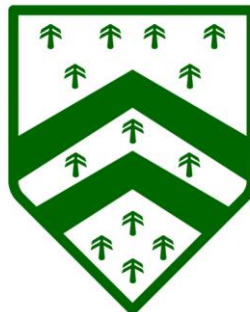


Health and safety policy arrangements for Bishop's Tachbrook CE Primary School



Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community & voluntary controlled schools, community special schools and maintained nursery schools.

The school uses the [WCC Health and Safety Policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC Health and Safety Policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

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

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs School specific procedures and documents can be located in the School Office.

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

For further information and advice on any aspect of health and safety in school, contact the Head Teacher Andy Brettell or the Deputy Head Teacher, Claire Pepin.

Health and Safety School Statement of Intent

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

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

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

Headteacher's signature:

Chair of Governors signature:

Andy Brettell
Headteacher

Rob Griffith
Vice Chair of Governors
H&S Governor

Jane Everett
Chair of Governors

Date: January 2017

Review date of arrangements: January 2018

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accident and Incident Reporting	<ul style="list-style-type: none"> • All accidents recorded in school office 'Accident book' • Copies of major and more serious incidents sent to WCC (inc those that fall under RIDDOR- as in the separate WCC reporting procedure- these are sent to: accidentreport@warwickshire.gov.uk) • Parents/Carers are informed by TEXT (minor) or telephone(urgent) of accidents • The Head Teacher is responsible for any actions required to prevent a recurrence where an accident or a trend in accidents occurs • The Governing Body monitors accidents on a termly basis via the HT report to Gobs to identify any trends. The H&S Governor sees the accident book on his H&S walk with HT 	<ul style="list-style-type: none"> • Mr Griffith
Asbestos and Water Hygiene Management	<p>ASBESTOS</p> <ul style="list-style-type: none"> • Bishop's Tachbrook CE Primary has adopted the WCC asbestos policy kept in ORANGE file in Office and the ATLAS is used. • All contractors are to sign the asbestos register. • All concerns to be reported immediately to Head Teacher/Deputy/Bursar <p>WATER HYGIENE</p> <ul style="list-style-type: none"> • BTSchool follow the WCC Legionnaires and water hygiene policy • Water hygiene Logbook kept in school office • Caretaker is responsible for monitoring WCC on site. 	<ul style="list-style-type: none"> • Mr Brettell • Mrs Pepin • Mrs Wyatt • Mr Hanson
COSHH MANAGEMENT	<ul style="list-style-type: none"> • Bishop's Tachbrook CE Primary has adopted the WCC COSHH Policy • Policy is in school office in ORANGE FOLDER , maintained by Head teacher • All COSHH purchases are by caretaker • All COSHH items stored away from sources of heat • Procedures following spillage or escape are in the emergency 	<ul style="list-style-type: none"> • Mr Brettell • Mr Hanson

	evacuation policy	
DSE (Display Screen Equipment)	<ul style="list-style-type: none"> All staff classified as DSE users are trained in their safe use during their induction and refreshed every 3 years. Checklist for DSE equipment, training guide and staff training questionnaires kept in ORANGE FOLDER in Office DSE Quick Guides displayed beside DSE regular users workstations. Head Teacher will arrange for any problems related to DSE to be resolved 	<ul style="list-style-type: none"> Mr Brettell
Educational /Offsite visits and trips	<ul style="list-style-type: none"> Refer to Offsite activities manual Mrs Pepin is BT EVC All trips need to be approved by Head Teacher before booking All staff organising a trip must undertake a risk assessment and discuss this with Head Teacher. Completed risk assessments in RED RISK folder in Head's Office 	<ul style="list-style-type: none"> Mrs Pepin Mr Brettell
Defect Reporting	<ul style="list-style-type: none"> All staff are encouraged to report any minor defects at the weekly briefing meeting under H&S standing item. Any such defects to be noted in staffroom 'Defects Book' Any major hazards causing immediate risk of harm must be reported immediately to the Bursar or Head Teacher. Caretaker will review book and report back to staff when defect is resolved H&S Governor will view defect book on H&S inspection walks. H&S Governor inspection walks at least annually with HT to visually identify using photos any defects and pass to caretaker (minor remedial actions) or Bursar (defects requiring contractor) 	<ul style="list-style-type: none"> Mr Hanson All staff Rob Griffith Mr Brettell Mrs Pepin Mrs Wyatt
Electricity at work	<ul style="list-style-type: none"> All hardwired equipment checked by competent contractor (Property Resources) every 5 years. PAT Testing on portable appliances carried out as per WCC Policy and 240v plugs stickered accordingly. Caretaker responsible for daily visual checks around school. 	<ul style="list-style-type: none"> Mr Hanson
Fire Safety including testing of alarms and evacuation procedures	<ul style="list-style-type: none"> Fire alarms are tested weekly by caretaker (using a different call point) Fire drill carried out each term by Head Teacher Outcome of Fire Drill reported to Governors and SMT 	<ul style="list-style-type: none"> Mr Hanson Mr Brettell Mrs Pepin

	<ul style="list-style-type: none"> Any necessary actions to improve safe evacuation shared with all staff at weekly briefings (minutes kept in staffroom) Emergency Evacuation Procedures held in school office 	
First Aid/Medical	<ul style="list-style-type: none"> FIRST AID First Aiders List with photos displayed in Office and around school 12 members of staff are First Aiders (mostly MMS and TA's) First Aid kits are kept in School Office (and small kitchen) for easy playtime access Ice packs are kept in freezer in small kitchen, ice pack sleeves in drawer. These are taken to playtime/ lunchtime in rucsacs for administering minor first aid for minor bumps asap. MMS return playground accident report to Office at 1.30pm for texts to be sent for any minor head bumps. The Office keep a record of texts sent on their PC and can check that texts have been received by parent/ carer phone. If necessary, Office staff will call 999 If parent/ carer not at school before ambulance arrives, member of SMT will accompany child to hospital. MEDICAL Medication is stored in school office or staffroom fridge (if appropriate) A signed parent consent form is used All staff are aware of Epi Pen and suitable training is provided by Compass. Member of staff administering medicine to sign and document forms kept in Office medication file at time of medication. 	<ul style="list-style-type: none"> Mrs Lloyd, Ms Mundy Mrs Wyatt Mrs Blowey Mr Brettell Mrs Pepin Mrs White Mrs Power Mrs Rhodes
Housekeeping, Cleaning and waste disposal	<ul style="list-style-type: none"> During wet floor spot mopping or wet floor cleaning, a sign will be put up Caretaker, cleaning staff or WCC kitchen staff Caretaker will dispose of any sharp, glass or dangerous waste. Caretaker responsible for stocktaking grit to be used for icy work and snow Office staff to reorder grit from ESPO on caretaker's request when stock low. 	<ul style="list-style-type: none"> Mr Hanson MrThain Ms Mundy WCC Kitchen Staff Mr Hanson Mrs Blowey
Information Sharing to all stakeholders	<p>EMPLOYEES</p> <ul style="list-style-type: none"> All staff have been trained on and sign the H&S Policy H&S is a regular weekly agenda item and rolling cycle for training H&S Policy kept in ORANGE FILE in Office Staff sign safety, safeguarding documents (The Big 5) School bursar 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin Mrs Wyatt

	<p>responsible for keeping this record</p> <p>PUPILS</p> <ul style="list-style-type: none"> Made aware through assemblies, road safety (JRSO info) and SEAL topic within PHSE and assemblies delivered by Deputy Head <p>PARENTS/CARERS</p> <ul style="list-style-type: none"> Protocol for occasional (bad weather/emergency) closures shared regularly in newsletters each Autumn term. Urgent info on unexpected closures <p>VISITORS/ CONTRACTORS</p> <ul style="list-style-type: none"> Office staff responsible for asking all visitors to sign in, note safety info on signing in badge system, and inform them of any H&S issues/arrangements which may affect their visit, including any asbestos on site issues for contractors. <p>GOVERNORS</p> <ul style="list-style-type: none"> Head Teacher will keep Govs briefed in termly reports about H&S issues (Vice Chair) will be the governor responsibility for H&S H&S will be standing item for Resources GOvs Cttee agenda H&S will be monitored through regular walkarounds at least annually, termly meetings and audits. <p>TRADE UNIONS</p> <ul style="list-style-type: none"> Mr Brettell will ensure TU H&S reps are informed of any H&S new information 	<ul style="list-style-type: none"> Mrs Pepin Mrs Blowey Mrs Wetherhill Mrs Wyatt Mr Griffith
Inspection and Testing of machinery	<ul style="list-style-type: none"> Records of machinery (eg Boiler) that requires inspection or testing are kept by County. PE Equipment, fire alarm and smoke detection , emergency lighting, fire extinguishers are checked annually, recorded in the Green file and confirmed by Caretaker, H&S manager (Head Teacher) and Bursar. These records are seen by H&S governor on annual walkabout 	<ul style="list-style-type: none"> Mr Hanson Mr Griffith Mr Brettell Mrs Wyatt Mr Griffith
Lettings and shared premises use	<ul style="list-style-type: none"> Head Teacher is responsible for checking H&S arrangements for lettings A written copy of the lettings agreement is kept in the school office There are restrictions on the use of equipment For Fire & Emergency, school evacuation routes and assembly points and procedures are followed by hirer. Site manager and Bursar responsible for checking Risk assessments Hirers declare their own public liability insurance, school office to keep a copy. 	<ul style="list-style-type: none"> Mr Brettell Mr Hanson Mrs Wyatt
Management of contractors	<ul style="list-style-type: none"> Contractors have induction to safe working arrangements Contractors must sign in at front office 	<ul style="list-style-type: none"> Office staff

	<ul style="list-style-type: none"> Method statement and Risk assessment to be seen before work commences 	
Manual Handling	<ul style="list-style-type: none"> All staff have Manual handling CPD Staff to develop their own Classroom Risk assessments as appropriate for any special activities Staff using saws or glue guns as part of their classroom work also note this and date this in Art Stock room list. Policy in ORANGE H&S folder in Office 	<ul style="list-style-type: none"> All staff
Outdoor play Equipment	<ul style="list-style-type: none"> Inspected daily by caretaker Inspected termly by contractor- records kept in Head Teacher's file 	<ul style="list-style-type: none"> Mr Hanson
PE Equipment	<ul style="list-style-type: none"> Annual Inspection , records kept in Head Teacher's file All staff to carry out visual check pre use BT School follows the Association for PE guidance 	<ul style="list-style-type: none"> All staff Mrs Potter (PE)
Personal Safety and Lone working	<ul style="list-style-type: none"> Personal safety training given to all staff on induction and refreshed every two years Policy in ORANGE FOLDER In school office Safe working rules for staff working alone Lone working is discouraged and limited to caretaker or Head Teacher as necessary. Risk assessments for Lone working carried out and kept in RED RISK file 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin All staff
Risk Assessments and Workplace Inspections	<ul style="list-style-type: none"> All completed risk assessments are checked by Mr Brettell and kept in RED RISK file in HT's Office. Blanks and an exemplar are stored in Shared area/R/Risk Teacher leading event/trip ensures that ALL staff and adults (eg TA's/ volunteers) must sign the Risk (p3) Assessment and a copy to be given to each adult PLUS a copy to HT RED file preferably ONE WEEK before event but always 24hrs before event Staff are responsible for the risk assessment and daily H&S visual checks in their own classrooms. H&S Governor is responsible with the Head Teacher for annual H&S On H&S walks, HSE Classroom checklist may be used 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin (EVC) Teacher responsible All staff Rob Griffith
Safety Glass/Glazing Risk assessment	<ul style="list-style-type: none"> Carried out by Property Services and kept in Office File (H&S) 	<ul style="list-style-type: none"> Mrs Wyatt
Stress and well being	<ul style="list-style-type: none"> Policy for stress management kept in ORANGE FILE in Office (Managing Resilience WCC 2015) Annual Performance management questionnaire and discussion attends to factors that may impact on well being Any concerns about well-being of staff reported to Deputy Head or Head 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin

	<ul style="list-style-type: none"> Teacher by any staff concerned. Staff are reminded of this at regular briefings 	
Swimming lessons	<ul style="list-style-type: none"> Refer to off site activities manual Takes place at St Nicholas park baths 2 adults at poolside plus lifeguard and swimming teacher Pool is responsible for lifesaving and lifesaving equipment 	<ul style="list-style-type: none"> St Nicholas' Baths staff 1xTA, 1xTeacher
Training and Refresher Training in Health and Safety	<ul style="list-style-type: none"> Mr Brettell, Mrs Pepin and Mr Hanson are responsible for establishing minimum Health and Safety competencies for certain activities (eg: working at height, use of hazardous substances, use of Display Screen Equipment (DSE). Mr Brettell is responsible for all new staff briefings and induction Induction checklists (BTmaster copy) in ORANGE H&S file and completed checklists filed in staff files in HT Office. Mr Brettell is responsible for establishing minimum Health and Safety competencies for certain roles (eg: Caretaker, cleaning staff, teacher responsible for Art/DT etc). Training records are kept in GREEN FILE Mrs Wyatt is responsible for ensuring staff undertake refresher training. 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin Mr Hanson Mrs Dixon Mrs Wyatt
Transporting children on trips	<ul style="list-style-type: none"> Parents/ carers give consent (updated annually) for local trips (walking) All staff who transport pupils have MOT, Full license and insurance for business. Parents/ carers give permission each time when staff transport their children 	<ul style="list-style-type: none">
Travel on daily bus to Warwick Gates at 3.15	<ul style="list-style-type: none"> Pupils muster in Learning Zone where names are checked on 'bus list' by bus chaperone (employed by Ridley's coaches) Pupils exit the building via front door entering bus parked directly outside On occasion if this is not possible (eg local Traffic hazard) two additional school staff will put on Hi Viz (kept in staff room adjacent to front door) and lead children safely along Kingsley road to or from the bus. Chaperone on bus (employee of bus company) checks every pupil has seatbelt on before bus departs and reports to Head or Deputy Head Teacher if ever pupil behaviour is a H&S issue. List of 'bus pupils' kept in Office and maintained up to date by office staff 	<ul style="list-style-type: none"> Mrs Lloyd Ridley's Coaches Mr Brettell Mrs Pepin Mrs Wyatt Mrs Blowey Mrs Wetherhill
Tree Safety	<ul style="list-style-type: none"> WCC Forestry are kept informed of any tree issues and undertake also a three yearly tree inspection 	<ul style="list-style-type: none"> WCC Forestry: Jason Tombs
Work Experience	<ul style="list-style-type: none"> Head or Deputy Head Teacher will carry out induction and risk assessment Mrs Pepin will monitor and supervise whilst on site Any H&S issues with trainees/student/ work experience to be reported by 	<ul style="list-style-type: none"> Mr Brettell Mrs Pepin Mrs Pepin

	teachers to Head Teacher or Deputy Head Teacher.	<ul style="list-style-type: none"> • All staff
Working at height	<ul style="list-style-type: none"> • Step ladders in caretaker cupboard and stock room (art) • All staff will carry out visual inspection pre use • Caretaker will carry out annual inspection of ladders and steps • Completed Risk assessments kept in RED RISK file in Head teacher office • Blank Risk assessments are in Shared/R./Risk • Staff using equipment or working at height to ensure appropriate footwear and clothing worn • Pupils are not allowed to use ladder or steps 	<ul style="list-style-type: none"> • All staff • Mr Hanson