Thornton.

Staff use EVOLVE offsite visit software when planning visits and ensure that visits are "SAGED" by considering: Staff, Activity, Group, Environment and Distance.
All visits have to be approved by EVC's prior to taking place, are maintained on file and evaluated post visit.
EVOLVE notification is submitted to Local Authority for all residential visits, trips over 50 miles or adventurous type activities.
We take out insurance through Worcestershire County Council: Policy Number 51 UK 602007

3.21 Outdoor Play Equipment

WCC carry out an annual inspection of this equipment and these records are kept in the Health & Safety file.

Regular checks for safety will be made of all play equipment and areas. Visual checks will be carried out on an informal basis by staff on duty a break and lunchtimes. Staff will report any damage or health and safety concerns immediately to the Headteacher. Formal checks will be completed as part of the twice yearly Safety Audit.

3.22 PE equipment

Fixed sports PE equipment is inspected annually by Sports Fix.
Pre-use visual checks made and recorded by the teacher leading the PE session.
The guidance of the Safe Practice in Physical Education (afPE) is followed (published 2012).
The PE policy is available from the Staff shared area on the server.

3.23 Risk Assessments

The school undertakes 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 staff carry out risk assessments. Forms for trips are kept in a "Risk Assessments File" on the bookcase outside Headteacher's office; subject specific risk assessments are kept by co-ordinators, including Forest School.

A twice yearly "Healthy and Safety Audit/Inspection" is carried out and the Health and Safety Policy is reviewed annually, with a copy always available to all staff on the staff shared area on the server.

3.24 Smoking

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

3.25 Sports pitches / playing fields

Grounds Maintenance contractor, maintain the school playing field area. Staff will carry out informal visual checks of the playing fields on a daily basis.
The school playground gates are kept locked to prevent animals fouling in sandpits and playground areas.

3.26 Stress and Staff Wellbeing

Any member of staff experiencing stress related problems are invited to discuss with the Headteacher and or Health & Safety Officer, Mrs Kirk or our Chair of Governors, Mrs Fiona Smith.

Management will offer support and liaise with Human Resources/ Occupational Health for guidance.

The school provides a Staff room with catering facilities, along with a private office for staff use.

3.26 Swimming lessons (Public Pool)

Weekly swimming lessons are held at Evesham Leisure Centre.

Two members of staff with two additional adult helpers supervise the children from the school to the swimming pool. In addition, two fully qualified swimming coaches are employed to teach the children swimming lessons poolside.

Evesham Leisure Centre provides a poolside lifeguard who is responsible for the safety and first aid of the children.

The Leisure Centre risk assessment is in the PE Co-ordinator file and they are responsible for life saving equipment. We have a copy of the Leisure Centre guidelines which is read and signed by all adult members accompanying the children to the swimming lesson.

Our school risk assessment is also read and signed by all adults supervising the swimming.

3.27 Training and Development related to Health and Safety

The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)

The Headteacher is responsible for new staff inductions and is also responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc).

Staff training records are kept by individuals and on staff shared area of the server. The Headteacher and Health & Safety Officer are responsible for organising staff refresher training.

3.28 Vehicles on Site/car park arrangements

The Headteacher is responsible for the overall management of vehicles on the school site.

There are seven allocated parking spaces to the front of the school and roadside parking available. Staff cars are parked at their own risk.

Parents are encouraged to park away from the school gates. Only under exceptional circumstances are contractor vehicles allowed onto the playground.

Vehicles should not park in front of the school gates as this should be kept clear for Emergency access.

3.29 Violence to Staff / School Security

School visitors and parents can enter the premises by a door release entry system operated from the school office. The village hall double doors are kept locked during the school day. Visitors are required to sign in and out of the school and wear a visitor/governor or volunteer id badge.

The school main gates are opened at 8.30am and at the end of school day at 3pm and locked. The Headteacher/deputy supervises the children coming into and out of the school gates. Children are dismissed from the school entrance following after school clubs which finish at 4pm.

Staff always ensure children are dismissed directly to their parents and require verbal or written consent from the parent if another person is collecting on their behalf.

A 'Parent Authorised Pick Up' list is maintained and kept at the back of each class register.

All staff are to report all incidents of verbal & physical violence to the Headteacher.

3.30 Water Hygiene

The water hygiene log book is kept in the caretaker's cupboard. The Caretaker, is responsible for carrying out water hygiene sampling, WCC Training has been given to the caretaker to ensure water procedure checks are carried out correctly. (March 2012)

Refer to the WCC Legionnaires and Water Hygiene Policy.

3.31 Work experience pupils

The Office Manager will carry out the induction for Work Experience pupils. They are given a work experience handbook upon arrival and a tour of the school to point out fire emergency exits evacuation procedure.

They will report directly to the Office Manager and a timetable of activities will be issued. The Headteacher/Office Manager will be their mentor during their visit.

3.32 Working at Height

There is a requirement under the Work at height Regulations 2005 for all activities involving working at any height above or below ground to be risk assessed.

Ladders are available in the stock room and small steps are available from the school office.

The caretaker will carry out the annual inspections of the ladders and steps as he has completed the necessary training.

Staff have been advised to carry out a pre-use check out before use.

Named Responsible Individuals:

Chair of Governors:	Mrs Fiona Smith
Governor Responsible for Health & Safety:	Mr Charles Archer
Head Teacher:	Mrs Sharon Cole
School Office Manager:	Mrs Andrea Kirk
Health & Safety officer:	Mrs Andrea Kirk
Cleaning Contractors:	The Clean Space
Named First Aiders:	Mrs Andrea Kirk
	Mrs Sarah Bennett
	Mrs Lorna Chamberlain
	Mrs Lyndsay Thornton
	Mrs Juliet Shiels