



Health, Safety and Welfare

Health, Safety and Welfare Policy

1. THE STATEMENT

1.1 General Requirements

The Governors of Blakedown CE Primary School recognise their responsibility under the Health and Safety at Work (HSW) 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	<i>F.Griffith</i>	12.11.25
Health and Safety Governor	<i>C.Rostron</i>	12.11.25
Headteacher	<i>N. Bedford</i>	12.11.25

Next review date: October 2026

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. The H&S Committee consists of HT, Christine Rostron (H&S Governor), Freda Griffith (Chair of Governors) and Rebecca Wide (staff representative).

1.4 The Role of the Local Authority

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

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

1.5 Local Management of Schools and Delegated Funding

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

1.6 Risk Assessment

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

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

1.7 Acknowledging Responsibility

The whole statement is signed by the Chair of Governors and the Head Teacher.

A copy of the Statement (not the whole policy) can be found in the entrance hall by the office and the staffroom noticeboard.

A copy of the statement is given to every employee (both teaching and non-teaching) by law, and the whole policy can be found on the staffroom noticeboard and on the shared area. A record is kept of the fact that staff have received the policy by a signature and date.

2. THE ORGANISATION

- 2.1** This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within Blakedown CE Primary School.

The Local Authority: Worcestershire Local Authority

The Governors of Blakedown CE Primary School

The Head Teacher & School Safety Officer: Helen Beckford-Bond

Subject Leaders: Jon Newbold - PE; Cat Parry- Science; Laura Barnes - Art & DT

Other Teachers and Teaching Assistants

Cleaner in Charge: Fran Tolley

School Office Administrator: Rebecca Wide

School Office Manager: Carys Wheadon

First Aiders: Melanie Chance/Denise Thomas

Lunchtime Supervisors: Hayley Kerfoot

Wrap Leads: Elaine Webb & Gill Pendry

2.2.1 Employer's Responsibilities

The Local Authority:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Blakedown CE Primary 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 updated 2015, unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2.2 Governors' Responsibilities

The Governing Body, through the Head Teacher, 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 and liaising with PR Associates, the RPA and relevant bodies at Worcestershire County Council with regards to the 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 Head Teacher 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 Adviser of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Adviser 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 Place Partnership 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. Rebecca Wide is the staff representative.
- o) Reporting outbreaks of any specified illness to the relevant bodies, as requested - Public Health England.

2.5 Subject Leaders, if applicable and with support of the headteacher, are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Head Teacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary. (CLEAPSS for Science)
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 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 Leaders to the Head Teacher (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 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 Head Teacher (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. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (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 Head Teacher (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 equipment (eg. Boilers).

2.8 School Administrators

- a) Informing the Head Teacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

2.9 The First Aider/Appointed Person is responsible for:

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

2.10 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 Head Teacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Head Teacher (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.

2.11 Innovate Food are responsible for:

- a) Ensuring that all kitchen staff that they provide, receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- b) 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, including adherence to preparation of food with regards to allergies and cross contamination.

- c) 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.

2.12 Visitors are responsible for:

- a) Ensuring that they follow all school policies and procedures shared with them with regards to safe practices whilst on school property, to ensure their own safety and without putting others at risk.
- b) 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 are working.

2.13 Contractors on site are responsible for:

- a) Reporting to the main office on arrival and departure.
- b) Checking and signing all relevant reports linked to the area and issue that they are working within to ensure their safety and the safety of others.
- c) To follow all guidance and procedures and working within the safe limits of the job they have been contracted for.
- 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. PROCEDURE

Refer to Handbook of Safety Information, Section 8 - p. 220 - 223. Need to undertake COSHH risk assessments - Handbook of Safety Information p. 2.17 - 2.

20. Housekeeping, Cleaning & Waste disposal

All staff and Governors are to receive a copy of the Health and Safety Policy and sign to confirm receipt. The school administrator, will inform visitors of the school's health and safety procedures.

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The cleaner in charge will make sure the premises are kept clean, to minimise the accumulation of rubbish. They will ensure wet floor cleaning is done when the children have

left the premises to minimise risk of slips. A 'wet floor' warning sign will be put in place to alert people to the potential danger.

Glass and other sharp objects will be disposed of safely by the cleaner in charge.

The cleaner in charge is to be responsible for the clearance of ice, snow, leaves etc. In the event of snow and or ice, the first priority should be to clear the paths leading to the main entrances for both pupils and staff, before car parks, playgrounds or roadways.

The security/location of external waste bins will be monitored by the cleaner in charge.

Arrangements for the disposal of hazardous waste such as fluorescent tubes and computers will be undertaken by an appropriate company eg an electrical company for fluorescent tubes.

3.2 Accident reporting, recording and investigation

Refer to Handbook of Safety Information, pp. 2.1 - 2.3

All serious accidents that occur on the site, including violence and aggression, should be notified to the head teacher who will record the information via the WCC County Council accident/incident reporting system and in the Accident Book which is stored in the medical room.

Accidents to pupils (assault by another person, fractures or suspected fractures, medical/hospital treatment, head injuries giving rise for concern (e.g. concussion or unconsciousness) and defects in equipment should be recorded on the Cority site via Children's Services Portal. Accidents involving death or very serious injury should be notified to the LA's Health and Safety Adviser immediately by telephone.

Accidents to adults should be reported on the Cority Portal accessed via Children's Services.

All minor accidents should be recorded in the minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The head teacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded in the accident book 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 will be kept for 3 years and 4 months if the accident involves a member of staff, if the accident involves a pupil / student they should be kept until they reach the age of 21 years and 4 months and if the accident involves a

person/ pupil with a cognitive impairment, the records will need to be kept for the duration of the individual's life.

Accidents to pupils - head bumps.

In addition to the information on the Health and Safety checklist, the first aider will issue a note, which the class teacher must hand to the parent at the end of the school day. The parent should sign and return the receipt either at the time or send to the school office the following day. Minor accidents are recorded in school by the first aider issuing first aid and reported to parents and carers at the end of the day. If the first aider has any concerns about an injury to a child, parents and carers are informed immediately.

Accident Investigations

It is important to investigate serious accidents as soon as possible after it has happened. The following guideline should be followed as appropriate:

- Deal with immediate accident first e.g. ensure any medical assistance is provided, make safe any equipment.
- Isolate the accident area
- Take photographs
- Take individual witness statement as soon as possible
- Complete any paper work as soon as possible
- Inform LA
- Investigations should be carried out by the Head Teacher or Senior Teacher.

3.3 Contractors (Management of)

The Head Teacher is responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.

Contractors are selected using the approved contractors provided in the Blue Book from PR Associates and following the guidelines set out by the Local Authority.

The Head teacher will provide induction of contractors to exchange information and agree safe working arrangements including discussion of the school Health and Safety policy. The head teacher will check method statements and risk assessments prior to commencement of work.

In the event of reports/ concerns related to contractors and sub-contractors, staff should report to the Head teacher or the Senior Teacher in their absence.

Contractors are to sign in and out of school on a daily basis and wear a school visitors' badge/lanyard at all times.

In the event that children need to be segregated from contractors, the Head Teacher or senior leader will provide alternative arrangements to ensure children's safety.

The Head Teacher or in their absence the school administrator will be the daily source of communication for outside contractors.

3.4 Contractors (Management of Asbestos)

The Asbestos Register and is kept in the school office and is to be shown to all contractors and handymen prior to work commencing.

Contractors/handymen must sign to state they have seen and understood the relevant sections of the asbestos register. It has to be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

In the event of asbestos being detected, immediately inform the Head Teacher or Deputy Head/Assistant Head in their absence. The Head or Senior Teacher will immediately contact the Corporate Health & Safety Manager and the Diocese. For further guidance, the WCC asbestos policy can be referred to.

3.5 Staff (Awareness of Asbestos)

Staff are made aware of where asbestos is present in school on induction and then on an annual basis at the beginning of the year. This is to ensure that no actions are carried out to disturb areas where asbestos is present and adversely affect the health of themselves or others. During the training, staff are made aware of where the management plan is kept and the need for not disturbing the fabric of the building in any way and what to do if any damage is noticed.

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

Refer to WCC Guidance for all, The Handling, Storage and Use of Hazardous Substances, The Handbook of Safety Information section 10, Chemicals in Schools and COSHH regulations.

When considering the purchase of hazardous substances, less hazardous alternatives are used wherever possible.

The COSHH file is maintained by the cleaner in charge, a copy is kept in the cleaner's cupboard and an additional copy kept in the school administrator's office.

The purchase of COSHH products is authorised by the Head teacher. Safety data sheets are obtained for all COSHH products and kept within the COSHH file. Risk Assessments are carried out for tasks using hazardous substances.

The cleaner in charge, is responsible for the safe storage of these products. The Head Teacher provides staff with access to training on how to identify COSHH materials and their safe use.

All COSHH substances that are decanted must be clearly labelled with the product name. All hazardous substances are stored in a locked cupboard/ shed. Spillages of hazardous substances are cleaned up immediately. The spillage site is isolated until safe. Empty COSHH containers from hazardous substances are disposed of in the outside bins.

3.7 Defect reporting procedures

Any defects should be reported to the office and the details recorded in the defect recording book. The School Administrator, after consultation with the Head Teacher will be responsible for arranging for the defect to be repaired.

Defective equipment will be taken out of use immediately and an 'out of use' label will be displayed on any defective item that cannot be removed.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting/ management committee where recent defects are identified and outstanding works discussed.

3.8 Display Screen Equipment (DSE)

Make reference to the WCC Guidance for All; Display Screen Equipment and the WCC Guidance for All; How to set up your Workstation. The Handbook of Safety Information, p. 2.21 - 2.23.

Staff and pupils should not use computers intensively for long periods. There should be a short change of activity after every 20 - 25 minutes of continuous computer use. Any workstation user (i.e. a worker who has a work station allocated for their sole use) is entitled to a free eyesight test on request (every three years). This will be arranged by the Head Teacher.

The Head Teacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.

3.9 Electricity at work

All electrical equipment is to be sited to avoid trailing leads or other hazards.

All damage, wear or overheating to leads must be reported to the Health and Safety Coordinator.

Portable Electrical Appliance Testing is carried out annually by a suitably qualified person on all equipment. The PAT registers are kept in the school office.

All hardwired equipment is checked (this should be every 5 years by an external competent contractor via WCC Electrical Conditions Survey).

This is the responsibility of the Head Teacher.
(See 3.6 for further guidance).

3.10 Fire precautions and Emergency Plans – see separate plans in Fire Safety Fold

Refer to Handbook of Safety Information, p. 2.39 - 2.44

A set of written regulations for emergency evacuations, including exit points and assembly points. A termly fire drill which is monitored.

- PR Associates advise when fire risk assessments need to be completed. An external provider will complete the fire risk assessment.
- The Fire Risk assessment will be reviewed by the Premises committee annually or if changes to the premises occur.
- The Governing Body will ensure that an emergency plan is maintained and reviewed regularly.
- Fire point checks are carried out by the cleaner in charge weekly and recorded
- The Senior Leadership team is responsible for inspection and maintenance of fire exits/escape routes
- The Senior Leadership team is responsible for checking and updating the Fire Evacuation Notices
- Fire Extinguishers will be annually inspected and maintained by an external provider. Daily visual checks are carried out by the Cleaner in charge each morning
- In line of Fire training is undertaken by all staff annually
- The Senior Leadership Team, including the Office Manager, is responsible for calling the emergency services and co-ordinating the evacuation if required.

- The office administrator is responsible for collecting registers if the fire alarm sounds. Teaching staff are responsible for checking the registers at the fire points.
- The cleaner in charge is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the Health and Safety Fire file in the main school office
- Fire Safe services carries out the six-monthly inspections and maintenance of the systems
- The Headteacher, the deputy and assistant headteacher and the cleaner in charge are the registered key holders.
- All hirers have contact numbers for the cleaner in charge in the event of any emergency and are fully briefed on fire evacuation procedures before the letting commences.

3.11 First Aid and Medication

First Aid

- First Aider details are displayed outside the main office in school and in the medical room.
- First Aiders hold a First Aid at Work certificate
- Selected members of staff hold First Aid including Paediatrics.
- The First Aiders will monitor their own refresher training needs and report to the Headteacher or CPD Lead.
- First Aid kits are kept at the main school office and in the classrooms
- The Appointed First Aid Lead (Melanie Chance) is responsible for checking stocks of first aid supplies in the medical room. Class teachers are responsible for checking first aid stocks in the classrooms and reporting to the Office Manager if stocks are low.
- The school will ensure that sufficient first aiders are trained to ensure cover is available at all times.
- First Aid kits are kept with each first aider and in the medical room. Melanie Chancie is the first aider responsible for checking and restocking the first aid kits.
 - Each class has its own First Aid box with relevant medication such as additional inhalers and Epipens for the children in that class. The box is moved with the children during breaks and P.E. so that the medication is at hand if required. It is stored at all other times out of the reach of children in each teachers locked cupboard.

Medication

- Trained first aiders should administer medication, **if they are happy to do so.**
- Appropriate staff are trained in the use of epi-pen, diabetes support and the use of the Defibrillator.
- Prescription medications are kept in the fridge in the staffroom.
- Prescribed Medication will only be accepted into school with a completed Administration of Medicines form signed by a parent or guardian.
- Medication must be in its original containers and named for the child. All medication given should be documented.
- Over the counter medication will not be administered in school without prior consent from the Head teacher and Lead First Aider.
- Two members of staff should sign to say they have given the dose.

If an ambulance is required, it will be summoned by the Head Teacher or office staff. The children will be accompanied by a first aider in the ambulance to hospital if parents or legal guardians not available.

All staff are encouraged to be first aiders if they wish to undertake the training.

Health Procedures

Gloves - must be worn whenever blood or other bodily fluids are involved. Any waste materials should be sealed in a plastic bag and disposed of as normal. Hands should be washed before the gloves are removed.

Medication - Inhalers and Epipens are kept in the class first aid box (as explained above). No other medicines are to be kept in the classroom with the exception of children with specific Health Care Plans.

Administration of Medicines - in line with local authority advice we can administer prescribed medicines. The medication will be administered by a first-aider. In the case of an Epipen, any staff who have received training in its use can administer it. Medication will be stored in the medicine cupboard in the office unless it requires refrigerating in which case it will be stored in the staffroom fridge.

A signed consent form from parents must be provided in order for medication to be administered. All medicines will be signed in and out by a parent and two members of staff will sign to say that they have given the dose.

Children with acute medical needs are considered separately and should be discussed with the Head teacher. We do not administer non-prescribed medicines such as cough mixtures. Cough sweets and throat pastilles should not be brought into school.

Special Medical Conditions - Health Care Plans are written for those children with special medical conditions

Asthma - Children with inhalers may keep them with them so that they are available at all times. The inhalers should be named and parents should ensure that they are replaced regularly so that the use by date is not exceeded. If the child does not keep them with them, they are stored in the class first aid box. Staff watch and record the use of these.

Stress - The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. In order to manage stress levels staff are provided with adequate and achievable demands in relation to the agreed hours of work; people's skills and abilities are matched to the job demands and jobs are designed to be within the capabilities of employees. Where possible, members of staff are encouraged to develop new skills and CPD is the entitlement of all employees. Any member of staff suffering from stress should be referred to Occupational Health for support and advice. **The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.**

Head Lice - When cases are reported a letter is sent to all pupils in the school with the relevant instructions for treatment. Information of the treatment of head lice is also frequently included in the weekly newsletter.

3.12 Health and Safety Advice

See WCC Health and Safety Advice and Guidance

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 existing information held on site during the induction procedure. Staff sign to say they have received, read and understood the information eg Evacuation plan. The documents are posted on the staff noticeboard and are stored electronically on the shared area.

Health and Safety is a regular feature of staff meetings which are minuted.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information eg through lessons and assemblies.

Visitors/Contractors

The office staff will inform visitors and contractors of any safety arrangements which may affect them during their visit (including any Asbestos on site). The information will be disseminated verbally and by reading information provided by secretary.

Governors

The head teacher will ensure that governors are informed of any existing and new health and safety information. This will be done regularly at Full Governing Body Meetings and Resources meetings.

Trade Unions

The Head teacher will ensure that Trade Union health and safety representative are informed of new health and safety information.

3.14 Lettings/Shared use of premises/Extended Services

Refer to LA lettings policy: "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

- The Office Manager is responsible for discussing and agreeing health and safety arrangements
- A written lettings policy is in place, signed by the hirer and the school holds a copy.
- Restrictions on use of equipment are stated in the lettings agreement
- The Head teacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting is available throughout school
- The Head teacher 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.) except where the PTA are running an event and then the PTA Chair is responsible after discussion with the Headteacher.
- The Safety Officer is responsible for checking risk assessments
 - The Cleaner in charge unlocks school each morning at 7.15 p.m. and locks up at 6.15 p.m. Lettings are dealt with by the Finance Manager as per the lettings agreements.

Alarm codes are kept secure and changed if a breach of this security is suspected.
Insurance cover is provided by QBE Insurance (Europe) Ltd.

3.15 Lone Working and Personal Safety

Full guidance can be found in the Health and Safety information section 39

- Lone Working Procedures should be adhered to at all times (attached) Appendix 4
- The Lone Working Procedures are part of the school's induction process
- Personal safety awareness information is provided/discussed with staff at induction, and reiterated annually at the start of the autumn term
- Risk assessments are carried out.

It is recommended that lone working should be avoided. However, in some circumstances where this is not possible, a risk assessment should be carried out for all lone working to ensure procedures are in place to minimise any risks. This is made available to all members of staff. Staff have access to the LA lone working guidelines. Staff need to inform the head teacher and one other adult if they will be working alone, giving date and times. A risk assessment should be carried out and stored electronically on the shared area.

3.16 Offsite and Educational Visits

See Offsite Visit Manual, which is stored in the school office. The Assistant Head and Headteacher are the school's Educational Visits Co-coordinators (EVC) and the Deputy Headteacher is the deputy EVC.

EVOLVE offsite visit management system is used by visit leaders to set up visit requirements and this information is forwarded onto the school EVC. The EVC monitors requests for visits using EVOLVE.

The Head Teacher sanctions visits once Visit Leader and EVC have completed necessary arrangements and checks. Before a school trip, a pre-visit is recommended but if this is not possible, close liaison with the venue is essential.

The visit leaders should obtain the venues generic risk assessment, to enable them to carry out visit/ children specific risk assessments. These should be signed by the Head Teacher before the visit. All trips and visits will require parental permission, first-aid provision and adequate supervision measures..

Insurance for the trip/visit will be in place.

3.17 Outdoor play equipment

Refer to Handbook of Safety Information, pp. 2.65 - 2.67

- There are various pieces of fixed wooden play equipment in the school grounds which have been professionally installed.
- The equipment is inspected annually by Play Inspections Company. Inspection records are kept in the office.
- The Cleaner in charge performs a daily visual check of the equipment as well as members of staff on duty each day.
- Risk Assessment have been carried out for use of the equipment.

3.18 PE Equipment

School PE equipment is inspected annually to ensure it is fit for purpose by "Play Inspections Company".

In addition staff make visual checks prior to each P.E session involving equipment.

The PE subject leader has carried out generic risk assessments associated with the school equipment and these are made available in both paper and electronic form on the school curriculum server.

The school follows the Association for Physical Education (AfPE) guidance on safe use of the equipment is followed/adopted published 2008; this is referenced in the school PE policy.

3.19 Risk Assessments

This is undertaken by the Health and Safety working party, including the Health and Safety Coordinator, Head Teacher and teachers. The subject coordinators will also be included in the risk assessments for their subject area. Copies of risk assessments are to be kept in the staff room and on the staff curriculum server. Educational visit risk assessments are carried out by visit leaders and are subject to pre-visits.

Risk assessments are verified by the Head Teacher.

- Risk assessments will be carried out 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 Head teacher is responsible for ensuring risk assessments are undertake.
- Risk assessments will be carried out for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- The person who carries out the risk assessments and the risk assessor should sign and date it as well as the responsible person.
- Care plans will be completed for any child with significant medical needs.
- Risk assessments will be reviewed by the Headteacher annually or if changes occur.
- All risk assessments will be shared with the relevant staff they effect.

- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

3.20 Smoking

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

3.21 Sports pitches / playing fields

Maintenance of the grass area and surrounding shrubbery is carried out through contracted landscapers / gardeners. Daily visual inspections and sweeps of the area are carried out by members of staff on playground duty and teachers will complete visual inspections and sweeps prior to PE sessions and Forest School sessions.

3.22 Staff Consultation / Trade Unions

Health and Safety will be a standing item on the agenda of every governing body meeting. Staff can raise issues of concern with the Head Teacher and make suggestions for health and safety improvements at staff meetings and can also record in the 'Problems, Defects and Repairs sheet' kept on the staff notice board.

The Head Teacher will liaise with staff if any risks to employees health and safety arise. The Head teacher 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 who will to comply with health and safety requirements
- Risks to employees health and safety and preventative measures o Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

The health and safety law poster is situated outside the staffroom and on the cleaner-in-charges door.

3.23 Stress and Staff Wellbeing

- Anyone experiencing problems should discuss this initially with the Head teacher who will be able to advise what support is available.
- Individual stress risk assessments may be carried out by referral to the Occupation Health Service.

- Expectant mothers are encouraged to report as soon as possible so that a risk assessment can be undertaken to protect both the mother and the unborn child.
- The staff room provides a quiet area for rest and lunch breaks
- The Governing Body takes its responsibility for the well-being of all staff seriously and are mindful of this when arranging meetings outside of the school day.
- It is important for all staff to understand the importance of maintaining of healthy work/life balance.

3.24 Swimming lessons

School swimming lessons take place at Wyre Forest Swimming Pool. Lessons are planned by the PE teacher and supervised at the pool by the class teacher and at least one class teaching assistant. The pool provides a qualified lifeguard for the duration of the swimming sessions.

Risk assessments for swimming sessions are carried out by the class teacher in conjunction with the school PE subject leader.

3.25 Training and Development Health and Safety Related

The head teacher and governing body are responsible for establishing minimum health and safety competencies for certain activities e.g. use of hazardous substances, manual handling, work at height.

The Head Teacher will organise new staff inductions and briefings and is responsible for establishing minimum health and safety competencies for certain roles (e.g. cleaner in charge).

Training records are kept in the Health and Safety folder which is stored in the head's office. The Head Teacher will ensure refresher training is undertaken.

3.26 Vehicles on site

Parking space is available on the school car park for staff and visitors. On most occasions there are enough spaces, but at busy time this is organized on a first come, first served basis.

A disabled space is available in the staff car park.

Staff try to restrict the movement of vehicles at drop off and pick up times.

Staff use the school car park at their own risk and the school takes no responsibility for damage to any vehicle.

All visitor arrangements for arrival do not usually cross over with beginning and end of day times.

3.27 Violence to Staff /School Security

Refer to Handbook of Safety Information p 2.94 - 2.96. and WCC Lone working and personal safety.

The school takes the safety of its pupils and staff seriously and external doors are shut throughout the day except for drop off and pick up times when staff monitor the doors. The exception to this, are individual classroom doors/emergency exits when the school gates are locked and the class are in situ.

The school has electronic pedestrian and vehicle access. All visitors are required to press the keypad for attention. This alerts office staff who can enquire as to the reason for requirement of access by the visitor and are only given access if they are expected, hence keeping unknown and unexpected visitors out of school property until checks are made. All visitors must report to reception and sign in the visitor book, logging their time of arrival. They wear a visitor badge and on leaving school, visitors should sign out.

The office staff will check the ID of all visitors. A security pad is fitted to the entrance door by the office; office staff have a release button for the door inside the office.

3.28 Water Hygiene

See the WCC Legionnaires and Water Hygiene Policy

The water hygiene log book is kept in the school office. The cleaner in charge is responsible for carrying out water hygiene sampling.

3.29 Work experience pupils

The Assistant and Deputy Head will provide induction for all Work Experience Pupils.

While Work Experience Pupils are on-site they are monitored / supervised by their class teacher / mentor.

3.30 Working at Height

- Step ladders are available in each key stage.
- The Cleaner in charge will carry out annual inspections of all ladders in school and record the findings. Any concerns relating to ladders should be reported immediately to the site manager

- Staff should carry out a visual check of step ladders before they are used. Any cause for concern should be reported immediately to the site manager and the ladder should not be used. The site manager will run training sessions for all staff annually to advise on visual checks.
- The Head teacher will complete risk assessments for the use of all ladders and those relating to staff will be displayed on the Health and Safety board in the staff room.
- Staff should be accompanied during the use of a step ladder.
- The school safety officer/ Headteacher will ensure that staff are properly briefed on the correct clothing/footwear when working at height.
- No pupil should use a step ladder/ladder in this school.
- Contractors will be asked to prove that they have received working at height training before working on school roofs.

3.31 School Uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the Head Teacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE or to cover them with a plaster.

3.32 Health and Safety Checklist (Appendix A)

3.33 Playground Arrangements (Appendix B)

4.0 Monitoring arrangements

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 recognises 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.

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.

APPENDIX A

Health and Safety Checklist

1. **ALL** major accidents, including violence and aggression to be recorded in the Accident Book in the office **Accidents to pupils** (assault by another person, fractures or suspected fractures, medical/hospital treatment, head injuries giving rise for concern (e.g. concussion or unconsciousness) and reported via the Cority Portal.
Accidents involving death or very serious injury should be notified to the LA's Health and Safety Coordinator immediately by telephone.
Accidents to adults should be reported on the Cority Portal.
Minor accidents are recorded in the office and retained as part of the school records.
2. Disposable gloves must be worn when administering first aid when bleeding or any body fluids are involved. Hands should be washed before removing gloves and any waste materials sealed in a plastic bag before being disposed of in the normal way.
3. All employees to bring to notice of Head Teacher any health and safety problems that cannot be dealt with personally. The Head Teacher will record details in the incident book.
4. All staff to display **FIRE EXIT** signs and procedure for evacuating building in classroom.
5. All employees must be aware of **EMERGENCY EVACUATION PROCEDURES**, which is included in the staff handbook.
6. Faulty office electrical equipment should **NOT** be used and should be reported to the Head Teacher immediately and a record made in the incident book.
7. Guards on equipment are **NOT** to be removed and equipment is **NOT** to be used if guard is faulty.
8. Ladders over 3 metres in length must be either: - (a) secured near to upper resting place; (b) at base; or (c) a person to be stationed at foot of ladder when in use. For more information see Working At Height Regulations.
9. A trolley for moving heavy objects is available from the community room.
10. **HANDBOOK OF SAFETY INFORMATION**, giving further information and guidance, is available in the Head Teacher's office for all staff to read. A copy of the school Health and Safety Policy will be found in the Policy folder in the head's office, in the H&S

folder and another in the Policy folder on the staff shared area.

11. **Legal Implications.** The Health and Safety at Work Act 1974 places a general duty and responsibility on **ALL EMPLOYEES** of the Authority. Any employee who behaves in a way which endangers the health or safety of others may be prosecuted.
12. It is the responsibility of all staff to ensure the tidiness of the school in order to avoid accidents.

Blakedown CE Primary School

I have received copies of Blakedown CE Primary School's:

- Health and Safety Policy with Arrangements
- Educational Visits Policy
- Fire Procedures Policy

I have read and will adhere to these policies.

Name (capitals please):

Position:

Signed: Date:

Blakedown CE Primary School

APPENDIX B

Playground Arrangements - Safety Rules

1. Children should walk at all times to the toilets, playgrounds and cloakrooms.
2. Children should be reminded about safety behaviour when small groups are sent unattended to toilets or cloakrooms.
3. The gates should be closed and locked when children are in the playground.
4. No child may be collected from the playground without prior permission from the office/class teacher.
5. Adults entering the playground should be approached and asked their reason for entering the school premises.
6. Minor injuries will be attended to on the playground or in school by qualified first aiders.
7. More serious injuries will be attended to by the qualified first aiders in school. Relevant forms must be completed and class teacher informed.
8. Weather permitting. Children may be permitted to play on the grass when the weather is suitable.
9. Sun hats should be worn in hot weather. The application of sun cream is the responsibility of parents and carers, but reapplication may be necessary in very hot weather.
10. Children may not be permitted to stay in school for any reason unless supervised.
11. During wet playtimes, normal safety rules will apply. Scissors are not to be used.
12. The fixed play equipment area should not be used in wet/damp weather and should only be used at playtime and lunchtime.