

# Sytchampton Endowed Primary School

## Health & Safety Policy

Signed by:

Headteacher

Date:

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Chair of Governors

Date:

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Review date: 26<sup>th</sup> January 2022

Next review due: January 2023

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## **Section 1: Health & Safety Policy Statement**

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

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

The Governors 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.

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, as laid down in the Directorate's Handbook of Safety Information.

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 Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

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.

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,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

## **Section 2: The Organisation**

### **2.1 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 Sytchampton Endowed Primary 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 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 1994

### **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 1999 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, 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 procedures laid down.

- 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.
- 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 (in accordance with procedures laid down in the Handbook of Safety Information).

#### 2.4 Teacher Responsibilities:

Teachers/Subject Co-ordinators are responsible for:

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

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

g) 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.).

## 2.5 Other Teaching Staff/Teaching Assistants' Responsibilities:

Other Teaching Staff/Teaching Assistants are responsible for:

a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. Staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the LA's policies and guidance in these areas.

b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Headteacher

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 (ie. by following LA guidance).

## 2.6 The Caretaker / Cleaner in Charge's Responsibilities:

The Caretaker / Cleaner in Charge is responsible for:

a) Ensuring that she is familiar with and complies with the school safety policy. She should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").

b) Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.

c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).



d) Ensuring that any staff under her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).

f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

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 Business Manager of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor) so that correct signing in procedures can be followed

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), alongside the School Business Manager.

j) The safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers,).

## 2.7 Appointed First Aider's Responsibilities:

The Appointed First Aider 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.

## **Section 3: The Arrangements**

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

Handbook of Safety Information, Section 8 - pp. 220 - 223. COSHH risk assessments – Handbook of Safety Information p. 2.17 – 2. 20. are all available on Children's Services Portal under Health & Safety Library.

#### Housekeeping, Cleaning & Waste disposal

Cleaner in charge and cleaning team ensure:

- premises are kept clean, to minimise accumulation of rubbish
- arrangements for wet floor cleaning to minimise risks of slips
- means of disposing of glass and other sharp objects
- Use of equipment for snow shifting and icy conditions
- Arrangements for clearing leaves off pathways
- Arrangements for security/location of external waste bins.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc

### **3.2 Accident reporting, recording and investigation**

WCC Handbook of Safety Information, pp. 2.1 - 2.3 is available on Children's Services Portal under Health & Safety Library.

All serious accidents that occur on the site should be notified to the School Business Manager and/or Headteacher who will record the information on a WCC County Council accident/incident form, i.e. PAF 01 accident to Pupils and Youth Centre Club members, RIDDOR 3 injury/near miss/violence report form (for all persons except pupils or youth club members, RIDDOR 3A injury/aggression/violence report form (for all persons except pupils, youth club members or children's social care clients. The School Business Manager will forward the details immediately or as soon as possible to Children's services Health and Safety Team, via the online Medgate 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)

WCC Handbook of Safety Information, pp. 2.14 - 2.16. is available on Children's Services Portal under Health & Safety Library.

- The School Business Manager will manage the contractors while on site and will check their relevant qualification or competency before commencement of works.
- Contractors are selected from PR Associates Approved Contractors list, or by local knowledge/recommendations. All contractors must hold Public Liability Insurance Policy of at least £2.5million.
- The School Business Manager will make arrangements for induction of contractors, including parking arrangements and access arrangements.
- All contractors must sign in before starting work, and will be given a Visitor lanyard to wear at all times while on site.
- Staff should report concerns about contractors to the School Business Manager and/or Headteacher.
- Wherever possible, works should be completed outside the normal school times, but where this is not possible, the area to be worked in should not be used by pupils.

### 3.4 Contractors (Management of Asbestos)

- The School's Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register and are assured 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 PR Associates for advice, contact Paul Burrows (Client Support Manager) on 07375 374964 .

### 3.5 Contractors and Visitors on Site

#### Arrival on site

- All contractors must sign in before starting work, and will be given a Visitor Badge to wear at all times while on site.
- The Visitor Badge gives information regarding emergency procedures, and contractors working on the fabric of the building must read and sign the Asbestos Register.

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

WCC Guidance for all, The Handling, Storage and use of Hazardous Substances, The Handbook of Safety Information section 10. Chemicals in schools and COSHH regulations are all available on Children's Services Portal under Health & Safety Library.

- The rules on selection and use of substances (e.g. less hazardous alternative substances are purchased and used wherever possible) are considered.
- The COSHH file is kept in the office and updated by cleaner in charge and School Business Manager
- Purchases are made by School Business Manager and COSHH data sheets are requested for new products.
- All COSHH materials have a safety data sheet, which is kept in the COSHH file.
- The need to carry out risk assessments for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Cleaner in charge is responsible for safe storage of the COSHH products
- Further details of procedures can be found in the school's COSHH Management Plan.

### 3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Any defects must be reported to the HT/School Business Manager and are entered into the defect report book kept in the office.
- 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 Health & Safety Co-ordinator should monitor that the defect has been rectified.
- A report is produced for governors at termly intervals. The report is discussed at governors' meetings where recent defects are identified and outstanding works discussed.

### 3.8 Display screen equipment (DSE)

WCC Guidance for All; Display Screen Equipment and the WCC Guidance for All; How to set up your Workstation. The Handbook of Safety Information, p.2.21 - 2.23 are available on Children's Services Portal under Health & Safety Library

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
- The Health & Safety Co-ordinator will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### 3.9 Electricity at work

- All hardwired equipment is checked every 5 years via PR Associates who arrange for a competent contractor to visit school and prepare a full condition report.
- Portable appliances testing (PAT) is carried out annually by a competent external company and full listings are provided to the school.
- The PAT register is kept in the school office.
- All defective items are either removed or taken out of use until repaired (see section 3.7 Defect reporting procedures)

### 3.10 Fire Precautions and Emergency Plans

- Fire Risk Assessment was carried out by WCC (Joe Simpson, Property Services Risk Team) in January 2012 and updated by Chris Giles of Hereford & Worcester Fire Service in February 2018 and will be reviewed by the School’s Health & Safety Co-ordinator annually.
- The Headteacher and Governing Body are responsible for undertaking and reviewing emergency plans, including bomb threats/explosion/floods/intruders or dogs in playground etc.
- Procedures for dealing with the worst foreseeable contingency can be found in the Critical Incident Plan.
- The Headteacher and H&S Committee is responsible for checking and updating the Fire Evacuation Notices
- The School has a contract with Chubb Fire Ltd who inspects and maintains fire extinguishers annually after which a Certificate of Conformity is issued.
- Training is completed bi-annually in the use of fire equipment via online learning.
- HT and office staff responsible for calling the emergency services and co-ordinating the evacuation.
- Teaching staff to check registers, office staff take registers, visitor book and staff register. Headteacher to clear main building, staff to clear classrooms.
- Senior teacher to deputise in her absence.
- The cleaner in charge is responsible for the regular testing of the fire alarms and emergency lighting and records are kept in the Premises Monitoring File in the school office (or the School Business Manager in her absence).

- The School has a contract with Firesafe Ltd who regularly inspects and maintains the fire alarm system.
- What are 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. Local community centre caretaker to inform cleaner in charge (both within 1 mile of building) then senior staff contacted.

### 3.11 First Aid and Medication

#### First Aid

WCC Handbook of Safety Information, p. 2.12 - 2.13 is available on Children's Services Portal under Health & Safety Library.

- First Aider details are displayed on the H&S Notice board in the staff room and also in the school kitchen.
- The School Business Manager is responsible for checking when staff require refresher training
- First aid kits are kept in secure lockers in the conservatory.
- Key First Aider is responsible for checking and restocking the first aid kits
- The School Business Manager will summon an ambulance and the Headteacher/Senior teacher will decide who will accompany a child to hospital (if parent or legal guardian is not available)
- All teachers can administer medication with written consent from parents as long as the medication is prescribed by a GP/Hospital and has a label confirming child's name and dosage.
- All medication that is administered is recorded in a book kept in the First Aid lockers, and two members of staff sign the record.
- Staff have had training in the administration of epi-pens and epilepsy awareness and this is updated by School Business Manager.
- Medication is stored in the office fridge and the first aid lockers eg. Inhalers for asthma
- If any pupils with special requirements are on display in staff room and there is a list in registers.
- Pupils take their inhalers/special medication when off site eg. School trip and this forms part of the risk assessment

### 3.12 Health and Safety Advice

The School has obtained competent health and safety advice from WCC School Health and Safety team.

### 3.13 Information dissemination procedure

#### Employees

- Staff are informed about all of the existing information held on the site through the school handbook, staff notice boards and at staff meetings.
- Staff sign at the start of the academic year to show that they have read and understand this information.
- These documents are on display in the staff room.
- The staff handbook is available for temporary staff
- The School Business Manager /Headteacher updates the staff handbook annually.

#### Pupils

- Teachers ensure that pupils are made aware of existing and new health and safety information.

#### Visitors / contractors

- Office staff 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)
- Information will be disseminated in a variety of ways including evacuation procedures printed on back of visitors badge and on display in main corridor, verbally, and through the Asbestos Register.

#### Governors

- The Headteacher and Health & Safety Governor will ensure that governors are informed of any existing and new health and safety information during termly Governors meetings.

### 3.14 Lettings/Shared use of premises/Extended Services (Limited lettings currently)

- The School Business Manager is responsible for discussing and agreeing health and safety arrangements
- A written lettings agreement / is a policy in place, signed by the hirer and the schools should hold a copy
- Restrictions on use of equipment
- Staffing requirements
- First aid provision
- Fire and emergency arrangements
- Standard operating procedures
- Who is responsible for agreeing to and overseeing school fetes and other fund raising events
- Emergency lighting availability
- The Headteacher is responsible for 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.)
- The Headteacher is responsible for checking risk assessments
- Security arrangements
- Insurance cover

### 3.15 Lone working and Personal Safety

WCC Guidance for All: Lone working is available on Children's Services Portal under Health & Safety Library.

- Lone Working is limited to caretaker, cleaner, School Business Manager, Headteacher and teaching staff. Personal safety awareness information is discussed with staff annually
- Safe working practices/rules for staff who work alone are discussed annually
- Contact arrangements updated annually and prior to holiday periods.
- Risk assessments are carried out and shared with staff, and are retained in the School Office.

### 3.16 Maintenance/Inspection of equipment

The following equipment checks are carried out:

- PAT testing for portable appliances – annually by external contractor
- Hard Wiring testing – 5 yearly by contractor via PR Associates
- Sports/PE equipment – annually by external contractor
- Outdoor play equipment – annually by contractor via PR Associates
- Microwave – annually by contractor via PR Associates (when PAT testing done)



- Security alarm – contract with Crimestop, regular maintenance and inspections carried out
- Fire alarm – contract with Firesafe, regular maintenance and inspections carried out
- Fire extinguishers - contract with Chubb Fire, regular maintenance and inspections carried out
- Fire alarm call points and emergency lighting checks are carried out regularly by the Caretaker/ School Business Manager (in line with Fire Risk Assessment)
- Stepladders reviewed by Caretaker/School Business Manager
- Records of all checks are kept in the School Office

### 3.17 Manual handling

Caretaker, cleaner and lunchtime supervisors have received Manual Handling training via online system and identify risk assessments.

### 3.18 Monitoring Arrangements

- Headteacher, Premises Governor and School Business Manager will carry out premises walkaround/health and safety inspections termly and report to FFP Committee.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher 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 /Health & Safety Co-ordinator/ School Business Manager.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### 3.19 Offsite and Educational Visits

The School's Offsite Visit Manual contains guidance and is kept in the school office.

- The Headteacher and Miss Gilmour have both attended training for the school's Educational Visits Co-ordinator (EVC) role.
- All other teaching staff and teaching assistants have received Educational Visit Leader training (EVL) most recently done November 2021
- Teaching staff will carry out risk assessments and file the risk assessments in the school office before the activity
- Approval is sought from the Local Authority if the visit involves a journey of more than 50 miles, or involves a residential or overnight stay. Details are uploaded to the Evolve System online for approval by WCC.
- Parental consent is obtained prior to any visit.
- Emergency arrangements, supervision requirements, First Aid Provision etc are organised by the staff leading the visit.
- The need for a 'plan B' if the activity cannot be carried out.

### 3.20 Outdoor Play Equipment

WCC Handbook of Safety Information, pp. 2.65 - 2.67 is available on Children's Services Portal under Health & Safety Library.

- The three large wooden items of play equipment were installed in August 2012 by Playdale and the work was inspected and signed off by WCC Health & Safety team. Details of the works/specification is held in the school office.
- The tyre play park was installed by Tyre Play Systems Ltd in July 2010 and is inspected annually by contractor via PR Associates
- All outdoor play equipment is inspected annually by approved contractor via PR Associates who has the required accreditation and records kept in the school office.
- The cleaner in charge will carry out the daily visual inspections

### 3.21 PE equipment

- Large PE equipment (wall bars, benches etc) is inspected annually by approved contractor via PR Associates who has the required accreditation and records are kept in the school office.
- The PE coordinator inspects smaller items of equipment for PE.
- PE Co-ordinator ensures that teaching staff set out the equipment. This is risk assessed as part of the planning process, especially if using pupils.
- The Association for Physical Education (afPE) guidance on safe use of the equipment be followed/adopted published.
- School PE policy.

### 3.22 Pond

- Forest School leader and school staff
- Unauthorised access will be prevented by height of fencing and padlocked gate.
- Two warning signs are displayed – one on the gate into the conservation area, and one on the fence immediately in front of the pond.
- The school will prevent against infections by ensuring that all visitors to the pond area (staff and pupils) wash their hands thoroughly after visits to the conservation area.
- Risk Assessment – is completed as part of the Forest school working practice.

### 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, Health & Safety Co-ordinator and the Governors are responsible for ensuring risk assessments are undertaken
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- Risk assessments are carried out by staff who sign and date the assessment together with the Health & Safety Co-ordinator.
- Arrangements for undertaking special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems),
- Risk assessments are reviewed annually.
- Risk assessments are kept in a file in the school office.
- The school supports the need to share all risk assessments with the relevant staff they affect.
- Staff are instructed to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

### 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

- The school has a contract with a grounds maintenance company who maintain the school playing fields including regular mowing, and weed control.
- The cleaner in charge will carry out daily visual inspections

### 3.26 Staff Consultation / Trade Unions

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

- The Health & safety committee meets termly as part of the Finance, Premises and Personnel Committee, and associated terms of reference
- Staff raise issues of concern and make suggestions for health and safety improvements to the Headteacher or at weekly staff meetings.
- The Headteacher will be responsible for informing and consulting “in good time” with trade union health and safety representatives on:
- The Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site and the appointment of competent persons on site who will be trained to comply with health and safety requirements. Risks to employee's health and safety and preventative measures. Planning and organising of health and safety training. Introduction of new technology and health and safety consequences.
- Where Trade Union health and safety information is displayed along with safety representative information will be displayed in the staff room.
- The health and safety law poster is situated on the notice board in the kitchen.

### 3.27 Stress and Staff Wellbeing

The Headteacher has an open door policy and is available for staff to discuss any problems.

The Governors have an open door policy and are available for the Headteacher to discuss any problems.

There is also a staff governor representative.

- If further help and support is required the school buys in the support of the W.C.C. Human Resources support, which can provide specialist advice.
- Members of staff may also seek the support of their Union
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Procedures to obtain health advice, counseling etc. for employees e.g. referral to Occupational Health Service are referred to in our Staff Absence policy.
- Expectant mothers encouraged to report as soon as possible so that support and risks can be assessed. We have general staff rooms available e.g. staff room, rest rooms etc.

### 3.28 Swimming lessons (Public Pool)

Please refer to the Off Site Activities Manual.

- Swimming lessons take place at Droitwich Leisure Centre

- Children are split into 4 ability groups of approximately 8-9 children with one teacher per group.
- Swimming instruction is the responsibility of the Leisure Centre.
- Staff are there to support the safety of the children; that they behave appropriately as for any off visit. A minimum of 2 staff accompany the children.
- All safety equipment is the responsibility of the pool, run by Wychavon Leisure.
- Normal operating and emergency operating procedures in place and staff need to be aware of these procedures at the first session.

### 3.29 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 briefings
- The Headteachers responsible for establishing minimum health and safety competencies for certain roles (e.g. cleaner-in-charge, teaching and support staff.
- Training records are kept on the school MIS Scholarpack
- The Headteacher/ School Business Manager is responsible for ensuring staff undertake refresher training.

### 3.30 Vehicles on Site/car park arrangements

- The School Business Manager is responsible for management of vehicles on site.
- Vehicles pull in at the front of the school and the driver must access the school office, no vehicle is admitted onto the site unless it is safe to do so. Vehicles are only permitted at certain times, when pupils are in classrooms.
- Parent's vehicles – parents are encouraged to use the community centre car park at the rear of the school. They are responsible for their vehicle and the safety of their child. A small charge is made for the upkeep of the car park. The school is then accessed by a gate and safe pathway.

### 3.31 Violence to Staff / School Security

WCC Handbook of Safety Information p 2.94 - 2.96. and WCC Lone working and personal safety are all available on Children's Services Portal under Health & Safety Library.

- The site is secured with visitor access control on main gate, and by coded lock on the gate from the village hall carpark. Once on site, the buildings are secured with three coded keypads, one on mobile block, one on children entrance and one in the visitor lobby.
- All visitors are required to sign in at the school office and have credentials checked before entering school.

### 3.32 Water Hygiene

WCC Legionnaires and Water Hygiene Policy is available on Children's Services Portal under Health & Safety Library. The School also has its own Legionella Management Plan

- The caretaker is responsible for carrying out water hygiene/temperature checks (or by the School Business manager in her absence).
- Recording of water hygiene/temperature checks/flushing are kept in the Legionella Site Logbook in the school office as provided by Macol Consulting Ltd in June 2020.
- Site arrangements – unused water outlets are flushed through on a weekly basis if not in regular use.

### 3.33 Work Experience Pupils

- The Headteacher gives the induction and the School Business Manager carries out the risk assessment and vetting checks.
- Procedures for visitors are carried out.
- Pupils are supervised whilst on site and by the class teacher and support staff.

### 3.34 Working at Height

- Specialist training required for staff using equipment such as e.g. for ladders.
- Staff using the equipment are expected to wear appropriate clothing /footwear.
- Contractors are expected to use and be responsible for their own equipment

Please Note:

All individual employees have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. In addition, it is their duty to cooperate with their employer or any other persons having a duty or requirements imposed on him/her by the Health and Safety at Work Act.