



Chawson First School Health and Safety Policy

November 2016

1. The Statement of Safety Policy

The Governors of Chawson First School recognise their responsibility under the Health and Safety at Work Act (1974) and all subsequent regulations including the DfE Health and Safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies Feb 2014, 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.

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 (eg. School Safety Officer) without having first been consulted.

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, 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 Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

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.

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

- Management of Health and Safety at Work Regulations 1999,
- Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- Manual Handling Operations Regulations 1992,
- Provision and Use of Work Equipment Regulations 1998 and
- Display Screen Equipment Regulations 2002).
- All subsequent regulations including the DfE Health and Safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies Feb 2014.

2. The Organisation

2.1 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 Chawson First 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 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Headteacher, is 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.

2.3 The Headteacher is responsible for:

- a) The implementation of the school Health and 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 1999 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, 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 safety audits 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 procedures laid down.
- 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.
- 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 (in accordance with procedures laid down in the Handbook of Safety Information).

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.
- b) 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 subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- 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 (ie. protective clothing) is available and kept well maintained.
- f) 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).

2.5 Other Teaching and Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school's Health and Safety policy.

- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the Subject Co-ordinator to the Headteacher.
- 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 (ie. by following LA guidance).

2.6 The Caretaker is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school Health and Safety Policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- 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 grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. 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 (eg. 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; 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 (eg. use of signs to warn of slippery floors).
- h) Informing the Headteacher 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 (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler de-scalers etc.).

2.7 The School Safety Officer/Senior Teaching Assistant

- a) To be the appointed person for first aid.
- b) To support the-Leadership Team in managing and monitoring children's healthcare plans.
- c) To ensure all visitors onto site, including teaching students and work experience students are aware of the health and safety policy of the school.
- d) To update the induction health and safety check list as necessary.

2.8 The Appointed Person/First Aider

Maintaining the First Aid equipment in the Medical Room, 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. This is achieved with the support of the Lunchtime Supervisor on duty in the medical room.

2.9 Classroom Teaching Assistants are responsible for:

Maintaining their classroom First Aid box, 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.

2.10 Safety Representatives (Appointed by Trade Unions / Professional Associations) 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.

3. The Arrangements

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The school will undertake COSHH risk assessments for all hazardous chemicals

- The school cleaners clean daily throughout the school. The Caretaker is responsible for ensuring this work is carried out. Waste is removed daily from

all teaching areas. Specialised waste is removed by contractors (such as women's sanitation).

- Yellow wet floor signs are placed in the area as soon as possible after discovering a wet floor. Appropriate staff clear any wet areas as soon as possible. As a floor is cleaned a yellow wet floor sign is left in the area until it has dried. Floors are cleaned at a time when less staff/children are on site, at the end of the school day.
- Sharp objects are wrapped in paper to make them safer. Cleaners/Caretaker are warned of their presence. They are removed from the building and placed in the waste bins stored in the locked compound of bins as soon as possible.
- The Caretaker removes snow as far as reasonable to make the site safe. Ice is treated with grit. In extreme conditions the Headteacher may decide to close the school where it is felt that the site is not safe.
- Arrangements for clearing leaves off pathways: The Caretaker will make visual checks and respond to reports of a build up of leaves on walkways. Leaves will be cleared promptly if any danger is ascertained. Particular care will be taken of the boiler steps area where leaves collect easily.
- Arrangements for security/location of external waste bins: External waste bins are kept in the locked compound area. All boundary gates are locked over night preventing access to the site.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc: This is managed by the Caretaker. Contractors are used for safe disposal of these items. Appropriate certificates are gained from those disposing of computer hard drives etc.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the school administrator who in turn will inform the Headteacher. The School Administrator will record the information online using Medigate. This site has been selected by the LA and gives them access to the information that we upload.

All minor accidents are recorded in the schools own accident books or through the safeguarding system. Where necessary, parents / guardians or other persons will be notified of the accident. If children have a bump to the head a 'head bump letter' will be used to inform parents where appropriate. Where a letter is not the most effective method (e.g if the child is being collected by someone other than a parent or attending an after school provider) a phone call home is made.

If the accident is serious, a member of the Senior Leadership Team will be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher or Deputy is responsible for conducting an investigation following the accident. Necessary action will be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses will be taken (including any witnesses).

Accident Reports and investigation records will 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)

- For day to day maintenance the Caretaker manages any work by contractors. For larger projects a representative from the schools service provider will manage the works.
- Contractors are either selected from the service level providers suggested Jobbing Contractors booklet or the school ensures that all documentation necessary has been seen by a member of staff - either the Headteacher, School Business Manager or Caretaker. Where possible copies of documentation are kept.
- The Caretaker will meet with all contractors prior to maintenance work to ensure an agreement for safe working is understood. With larger projects it is expected that the 'project manager', usually an LA Property Services representative or a representative from our service level provider, will arrange a meeting with all contractors involved with the project to which the Headteacher can attend.
- The Caretaker will check method statements and risk assessments unless it is a larger project involving the LA or service level representative, who will take on this responsibility.
- Staff should report any concerns to the Headteacher through the caretaker's book or maintenance issues.
- The Caretaker and Headteacher will ensure arrangements for segregation of workers and pupils are made where appropriate.
- The Caretaker will have daily contact with the contractors when on site. During holiday working periods regular visits will be made by a designated member of staff to retain contact but the contractors will be given appropriate phone numbers to enable contact if necessary.
- Any required facilities for workers will be arranged at the pre-commencement meeting.

3. 4 Contractors (Management of Asbestos)

- The Asbestos Register will be shown to all contractors prior to work commencing by the Caretaker. Contractors will sign to state they have seen the relevant sections of the asbestos register.
- The Caretaker will ensure that the Asbestos Register is kept up to date, following any Asbestos investigative work.
- It will 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 qualified contractors are allowed to work with asbestos
(For further guidance refer to service level provider)

3.5 Contractors and Visitors arrival on site

- All visitors and contractors, working within areas used by children, will sign in at the front entrance and are given a Chawson Visitors sticker which they are required to wear.
- The School Administrator will pass new visitors to the school the Fire leaflet/notice:
In case of fire please leave through the nearest exit to the nearest playground/assembly point. All fire exits are clearly marked. Please take any children with you. Please report to the teacher in charge once in the assembly point with any children you are accompanying.
- The Caretaker will ensure contractors have all the relevant information necessary for their work.

3.6 Control of substances hazardous to health (COSHH)

The WCC Guidance, The Handling, Storage and use of Hazardous Substances, is used to guide and inform use of COSHH.

- Substances recommended by the LA and less hazardous alternative substances are purchased and used wherever possible.
- The Caretaker maintains the COSHH file and monitors chemicals used by other staff as and when necessary and will advise if they need to be included in the file.
- The COSHH file is kept in the main office.
- Purchasing Policy: The Caretaker requests an order for items, the School Business Manager arranges for the order to be placed which is then monitored and agreed/released by the Headteacher or Deputy.
- All COSHH materials have a safety data sheet kept by the Caretaker.
- Risk Assessment for tasks using the most hazardous substances, as per the WCC COSHH Policy, are carried out whenever the need arises.
- The Caretaker is responsible for safe storage of the COSHH products.

- All staff are made aware of the need to identify COSHH materials. The Caretaker supports this identification.
- COSHH will not be decanted for storage. In the case of leakage the substance and container would be disposed of safely.
- Provision and instruction on the use of specific Personal Protective Equipment is provided as necessary.
- Safe storage and transportation of hazardous substances is the responsibility of the Caretaker. The Caretaker is fully COSHH trained and will do so as necessary in accordance with the latest guidance.
- The emergency procedures for cleaning spillages/escape is to contact the Caretaker immediately where possible. The Headteacher will be notified of any event. If necessary, and in consultation with the Headteacher/SLT, the fire alarm would be sounded to ensure safe evacuation of the premises, otherwise areas affected will be evacuated by moving classes and employees to the fire assembly points or another safe areas when necessary.
- The disposal procedure for waste, unwanted or spilt substances is the responsibility of the Caretaker.

3.7 Defect reporting procedures

- Staff report any defect to the Caretaker by entering it into the maintenance report book kept in the office.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed and may require tapping off from use.
- The Caretaker monitors that the defect has been rectified and a record is made against the concern in the maintenance record book.
- Where an item is to be removed from the inventory a report is made to Governors.

3.8 Display screen equipment (DSE)

WCC Guidance is followed for Display Screen Equipment and the WCC Guidance How to set up your Workstation.

- All staff who are classed as DSE "Users" including teachers with laptops are responsible for reading this information and for ensuring they use such equipment safely.
- The Headteacher should be notified of any problems relating to display screen equipment and will endeavour to resolve them.
- Correct and incorrect work station posture posters are displayed in all offices.

3.9 Electricity at work

- Hardwired equipment is checked every 5 years via the service level provider.
- The school, school business manager, is responsible for ensuring that the school knows to have the hardwiring checks carried out.
- Portable appliances are tested (PAT), including stage lighting, annually by a contractor.
- If hirers use electrical equipment of their own, a visual check is made by the Caretaker.
- The PAT registers are kept by the School Administrator.
- All defective items are removed or repaired.
- Reporting of defected equipment is noted above in section 3.7

3.10 Fire Precautions and Emergency Plans

- Responsibility for undertaking and reviewing the fire risk assessment is taken by the service level provider.
- Emergency plans, including bomb threats/explosion/floods/intruders/dogs in playground etc. are the responsibility of the Headteacher.
- An emergency plan is in place for dealing with the worst foreseeable contingency
- The Headteacher is responsible for the arrangement for emergency evacuation drills, at least termly.
- The School Administrator is responsible for calling the emergency services
- The most senior member of staff present at school is responsible for co-ordinating the evacuation. The member of staff in charge will identify them self to the emergency services on arrival.
- The most senior member of staff on each playground/at each assembly point is responsible for the checks on pupils present. Each class teacher will count their children and where necessary take the class register.
- All people will leave the building through the nearest fire exit and will gather at either of the assembly points; on the front playground or back playground.
- The late register and visitors book is taken to the front playground, along with the front playground class register's box by an office worker. The class register's box for the back playground are taken by the class TA from the nearest classroom, a member of staff in the area or is taken to the front playground by an office worker. In this circumstance the box of Infant playground registers is taken around the building to the appropriate playground using the key to the gates left in the register boxes.
- The upstairs teachers will check the toilets on their way out of the building - simply by looking and calling out to anybody who might be in there.

- All outside doors and windows will be closed on leaving - UNLESS the door cannot be opened again from the outside once it has closed. It is however more important to get the children out safely and accounted for.
- Walkie-talkies are used to communicate between assembly points. All walkie-talkies are taken out by the register carriers and they are all checked to be on and turned to full volume. Staff will say 'over' at the end of each sentence when using the walkie-talkies. The Headteacher/teacher in charge will be told of the children and adults confirmed safe with this method. Children will be checked first. (The walkie-talkies are used regularly by the lunchtime supervisors and so are regularly checked. The Lunchtime Coordinator monitors their use and reports any concerns as necessary to the Headteacher.)
- Nobody will return into the building without the Headteacher/teacher making the decision to do so. Fires will only be attempted to be put out by trained members of staff and when children have been accounted for, in the knowledge of the Headteacher/teacher in charge.
- Children will be required to walk and move around very quietly.
- Children on the 'wrong' playground must be guided towards the lead member of staff.
- Teachers must ensure they account for all of the children in their class. If children are not present with them they must make sure that all of those children have been accounted for via the walkie-talkies / lead member of staff.
- Register boxes will contain a map of the school premises for use by the emergency services, a gate key allowing access to Witton Middle grounds and all external gates, paper and pens to enable lists to be made and details of useful phone numbers. The box will also contain a copy of the school's Emergency plan and Business Continuity Plan.
- If staff are taking an after school club there will be a register taken at the beginning of the session. The member of staff would then take this register out onto the nearest playground with them in the case of a fire.
- The Caretaker is responsible for the inspection and maintenance of fire exits/escape routes.
- The Caretaker is responsible for checking and updating the Fire Evacuation Notices.
- Regular inspections and maintenance of fire extinguishers are made annually by contractors.
- Fire extinguisher training is given to a member of staff every three years.
- The Caretaker is responsible for the regular testing of the fire alarms; on a weekly basis. Emergency lighting is tested monthly. Records of these tests are kept in the School Office.

- Contractors carry out the six monthly inspections and maintenance of the fire and emergency lighting systems.
- CCTV protects the premises from malicious damage or hoax threats twenty four hours a day.

3.11 First Aid and Medication

- Details of staff trained in First Aid are displayed in the medical room.
- Qualifications are held and refresher training undertaken as required by all named first aiders in accordance with the H&S current guidance.
- The School Administrator keeps a list of courses attended and is responsible for checking when staff require refresher training. The School Safety Officer supports her/him in this role.
- Each class has a first aid kit. The main stock and equipment is in the medical room
- The Lunchtime First aiders in the Medical room are responsible for checking and ordering stock in the medical room. Each class TA is responsible for the classroom first aid boxes. The Health and Safety TA has responsibility for monitoring this.
- The school Administrator will summon an ambulance when necessary. Children are accompanied to hospital by the most appropriate adult at the time, if a parent or legal guardian is not available. This would normally be an adult well known to the child such as the Class TA. Where possible a member of the SLT would also attend the hospital, meeting the child and adult via car.
- The school has a number of fully trained first aiders and also 2 day course trained staff. The school will always endeavour to have a member of staff trained for first aid on the premises during the children's school day.

Medication

- Any member of staff approved by the Headteacher can administer medication.
- Staff administering medication such as an epi-pen or medication relating to diabetes will have had training.
- Medication which requires safe, locked storage will be kept in the office safe.
- There is a need to have signed consent from parent / guardian for the administration of all medicines. Where this is a regular or long term need this will be detailed and given in a healthcare Plan.
- If any pupils have special requirements they will be recorded in a healthcare plan. Healthcare plans are kept centrally in the school office. For serious conditions copies of the Healthcare plans are kept in the medical room, for immediate access by first-aiders should an emergency occur.

- All medication given will be recorded. Two members of staff will sign to say they have given/witnessed giving a dose.
- Only prescribed medicine will be administered at school unless they form part of a healthcare plan.
- Medication will normally only be given if it is required four times a day or must be given during the school day. Where there are exceptional circumstances this will be considered by the head or deputy and a decision may be made to give prescribed medication where necessary.

3.12 Health and Safety Advice

The school has made arrangements to obtain competent health and safety advice from WCC School Health and Safety team through the service level agreement.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available as follows:

Employees

- Through the Health and Safety Policy, staff handbook, specific risk assessments, healthcare plans and induction.
- Healthcare plans are held in the school office and are shared with all appropriate staff. Risk assessments are held by the Headteacher and shared with the Class teacher.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is often done through class time or assemblies.

Visitors / contractors

The Caretaker will ensure that contractors are informed of any health and safety arrangements which may affect them during their visit. The School Administrator will inform other visitors.

Governors

The Governors have Health and Safety as an agenda item at all committee and full meetings

3.14 Lettings/Shared use of premises/Extended Services

The school follows the LA lettings policy: "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

- The Caretaker is responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement is signed by the hirer and the school holds a copy.
- Hirers are restricted as to what equipment they can use, eg. they are not permitted to use the school's PE equipment unless this is pre arranged.

The School Administrator is responsible for ensuring each of the following aspects from hirers

- Staffing requirements.
 - First aid provision
 - Fire and emergency arrangements.
 - Standard operating procedures.
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- The Headteacher is responsible for agreeing to CFSA school fetes and other fund raising events.
 - The Caretaker is responsible for emergency lighting availability.
 - The organiser, such as CFSA, is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
 - The Headteacher is responsible for storing the CFSA risk assessments?
 - The Caretaker is responsible for security arrangements.
 - The event organiser, such as CFSA, is responsible for necessary insurance cover. The CFSA is made aware of their responsibilities through the Senior Leader attending CFSA meetings.

3.15 Lifting equipment (including the medical room hoist)

- The medical room has hoist equipment.
- This equipment is currently not required and so is not used. It therefore is not serviced twice yearly. Prior to being re-commissioned the equipment would require an inspection and service.
- If the equipment was to be used, staff would need to be trained appropriately.

3.16 Lone working and Personal Safety

Lone Working is limited to key holders. Personal safety awareness is discussed with staff expected to work alone by the Headteacher. Staff working alone are expected to ensure that someone else is aware of their presence at the school and for that person to contact the emergency services if any concern is raised.

3.17 Maintenance/Inspection of equipment

- Ladders and steps are checked termly by the Caretaker and by all staff before use.
- PE equipment, fire alarm, emergency lighting and fire extinguishers are checked at least annually by recognised professionally accredited bodies.

3.18 Manual handling

The Caretaker and lunchtime staff responsible for putting out tables and chairs on a regular basis will receive manual handling training.

3.19 Monitoring Arrangements

The Caretaker conducts visual checks on an ongoing basis but it is expected that all staff will deal with safety issues as they arise and so protect pupils and colleagues.

The Governing Body will ensure that regular reports of dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The Governing Body recognise the importance of monitoring health and safety matters. The Governors and Headteacher will ensure that all inspection information is 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.

3.20 Offsite and Educational Visits

The Educational Visits Coordinator will attend current training and make reference to reference recommended documentation. Any staff leading educational visits will have attended visit leader training. Please refer to the Educational Visits Policy.

3.21 Outdoor Play Equipment

WCC inspect all outdoor play equipment requiring formal inspection. Records of these inspections are kept by the headteacher. The Caretaker will carry out termly visual inspections. The staff using the equipment with the children will inspect it visually

before its use. Risk Assessments are carried out for the use of the equipment annually and held by the Headteacher.

3.22 PE equipment

- PE apparatus is inspected annually professionally.
- Staff using the equipment with children will perform pre-use visual checks

3.23 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The relevant employee eg, the Caretaker, in consultation with the Headteacher, will select the equipment.
- The arrangements for periodic checking and maintenance of the equipment is the responsibility of the staff member who uses the equipment.
- Proper use and/or supervision is the overall responsibility of the Headteacher.

3.24 Pond

- At least one member of staff will be with children when in the pond area.
- Unauthorised access is prevented by use of the fence around the area.
- Children are not allowed to drink from the pond to prevent against infections.
- A Risk Assessment is carried out annually by the Science Coordinator and a copy held by the Headteacher.
- The Caretaker is responsible for ensuring maintenance requirements are carried out.

3.25 Risk Assessments

There is a 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
- The Headteacher is responsible for making the risk assessment for New and Expectant Mothers.
- All Teachers carry out risk assessments for the class areas that they use. The Headteacher has an overview of this. Premises risk assessments are reviewed annually
- All off site activities are risk assessed by the group leader/organiser.
- Coordinators are responsible for risk assessments for equipment associated with their curriculum area.

- Teachers are responsible for class based activities requiring a risk assessment such as cooking.

3.26 Sports pitches / playing fields

The Grounds including the sports playing field will be maintained by the Grounds Contractors, over seen by the Caretaker. The Caretaker will carry out visual inspections. The Headteacher will write risk assessments as necessary. All staff are asked to be vigilant when using the grounds and to report any concerns. Particular concern is paid to the presence of foxes.

3.27 Staff Consultation / Trade Unions

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

- Currently the school has no health and safety trade union representatives.
- Staff can raise issues of concern and make suggestions for health and safety improvements through the maintenance record book, staff briefings or directly to Senior Leadership.
- The health and safety law poster is situated in the Infant Hall.

3.28 Stress and Staff Wellbeing

Staff are expected to be mindful of stress in themselves and others and refer any concerns to Senior Leaders. All staff should be aware of their entitlement to HR and Occupational Health services provided to them as employees. The Headteacher will follow the guidance offered by Worcestershire LA Human Recourses. Individual stress risk assessments will be carried out by referral to the Occupation Health Service as appropriate. Expectant mothers are encouraged to report as soon as possible to enable a risk Assessments to be completed. The school has a staffroom which all staff are welcome to use.

3.29 Swimming lessons (Public Pool)

Make reference to the Off Site Activities Manual.

- Swimming lessons take place at Droitwich Leisure Centre, a local Authority run pool.
- Appropriate supervision is provided by the pool.
- The pool provides trained supervision and life saving equipment.

3.30 Training and Development related to Health and Safety

- The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling)
- The School Safety Officer is responsible for new staff inductions and briefings
- The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. Caretaker)
- Training records are kept by the Headteacher and School Administrator.

3.31 Vehicles on Site/car park arrangements

The Headteacher has overall responsibility for vehicles on site. The Headteacher is supported on a day to day basis by the Caretakers observations and actions. The use of vehicles on site is restricted to times when children are not moving about the site. Signs determine when vehicles may access the site. Staff are aware that if they need to leave the site through an emergency during a restricted time they must be accompanied by another member of staff to guide them off the site and to warn pedestrians.

3.32 Violence to Staff / School Security

- Access through into the school from the foyer is controlled by the office staff. Only members of staff have the code to enable them to come into the building without supervision from the office. Visitors are guided by signage to the main entrance where office staff will receive them.
- Incidents of verbal & physical violence will not be tolerated. Visitors behaving in an inappropriate manner will be warned and the police will be called as necessary.

3.33 Water Hygiene

The school follows the WCC Legionnaires and Water Hygiene Policy. All water onto site is clean water from the mains. Water from sinks in classrooms and cleaning cupboards are not used for drinking water as the sink area is used alongside children's art resources and cleaning products etc. which are not suitable in the area of drinking water.

3.34 Work experience pupils

- Members of the Senior Leadership team and the School Safety Officer will give induction to work experience and teaching students.
- They be monitored / supervised whilst on site and by their teacher mentor.

3.35 Working at Height

- The school has step ladders which can be used by staff. They are kept in stock rooms.
- The Caretaker carries out the annual inspections of these steps. Staff are asked to visually check them before each use.

November 2016