

Health and Safety Policy Arrangements for St. Giles Junior School

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes Head Teachers and staff in community & voluntary controlled schools, community special schools and maintained nursery schools.

The school uses the [WCC Health and Safety Policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC Health and Safety Policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards for Schools document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolsdocs School specific procedures and documents can be located in the SBM's Office

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be **kept up-to-date and regularly reviewed**, at least on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, contact the Head Teacher, SBM or Caretaker.



Health and Safety School Statement of Intent

Within our school we will meet all of the requirements set out in the Warwickshire County Council Health and Safety Policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that WCC policies and standards are complied with by having school, or department specific, procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Head Teacher's signature:

Name: Robert Mann
Head Teacher

Date: December 2020

Chair of Governors signature:

Name: Julia Gaughan
Joint Chair of Governors

Date: December 2020

Review date : December 2021

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent.

The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the **WCC Corporate Health, Safety and Wellbeing Service**.

Local Arrangements / Procedures	How this is Achieved	Responsibility of:
Accident, Incidents and Near Misses	<ul style="list-style-type: none"> • All serious accidents that occur in school are notified to SBM who uses the online accident recording system to inform WES Safety and Premises. • All minor accidents are recorded on sheets located in the First Aid room. The original is sent home with the pupil, whilst a photocopy is given to the School Office, where it is recorded on CPOMS System Where necessary, parents / guardians will be notified of the accident via telephone /accident report. • Copies of non-minor incidents/accidents are sent to WCC including those that fall under RIDDOR (as per separate WCC reporting procedure) • If the accident is serious, senior management will be made aware and immediate action taken to ensure the location of the accident is still safe to use. • The Head Teacher is responsible for investigating all accidents, and for taking any appropriate action necessary. • The Head Teacher reports on accidents to Governors, who use the information to identify and monitor any trends. • Accident reports and investigation records will be kept for 3 years if the accident involves a member of staff, or if the accident involves a pupil until they reach the age of 21. 	<ul style="list-style-type: none"> • Head Teacher • SBM • All staff • H & S Governor

Asbestos Management	<ul style="list-style-type: none"> • Our school adheres to the WCC Asbestos Management Policy and Procedures which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • All information regarding asbestos is found on the ATLAS Database. • All contractors are given access to the ATLAS system before commencing any intrusive work. • Only specific contractors from the Property Resources list are allowed to work with asbestos. 	<ul style="list-style-type: none"> • Head Teacher • SBM • Caretaker
Child Protection	<ul style="list-style-type: none"> • Please see the school's safeguarding policy. Information regarding child protection is also displayed prominently around the school • All staff have induction regarding safeguarding procedures 	<ul style="list-style-type: none"> • All staff • Head Teacher • SBM • Link H&S Governor
Contractors	<ul style="list-style-type: none"> • All contractors and visitors are monitored by the school office staff / Caretaker. • All visitors are asked to wear a school visitor lanyard throughout the visit. All will be briefed about the school's safety procedures and be shown a copy of the Contractors and Visitors leaflet on arrival. • The Head Teacher and Caretaker are the appointed responsible people to manage contractors. • On any large projects, method statements and risk assessments are checked at a pre-site meeting between the contractor, SBM, Head Teacher and Caretaker. Any concerns are reported to WCC H&S team by Head Teacher. 	<ul style="list-style-type: none"> • Head Teacher • SBM • Office Staff • Caretaker
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> • The school adheres to the WCC Policy on COSHH which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • The COSHH Register is held and maintained by the Caretaker. It is located in his office. • When purchasing COSHH products, consideration is always given to any non-COSHH safer alternatives. • Any new COSHH products are ordered with an accompanying data sheet. • Risk assessments are made for the control and use of any new COSHH products if classed as hazardous, including labelling and decanting of products that have to be diluted. • COSHH materials are for the use of the Caretaker and cleaning staff only. They can be clearly identified by their label and are kept in a locked cupboard. • All COSHH products are stored in locked cupboards in the cleaner's room and personal protective equipment (e.g. gloves, goggles) are available and used when necessary • Emergency action would be taken in the event of spillages (COSHH substances) in line with the instructions on the Material Safety Data Sheet. Disposal of these substances will be in accordance with the manufacturer's instruction detailed on the safety data sheet. • Staff are aware of the need to carry out risk assessments for tasks using the most hazardous substances. 	<ul style="list-style-type: none"> • Head Teacher • SBM • H&S Link Governor • Caretaker
COVID 19	<ul style="list-style-type: none"> • Please refer to the schools most up-to-date Risk Assessment regarding the school's approach to 	<ul style="list-style-type: none"> • Head Teacher

	<p>social distancing and hygiene, and any extra precautions the school is taking, such as:</p> <ul style="list-style-type: none"> • The wearing of face coverings by staff and visitors in communal areas of the school • Different entrances and exits, and the marking out of appropriate distancing measures, for the beginning and end of the day • Staggered start and finishing times for students 	<ul style="list-style-type: none"> • SBM • Caretaker • All staff
Defect Reporting	<ul style="list-style-type: none"> • Any member of the school staff who discovers any defect shall report it to SBM/School Office who will advise the caretaker of the defect. • Immediate action will be taken to prevent accidents and a defect sign attached to make the rest of the staff aware • The Caretaker will take the necessary steps to either: <ul style="list-style-type: none"> ▪ have the defect rectified, within a reasonable period of time ▪ remove the hazard ▪ reduce the risk of injury to an acceptable level, pending corrective action • When the repair has been rectified it will be recorded on the maintenance sheets kept by the Caretaker. • The Governing Board receives regular reports of accidents and dangerous occurrences provided by the Head Teacher and subsequently any necessary alterations to working practices and procedures are implemented. • The Governing Board recognise the importance of monitoring Health and Safety matters. A Health and Safety Link Governor has been appointed to support the Caretaker and SBM with termly inspections, audits and the 3 year annual WES Safety and Premises Check. 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • Caretaker • Governors
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> • The school adheres to the WCC Health and Safety Display Screen Equipment Policy and Guidance which can be viewed via www.warwickshire.gov.uk/schoolsdocs • All staff that are classed as DSE users, including teachers with laptops, are trained in their safe use. This will also be undertaken by all relevant new staff, as part of their induction. Refresher training will be under reviewed every 3 years • The ICT lead will monitor and arrange for any problems relating to display screen equipment and its use to be resolved. 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • ICT Lead • H&S Link Governor
Fire Precautions and Emergency Plans	<ul style="list-style-type: none"> • The school adheres to the WCC Fire Safety Management Policy, which can be viewed via www.warwickshire.gov.uk/schoolsdocs • Emergency evacuation drills are carried out at least termly and recorded by the caretaker. • Regular inspections and maintenance of fire extinguishers is contracted out by Property Services. • Regular safety training is given to staff and scenarios are often discussed at staff meetings. Scenarios and safety reminders are given at the first staff meeting of each academic year 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • Caretaker

	<p>(September training day).</p> <ul style="list-style-type: none"> The Caretaker is responsible for the regular testing of the fire alarms and emergency lighting and all the associated recording Fire alarm bells are tested weekly, whilst emergency lighting is tested monthly 	
First Aid and Medication	<ul style="list-style-type: none"> Displayed in the School Office and Medical room is a list of all qualified First Aiders and when their qualification expires. All staff are made aware of children with specific medical needs. All checking and re-stocking of first aid kits is the responsibility of Miss Smith, Lead First Aider. The school has agreed procedures for administering medicines. Copies of these are shared with parents and kept in the office. Parents must sign a consent form before any medication is administered. When medication is administered two members of staff should sign the appropriate form to confirm the dosage 	<ul style="list-style-type: none"> All staff First Aiders
Forest School	<ul style="list-style-type: none"> All Forest School staff have been Forest School trained and hold current First Aid certificates There are safety sweeps of the area before each session All Forest School staff are made aware of children with specific medical needs. Parents are given an information pack and school obtains consent before each session Pupils are given safety talks at the start of each session Risk assessment for all tools and woodland activities are carried out annually, or when required 	<ul style="list-style-type: none"> Caretaker Forest School Staff
Glass and Glazing	<p>Risk assessments have been carried out by W.C.C. for all glazing to ensure it complies with current safety standards. All low level glazing, glazing in doors and high risk glazing is toughened or laminated glass or has been fitted with safety film. All broken glass is made safe and repaired.</p>	<ul style="list-style-type: none"> Caretaker SBM
Housekeeping, Cleaning and Waste Disposal	<ul style="list-style-type: none"> The school premises are cleaned by the school's cleaning staff daily after school. Wet floor cleaning takes place after 4.30pm and areas are marked with caution signs. The Caretaker is responsible for making the outside environment safe during snow and icy conditions, and clearing leaves from pathways. External waste bins and recycling bins are located behind the school kitchens and are kept secure Hazardous waste and computers are disposed of using appropriate services. 	<ul style="list-style-type: none"> Caretaker Cleaning Team / Catering Team Head Teacher H&S Link Governor
Implementing WCC Health and Safety Policies and Standards	<p>As a LA School, all WCC policies and updates are acted on and incorporated into school policies and procedures (where appropriate)</p> <ul style="list-style-type: none"> All staff and made aware of any changes to policy and practice through staff meetings Governors are notified of any change to policy and practice through H & S Link Governor 	<ul style="list-style-type: none"> Head Teacher SBM Governors Caretaker

<p>Information Dissemination</p>	<p>Information and instructions on health and safety matters are available/given to teaching and non-teaching staff, pupils and visitors as follows:-</p> <p>Staff: Annual reminders regarding health and safety are made to all staff during a staff meeting in the autumn term. The SBM will review all new documentation and liaise with the Head Teacher to decide on the appropriate circulation to staff.</p> <p>Health and Safety is an agenda item and discussed during:- Weekly staff meetings for Teaching and Teaching Assistant staff Monthly meetings between SBM and Caretaker – minutes on H&S board for all staff to see and raise questions, if they wish.</p> <p>Pupils: It will be the responsibility of all staff to ensure that pupils are made aware of existing and new health and safety information that impact on them.</p> <p>Visitors: The reception staff when meeting and greeting visitors shall ensure that they are informed of any health and safety arrangements which may affect them during their visit.</p> <p>Governors: The Head teacher and H&S Link Governor will ensure that all governors are kept informed of any relevant WCC policies, guidance or information; site specific information on accidents, incidents, near misses, defects; inspections etc. Health and Safety is an agenda item at every Governing Board meeting.</p> <p>Trade Unions: The Head Teacher will be responsible for informing and consulting “in good time” with trade union health and safety representatives on</p> <ul style="list-style-type: none"> • Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site • Appointment of competent persons on site to comply with health and safety regulations • Risks to employees health and safety and preventative measures • Planning and organisation of health and safety training • Introduction of new technology and health and safety consequences <p>The Trade Union notice board is in the staff room.</p>	<ul style="list-style-type: none"> • Head Teacher • All Staff • H & S Link Governor • Governors

Jewellery	The wearing of jewellery of any kind can be a hazard to children at play and in PE. Earrings are not recommended to be worn on PE days as these are especially dangerous. Parents and carers are advised that jewellery is not worn to school to reduce the risk of accident and injury to the wearer and to other pupils. Children must remove any potentially dangerous jewellery before PE lessons. Earrings that cannot be removed must be covered with micropore tape.	<ul style="list-style-type: none"> All Teaching staff
Lone Working and Personal Safety	<ul style="list-style-type: none"> Our school adheres to the WCC Personal Safety and Lone Working Policy together with Working Safely Guides which can be viewed via www.warwickshire.gov.uk/schoolhsdocs The Governing Board request that no member of staff works on site alone wherever possible. Lone working is limited to the Caretaker and guidance is given to other staff that may work alone on occasions – in particular the cleaning team. Risk assessments for these members of staff are carried out and kept in the Risk Assessment file. All staff are required to report any incidents of verbal and physical violence. 	<ul style="list-style-type: none"> All staff Caretaker Head Teacher SBM H&S Link Governor
Maintenance and Inspection of Equipment	<ul style="list-style-type: none"> Regular inspections from all service providers in respect of equipment, appliances, and outdoor play equipment take place and reports are kept in SBM office. All hardwired equipment is checked every 5 years by Property Resources according to their schedule. These checks are the responsibility of Property Services. PAT Testing is carried out annually by an Independent Contractor and the report is kept in SBM Office. Ladders are inspected annually by an Independent Contractor and the report is kept in SBM Office. Defective items are removed, repaired if appropriate, or disposed of. Stage lighting is checked regularly to ensure secure and annually during the PAT Tests. 	<ul style="list-style-type: none"> All staff Head Teacher SBM Caretaker H&S Link Governor
Manual Handling	<ul style="list-style-type: none"> The Caretaker has had Manual Handling training as part of his job role and has been advised to carry out an individual risk assessment and seek guidance if and when necessary; appropriate training is given to other staff The Caretaker is required to move furniture around the site on an infrequent basis and sack barrows and trolleys are available to use 	<ul style="list-style-type: none"> All Staff Caretaker Head Teacher
Off-site visits	<ul style="list-style-type: none"> Our school will follow national guidance to demonstrate that we are taking reasonable steps to manage risks. Our SENCo is our Educational Visits Co-ordinator (EVC). The School Office keeps an EV Folder which contains all the requirements when planning a school trip / visit Risk assessments are stored in the folder for each trip / visit and a new folder is started for each new trip / visit. The teacher in charge of the visit is responsible for completing a risk assessment. Teachers should inform / gain approval from the Head Teacher prior to booking an educational visit. 	<ul style="list-style-type: none"> Head Teacher Deputy Head Teacher All Staff

	<ul style="list-style-type: none"> • WCC are notified of any residential trips • All details of a trip are added to the EVOLVE website which are signed off by Warwickshire when all information is added and compliant. • All trips / visits are insured through our block policy • The Evolve website will provide guidance to teachers to enable them to have clarity in relation to: emergency arrangements, parental authorisation, supervision requirements and First Aid Provision. 	
Outdoor Play Equipment	<ul style="list-style-type: none"> • WES Safety and Premises inspect the equipment twice yearly, and inspection records are kept in SBM office. • The Caretaker carries out weekly checks of the equipment and logs any maintenance needed. • All staff carry out a visual check before the equipment is used. 	<ul style="list-style-type: none"> • Caretaker • All staff
P.E. Equipment	<p>The school follows the WCC health and safety guidance contained within the Health and Safety Standards for Maintained Schools document and within the current edition of “Safe Practice in Physical Education and Sport’ published by the Association for Physical Education (afPE)</p> <p>Annual safety checks are completed by WCC appointed contractors and risk assessments are kept up to date.</p>	<ul style="list-style-type: none"> • All staff • Caretaker
Playing Fields	<p>The school playing fields are maintained by school appointed contractors. Daily visual inspections are the responsibility of the caretaker and staff on duty each day, both teaching and non-teaching.</p>	<ul style="list-style-type: none"> • Caretaker • All Staff
Personal Protective Equipment	<ul style="list-style-type: none"> • The caretaker is responsible for selecting the equipment which has been identified through risk assessment. • Periodic checking and maintenance of equipment including proper use and supervision is the responsibility of the caretaker 	<ul style="list-style-type: none"> • Head Teacher • Caretaker • SBM • H&S Link Governor
Risk Assessments	<ul style="list-style-type: none"> • The school adheres to the WCC Risk Assessment Policy and Guidance, which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • Completed risk assessments are kept in SBM Office • Risk assessment will be reviewed at least annually by SBM and appropriate staff • All staff are responsible for completing their own risk assessments which should be shared with other adults / children prior to the activity. • All teachers are responsible for classroom room inspection which should be completed at beginning of each academic year. • Subject leaders will complete risk assessments for their subjects (if appropriate) • All teachers (in conjunction with the Educational Visits Co-ordinator) are responsible for ensuring that risk assessments are completed for school trips / residential activities 	<ul style="list-style-type: none"> • SBM • Head Teacher • Deputy Head Teacher • All Staff • Caretaker • Governors

School Security	<ul style="list-style-type: none"> • Guidance is given in the school's Security Policy. • Our school uses a key guarding company for alarm call outs. • The Caretaker is responsible for opening /closing school during and out of school hours. • In order to maintain site security, the school gates are closed to unauthorised vehicles and the school playground is locked. The main entrance door is locked at all times and access is via reception. All visitors are requested to sign in and they are issued with a school visitor lanyard and shown the Contractors and Visitors Information leaflet on arrival. • All other entrances / exits to the school building are locked when not in use. 	<ul style="list-style-type: none"> • Caretaker • Reception / Office Staff • All staff • Head Teacher
Smoking	Smoking is not allowed in the school buildings or on the school site at any time or by any organisation.	<ul style="list-style-type: none"> • All Staff • All Visitors
Stress and Staff Wellbeing	<ul style="list-style-type: none"> • Our school is committed to the management of stress within the workplace, with the aim of prevention and risk management. Our school adheres to the WCC Managing Resilience, Stress and Wellbeing Policy which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • Anyone experiencing problems should refer to the Head Teacher who will provide the appropriate support. • Our School implements the WCC Absence Management Policy to ensure that any medical / personal issues are identified early through RTW contact meetings or absence management meeting. • Referrals are made to OH if the Employee and Head Teacher feel it would be beneficial. Occupational Health is used to support staff that may be experiencing difficulties in their school / personal life and individual stress risk assessments are carried out with all employees through the absence management procedure if their absence is stress related before there return to work. • Risk assessments are completed with all new and expectant mothers in line with WCC guidance. 	<ul style="list-style-type: none"> • Head Teacher • Chair of Governors • All staff
Swimming Lessons	The school follows the WCC health and safety guidance contained within the Health and Safety Standards for Maintained Schools document and within the current edition of "Safe Practice in Physical Education and Sport" published by the Association for Physical Education (afPE) Swimming lessons take place at Bedworth Leisure Centre where normal operating and emergency operating procedures are in place.	<ul style="list-style-type: none"> • Head Teacher • Class Teachers
Transport	<ul style="list-style-type: none"> • The school adheres to the WCC Driving at Work Policy and Guides which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • The school regularly uses coaches to transport children on educational trips and visits. Only coaches that have seat belts fitted are used. 	<ul style="list-style-type: none"> • Head Teacher • EVC • Staff

Vehicles on Site/Car Park arrangements	The car park is for staff, official visitors and school contractors. Gates are closed at all times and locked at the beginning and end of the day, whilst pupils are entering/leaving the school.	<ul style="list-style-type: none"> All staff
Water Hygiene	<ul style="list-style-type: none"> The school adheres to the WCC Legionnaires & Water Hygiene Policy and Procedures, which can be viewed via www.warwickshire.gov.uk/schoolhsdocs The Water Hygiene Log Book is kept by the Caretaker. The Caretaker is responsible for carrying out water hygiene checks, flushings and sampling and the school has a County Contract for monthly inspections for water hygiene 	<ul style="list-style-type: none"> Caretaker Head Teacher SBM
Working at height	<ul style="list-style-type: none"> Our school adheres to the WCC Working at Height Standard which can be viewed via www.warwickshire.gov.uk/schoolhsdocs Our school has ladders and kick stools available The person about to use the equipment should make a visual check of the equipment prior to use. The Caretaker has attended training (part of the Caretaking Seminar provided by WCC Cleaning and Caretaking Support Services), and he in return has given training to the cleaning staff. Staff and pupils are not allowed to use ladders unless trained (there is a foot stool / low level steps available for staff to use). Contractors should provide their own ladder 	<ul style="list-style-type: none"> All staff Caretaker SBM
Work Experience	<ul style="list-style-type: none"> The school follows the WCC Work Experience Guidance for Schools. The school regularly has work experience pupils working in classes. All pupils will have an identified supervisor with whom a brief induction will have taken place and a risk assessment will have been completed. 	<ul style="list-style-type: none"> All Staff SBM Office Staff