

Health, Safety and Wellbeing Policy

Committee	SSSBE
Date Approved by Governing Body	6.11.18
Last Review Date by Committee	September 2018
Next Review Date by Committee	September 2019

Schools are required to have a Health, Safety and Wellbeing Policy in place.

It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Governing Body in conjunction with the Head of School and members of the School Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Head of School and the Senior Leadership Team (supported by the Governing Body).

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy makes reference to and complements the QEGSMAT Health and Safety Policy and the County Council Policy on Health Safety and Wellbeing.

Health, Safety & Wellbeing Policy Statement

Waterhouses CE Primary Academy

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy and QEGSMAT Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school the Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]

Mark Longson, Chair of Governors

Laura Lafford, Head of School

November 2018

November 2018

Part 2 Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Governing Body/Board/Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Head of Schools must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council’s Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School’s and the Council’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Model Health, Safety & Wellbeing Policy for Schools

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Head of School					
Teachers					
Premises Manager					
Teaching and Classroom Assistants					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

Model Health, Safety & Wellbeing Policy for Schools

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Head of School CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements.
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Head of School School Governors Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

Model Health, Safety & Wellbeing Policy for Schools

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
- Ensure that appropriate H&S training is received.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as appropriate as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and safety is integrated into weekly staff meetings of the school and separate meetings are rarely required. H&S is a regular weekly agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan is considered by Planners and Implementers, As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Model Health, Safety & Wellbeing Policy for Schools

Implementers	
<i>Head of School (also Policy maker, Planner)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Premises Manager</i> <i>Teaching Assistants</i> <i>Admin Staff</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Head of School on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Arrangements & Procedures for Health, Safety and Wellbeing

Waterhouses CE Primary Academy

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 classes have their own accident book. There is also one for EYFS and Breakfast and After School club as statutorily required. This should be completed by any member of staff dealing with an accident.*
- *Parents are informed of any accidents requiring medical attention and of any head injuries. Any accident involving head (bumps, etc.) must be reported to parent(s) using the standard head injury form which is kept in the staff room. A head injury form is always supported by a phone call home. The parent signs to inform the school that they have been notified of the injury and the form returned to school. The person reporting the accident should ensure that the child's class teacher is aware that a head injury has occurred.*
- *All accidents to staff are reported to the LA and any accidents to children which are caused through property defects or which are in supervised activities.*
- *The Head of School should be informed of any major accidents. More detailed forms are completed where the accident requires medical treatment at hospital. The Head of School sends accident reports to the Local Authority as necessary in accordance with Health and Safety advice. Should any initial investigation be needed, the Head of School will undertake this.*
- *All completed Accident books are kept and stored in school.*

2. Asbestos

- ***Mr Gary Mason**, site supervisor, is responsible for Asbestos Record System Manual,*
- *The Asbestos Record System is located in the school office on the shelf nearest the door.*
- *All contractors and site staff are asked to read the manual and sign the record sheet before commencing work.*
- *Staff are instructed not to drill or affix anything to the walls without first obtaining approval from the site supervisor.*
- *Any damage to asbestos material should be reported to the site supervisor.*

3. Contractors

- *Contractors undertaking repairs or carrying out major works are selected from the County Council approved list.*
- *A site meeting is held with Mr Gary Mason, site supervisor, where safety issues are discussed and potential risks identified. County Surveyors and the site supervisor monitor working practices and liaise with the site foreman.*
- *Contractors should report to the Main Office before commencing work*
- *Contractors will be informed of any school activities taking place and of any school routines which may affect the work*
- *Work arrangements will be sorted out to fit in with the school routines of pupils and to minimise any potential risk*

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- *Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled.*
- *Any members of staff witnessing unsafe practise must report the matter to the site supervisor.*

4. Curriculum Safety

- *It is the responsibility of all staff to ensure that they are teaching within any safety guidelines issued by the LA or government for curriculum coverage (e.g Safety in PE)*
- *Subject Co-Ordinators should produce a risk assessment for their subject before any hazardous activities are completed or resources are used.*
- *The school follows the LA Educational Visits procedures and the school has a separate Education Visits policy.*

5. Drugs & Medications

- *Medicines are only administered in school with parental approval for a specifically prescribed course of treatment – see Supporting children with medical conditions in school policy.*
- *Medicines must be accompanied by specific instructions*
- *Medicines will be stored in a locked cupboard in the medical room*
- *Pupils are encouraged to look after their own inhalers and/or to be aware of a place where they will be stored safely*
- *A record will be kept of medicines that the school is asked to administer*
- *The school has agreed procedures for the formulation of care plans.*

6. Electrical Equipment [fixed & portable]

- *All staff are responsible for maintaining a visual check on the suitability of all electrical equipment. Staff to check for obvious defects such as frayed wiring / loose plugs.*
- *Equipment with observed defects should not be used and should be reported to the Site Supervisor or office immediately*
- *All portable electrical equipment to be checked (PAT Tested) annually by a qualified electrician.*
- *Any personal electrical equipment brought into school must be checked by a qualified electrician*
- *Testing of fixed electrical installation is carried out according to current regulations by contractors appointed by the LA. Records are kept and faults rectified.*

7. Fire Precautions & Procedures

- *The school produces a Fire Risk Assessment, which is reviewed on an annual basis by Mr Gary Mason*
- *Fire evacuation is practised once per term at different times of the day.*
- *Fire action cards are displayed in all rooms*
- *Fire procedures are located in classrooms and are known and signed by all staff*
- *Fire alarms are tested on a weekly basis by Mr Gary Mason*
- *Fire exits should be kept clear*
- *Head of School is responsible for contacting the LA in the case of an emergency or in her absence, Mrs Joy Hulme (see business continuity plan)*

Fire Evacuation Procedure

- *The various exits in case of fire are marked around the school. It is the duty of all staff, including visiting staff and children to familiarise themselves with the fire exits.*
- *Staff must guide the children to safety through the nearest exit, after assessing the safest route.*
- *The office staff will be responsible for bringing the pupil registers. The exception is Monday when classes need to take the pupil registers across to the pool for swimming.*
- *The children must walk quickly and quietly out of the nearest safe exit, without collecting or taking anything with them. The teachers leave the building after the last child has exited.*
- *The children line up in class order at the fire assembly point on the playground.*
- *Class teachers take a register and head count.*
- *Any discrepancy is immediately reported to the Head of School or next most senior person in the absence of the Head of School.*

ON NO ACCOUNT MUST ANYONE RE-ENTER THE BUILDING UNTIL INFORMED

- *The fire marshal is Mrs Jo Porteous (or Mrs Moyra Blakemore in her absence). She will bring the grab bag, mobile phone, registers and adult attendance list.*
- *The fire marshal or next responsible person will ring the emergency services.*

The County Council has made contractual arrangements for the servicing of the fire fighting appliances. This includes Trinity to service the fire alarm and Chubb to service the fire extinguishers.

8. First Aid

***Mrs Alison Bradbury** is lead person for first aid in the school. She is responsible for checking the First Aid boxes and supporting our asthma procedures. She also supports staff in first aid matters if a second opinion is required.*

The following staff are trained in Paediatric First Aid:

*Mrs Alison Bradbury- Nursery Nurse and Teaching Assistant
Mrs Joy Hulme- Teacher and EYFS Manager
Miss Beth Hall- Nursery Teaching Assistant
Ms Tracey Fowler - Edu carer
Mr Simon Walker- KS2 Teaching Assistant
Mrs Diane Derbyshire- KS1 Teaching Assistant, Breakfast/After School Club
Mrs Meada Matthews – KS2 Teaching Assistant
Mrs Sandra Knobbs- Lunchtime Supervisor/After School Club
Mrs Lynsey Salt- Lunchtime Supervisor/After School Club
Mr Chris Ham - Lunchtime Supervisor
Mrs Amanda Murray - Lunchtime Supervisor*

In addition, Mrs Alison Bradbury holds a 'First Aid at Work' qualification.

- *First Aid boxes/kits are located in the staff room, office, kitchen and DT room*
- *Person on site of accident is responsible for summoning an ambulance if needed*
- *Parents will be informed immediately*
- *2 members of staff will accompany a child to hospital*
- *First Aid staff are regularly retrained*

9. Glass & Glazing

All glass and side panels need to be safety glass. As the windows are replaced this will be accomplished. Any damaged panes are replaced with glass meeting safety standards.

10. Hazardous Substances (COSHH)

- *Few hazardous substances are kept in school. Those which are held in school must be kept in locked storerooms or the site supervisor's room.*
- *A hazardous substance data sheet is maintained, including name, dangers and what to do in case of misuse. This data is kept in the school office.*
- *Staff should be aware of the dangers of some art materials eg spray snow and chalk fixative which should be reported to the Head of School and kept in locked storerooms.*
- *The cleaning substances used in school are stored in the cleaners cupboard. Those substances are used upon recommendation from County Cleaning Supplies. Staff are advised that these substances must not be removed from the cupboard other than by the authorised person. The cleaners room must be kept locked at all times.*

11. Health and Safety Advice

Health and Safety advice is obtained from the LA Health and Safety Team (Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121, Occupational Health Unit, etc.)

12. Housekeeping, cleaning & waste disposal

- *The school has a contract with Cleaning Services to clean the school.*
- *Waste bins are situated in all rooms and are emptied daily by the cleaners.*
- *Three external disposal containers are situated at the rear of the school by the kitchen and are emptied weekly by Staffordshire Moorlands District Council.*
- *Waste from the kitchen is removed daily.*
- *All spillages are dealt with immediately.*
- *When wet floor cleaning takes place, appropriate signs are displayed.*
- *Medical waste is deposited in a separate dedicated bin in the staff room. Glass and sharp objects are to be wrapped carefully before disposal.*
- *Paths are cleared of snow and gritted when this reduces the risk of accidents*

13. Handling & Lifting

- *The school follows the LA guidelines*
- *Where necessary risk assessments are made*
- *Deliveries are made as close as possible to storage facilities.*
- *A trolley is available to transport heavy objects.*

14. Jewellery

- *Jewellery is not worn in school with the exception of plain ear studs, watches and jewellery relating to the faith background of pupils.*
- *Jewellery must not be worn during PE. If earrings cannot be removed then they should be taped over to protect from any injury. Earrings cannot be taped over for swimming so must not be worn. If they cannot be removed, then the child is not able to swim.*
- *Children must remove their own jewellery, including ear studs, before PE or any other activities which pose a risk if jewellery is worn, or refrain from wearing jewellery on the day of specific sports activities.*

15. Lettings/shared use of premises

- *Lettings are only allowed with the approval of the Head of School (acting on behalf of the governing body).*
- *A written agreement is given and signed by both parties. The lettings agreement ensures that Child Protection and insurance arrangements are adequate.*
- *Lettings– own staffing requirements and first aid arrangements to be made.*
- *Fire and emergency procedures are made known to any outside lettings and school fire arrangements are visible in school to follow.*
- *Public entertainment licence will be sought if and when required.*

16. Lone Working

- *Staff working alone should ensure that the Main Door is locked and that they have a Mobile Phone available.*
- *No other person should be allowed to enter the premises unless they are well known and the staff member has **absolute confidence** in their integrity.*
- *A member of the person's family should be aware of the whereabouts of any member of staff working alone at school*
- *Any suspicious actions should be reported to the police.*
- *If in any doubt of own safety any lone worker should not leave the premises by themselves but should phone for assistance.*
- *No steps or ladders should be used when alone in the building.*
- *Contact numbers are available in the school office.*

17. Maintenance / Inspection of Equipment

- *Electrical equipment is tested bi-annually by LA approved contractors*
- *PE equipment is tested annually*
- *All staff should visually check electrical equipment prior to use for any obvious signs of defect*
- *Fire extinguishers are serviced annually*
- *Fire alarms are tested on a weekly basis by the site supervisor*
- *Ladders and steps are checked regularly by the site supervisor.*
- *Trip switches and emergency lighting is checked termly by the site supervisor.*
- *All portable electrical equipment is tested annually by a contractor working on behalf of the school.*

18. Monitoring the Policy and Results

- *The annual Health and Safety evaluation checklist and self-audit is carried out by the site supervisor and Head of School.*
- *Accident reports and trends are monitored by the Head of School.*
- *Additionally the Health and Safety governor and site supervisor make annual checks of the site to report back to the Site, Safety and Safeguarding Committee.*

19. Poster on Health and Safety Law

Gary Mason is responsible for siting this poster in the entrance area and keeping it up to date.

20. Personal Protective Equipment (PPE)

- *Personal Protective Equipment including rubber gloves, work gloves, ear defenders, safety glasses and hard hats are available to staff.*
- *Staff are encouraged to indicate to the Head of School if any protective equipment is required.*

21. Reporting Defects

- All staff are responsible for reporting any hazards noted within school.
- Hazards should be reported to Gary Mason or the Head of School.
- Gary Mason is responsible for organising remedial works with contractors.
- Health and Safety is a standing item on the staff briefing agenda.

22. Risk Assessments

- *All staff are responsible for ensuring risk assessments are carried out (Head of School has ultimate responsibility to ensure risks assessments are carried out appropriately)*
- *Risk assessments are kept in the Main Office*
- *Risk assessments for visits are the responsibility of the organising teacher and must be completed before the visit can be approved- The school utilises the EVOLVE on-line planning tool*
- *Risk assessments for special circumstances that arise are the responsibility of the Head of School to co-ordinate*
- *Risk assessments relating to children's needs will be co-ordinated by the class teacher and/or SENCO*

23. School Trips/ Off-Site Activities

- *The school follows the LA guidelines and adult to pupil ratio guidelines*
- *Visit application forms and risk assessments must be completed prior to an educational visit. The school utilises the on-line planning tool- EVOLVE*
- *The organising teacher is responsible for obtaining parental permission*
- *Specific medical requirements must be obtained and co-ordinated prior to the visit*
- *First Aid Box must be taken on all school visits*
- *A paediatric first aid trained staff member will be on every visit*
- *Children with specific medical conditions will be supervised in line with the medical care plan (a copy should be taken on the visit).*
- *A mobile phone for up-to-date contact with school is available – staff are responsible for keeping the school informed of any changes in plans/circumstances*
- *The school has Journeys/Visits Insurance through the Academy*

24. School Transport

The school has no transport

25. Smoking

- *Waterhouses School is a no-smoking area*
- *A poster is displayed at the front of school to inform members of the public*

26. Staff Consultation and Communication

- *Staff are consulted on initial policy and reviews*
- *H+S is a listed item for all briefings*
- *Staff are consulted re Risk assessments and procedures to ensure H&S*
- *Staff will be advised of procedures to deal with specific issues/circumstances that arise that are different from the normal routines of school life*
- *The Site, Safety and Safeguarding Committee meets once per term.*

27. Stress and Staff Wellbeing

- *The school fully supports and promotes a good work/life balance.*
- *Staff with concerns should consult the Head of School who will give advice and obtain support from the LA if necessary.*

Advice is available for school staff and managers through

- a. Well Being Programme
- b. Stress management
- c. Occupational Health
- d. Staff Counselling Service

28. Supervision

- Children are supervised at all times during the school day.
- Teaching staff are responsible for their classes of children during all curriculum time.
- Staff teaching duties begin at 8:45am when the children are admitted onto the premises.
- Teaching staff are responsible for the safe dismissal of pupils at the end of the school day.
- Children are handed over to parents at home time or after clubs. Children in KS2 may be permitted to walk home without an adult if parental permission is given. Individual circumstances are discussed with parents before this is permitted.
- During lunchtime the children are supervised by Lunchtime Supervisors. Where individual pupils experience difficulties at playtime, a teaching Assistant will provide support.
- During breaktime teaching staff and teaching assistants will follow the playground rota to provide adequate supervision of all children.
- Pupils attending out of school activities are under the supervision of the staff delivering the sessions. These members of staff will maintain a record, using parents' consent forms to identify who will be collecting the children.
- Children on school trips should have a ratio of adult to pupils as agreed with the Head of School, dependent upon the individual activity and children attending but in agreement with LA guidelines.
- Adults who supervise children will be subject to DBS clearance

29. Swimming Pool Operating Procedures (where applicable)

- Gary Mason, site supervisor, ensures that the swimming pool meets operating requirements.
- Pool chemical checks are undertaken at least daily and more frequently when groups use the pool. There are clear guidelines regarding readings and whether the pool is safe to use.
- School swimming sessions follow agreed County procedures for Health and Safety matters, including evacuation.
- A first aid kit is available to all users.
- A telephone is also available for use in an emergency and to summon assistance

30. Training and Development

- The Head of School will give all staff, existing and new, access to this policy in order that they familiarise themselves with its contents and identify any specific training needs.
- New staff are briefed about Health & Safety matters through the Induction Process. Health & Safety Roles are communicated as part of Induction.
- LA H&S courses are attended where appropriate for up-dates
- Specific training will be sought in relation to particular circumstances/hazards

31. Use of VDU's / Display Screens / DSE

- Defects to VDUs are immediately reported to Mark Longson, ICT Technician.
- Regular users of VDU are entitled to a free eye test
- Training and assessment is available for all staff who make significant use of VDUs.
- Health concerns should be reported to the Head of School.

32. Vehicles on Site

- *It is the responsibility of parents to ensure that their children stay in their control and remain within the prescribed pedestrian areas when walking to and from the school premises.*
- *All staff and visitors are requested to take care when walking or driving in the car park.*
- *There is a staff car park at the front of the school and kitchen staff can park in the kitchen car park.*
- *Vehicles will only be allowed on the playground when children are not using it.*
- *School gates should remain shut at all times and arrangements will be made for these to be locked in the evening.*
- *No deliveries onto the playground will be allowed whilst the children are on the playground.*

33. Violence to Staff / School Security

- *Visitors should only access the school through the main entrance, identification should be checked and they should be signed in according to school policy. Official visitors are given a Visitors badge and sign the visitors book*
- *Locked external doors must only be opened by adults, who must first of all ensure the validity of the visitor.*
- *They should report any verbal or physical abuse.*
- *All doors should be kept locked for outside entry from 9:00am. Children arriving at school enter through the community entrance. A member of staff monitors this entrance during the time of arrival. Any child arriving after 9:00am should enter via the school office.*
- *Record sheets are kept for staff signing in and out; for classroom helpers and for children who are late or who need to leave school during the school day.*
- *Phone links are situated around the school*
- *Staff should report any unknown persons on site – unknown persons should only be approached if it is deemed safe to do so – Head of School/Office Manager to ring police – children to be kept in/taken to a place of safety*
- *The alarm is set every day by the last person leaving the building.*

34. Working at Height

- *Staff should not stand on chairs, units or cupboards to work at height e.g. for displays – appropriate steps which are available should be used*
- *Step ladders should only be used on flat ground and when 2 staff members are present.*
- *Ladders within school are checked by the site supervisor*
- *Contractors are responsible for supplying their own ladders*
- *Staff should not work at height if they are working alone in school*

35. Water Hygiene

- *The school maintains a Water Hygiene log in accordance with County Council policy.*
- *Hot and cold water temperatures are tested on a monthly basis. The school has regular water monitoring visits from the County Council contractors for water safety.*
- *Temperature controls are in place to protect vulnerable users*
- *Gary Mason is responsible for recording and updating the Water Hygiene Manual which is located in the school office.*

36. Work Experience

- *Work Experience placements have to be agreed by the Head of School.*
- *Arrangements will be made to ensure the placements have access to an induction which includes Health & Safety expectations.*
- *Work Experience placements are supervised by the class teacher and have no un-supervised contact with the children at any time.*

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's. More details of these can be obtained from your Health and Safety Adviser.