

Health and safety policy arrangements for Wheelwright Lane 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 head teachers 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 Health and Safety Folders

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 or Business Manager

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.

Head teacher's signature:

Chair of Governors signature:

Name

Head teacher

Date:

Review date of arrangements:

Name

Chair of Governors

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent. *The school currently obtains additional sources of health and safety advice and guidance from WES Safety and Premises Service.*

The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the WCC Corporate Health, Safety and Wellbeing Service.

Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health, safety & wellbeing in school. Other areas can be included where relevant. Where other separate health and safety procedures and written documents are already in place, these can simply be used alongside these arrangements. There is no need or requirement for procedures to be recorded again in this document.

- *Induction and training of staff*
- *Communicating health and safety information to staff including consultation arrangements*
- *Implementing WCC health and safety policies and standards*
- *Carrying out risk assessments*
- *Recording, reporting & investigating accidents*
- *Off-site trips and visits*
- *Procedures for dealing with emergencies*
- *First aid and supporting medical needs*
- *Using display screen equipment*
- *Occupational health services and management of wellbeing & work-related stress*
- *Monitoring health and safety in school including defects & workplace inspections*
- *School security*
- *Personal safety including lone working & managing violence & aggression*
- *Procedures for physical intervention*
- *Manual handling & people handling*
- *Managing slips, trips & falls*
- *Managing vehicle movements*
- *Selecting and managing contractors on-site*
- *Management of asbestos / water hygiene*
- *Working at height*
- *Control of hazardous substances*
- *Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, pottery, local exhaust ventilation, pressure systems, gas appliances, lifting equipment & glazing safety*
- *Fire safety including testing of alarms and evacuation procedures*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accident reporting, recording and investigation	<p>All serious accidents that occur on the site should be notified to Head teacher who will record the information on a County Council accident form. The School Secretary will forward the details immediately or as soon as possible to WCC Corporate Health, Safety and Wellbeing Service.</p> <p>All minor accidents should be recorded in the minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.</p> <p>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 Head teacher is responsible for conducting 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).</p> <p>The governing body monitor accidents to identify and monitor any trends</p>	C Browne, Head teacher
Bullying and Harassment	<p>Refer to WCC bullying and harassment procedures.</p> <p>Details of procedures can be found in the School Anti-Bullying Policy including names of other employees responsible for offering informal and confidential advice.</p>	C Browne, Head teacher
Child Protection	Refer to WCC child protection policy.	<p>C Browne, Head teacher</p> <p>J Essex, Deputy Head</p>
Contractors (Management Of)	<p>WCC 'The Safe Management of Contractors' Policy is kept in the Health and Safety Folder</p> <p>The appointed responsible person to manage the contractors and their relevant qualification or competency is the Head teacher and Caretaker who have completed the WCC Safe Management of Contractors Course.</p> <p>In most cases Contractors are selected through Property Services support</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>

	<p>Pre-contract meetings for induction of contractors to exchange information and agree safe working arrangements are held with Property Services, Head teacher and Caretaker</p> <p>Property Services is responsible for checking method statements and risk assessments prior to commencement of work</p> <p>Staff should report concerns to the Head teacher</p>	
<p>Contractors (Management Of Asbestos)</p>	<p>Copies of The WCC Asbestos Management Policy and procedures are kept in the Health and Safety Folder in the main office and in the caretaker's room.</p> <p>Up to date information regarding asbestos is found on the ATLAS Database. This system is referred to prior to any intrusive work being carried out by a contractor, member of staff or other.</p> <p>Up to date information from ATLAS is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the asbestos information.</p> <p>It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.</p> <p>For further guidance refer to WCC asbestos policy or contact Property Resources for advice.</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>
<p>Contractors and Visitors on Site</p>	<p>Caretaker or Head teacher will monitor contractors as they arrive on site. They will be expected to produce a DBS certificate, wear an ID badge and sign in and out.</p> <p>The Office Manager and caretaker or Head teacher will inform them of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)</p>	<p>C Browne, Head teacher</p>
<p>Control of substances hazardous to health (COSHH) –including radiation and compressed gases</p>	<p>The WCC COSHH policy is kept in the Health and Safety Folder in the main office and copy in the Caretakers office</p> <p>Less hazardous alternative substances are purchased and used wherever possible.</p> <p>The caretaker maintains the COSHH file and COSHH inspection audit is undertaken by WCC</p> <p>Purchasing Policy – the caretaker purchases COSHH products and the Head teacher</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p> <p>W Wadsworth, Caretaker</p>

	<p>authorises all purchases.</p> <p>All COSHH materials have a data sheet.</p> <p>Risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.</p> <p>The caretaker is responsible for safe storage of the COSHH products</p> <p>All staff are made aware of how to identify COSHH materials through Health and Safety training</p> <p>Instructions for labelling decanted substances are provided in Health and safety inspections</p> <p>Personal Protective Equipment and training in their use is provided as required.</p> <p>Hazardous substances are stored in the locked caretaker's room.</p> <p>Water courses are checked regularly to protect from contamination. Emergency evacuation procedures as for fire.</p> <p>Disposal procedures for waste, as laid down in COSHH regulations to approved sites.</p>	
<p>Defect reporting procedures</p>	<p>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.</p> <p>Any member of the school staff who discovers any defect shall write in the Defects book, held in the Staff Room and Main Office</p> <p>The report shall then be passed to the Caretaker <i>who</i> is responsible for ensuring that the defect is rectified.</p> <p>The Caretaker will take the necessary steps to:</p> <ul style="list-style-type: none"> a) have the defect rectified, within a reasonable period of time, and record the details . b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use. 	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>

	<p>If the defect is likely to affect the 'normal' running of the school the Head teacher shall inform the LA and Governing Body.</p> <p>Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered in the book.</p> <p>In order to monitor the action that has been taken and / or any delays in work being carried out, the book shall be checked weekly by the Head teacher and a report produced at termly intervals at the Governors meeting, at which recent defects should be identified and outstanding works discussed.</p> <p>The Head teacher monitors that the defect has been rectified.</p>	
Display screen equipment (DSE)	<p>Refer to WCC DSE Policy and associated guides</p> <p>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.</p> <p>Data projector health and safety guidelines must be displayed, and adhered to, in every classroom and the IT suite.</p> <p>Risk assessments for all staff members using a display screen workstation or laptop have been completed and will be reviewed at least annually or sooner if changes to equipment or location occur.</p> <p>The ICT Technician will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, Caretaker</p>
Electricity at work	<p>Refer to WCC Health and Safety Electrical Testing Policy - Fixed Electrical Installations & Portable Electrical Equipment.</p> <p>All hardwired equipment is checked every 5 years by Property Resources</p> <p>The Head teacher is responsible for ensuring the hardwiring checks are carried out</p> <p>Portable appliances are tested annually and tested (PAT) by Private company</p>	<p>C Browne, Head teacher</p>

	<p>All staff / hirers / donated equipment is tested before use</p> <p>PAT registers are kept in the main office</p> <p>All defective items are removed or repaired</p> <p>Stage lighting is checked annually</p> <p>To report defective equipment refer to Defect reporting Procedures Section</p>	
Extended Services	<p>Breakfast and After School Club are run by a private Ofsted inspected provider</p> <p>The provider is responsible for ensuring Health and Safety Plans are in place and DBS checks for all members of staff</p> <p>The Head teacher is responsible for checking policies and DBS checks are in place</p> <p>After school clubs are usually run by members of staff</p> <p>After school sports are run by local private provider who are all DBS checked.</p>	C Browne, Head teacher
Fire Precautions and Emergency Plans	<p>Refer to WCC Fire Safety Management Policy, Arrangements and associated guides and School's BEEP</p> <p>The SBM and Head teacher with LA support are responsible for and reviewing the fire risk assessment and emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.</p> <p>Procedures for dealing with the worst foreseeable contingency are in the Fire Safety Folder</p> <p>In an emergency the fire alarm will sound and the Office Manager will contact the emergency service. In the event of the Office Manager being absent, the Head teacher will do this.</p> <p>The emergency evacuation point is located on the playground.</p> <p>The Office Manager takes the class lists, absence sheets, visitor's book and Children taken out of school book to evacuation point.</p> <p>Testing and servicing of fire extinguishers, alarm and emergency lighting is carried out through annual contract and 6 monthly for the</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, SBM</p>

	<p>emergency lights.</p> <p>The Fire Log Book is maintained by the caretaker weekly.</p> <p>The fire alarms are tested weekly from a different call point by the caretaker.</p> <p>There are fire notices in each room.</p> <p>Fire evacuation drills are held termly and detailed in the Fire Log Book</p> <p>Children needing assistance, including wheelchair users, will be evacuated after able-bodied children, in line with their Personal Emergency Evacuation Plan.</p> <p>The caretaker SBM are responsible for inspection and maintenance of fire exits/escape routes and for checking and updating the Fire Evacuation Notices</p> <p>LA is responsible for regular inspections and maintenance of fire extinguishers. They are inspected by a competent person annually</p> <p>Staff will receive yearly fire awareness training.</p> <p>Hirers and third parties made aware of fire escape routes, placement of fire extinguishers and assembly points.</p> <p>Sensitive areas are kept locked and secure e.g. roof space, caretaker's room.</p>	
<p>First Aid and Medication</p>	<p>Refer to WCC Health and Safety First Aid at Work Policy</p> <p>First Aid</p> <p>Any qualified First Aider / appointed person may administer First Aid.</p> <p>Minor grazes etc. will be recorded in the accident book and dealt with by Midday Supervisors or staff member – judgement will be made as to whether a First Aider is needed.</p> <p>If a judgement on an injury is needed then only a First Aider will make the judgement – they are qualified to do so.</p> <p>If a Teacher or TA is unable to leave the class then a 'runner' will be sent to the office and Office Manager will arrange for a member of staff to go to the class in order for the child to be seen by a First Aider.</p>	<p>C Browne, Head teacher</p>

	<p>The First Aid kits are kept in the Office and the Resources Room.</p> <p>All bumped heads will be recorded in the accident book and a discussion with parents/carers at collection time.</p> <p>The Office Manager is responsible for checking / replenishing stock.</p> <p>A list of trained staff is located in the Resources Room and the school is aware of the need to renew every 3 years.</p> <p>The secretary summons ambulance and Head teacher accompanies children to hospital</p> <p>The Head teacher will provide cover in the case of absence.</p> <p>Emergency First Aid At Work training will be undertaken by a staff member</p> <p>Medication</p> <p>Refer to Warwickshire Schools Health Directory and Warwickshire Early Years Health Directory and the School's Supporting Pupils with Medical Conditions Policy in Statutory Folder in Head Office.</p> <p>The Office Manager will oversee the taking of a measured dose of medication only on receipt of written parental consent.</p> <p>All medication is kept labelled in the Office and the taking of any medication is documented.</p> <p>Medication that needs to be kept in a fridge will be clearly labelled and stored in the staffroom fridge and given back to pupils at the end of the day.</p> <p>The member of staff should sign to say they have given dose.</p> <p>Inhalers are kept in the classroom and taken to PE lessons and school trips</p> <p>All staff are trained to administer Epipen and epilepsy medication in an emergency.</p> <p>Epipens, and emergency staff medication, are labelled and kept in the staffroom. They are taken out on school trips.</p>	
<p>Glass and Glazing</p>	<p>A risk assessment has been carried out for all glazing to ensure glazing complies with current</p>	<p>C Browne, Head teacher</p>

	<p>safety standards. All low level glazing i.e. below 800mm, glazing in doors and high-risk glazing is toughened or laminated glass complying with or has been fitted with safety film. All broken glazing is to be repaired immediately.</p>	
<p>Housekeeping, cleaning & waste disposal</p>	<p>To ensure premises are kept clean, and to minimise accumulation of rubbish, premises are cleaned after use each working day by cleaning staff.</p> <p>Wet floor cleaning is carried out last thing, when minimum persons on site with use of warning signs to minimise risks of slips.</p> <p>Caretaker removes leaves from drains and gutters and monthly checks are carried out</p> <p>Glass and other sharp objects are boxed, sealed and marked with a warning.</p> <p>In snow and icy conditions snow is cleared and area salted on pathways, car park, playgrounds and areas of potential danger. Users are alerted to which areas are treated. Head teacher will make decision to let children outside in icy conditions.</p> <p>All external waste bins are chained and locked.</p> <p>Disposal of hazardous waste such as fluorescent tubes and computers etc. to approved sites.</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>
<p>Information dissemination procedure</p>	<p>Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:</p> <p>Employees</p> <p>Staff are informed about all of the existing information held on the site through annual review of the Health and Safety Policy</p> <p>Staff sign to state they have received, read and understood the information as an appendix to the policy</p> <p>The documents are kept in the Health and Safety file in the Main Office</p> <p>A reference to the information is included in the staff handbook and the head teacher updates the Staff handbook annually</p> <p>New information is disseminated at staff</p>	<p>C Browne, Head teacher</p>

	<p>meetings on a need to know basis</p> <p>Pupils</p> <p>It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.</p> <p>This will be done in lessons or assemblies on a need to know basis.</p> <p>Visitors / contractors</p> <p>The Head teacher or Office Manager ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)</p> <p>The information will be disseminated through appropriate H&S leaflets, verbally etc.</p> <p>Governors</p> <p>The Head teacher informs governors of any existing and new health and safety information through her termly report</p> <p>Trade unions</p> <p>The Head teacher will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on Trade Unions)</p>	
<p>Jewellery</p>	<p>The staff handbook sets out the school policy on wearing earrings and other jewellery</p> <p>The only jewellery that children are permitted to wear is watches and one pair of stud earrings for children with pierced ears. Watches should be removed for PE and given to the class teacher. All children should remove stud earrings or cover them with tape before P.E. Younger pupils are discouraged from wearing earrings on P.E. days. Children wearing the Sikh Kara (bangle) will tape their Kara to their arm for P.E.</p> <p>Those going swimming will not be allowed to participate unless studs are removed.</p>	<p>C Browne, Head teacher</p>
<p>Lettings/shared use of premises/extended schools</p>	<p>The governing body and HT are responsible for discussing and agreeing health and safety arrangements</p> <p>The lettings policy states:</p>	<p>C Browne, Head teacher</p>

	<p>Restrictions on use of equipment. Staffing requirements. First aid provision Fire and emergency arrangements</p> <p>The HT and Parents Association are responsible for agreeing to and overseeing school fetes and other fund raising event</p> <p>Emergency lighting is checked regularly by caretaker. The P/A is responsible for applying for public entertainment licences. The HT is responsible for checking risk assessments The caretaker oversees security arrangements. The SBM ensures appropriate insurance cover is in place.</p>	
Lifting equipment (including lifts and hoists)	<p>Refer to the WCC Lifting Operations & Lifting Equipment Regulations (LOLER) Policy</p> <p>No lifting equipment is currently used on site.</p>	C Browne, Head teacher
Lone working and Personal Safety	<p>Refer to WCC Personal Safety policy and working safely guidelines on Lone working, Violence and Aggression and travel.</p> <p>LA and County Guidelines are followed</p> <p>Lone Working is limited to caretaker and members of teaching staff (always speak to the HT about accessing premises on your own).</p> <p>The caretaker has a mobile phone, number displayed on door for deliveries during lone working time in holidays. Mobile number reset to ensure security.</p>	C Browne, Head teacher
Maintenance/Inspection of equipment	<p>Equipment requiring periodic inspection/examination/ testing includes: ladders and steps, PE equipment, fire alarm, emergency lighting, fire extinguishers, stage lighting, electrical equipment, water</p> <p>Checks are carried out annually for all equipment. The caretaker tests fire alarms weekly. Records are kept by the Office Manager in the main office.</p>	C Browne, Head teacher
Manual & people handling	<p>Refer to WCC Health and Safety Manual Handling Policy and Guidance for Children Handling.</p>	C Browne, Head teacher

	<p>The caretaker moves any heavy deliveries of furniture etc. using a trolley.</p> <p>The caretaker carries out the Risk Assessment for manual handling and has received training in the last 12 months.</p> <p>Staff are aware of guidelines through Health and Safety training.</p> <p>Staff are trained by IDS for handling of specific pupils.</p> <p>Staff are trained to use restraint procedures as in the 'Team Teach' approach.</p>	
Monitoring Arrangements	<p>WES Safety & premises, Governors, Caretaker, Management Team, will carry out health and safety inspections. WES inspect annually, governors annually, caretaker weekly and SMT on a need to know basis</p> <p>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.</p> <p>The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:</p> <p>The governors will call for annual/termly reports on accidents / incidents;</p> <ul style="list-style-type: none"> • results of internal or external health and safety inspections; • maintenance reports; • complaints, hazards and defects reports; and • reviews of any procedures carried out by the Head Teacher / site manager / SBM <p>To aid 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.</p>	<p>C Browne, Head teacher</p> <p>H/S Governor</p>
Offsite and Educational Visits	<p>The Offsite Visit Manual is kept in the Head teacher's office.</p> <p>The Deputy Head is the school's EVC.</p>	<p>C Browne, Head teacher</p> <p>J Essex, Deputy Head</p>

	<p>When planning a school trip the guidelines in the Manual are followed and pre-site visits are carried out as necessary.</p> <p>Class teachers who are planning off-site visits carry out risk assessments and record risk assessments before the activity. All accompanying adults must read and sign to say that they are aware of risks and processes. Completed RAs are kept by the HT as a record of staff experience.</p> <p>Approval is sought from governors and LA for residential visits</p> <p>Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are all itemised in the Offsite Visits Manual and followed by staff.</p> <p>A 'plan B' will be in place in case the activity cannot be carried out.</p> <p>Mobile phone numbers of staff are on the risk assessment and a copy is left in school.</p>	
Outdoor Play Equipment	<p>Refer to relevant sections of the WCC Health and Safety Standards in Schools document for Outdoor Play Equipment.</p> <p>Outdoor Play Equipment is currently out of bounds and awaiting to be removed</p> <p>Outdoor play equipment is wooden and situated on KS2 field adjacent to the playground and in the Reception outdoor area. It was supplied and installed by Fenland Leisure Products/George Taylor: Play and Leisure Advisory Service</p> <p>All outdoor play is inspected 3 times per year through an LA contract. One of these visits is by an independent contractor.</p> <p>The caretaker inspects the equipment daily to make sure that protective netting is securely around the equipment</p> <p>When the equipment is in use (seasonal) the reception class teacher or mid-day supervisors or before/after school responsible person will check the equipment is safe to use.</p> <p>Suitable footwear must be worn when using this equipment.</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth. SBM</p>
PE equipment	<p>Refer to Association for Physical Education and School Sport guidance.</p>	<p>C Browne, Head teacher</p>

	<p>PE equipment is inspected annually through the LA contract and repairs completed.</p> <p>AFPE guidance for setting out and use of equipment is adapted through the PE Co-ordinator who trains Class Teachers and Teaching Assistants</p> <p>The P.E. policy is written with the involvement of all teaching staff and reviewed bi-annually.</p>	W Wadsworth, SBM
School Pond	<p>The school pond is situated on the perimeter fence at the side of the building next to the community room and after school club</p> <p>It is surrounded by a fence and padlocked gate</p> <p>Key is kept in the Main Office</p> <p>The pond has a plastic safety mesh</p> <p>There are no trip hazards near the pond edge</p> <p>A sign is visible signalling there is a pond so visitors are aware</p> <p>Classes or groups using the area must be supervised at all times</p> <p>At least two adults should accompany the children at all times</p> <p>A risk assessment is held centrally and children are given verbal instructions prior to using the area ie: not drinking the water</p> <p>Staff will follow schools first aid procedure</p> <p>The pond will be checked monthly by the Science Leader</p> <p>Gardening club will assist in the maintenance of the area</p> <p>All incidents or near misses must be recorded on the Local Authority Accident report form.</p>	C Browne, Head teacher
Risk Assessments	<p>Refer to WCC Health and Safety Risk Assessment Policy and Guidance.</p> <p>Risk assessments are carried out for all foreseeable hazards.</p> <p>The Head teacher is responsible for ensuring RA's are undertaken</p> <p>The Head teacher ensures staff are trained to carry out Risk assessments</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, SBM</p>

	<p>Special RA's (such as for staff who are pregnant or who have health problems), are carried out by the Head teacher with LA advice.</p> <p>Risk Assessments are reviewed annually</p> <p>Risk assessments are kept in the Health and Safety Folder and on the One Drive</p> <p>All risk assessments are shared with staff via the One Drive</p> <p>Every off-site visit is risk assessed.</p>	
School security	<p>Refer to the WCC Security Policy, Arrangements and Procedures</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, SBM</p>
Smoking	<p>WCC Corporate Smoke Free Workplace Policy was adopted by governors in 2007.</p> <p>The school is a no smoking site in all areas. All lettings are advised of this.</p>	<p>C Browne, Head teacher</p>
Sports pitches / playing fields	<p>LA maintains the area.</p> <p>The caretaker carries out regular visual inspections.</p> <p>All sand pits are covered to prevent animal fouling</p>	<p>C Browne, Head teacher</p>
Staff Consultation / Trade Unions	<p>The general policy statement at beginning of health and safety policy</p> <p>Health & safety meetings occur yearly between head teacher and H/S governor and terms of reference,</p> <p>Staff raise issues of concern and make suggestions for health and safety improvements in staff meeting or as need arises</p> <p>The health and safety law poster is situated in the Resources Room</p> <p>The WCC unions can be contacted if required by the school through WES</p>	<p>C Browne, Head teacher</p>
Stress and Staff Wellbeing	<p>Refer to WCC Health and Safety Management</p>	<p>C Browne, Head teacher</p>

	<p>of Work-Related Stress & Wellbeing Policy & Managers Guide. The LA Stress policy provides advice and good practice and sets out:</p> <p>Procedures there are in place to support staff</p> <p>Who anyone experiencing problems should refer to the Head teacher</p> <p>There is a confidential helpline that staff can ring 08000562561</p> <p>Teachernet also offers confidential advice</p> <p>The Head teacher will carry out a generic stress risk assessment</p> <p>The Head teacher will carry out individual stress risk assessments as necessary</p> <p>Health advice, counselling etc. for employees is obtained through referral to Occupational Health Service</p> <p>Expectant mothers are encouraged to report as soon as possible</p> <p>A suitable risk assessment (PEEP) carried out and reviewed constantly</p> <p>There will be a room available for nursing mothers</p> <p>Facilities available, e.g. staff room, rest room etc.</p>	W Wadsworth, SBM
<p>Swimming Lessons</p>	<p>Refer to relevant sections of the WCC Health and Safety Standards in Schools document and Association for Physical Education and School Sport guidance</p> <p>Swimming lessons take place at neighbouring Exhall Grange Special school</p> <p>A specialist swimming teacher employed at Exhall Grange provides lifesaving cover</p> <p>Exhall Grange School ensure swimming teacher is fully trained and that training is up to date</p> <p>Wheelwright Lane T/As assist pool side with teaching if confident and do not require training</p> <p>Children are supervised by T/As and volunteer parents from this school</p> <p>The swimming teacher relays safety messages at the start of every lesson for T/As and children</p> <p>Life Saving equipment is poolside. Exhall</p>	C Browne, Head teacher

	Grange staff are responsible for checking it is free from defects.	
Training and Development related to Health and Safety	<p>The Head teacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of VDU's)</p> <p>The SBM is responsible for new staff inductions and briefings</p> <p>The Head teacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)</p> <p>Training records are kept in the Health and Safety File in the Main Office</p> <p>The Head teacher is responsible for ensuring staff undertake refresher training</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, SBM</p>
Vehicles on Site/car park arrangements	<p>The Head teacher is responsible for management of vehicles on site</p> <p>The main school gates are kept closed at all times. Pedestrian access is via a separate entrance. Delivery drivers are expected to open and close the main gates as they arrive and leave the premises.</p> <p style="text-align: center;">•</p>	<p>C Browne, Head teacher</p>
Violence to Staff / School Security	<p>Refer to WCC Health and Safety Personal Safety Policy and Working Safely Guides for Managing Violence and Aggression.</p> <p>Rules for maintaining site security include: keeping all outside doors closed, controlling visitor access, signing in arrangements.</p> <p>The Head teacher and Office Manager are at greater risk of injury</p> <p>Special Training can be supplied as required for staff from WCC.</p> <p>All staff are required to report all incidents of verbal & physical violence straight away to the Head teacher who will record all incidents</p> <p>Risk assessment will be carried out as required and if staff are aware of any hazards e.g. face to face confrontation during parents evenings</p>	<p>C Browne, Head teacher</p> <p>W Wadsworth, SBM</p>

<p>Water Hygiene</p>	<p>The WCC Legionnaires and Water Hygiene Policy is adhered to.</p> <p>The water hygiene log book is kept in the Caretakers Office</p> <p>The Caretaker is responsible for carrying out water hygiene sampling</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>
<p>Work experience pupils</p>	<p>Refer to WCC Work Experience Placements within School – Health and Safety Managers Guide.</p> <p>The Deputy Head teacher will give the induction</p> <p>The Deputy Head teacher will carry out the risk assessment</p> <p>They will be monitored / supervised whilst on site by the Deputy Head teacher as mentor</p>	<p>C Browne, Head teacher</p> <p>J Essex, Deputy Head</p>
<p>Working at Height</p>	<p>Refer to WCC Health and Safety Work at Height Policy and Guides</p> <p>Ladders are kept in the caretaker's cupboard and stockroom. The longest ladders are kept in the resources room. Step-stools are kept in KS1 classrooms to assist access to shelves in class stock cupboards</p> <p>Annual ladder inspections are carried out by competent companies.</p> <p>Caretaker and other users carry out pre use checks.</p> <p>The Caretaker will carry out risk assessments. The Head teacher will ensure staff are aware of the risk assessments</p> <p>There are no restrictions on staff using steps and ladders providing guidelines are followed</p> <p>LA provides training for staff.</p> <p>Pupils may use low level step ladders under adult supervision</p> <p>Contractors must supply and use their own equipment. School equipment may not be used by outside contractors.</p>	<p>C Browne, Head teacher</p> <p>A Lynch, Caretaker</p>