



# Health Safety and Welfare Policy & Arrangements

## Hanbury C E First School

*All staff to sign & date when read policy*

<b>Adopted by</b>	<b>Hanbury CE First School Governing Board</b>
<b>Governors' Committee Responsible</b>	<b>Resources</b>
<b>Status &amp; Review Cycle</b>	<b>Statutory / 3 years</b>
<b>Staff Lead</b>	<b>Headteacher</b>
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### Our Vision...

## Flourishing Through Love and Nurture

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres.

1 Corinthians 13: 4-7

We flourish because:

We are a family founded on love and nurture

We build resilience for life

We are outward looking

To comply with the Health and Safety at Work etc Act 1974, Section 3:(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 4: Appendices

## Part 1: Statement of General Policy on Health,

### Safety and Welfare

1. The Governing Board & Headteacher of Hanbury CE First School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Worcester County Council.
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2. The Governing Board & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision
- A safe and healthy working environment with adequate welfare arrangements.
- The health and safety of persons not employed by the school, but who may be affected by its activities.
- 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.
- 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.

3. In support of the above, the Governing Board & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

#### 4. 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.

#### 5. 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.

#### 6. 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.

#### 7. 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).

## Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Board & Headteacher of Hanbury CE First School.

### 1. Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools)

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

### 2. The Governing Board

The Governing Board approves the H&S Policy of the school and monitors its successful implementation. The Governing Board further ensures, as administrator of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Board will specifically:

#### 1.1 Include Health and safety targets in the School Development Plan.

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure

1.2 Nominate a Governor (H&S) as an H&S link between the Governing Board and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Board accordingly. In the case of Hanbury CE First School this will be The Chair of the Resources Committee.

1.3 Be informed and updated of Worcester County Council's H&S Policy, and receive advice and support from relevant Officers of WCC or Advisers acting on WCC behalf.

1.4 Ensure that H&S is an agenda item on full Governing Board termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from WCC or its Advisers.
- Suggestion on future H&S initiatives.

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

## **2. Headteacher**

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered
- Appropriate control measures are implemented, and that
- Assessment are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. PE Equipment
- Outdoor facilities e.g. play equipment, tree survey

2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.

- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights,

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

2.7 Adequate and easily retrievable health and safety training records are available and up to date.

2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.

2.9 A termly H&S report is provided to Governors.

2.10 The school has in place H&S monitoring arrangements.

2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.

2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly (lockdown annually).

2.15 The fire risk assessment is updated every two years and/or whenever significant changes or building works might affect the means of escape.

2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher**

The Assistant Headteacher will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Managers in charge of Curriculum Areas/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control.

In particular line managers will ensure that:

4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.

4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.

4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

4.8 New transferred and temporary staff receive appropriate H&S induction training.

4.9 First aid provision is adequate.

4.10 Pupils are given relevant H&S information and instruction.

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

5.1 Effective and appropriate supervision of the pupils that they are supervising.

5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.

5.4 They know the emergency procedures.

5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

5.7 That they report any defective equipment to the relevant person.

5.8 All accidents and incidents are reported and reviewed or investigated.

## **6. Grounds and Maintenance**

The Grounds and Maintenance and Officer Manager are responsible to the Headteacher, and in particular will ensure:

6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)

6.4 That persons they supervise only undertake work for which they are competent.

6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc

6.7 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).*

6.8 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, clearance of leaves, ice or snow etc.).

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

6.10 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).

## **7. Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.



7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.

7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.

7.5 Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

7.10 Ensuring that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

8.1 Participate in the school's risk assessment process and comply with findings.

8.2 Report any defects in the condition of the premises or equipment of which they become aware.

8.3 Report all accidents/Incidents in accordance with the school's procedure.

8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.

8.6 To follow all relevant codes of safe working practice and local rules.

8.7 To report any unsafe working practices to their Line Manager.

## **9. Staff Safety Representatives (if applicable)**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing

Board/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.

9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.

9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.

9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

## **10. Health and Safety Committee**

The school has established a Resources Committee which meets half termly. H & S issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings as a standing agenda item and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

# Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

## **1. Accident Reporting, Recording & Investigation**

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the. This applies to all pupils, staff and others. It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book. Accident books are held in each classroom to record any accidents.

In the case of more serious accidents the Head Teacher will inform Worcester County Council and follow their procedures. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the Headteacher is provided with all relevant facts following any accident on either site, staff are requested to complete an incident form. See Appendix A – Accidents involving pupils.

## **2. Asbestos**

The Asbestos Survey Record (June 2019) is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos (for further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from Scientific Services).

Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan.

## **3. Contractors**

Contractors will follow school procedures for signing in and wear a green visitors badge. All contractors should be made aware of the Health & Safety arrangements in school (including fire). All work should be done in a safe environment for both the contractors and the staff and pupils it should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height etc

## **4. Curriculum Safety [including out of school learning activity/study support]**

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE

## **5. Defect Reporting**

All staff are responsible for recording any defects found in the defect book that will be brought to each staff meeting. The Ground and Maintenance member of staff is responsible for arranging repairs and recording in book if appropriate to their skill ability and role.

## 6. Drugs & Medications

Medicines can only be administered if accompanied by written authorisation and instructions from a child's parents. They will be kept in the locked Medicine Cabinet in the office (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage.

Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the staff room. See Appendix B – Pupils Health and the Administration of Medicines.

Medicine will be given in school if part of a doctor's prescribed course of treatment. Other medication not prescribed by a doctor will only be administered if a consent form is completed by the parent or carer (such as eye drops for hayfever, antiseptic creams etc.). Worcestershire County Council stipulate that **pain killers (e.g. aspirin or paracetamol, including "junior" forms such as Calpol) must never be administered to pupils, even at the request of parents.** They can mask symptoms in the event of injury, and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (e.g. before leaving home).

## 7. Electrical Equipment [fixed & portable]

Inspection (annually) of all school portable electrical equipment is carried out regularly by a competent person. A record of this can be found in the School Office in the Property Services folder. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the School Office. Any defective appliances or wiring should not be used and should be reported to the Headteacher.

## 8. Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix C – Fire Drill

## 9. First Aid

First aid kits are located in all classrooms and school office. The first aid kits are regularly checked and restocked. See Appendix D – First Aid

## 10. Glass & Glazing

All glass in doors, side panels should be safety glass; all replacement glass should be of safety standard, assessment of premises to establish compliance.

## 11. Hazardous Substances

COSHH - Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

## **12. Health and Safety Advice**

The school buys back Health and Safety advice from Worcester County Council Health and Safety Adviser.

## **13. Housekeeping, cleaning & waste disposal**

The external cleaning contractors are to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are stored on the staff car park. Medical waste is stored in a special bin in the medical room and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

## **14. Handling & Lifting**

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

## **15. Jewellery**

Pupils are not permitted to wear jewellery in school apart from small studs for earrings.

## **16. Lettings/shared use of premises**

Health and safety information will be given to all users of the premises. There will be restrictions on use of equipment and areas accessible. Staff will be on site either opening/closing duty or in some instances for the duration of the letting. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

## **17. Lone Working**

Staff working on their own should notify a second person who will seek to contact them if they do not “check-in”. Lone workers should avoid hazardous activities.

## **18. Long Term Evacuation Plan**

See Emergency Plan for full details.

## **19. Maintenance / Inspection of Equipment**

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix F for details of what equipment requires periodic inspection, examination or testing.

## **20. Monitoring the Policy**

Members of the Resources Committee, together with the Headteacher and the Caretaker will carry out workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

## **21. Personal Protective Equipment (PPE)**

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

## **22. Playground Safety**

Daily inspections of play equipment and the grounds are undertaken by all staff on arrival. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. A member of staff on duty should check equipment for safety reasons especially on a wet day. All outdoor PE and play equipment is checked via an annual inspection by Sportssafe.

## **23. Risk Assessments**

The Headteacher will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate

## **24. School Trips/ Off-Site Activities**

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations, using EVOLVE when required. EVOLVE is used to record higher risk activities such as swimming, residential or events over 50 miles away. All teachers are to be trained as Visit Leaders. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the County Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

## **25. School Transport**

The school does not own a minibus. Parents offering to transport pupils to sporting events in their car are required to have appropriate insurance and an enhanced criminal records bureau check. Car seats must be provided if the height of the child requires it.

## **26. Smoking**

Smoking is not permitted anywhere on school premises or in the grounds.

## **27. Staff Consultation**

Resources committee meetings take place half termly. The committee term of reference is available from the Clerk to the Governors. Health & Safety within the school is discussed at staff meetings. Items will be reported to the Governors resources committee meetings.

## **28. Staff Health & Safety Training and Development**

New staff are briefed about H & S arrangements by their line manager, establishing minimum health and safety competencies for certain activities (eg use of hazardous substances, work at height, use of DSE) and certain roles (eg H& S Co-ordinator, Grounds and Maintenance, Deputy Head teacher etc). Relevant training courses will be made available as required.

## **29. Staff Well-being / Stress**

At first instance any member of staff with issues of stress or personal wellbeing should report to their supervising teacher or to the Headteacher. There is a confidential help line available through the school's advisory service. Expectant mothers are encouraged to report as soon as possible so risk assessments can be made. The staff room is available for all members of staff to use.

## **30. Supervision [including out of school learning activity/study support]**

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, governors and other volunteers are required to have enhanced criminal records clearance.

## **31. Use of VDU's / Display Screens**

Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.

## **32. Vehicles on Site**

Only authorised vehicles should be on the school site. All cars should park on the area to the side of the school in the staff car park and parents should park in the car park at the bottom of the field. The car park barrier is locked at 6:00pm and reopened at 7:30am. If vehicles need to enter the play areas or other pedestrian areas for any reason, this should be done in lesson time and staff made aware. All deliveries should be reported to reception.

## **33. Violence to Staff / School Security**

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

## **34. Working at Height**

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The caretaker may need to work at height in the course of their duties.

Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

### **35. Work Experience**

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced criminal records clearance. Students on work placement are given induction training and are fully supervised.

Associated Policies:

- Fire Policy
- Critical incident Guidance
- Educational Visits Policy
- Staff Code of Conduct
- First Aid



## Part 4: Appendices

Appendix A – Accidents involving pupils

Appendix B – Training Guidance

Appendix C – Equipment Testing

Appendix D – School Health & Safety Management Checklist

Appendix E – School Health & Safety Inspection Checklist

*See Worcestershire Children's Portal – Health & Safety section for example risk assessments etc*

# APPENDIX A - ACCIDENTS INVOLVING PUPILS

The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

## **Who is responsible for the children?**

Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, caretaker, classroom assistants, dining room assistants and other adult helpers).

## **How do adults care for the children?**

Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.

Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.

Thirdly by following carefully laid down First Aid procedures.

## **What do I do when a child has an accident?**

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

## **On the Playground**

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.
7. Please report accidents to the School Office and enter in the ACCIDENT BOOK.

## **Accidents in the Classroom**

Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

## **Accidents During PE lessons**

The same procedure as before:

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

During games, the teacher may be on the field without the immediate assistance of another adult. In these situations a child should be used to get help when necessary. It is helpful to have considered in advance who would be reliable and to brief the class about what to do in the event of an accident. Never create alarm, sensible forethought will reduce risks and engender trust.

## **Accidents in the Hall**

The Hall presents hazards which are not present in other areas of the school.

Careful discussion with the class about safety measures and a strict adherence to rules will help reduce risk. Remember:-

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book.

## Accidents on School Journeys

There are detailed guidelines in the document 'Guidelines for Educational Visits and Outdoor Education Activities' which is held in the School Office and should be read by every teacher before planning a school trip. An incident report is available below:

### Incident Report

Incident	
Description	
Site Location	
Person Involved	
Nature of Injury	
Location of Injury e.g. right eye	
Date of Incident	
Time of Incident	
Name of Witnesses (if any)	
Action taken	
Staff reported to	
Action going forward	

Please email completed form to Mrs Sarah Roberts [head@Hanburyfirst.worcs.sch.uk](mailto:head@Hanburyfirst.worcs.sch.uk)

An electronic version of this form is kept on the shared drive so that staff can access it.

## APPENDIX B – TRAINING GUIDANCE

Office manager keeps records of all training & relevant certificates on file

- EVC & Visit Leader – every 3-5 yrs *\*cheaper with WCC* EVC AM 17<sup>th</sup> Nov VL- PK-19 **Training planned- whole staff for VL Spr/Sum**
- Head: Health & Safety refresher – every 3-5 yrs (online)
- Fire awareness training – all staff, every 3 yrs (yearly ideally) (online) Apr&May 2020 **Not trained- RG, DB, MM, CA, JP, TB, CMc,**
- Fire Warden Training – recommended (only key staff) every 3 yrs JT- Nov 2019
- Manual handling – Grounds and maintenance & lunchtime staff (online) Check **DO, DB, JP**
- Food hygiene – breakfast club Apr&May 2020 **Not RG, CA, MM, JP, TB, CMc, KH**

## APPENDIX C – RISK ASSESSMENT

- All trips/outside school activities (file)
- **Science – annual review**
- Forest School – annual review Folder held in the office
- **Playground equipment – annual review**
- **EYFS and Year 1 outside area – annual review**
- **Balance Bikes – annual review when purchased**
- **PE – annual review**
- **DT – cooking/tools**

## APPENDIX D – EQUIPMENT TESTING

Equipment	Requirement	Frequency	Last Review	Due
Portable Appliance Equipment	Combined inspection and testing	Every 2 yrs 1-4 yrs depends on risk/equip	July 21	July 22
Fixed Wire Testing	Testing of all fixed wiring and distribution boards	Five Yearly	June 18	June 23
Emergency Lighting <i>Tested monthly</i>	Carried out full 3 hour load test	Bi-Annually	July 21	Dec 21
Fire Alarm <i>Tested weekly</i>	Inspection and service completed by competent contractor	Bi-Annually	July 21	Dec 21
Fire Risk Assessment	Competent fire safety consultant required to undertake risk assessment to identify general precaution need to safeguard occupants.	Typically revisited by competent fire safety consultant every 5 years. Annually reviewed by competent person	Dec 18	Dec 23
Fire Extinguishers	Thorough inspection and testing by competent contractor	Annually	Mar 21	Mar 22
Security Alarm	Inspection and testing by competent contractor	Annually	July 21	July 22
Gym/PE Equipment		Annually <i>Sportsafe</i>	Nov 21	Nov 22
Water hygiene: Risk assessment (including Legionella risk assessment)	Water hygiene risk assessment carried out and reviewed (in accordance with L8)	Every 2 yrs	Apr 21	Apr 23
Water hygiene: Testing & precautions	Temperature testing of hot and cold stored water systems. Flush through of infrequently used outlets	Temp – weekly water <b>Check pipes</b>		
Water heaters	Safety inspections	Annually	May 21	May 22
Energy rating	Display energy certificate must be produced and displayed at all times in a prominent placed clearly visible to the public	Every 10 years		Due Sept 23
Playground equipment	Inspection and assessment by certified inspector	Annually	Dec 21	Dec 22
Electrical Condition Survey & Repair Report	Carried out by appropriately qualified surveyors who provide	Five Yearly	2016	Due 2021

	an independent determination of condition and priority of any works required.			
Mechanical Condition Survey & Repair Report	Carried out by appropriately qualified surveyors who provide an independent determination of condition and priority of any works required.	Five Yearly	2016	Due 2021
Buildings Condition Survey & Repair Report	Carried out by appropriately qualified surveyors who provide an independent determination of condition and priority of any works required.	Five Yearly	2017	Due 2021
Asbestos	Overall duty is to manage asbestos in premises, have an asbestos management survey and management plan	Five Yearly	June 2019	
Tree Safety	Tree survey completed by competent person	Various		To arrange
Electrically operated shutters	Check mechanical function and service	Annual		
Air conditioning	Mobile classrooms- Service and testing	Bi-Annual	July 21	Jan 22
Sewage Tank	Empty, repair and monitor	Bi-Annual	Oct 21	Apr 22

# APPENDIX E – SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST

## School Health and Safety Management Checklist

(H&S Organisational non-conformities for Action)

School	Hanbury
Person completing checklist:	
Date:	

H & S Policy	Yes	No	N/A	Comments
Does the school have a written H & S policy that is, <ul style="list-style-type: none"> <li>Reviewed in the last 1-3 yrs?</li> </ul>				
<ul style="list-style-type: none"> <li>Signed by current Chair of Governors &amp; Headteacher</li> </ul>				
<ul style="list-style-type: none"> <li>Provided to or brought to the attention of all school staff.</li> </ul>				
H & S Coordinator	Yes	No	N/A	Comments
<ul style="list-style-type: none"> <li>Has the school appointed an H &amp; S Coordinator?</li> </ul>				
H & S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> <li>Headteacher H &amp; S Management</li> </ul>				
<ul style="list-style-type: none"> <li>H &amp; S Coordinator H &amp; S Management</li> </ul>				
<ul style="list-style-type: none"> <li>Risk assessment process</li> </ul>				
<ul style="list-style-type: none"> <li>Fire/Emergency procedures</li> </ul>				
<ul style="list-style-type: none"> <li>Working At Heights</li> </ul>				
<ul style="list-style-type: none"> <li>Environmental Safety</li> </ul>				
Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H & S items				



• Access Control				
• Administering medication				
• Caretaking Duties				
• Classroom inspection Forms (every September)				
• Contractors				
• Creative Arts				
• D & T				
• Electrical Safety				
• Forest School				
• Hazardous Substances				
• Lone Working				
• Manual Handling				
• Off-site Activities				
• Physical Education				
• Playground Safety				
• <i>Pond Safety</i>				
• Pregnant Staff				
• Premises/Site Safety				
• Science				
• Working at Heights				
• Have risk assessments been completed by trained school staff?				
• Have school risk assessments been viewed for 'suitable & sufficient' by WCC				
• Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
• Has a Fire Risk Assessment been provided either by an appointed Consultant or by				

trained School staff?				
<b>Asbestos</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				
Are there emergency plans in place to respond to any Asbestos exposure?				
<b>Water Treatment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are fire appliances serviced and recorded as such every 12 months?				
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the school's fixed wiring system been inspected & certificated				

[illegible]

<b>MASTER</b>				
<b>H &amp; S Policy</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Does the school have a written H & S policy that is, <ul style="list-style-type: none"> <li>Reviewed in the last 1-3 yrs?</li> </ul>				
<ul style="list-style-type: none"> <li>Signed by current Chair of Governors &amp; Headteacher</li> </ul>				
<ul style="list-style-type: none"> <li>Provided to or brought to the attention of all school staff.</li> </ul>				
<b>H &amp; S Coordinator</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Has the school appointed an H &amp; S Coordinator?</li> </ul>				
<b>H &amp; S Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> <li>Headteacher H &amp; S Management</li> </ul>				
<ul style="list-style-type: none"> <li>H &amp; S Coordinator H &amp; S Management</li> </ul>				
<ul style="list-style-type: none"> <li>Risk assessment process</li> </ul>				
<ul style="list-style-type: none"> <li>Lifting &amp; Handling</li> </ul>				
<ul style="list-style-type: none"> <li>Fire/Emergency procedures</li> </ul>				
<ul style="list-style-type: none"> <li>Working At Heights</li> </ul>				
<ul style="list-style-type: none"> <li>Environmental Safety</li> </ul>				
<b>Risk Assessment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the school prepared written risk assessments for each of the following core H & S items				
<ul style="list-style-type: none"> <li>Access Control</li> </ul>				
<ul style="list-style-type: none"> <li>Administering medication</li> </ul>				
<ul style="list-style-type: none"> <li>Caretaking Duties</li> </ul>				

• Classroom inspection Forms (every September)				
• Contractors				
• Creative Arts				
• D & T				
• Electrical Safety				
• Forest School				<i>Including gardening</i>
• Hazardous Substances				
• Lone Working				
• Manual Handling				<i>Lunch staff – table, office – paper boxes</i>
• Off-site Activities				
• Physical Education				
• Playground Safety				
• <i>Pond Safety</i>				
• Pregnant Staff				
• Premises/Site Safety				
• Science				
• Working at Heights				
• Have risk assessments been completed by trained school staff?				
• Have school risk assessments been viewed for 'suitable & sufficient' by WCC				
• Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
• Has a Fire Risk Assessment been provided either by an appointed Consultant or by trained School staff?				
<b>Asbestos</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>

Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				
Are there emergency plans in place to respond to any Asbestos exposure?				
<b>Water Treatment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are fire appliances serviced and recorded as such every 12 months?				
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?				

Is there a register/inventory of all of the school's Portable Electrical Appliances?				
Are all of the school's Portable Electrical Appliances inspected & tested in accordance with HSE guidance (PAT)				
Are staff instructed not to bring personal electrical items into school for use in school?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are similar ladders & steps uniquely identified?				
<b>Access/Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there a system for identifying and managing visitors to the school, including contractors/				
No.	Actions Required?	By whom?	By when?	Date completed:

# APPENDIX F – SCHOOL HEALTH & SAFETY INSPECTION CHECKLIST

## School Health and Safety Inspection Checklist

(Visible/apparent Hazards or non-conformities for Action)

School/Specific Area of School Site	
Person undertaking inspection:	
Date:	

<b>Flooring</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
<b>Glazing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
<b>Windows</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
<b>Doors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				



Are all final exit doors openable from the inside (whilst the school is in use) without the use of a key?				
<b>Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
<b>Furniture</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is furniture damage free and stable?				
Is the furniture sited safely?				
<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>

Has PPE been issued to staff as necessary				
Is PPE stored properly?				
Is PPE properly maintained?				
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the lighting provision sufficient in all areas?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all sockets and switches				

free from damage?				
Are all leads, wires and plugs free from damage?				
<b>Stairs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
<b>External</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Is the bell tower secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are outbuildings and sheds secure?				
<b>External Play Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play				

equipment on a daily basis?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do visitors sign in and out?				
Are visitors provided with ID badges?				
Are security checks made where necessary?				

No.	Actions Required?	By Whom?	By when?	Date completed:
