






## Community Primary School

### Health and Safety Policy

Prepared by	Statutory Policy?	Date Governor approval given	Date for Review
A Casson SBM	Yes	6.10.25	6.10.26

Agreed/Ratified by:	Signature	Date
Chair of Governors		28/11/25
Health and Safety Governor		28.11.2025
Head teacher		28/11/2025

### History of Policy Review and Changes

Date	Page	Details of Change	Amended by	To be ratified
7.8.25		review	SBM	
22.3.22	Pt3.3	Refer to OIC handbook for CDM regs as advised by WCC H and S	SBM	
30.10.23		Review AC /SBM		
22.10.24		Reviewed and updated	SBM	

# **A Guide to Writing your School Health & Safety Policy with Arrangements**

This guidance is for Head Teachers, Governors, Business Managers, School Managers or anyone who is helping to write a school health and safety policy including the arrangements section.

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The Statement (Section 1)

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**Fort Royal Community Primary School and Nursery**

**HEALTH and SAFETY POLICY With ARRANGEMENTS**

## **1. THE STATEMENT**

## 1.1 General Requirements

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

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

Agreed/Ratified by:	Signature	Date
Chair of Governors		
Health and Safety Governor		
Head teacher		

## 1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

## 1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will 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.

## 1.4 The Role of the Local Authority



The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

### **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

### **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992 as amended,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

### **1.7 Acknowledging Responsibility**

**The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In practice this will be the Chair of Governors and the Headteacher.**

**A copy of the Statement (not the whole policy) should be posted in a prominent place in the school. Ideally the entrance hall is the ideal place.**

**A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy.** This can easily be done by including it the Staff Handbook, making it available on the school internal intranet system, hard copy on the H&S notice board or boards. If this is not practicable, the whole policy must be freely available at any time and the Statement should specify where it can be seen by staff. **School to keep a record of the fact that staff have received the policy by a signature and date.**

## **2. THE ORGANISATION**

### **2.1**

### **2.2 Employer's Responsibilities**

Worcestershire County Council (in Community or Controlled schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at FRCPS School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

### **2.3 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- 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 WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

### **2.4 Head Teacher's Responsibilities**

The Headteacher is responsible for:



- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

**(NB. Any major property problems should be notified to the school's allocated Property Agent and H&S Advisor in the first instance.)**

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Phase Leaders** are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.

- b) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- c) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
  - 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) for example manual handling and Team Teach.
- e) ensuring that necessary personal protective equipment (i.e. 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 (e.g. 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 (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.) with the support of others in school as required.

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

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

**2.7 The Sites and Buildings Manager / Caretaker / Cleaner in Charge** is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. noncontract 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 (e.g. safety data sheets to allow COSHH assessments to be carried out).

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

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

j) The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

#### **2.8 The First Aider / Appointed Person is responsible for:**

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

Each first aider is responsible for entering first aid incidents onto the medical portal and informing the SBM and SLT team verbally of those requiring hospital treatment.

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

Safety representatives have the right to:

a) Carry out termly inspections of the premises and submit a written report to the headteacher.

b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.

c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.

d) Represent the staff / union membership on school safety committees.

e) Receive such training as may be necessary for them to perform their duties.

#### **2.10 Catering / Kitchen Manager (if employed by the school) is responsible for:**



- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.



### **3. THE ARRANGEMENTS**

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**
- 3.2 Accident reporting, recording and investigation**
- 3.3 Contractors (Management of)**
- 3.4 Contractors (Management of Asbestos)**
- 3.5 Contractors and visitors on site**
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- 3.39 Working at Height**

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

- *Arrangements for wet floor cleaning to minimise risks of slips, when cleaning is required the procedure is to use a mop, placing yellow warning signs in the area and removing them once dry. A wet vacuum is available if required for large spillages, ask the site manager for assistance.*
- *Means of disposing of glass and other sharp objects, there are sharps bins available, large glass breakages will be cleared by the Site team, wrapped securely and placed in the skip.*
- *Arrangements for snow shifting and icy conditions, please see snow clearance risk assessment.*
- *Scheduled clearances of leaves take place, advise the site team of areas requiring additional clearance.*
- *Arrangements for security/location of external waste bins.*
- *Specialist Fluorescent tubes disposal takes place and computers etc by arrangement.*

### 3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Senior Leadership Team (SLT) who will ensure a record is made of the information via the Worcestershire County Council accident/incident reporting system (My Cority)

All minor accidents should be recorded on My Cority. 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 made secure and cordoned off until an investigation has been done. The SLT and SBM are 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) Please also refer to the CDM section in the officer in charge handbook

- The Site manager is the responsible person to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- *Contractors are selected, through recommendation from partner company with which the school has SLA and validated recommendation.*
- Arrangements for induction of contractors to exchange information and agree safe working arrangements.
- The site manager will check method statements and risk assessments prior to commencement of work
- Staff should report concerns to the Site Manager, SBM or member of SLT at the earliest.
- The site manager will always ensure adequate segregation of construction workers and pupils, provision for adequate day to day communication between school and contractors



- The site manager will discuss provision of adequate facilities and communications for contractors prior to works commencing.

### 3.4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from your WCC H&S Advisor and Property Agent.

### 3.5 Contractors and Visitors on Site

Arrival on site

- *All visitors will sign in on the Inventory system on arrival, reception staff will monitor and ensure visitors are wearing a Fort Royal lanyard and id badge, everyone must sign out on leaving. They will advise the member of staff to come and collect any visitor.*
- *Visitors are informed of fire procedures, first aid information is on the rear of their lanyard and asbestos information provided to those deemed to require it by site manager.*

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

- Less hazardous alternative substances are purchased and used wherever possible.
- The site manager maintains the COSHH file in the site office.
- Purchasing Policy – only those who require it and are trained purchase COSHH products, the school avoids purchasing them where possible.
- All COSHH materials got a safety data sheet.
- Risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Those who request COSHH products are responsible for safe storage.
- Please see the end of this document for some examples of COSHH symbols, if in any doubt at all please seek advice from the site manager and do not use the item.
- If staff who are not trained request COSHH materials from the site team they will be trained to recognise them and any requirements.
- The data sheet specifies the provision and instruction on the use of specific Personal Protective Equipment, the Safe storage and transportation of hazardous substances and the emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them. Plus, the disposal procedures for waste, unwanted or spilt substances.
- Class staff should not purchase items requiring COSHH documents.

### 3.7 Defect reporting procedures

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

The school uses an online support logbook for ICT and maintenance to report defects this is assigned to either the caretakers or ICT team to review.

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 logbook enables job completion to be notified to those who raise them.
- A report is produced for governors at regular intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified, and outstanding works discussed.

### **3.8 Display screen equipment (DSE)**

In accordance with the Display Screen Regulations:

- 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 (undertaken via the My Cority portal -
- SBM/ICT will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- If anybody feels they need a review or have not had one , they should speak to their line manager.

### **3.9 Electricity at work**

- All hardwired equipment is checked every 5 years and arranged by the site manager, hydro is checked annually.
- Portable appliances are tested (PAT) every 12 months including stage lighting by an external company.
- If the premises are let out – the lease agreement advises hirers to not use their own equipment.
- All staff are advised that only new equipment should be brought into school or they should be tested before use.
- The site manager retains the PAT registers.
- All defective items removed or repaired.
- See 3.7 for reporting defects.

### **3.10 Fire Precautions and Emergency Plans**

- The site manager with support of the SBM and in conjunction with others in SLT as required will review the fire risk assessment completed by a contractor, plus the emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- Procedures for dealing with the worst foreseeable contingency (see emergency plan/ critical incident and ERICS), the offside emergency assembly point is St Johns Ambulance car park on the left as you exit the school drive.
- Emergency evacuation drills, including staff with special responsibilities and frequencies of drills take place at least termly assembly points, etc. Notices are displayed in each room of assembly points and routes.
- All staff are responsible for maintaining the fire exits/escape routes.
- The site manager checks and updates the Fire Evacuation Notices.



- The site manager is responsible for regular inspections and maintenance of fire extinguishers and they are inspected by a competent person every year.
- Online fire training is completed annually and fire marshalls training is to be carried out every 3 years.
- Any adult identifying a fire is responsible for calling the emergency services and when they have evacuated they will inform a member of SLT who will be co-ordinating the evacuation. All fire marshalls will be wearing High-vis jackets to be identified by staff and emergency services.
- The office take registers etc.
- Another member of the office team would deputise.
- The site manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in their office (fire precautions manual).
- External contractors carry out the six-monthly inspections and maintenance of the systems.
- Hirers may be in school outside of the school week or term time, if so they should contact the emergency services for assistance and should make contact with someone from the school who will co-ordinate.

### **3.11 First Aid and Medication**

#### **First Aid**

- First aiders are identified in red on all telephone lists.
- First aiders undertake training and complete refresher training as required.
- SLT responsible for first-aiders checks when staff requires refresher training.
- First aid kits are kept by each first aider and in specified locations such as the staff room, office, buses, pool.
- They are checked and restocked by a nominated first-aider.
- Arrangements are made with SLT for who accompanies children to hospital (if parent or legal guardian is not available), the SLT will support with summoning an ambulance.
- The school has a reasonable number of first aiders and therefore does not require cover arrangements for absence.

#### **Medication**

See managing medications and medications in special schools' policy.

### **3.12 Health and Safety Advice**

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

### **3.13 Information dissemination procedure**

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

#### **Employees**

- Staff are informed about all of the existing information held on the site through induction, staff handbook, specific risk assessments, manual handling training and health and safety policy.



- they sign to state they have received, read and understood the induction and other aspects of their training.
- The records are kept in and by those in that area.
- The staff handbook is updated as required.
- New information is disseminated via emails and briefings.
- Team briefings are minuted.

### **Pupils**

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

- As and where appropriate on an individual pupil basis.

### **Visitors / contractors**

See 3.5

### **Governors**

- See 3.5, they are also advised at relevant Governor meetings of any new health and safety information.

### **Trade unions**

- The Trade Union health and safety representative attends the health and safety committee meetings.

## **3.15 Lettings/Shared use of premises/Extended Services**

**The below contents are contained in the Lettings Policy- NA at present**

- Who 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 school holds 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.
- Who is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- Who is responsible for checking risk assessments?
- Security arrangements.
- Insurance cover.

## **3.16 Lifting equipment (including lifts and hoists)**

See Manual Handling policy

- The site manager arranges servicing and testing of lifting equipment
- Trained members of staff training the staff to use equipment as required.

## **3.17 Lone working and Personal Safety**

See separate policy

### 3.18 Maintenance/Inspection of equipment

Item	When	Who	Additional	Recorded by/In
Lifting equipment ( Hoist)	6 monthly	External contractor	Lola inspection required	Site office
Passenger lift	Bi-monthly	External contractor	Lola bi-annual inspection	
Kitchen				
Fire alarm	See 3.10			
PE equipment	annual	Contract inspection		
Ladders and steps	Monthly inspection			
Kitchen extraction	Annual Service			
AHU pool	Annual servicing for plant and dosing system.	External contractor		

### 3.19 Manual handling

See separate policy

### 3.20 Minibuses

- These are operated in line with the Local Authority Minibus Guidelines, including the license requirements, time limits and training required.
- Those certified by the Local Authority may drive the bus.
- The emergency procedure should the bus break down, is to call the number in the vehicle and call school to advise of an incident and gain support.
- First aid and fire extinguisher are provided on the bus.
- The bus will be serviced / MOT carried out as required by the site manager.
- Driver pre-visual checks procedures are recorded inline with guidance and these are retained in the site office.
- The driver completes and undertakes checks on the minibuses when driving.
- Pupil supervision is provided by those on the bus.

### 3.21 Monitoring Arrangements

List:

- Health and safety inspections are carried out by; WCC Health and Safety school team, Governors, Site Managers, Management Team, Trade Union health and Safety representative etc on a varying basis.

Health and safety inspection are carried out by the Local authority.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters.  
Monitoring will be carried out in a number of ways:

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

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

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

### **3.22 Noise at Work**

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a concern regarding this please advise a member of SLT.

### **3.23 Offsite and Educational Visits**

Please see the Offsite Visit Manual.

- The school ensures they have an Educational Visits Co-ordinator (EVC) please ask phase leader for details
- Head teacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Requirements when planning school trip, the school reviews trips against a risk benefit analysis.
- The risk benefit analysis is reviewed by a member of SLT and EVS trained leader.
- Risk assessments are completed by class teachers.
- Approval may be required from, EVC will advise and on when to notify Local Authority.
- Emergency arrangements; in the case of emergency, those on the trip call the designated member of staff in school to support, parental authorisation gained through standard letter, supervision requirements based on the risk benefit assessment, First Aid Provision part of risk benefit assessment.
- The need for a 'plan B' if the activity cannot be carried out.- activity would not take place.
- Offsite Insurance is taken through the RPA.

### **3.24 Outdoor Play Equipment**

- The Equipment is varied and has been supplied and installed by external contractors. The inspection records and equipment specifications are kept by the site team.
- It is formally inspected annually.
- Class staff carry out the daily visual inspections as they are present and report and action any issues identified.
- The playground inspector carries out and records weekly checks and also monthly checks retained in the site office.
- Risk Assessment are carried out for use of equipment as and when they are used and tailored to the child.



### **3.25 PE equipment, this is planned as part of class activities**

### **3.26 Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Equipment is procured through regular supplier.
- Guidance is provided when issued and by the nurse in certain situations.

### **3.27 Pond (if applicable)**

- The area is always well supervised.
- Unauthorised access be prevented through secure fastenings.
- Risk Assessments carried out in individual situations as required.
- Maintenance is conducted by the site team and external contractors.

### **3.28 Risk Assessments**

- The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The headteacher is responsible for ensuring risk assessments are undertaken via the responsible persons, such as DHT, SBM, site manager and others who are trained.
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- A relevant person carries out the risk assessments and the risk assessor to sign and date it as well as the responsible person.
- Arrangements for new and expectant Mothers or care plans for those who have health problems will be carried out by a member of SLT.
- Periodic review of risk assessments are carried out as required.
- Kept on file or in personnel folder.
- All risk assessments are shared with the relevant staff they effect.
- Staff sign and date so show they have read and understood each risk assessment that is relevant to their duties.

Every off-site visit should be risk assessed

### **3.29 Smoking**

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

### **3.30 Sports pitches / playing fields**

- These are maintained by external contractors.
- Class staff carry out visual inspections when in an area.
- Animals foul in the bark under the fort, this is removed when identified.

### **3.31 Staff Consultation / Trade Unions**

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

- Health & safety committee meetings will take place at least once each term.
- Staff raise issues of concern and make suggestions for health and safety improvements in various ways e.g. team briefings, suggestion schemes, trade union involvement, direct to a member of SLT.
- Those required will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site 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
- Health and safety information is displayed on a notice board.
- The health and safety law poster is situated on the health and safety notice board in the staffroom.

### **3.32 Stress and Staff Wellbeing**

#### **The school has a separate wellbeing policy**

- The school has a contract with a support helpline in place to support staff plus support from SLT. Details publicised in school.
- Anyone experiencing problems should refer to their line manager/phase leader.
- They will provide support on an individual basis.
- The confidential helpline that staff can ring is publicised within the school or details available on request.
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- To obtain health advice, counselling etc. Employees can be supported by the helpline or occupational health referral in some cases.
- Expectant mothers are encouraged to report their pregnancy to line manager as soon as possible to enable the completion of relevant Risk Assessments.
- A room will be made available for nursing mothers as required.
- There are general staff facilities available e.g. staff room, rest rooms etc

### **3.33 Swimming lessons (Public Pool)**

- Swimming lessons take place off-site.
- Staffing is provided by school according to need.
- Life saving equipment is provided by the pool and trained life guard present provided by the pool.

### **3.34 Swimming pools / hydrotherapy pool (School's Own)**

Refer to WCC Safe practice in School Swimming 2009

- Who is responsible for the pool safety – See NOP/EAP.
- Water safety is carried out by the Pool plant operator.
- A nominated member of staff has received the National Pool Plant Operators Certificate to make them competent. This is refreshed as required.
- Maximum number of swimmers is 7.
- The pool plant operator is responsible for purchasing chemicals and storage of the chemicals.



- Will staff who supervise the session require a life saving certificate / first aid certificate? -SEE NOP/EAP.
- The normal operating procedures and emergency plans are kept in site office and in the actual pool itself.
- COSHH sheets in plant room and site office.
- The water tests are carried out- when the pool is open it is tested 4 times a day and recorded in the site office. When closed this is twice a day.
- What are the emergency procedures (e.g. how / who will contact the emergency services). How often are they practiced? – SEE NOP/EAP
- Life saving equipment is on poolside.
- Levels of supervision poolside and in changing rooms is established by the lead of the session.
- Conditions of hire to outside organisations; they must adhere to school guidelines.
- First aid provision is from within school when in use for school.

### **3.35 Training and Development related to Health and Safety**

- A member of school with expertise in the area is responsible for establishing minimum health and safety competencies for certain activities, e.g. use of hazardous substances, manual handling, work at height.
- SLT and manual handling co-ordinator are responsible for new staff inductions and briefings
- The most appropriate lead person is responsible for establishing minimum health and safety competencies for certain roles e.g. premises manager, safety co-ordinator, head of phase with specific responsibility.
- Training records kept by the individual in that area, some of these are manual records and others on centralised database.
- The lead person in that areas is responsible for ensuring staff undertakes refresher training.

### **3.36 Vehicles on Site/car park arrangements**

- The site manager responsible for management of vehicles on site.
- There is signage highlighting restrictions on vehicle movements.
- Where possible deliveries are taken outside of drop-off and collection times for pupils.
- Risk assessment has been carried out for site staff when directing traffic.

#### **3.36b Personal vehicles/driving when working**

- Staff to ensure that they adequate and appropriate vehicle insurance when using their personal vehicles for any purpose

### **3.37 Violence to Staff / School Security**

- Site security is maintained through secured gates and a monitored and secured entrance for visitors to school at reception with an 'air-lock system'. All staff and visitors are required to sign in on a digital entry system and wear a colour coded lanyard with their details on.
- An emergency alarm is installed in the general office to protect where intruders may attempt to enter the building.
- Team teach training is provided to for staff to support pupils.
- All staff should report all incidents of verbal & physical violence

A Risk assessment would be carried out for a specific new hazardous circumstances

### **3.38 Water Hygiene**

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book is kept in the site office.



- The site manager is responsible for ensuring water hygiene sampling takes place if required or a concern is identified.
- Site arrangements, toilets are manual flushing, automatic flushing system in men's urinals.
- Air conditioning units are serviced every 6 months.

### 3.39 Work experience pupils

These are agreed and arrangements made with the school , college, university

### 3.40 Working at Height

- Fixed and internal ladders are available. Every class has a step stool.
- Any user should carry out pre-use checks.
- Staff should have completed training to use any ladder or to climb to a higher level, if they have not they should ask for assistance to complete the task or arrange to complete the training.
- Only trained site staff should work at height and use ladders and they will carry out a visual risk assessment. Ensure they use equipment safely and are wearing appropriate clothing / footwear.
- No pupils should work at height.
- Contractors should have their own risk assessment.

Responsible Person	Print Name	Signature	Date

Review Date\_\_\_\_\_

Some of the COSHH symbols

