



Cleeve Prior CE Primary School

Policy for Health and Safety

Our vision

Our vision is to provide a safe, caring and nurturing environment, where everyone is given opportunities to learn, discover and grow in our changing world. We will live out our Christian values of Respect, Hope, Love, Forgiveness, Trust and Honesty and strive to guide our community into leading fruitful lives, learning from Jesus' teachings, to love themselves and one another in order to achieve success. 'Teach children how they should live, and they will remember it all their life.'

Proverbs 22:6

The Statement on Health and Safety

The Governors of Cleeve Prior Church of England Controlled Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974) so far as it is responsibly 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 children to undertake their work safely;
- d) provide a safe place of work with safe means to 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 cooperate with the Governors and management of the school in carrying out 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.

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.

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.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Office) without having first been consulted.

The role of the Local Authority

The Governors recognise the Statement of General policy of Worcester County Council Education Director of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

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

Local management of schools

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.

Risk management

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

- The Management of Health and Safety at Work Regulations 1999

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

The organisation

Under LMS, although responsibility for many areas has been delegated to schools, the ultimate responsibility for Health and Safety at work remains with the employer, e.g. the LA.

Worcestershire County Council Directorate of Children's Services

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974);
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

The Governors, through the Head of School, are responsible for:

- a) ensuring that the school's Health and Safety Policy is implemented, monitored and regularly reviewed and revised as necessary;
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.

- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

The Head of School 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 receive 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 Services Liaison Officer 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.

Teachers are responsible for:

all matters of health and safety in their subject area.

- a) bringing to the notice of the Head of School any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- b) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- c) subject safety policy and revising it as necessary.

- d) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- e) ensuring that necessary personal protective equipment (e.g. 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.).

Other Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Head of School (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).

The Administrator is responsible for:

- a) Informing the Head of School of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- b) 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).

The Cleaner 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 of School 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 all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e) 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).

- f) Ensuring that due warning is given of any 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.).
- g) Informing the Head of School of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- h) The safe use of all plant and equipment and the safe use and storage of all materials used for that maintenance.

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).

The arrangement

Access and Egress, Housekeeping, Cleaning & Waste disposal

- a) Housekeeping, Cleaning & Waste disposal
 - All staff have a responsibility to ensure premises are kept clean, to minimise accumulation of rubbish.
 - Signage to be used when wet floor cleaning to minimise risks of slips.
 - When disposing of glass and other sharp objects the objects should be wrapped securely
 - The clearing of leaves off pathways should be maintained regularly at all other times
 - External waste bins are stored away from the school premises.
 - Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc is through skip hire at the end of the academic year.
- b) Accident reporting, recording and investigation
 - All serious accidents that occur on the site should be notified to the Head of School, the school secretary will report the accident using RIDDOR 3 injury/near miss/violence report form (for all persons except pupils) RIDDOR 3A injury/aggression/violence report form (for all persons except pupils), the Head of School will forward the details immediately or as soon as possible to LA.
 - For all other accidents which require hospital attention LA Accident Forms are completed and submitted to LA via the Children's Portal
 - All minor accidents should be recorded in the school's own 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 of School is responsible for conducting an investigation following the accident. Necessary action should be

taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21.

c) Contractors (Management of)

There will be an appointed responsible person to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate. This will be the Head of School or a Project Manager appointed by the Head of School.

- Contractors are selected using the Approved Jobbing Contractors booklet provided by PR Associates (Property Services company with whom the school has a service level agreement)
- Arrangements will be made with the appointed person for induction of contractors to exchange information and agree safe working arrangements.
- The Project Manager is responsible for checking method statements and risk assessments prior to commencement of work
- Staff should report concerns to the Head of School
- There is need for adequate segregation of workmen and pupils.
- There will be provision for adequate day to day communication between school and contractors
- There will be provision of adequate facilities for workmen provided by the contractors in liaison with the school.

d) 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 from the Property Resources list are allowed to work with asbestos

e) Contractors and Visitors on Site

- All contractors and visitors on site will report to the site office

f) Control of substances hazardous to health (COSHH)

- Less hazardous alternative substances are purchased and used wherever possible.
- The COSHH file is maintained by the Cleaning provider.
- The COSHH file is kept in the Cleaner's Cupboard.
- COSHH products are purchased and controlled by the Cleaning provider.
- All COSHH materials must have a data sheet filed.
- Risk assessments are carried out for all tasks using the most hazardous substances.
- The Cleaner is responsible for safe storage of the COSHH products in a locked cupboard.
- Staff are trained in how to identify COSHH materials.
- Substances must be stored in their original containers

- Personal Protective Equipment must be worn when using hazardous substances and this equipment stored in the Cleaning Cupboard alongside the substance.
- Safe storage is in locked cupboards.
- All spillages/escape must be reported and cleared immediately. The emergency evacuation procedures are kept in the main office.
- Hazardous materials must be disposed of with care, staff to consult with the Head of School.

g) Defect reporting procedures

- staff report any defects to the Head of School/office staff.
- 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 Head of School monitors that the defect has been rectified.
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting where recent defects should be identified and outstanding works discussed.

h) Display screen equipment (DSE) In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The Head of School will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

i) Electricity at work

- All hardwired equipment is checked every 5 years via Property Services
- The Head of School is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances tested (PAT) is carried out annually by an external company.
- Hirers of school premises are responsible for checks on their own equipment.
- PAT registers are kept in the main office.
- All defective items are removed until repaired or replaced.
- Defective equipment is reported to the Head of School

j) Fire Precautions and Emergency Plans Refer to Fire Emergency Plan

- An external fire risk assessor is responsible for undertaking and reviewing the fire risk assessment.
- An emergency plan, include bomb threats/explosion/floods/intruders/dogs is available in the school office.

- For procedures for dealing with the worst foreseeable contingency refer to the Emergency Plan.
- Arrangement for emergency evacuation drills, including staff with special responsibilities and frequencies of drills are at least termly and the assembly point is on the school playground.
- The Head of School/Fire Marshall in charge is responsible for inspection and maintenance of fire exits/escape routes.
- The Head of School is responsible for checking and updating the Fire Evacuation Notices.
- The Head of School is responsible for ensuring regular inspections and maintenance of fire extinguisher carried out annually by approved contractors.
- Training is given to staff annually and on induction.
- The Head of School and School Administrator are responsible for calling the emergency services and co-ordinating the evacuation.
- The Fire Marshall takes the registers and signing in files to the assembly point. Teaching staff check the registers and pupils, the office manager checks the visitor records.
- The nominated teacher in charge will deputise for the Head of School.
- The School Administrator is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept in the school office.
- Approved contractors carry out the six-monthly inspections and maintenance of the systems.

k) First Aid and Medication

First Aid

Refer to Handbook of Safety Information

- First aider details are displayed outside the school office.
- First Aiders hold First Aid in the Workplace qualifications and Paediatric First Aid. These are renewed every three years.
- The First Aiders and the School Administrator are responsible for checking when staff require refresher training.
- First aid kits are kept outside the school office and in the staffroom.
- The First Aiders are responsible for checking and restocking the first aid kits.
- The ambulance is summoned by office staff if required and children are accompanied to hospital by an appropriate available adult.

Medication

Refer to First Aid Policy

- Medication can be administered by any appropriate adult
- Staff are trained when necessary eg epilepsy/epi-pen
- Medicine is stored in a safe place or the staffroom fridge
- A signed consent from parent / guardian is required.
- Names of pupils who have special requirements are shared with all staff.

- Medication given is documented in the log book.
- Two members of staff sign to say they have given a dose.

l) Health and Safety Advice

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

m) Information dissemination procedure Information and instructions on health and safety matters are 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 policies, specific risk assessments and induction
- Staff sign to state they have received, read and understood the information.
- Documents are kept both in paper and electronic form.
- New information is disseminated at staff meetings.
- Health and safety is a standing item at staff meetings

Pupils

- It will be the responsibility of teachers to ensure that pupils are made aware of any relevant health and safety information appropriate to the child's age.
- This is done through lessons, and assemblies etc. Visitors / contractors
- Visitors and contractors are informed of any health and safety arrangements by the office staff which may affect them during their visit (including any Asbestos on site).

Governors

- The Head of School will ensure that governors are informed of any existing and new health and safety information.
- A Health and Safety governor will be appointed and liaise regularly with the Head of School.
- Health and Safety is a standard item on the Governing Body Meeting Agenda

o) Lettings/Shared use of premises/Extended Services

Refer to Lettings Appendix in Finance Policy

- The Head of School is responsible for discussing and agreeing health and safety arrangements
- A written lettings agreement is in place, signed by the hirer and the school should hold a copy
- Restrictions on use of equipment are stated at the time of the letting.

- First aid provision is the responsibility of the hirer.
- Fire and emergency arrangements are part of the letting agreement.
- Emergency lighting is available.
- The Head of School is responsible for seeing any risk assessments.
- Security is the responsibility of the Head of School.
- Hirers must show copies of relevant insurance cover.

o) Lone working and Personal Safety Lone Working

- Lone Working is not advised.
- Personal safety awareness information is provided for all staff detailing safe working practices/rules for staff who work alone,
- Risk assessments carried out and shared with staff and are kept in the main office

p) Maintenance/Inspection of equipment

- All equipment requires visual inspection prior to use including PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, ladders.
- Annual checks include potable appliances, microwave, play equipment, PE equipment. Fire appliances and alarms.
- Checks are kept in the main office

q) Manual handling

- When necessary staff have manual handling training for moving children who have disabilities
- The Head of School will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.
- Equipment is provided for the movement of heavy items - sack truck and chair trolleys.

r) Monitoring Arrangements

Health and safety inspections will be carried out by WCC Health and Safety school team, Governors, Cleaner in Charge, and the Senior Management Team.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head of school 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 termly health and safety reports;
- 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 of School.

To help this process, the governors and Head of School 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.

s) Offsite and Educational Visits

It is a requirement for school to have a member of staff trained as Educational Visits Coordinator and for all staff leading a trip to have undertaken Visit Leader training. The Offsite Visit Manual is located on the school staff network

- The school's Educational Visits Co-ordinator is the Head of School
- The School Visits Policy should be followed when planning a school trip
- The trip leader will carry out risk assessments
- The LA and Critical Incident Team will be notified of visits over 50 miles and residential visits
- Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are necessary prior to the visit
- School has adequate Insurance

t) Outdoor Play Equipment

- Visual inspections are carried out by teachers and teaching assistants and reported to the Head of School.
- A Risk Assessment is carried out for the use of equipment

u) PE equipment

- PE equipment is inspected annually
- Pre-use visual checks are made
- PE equipment is set out by both adults and children and risk assessments carried out

v) Pond

Children will only have access to the pond with a member of Staff.

Portable electrical equipment will not be used near the pond.

Appropriate warning signs must be posted warning of the presence of a pond and detailing safety rules for use. Signs must be used in addition to, not instead of, other control measures.

w) Risk benefit Assessments

- Risk benefit assessments are undertaken 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 of School is responsible for ensuring risk benefit assessments are undertaken. Risk benefit assessments are reviewed at least annually.
- Risk benefit assessments are kept in the Head of School's office and on the intranet
- All risk benefit assessments are shared with the relevant staff they effect.
- Staff to sign and date they have read and understood each risk benefit assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

x) Smoking

The site is a 'NO SMOKING SITE'.

- Signage is displayed on all main external doors used by the public/staff.

y) Stress and Staff Wellbeing

- Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

z) Swimming lessons

- Pool provide a lifeguard
- Swimming lessons take place at Evesham Leisure Centre Swimming Pool
- Teacher is employed
- Suitable ratios of adults accompany the children, depending on ages of children

aa) Training and Development related to Health and Safety

- The Head of School is responsible for establishing minimum health and safety competencies.
- The Head of School is responsible for new staff inductions and briefings
- Training records are maintained in the school office
- The Head of School is responsible for ensuring staff undertake refresher training

bb) Vehicles on Site/car park arrangements

- The Head of School is responsible for the management of vehicles on site.
- Vehicles are restricted to the carpark during school hours.

- Where possible vehicles should be parked to minimise reversing if likely to move during the school day.

cc) Violence to Staff / School Security

- The gate is shut and padlocked at 8.55am and reopened at 3.00pm
- There is controlled visitor access via the school entrance.
- All visitors must sign in and obtain a visitors badge.
- It is a requirement for all staff to report all incidents of verbal & physical violence

dd) Water Hygiene

- The water hygiene log book is kept in the school office
- The Health and safety lead is responsible for carrying out water hygiene sampling

ee) Work experience pupils

- The Head of School or office manager will give induction
- The Head of School will carry out the risk assessment
- They will be supervised by the class teacher / Head of School

ff) Working at Height

- A step ladder is available and stored in the cupboard off the hall
- The Head of School will carry out the annual inspections
- All users will carry out pre-use checks
- All users will carry out risk assessments.

Policy Review

Date reviewed: September 2024

Date to be next reviewed: September 2025