

Health and safety policy arrangements for *Atherstone Nursery 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 headteachers and staff in community and voluntary controlled schools.

The school uses the [County Council's 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 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/schoolhsdocs School specific procedures and documents can be located within the school office (policy folders).

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 reviewed on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, please contact the Executive Head of Federation.



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 partners. 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
- 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

Headteacher's signature:

Chair of Governors signature:

Name
Headteacher

Name
Chair of Governors

Date: 14th January 2015

1st Review : 14th January 2016 **2nd Review**: 16th January 2017 **3rd Review**: November 2017 **4th Review**: November 2018

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 currently obtains additional sources of health and safety advice and guidance from WES Safety and Premises Service.

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

Local arrangements / procedures	How this is achieved	Responsibility of: Title
Recording / reporting accidents and incidents	<ul style="list-style-type: none"> • We follow WCC Accident, Incident Reporting Procedures for Schools • All accidents are recoded via a set of school procedures • Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure) • Relevant notifications made to parents/carers – telephone / accident slip form • The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences • The governing body monitor accidents / incidents on a termly basis to identify any trends 	<ul style="list-style-type: none"> • <i>Head</i> • <i>All staff</i> • Governing Body
Communicating health & safety information to staff	<ul style="list-style-type: none"> • H & S information is given to all staff at induction • Updates are provided at staff meetings and as and when required • Staff are required to sign to say they have read the H & S policies and procedures • Updates/reviewed policies and procedures are on occasion sent to staff via email requesting a read receipt • There is a folder with a wide range of information for staff – professional reading 	<ul style="list-style-type: none"> • Head • All staff
Implementing relevant WCC health & safety policies and standards	<ul style="list-style-type: none"> • Monitor and review the effective implementation of any LA H & S policy and standards • Update policies and standards when the LA sends out a new or revised edition and implement effectively • Staff sign to say they agree and will abide by the relevant WCC health & safety policies and standards • LA annual Governor walk round 	<ul style="list-style-type: none"> • Head • Governing body • All staff
Induction and training of staff	<ul style="list-style-type: none"> • We carry out a thorough induction for all staff and volunteers using the WCC Induction Checklist and Induction Guidance Booklet • This includes ensuring they are familiar with H & S policies and procedures • We ensure that staff and volunteers receive the appropriate training in order to carry out their roles in accordance with the LA Standards • H & S training is recorded which highlights when refresher training is due 	<ul style="list-style-type: none"> • Head • SLT • Administrator

Local arrangements / procedures	How this is achieved	Responsibility of: Title
Carrying out risk assessments	<ul style="list-style-type: none"> • Refer to WCC Risk Assessment Policy and Guide • We follow WCC guideline for risk assessments and use the templates available on the WES website and adapt them to our needs • We have both generic and specific risk assessments, copies of which are kept on the shared drive and in the H & S folders • These are reviewed on an annual basis or as and when required 	<ul style="list-style-type: none"> • SLT • Administrator
First aid and supporting medical needs	<ul style="list-style-type: none"> • Refer to WCC First Aid at Work Policy • Refer also to our school's Medication Policy • We display appropriate signage around the building directing people to the location of first aid boxes • Details of First Aiders, including names and photos are displayed around the building • We have medication forms to record information regarding medication needs and administration. These are located in the Maple room in the individual child's medication box • We have an individual medical care plan for each child that has specific medical conditions these are displayed with the first aid information and a copy filed 	<ul style="list-style-type: none"> • All staff • Nominated First Aiders
Defect reporting	<ul style="list-style-type: none"> • We follow the WCC guidance for defect reporting • We hold a defect log in the Premises Folder in the reception office and monitor defects to ensure they have been rectified • Defects and their rectification are regularly discussed at the Team Business meetings • If contractors are required all calls are logged using the Hotline service 	<ul style="list-style-type: none"> • SLT • Administrator
Monitoring health & safety in school inc. Workplace inspections	<ul style="list-style-type: none"> • We have a system in place for monitoring health & safety • Informal walkabout by Head Teacher & Chair of Governors takes place each year using WES form • Classroom & Outdoor checklists completed by staff • Head Teacher includes a H&S section on the report for Governors • WES H & S team conduct H & S inspections every 3 years and produce a report for any follow up action required 	<ul style="list-style-type: none"> • SLT • WES H & S • Governor
Fire safety, inc. Testing of alarms and evacuation procedures	<ul style="list-style-type: none"> • Refer to WCC Fire Safety Management Policy and Arrangements • A test of the fire alarm is carried out on a weekly basis. All tests are recorded in the Fire Precaution's Manual 	<ul style="list-style-type: none"> • SLT • Administrator • Caretaker

Local arrangements / procedures	How this is achieved	Responsibility of: Title
	<ul style="list-style-type: none"> • Fire drills are carried out at least on a termly basis, with all records kept in the School Office • Signage detailing evacuation procedures is displayed around the site • Details of signage are also included in the H & S leaflet for visitors and contractors 	
Dealing with emergencies	<ul style="list-style-type: none"> • Refer to CSW Emergency Advice & Support for Educational Establishments' guidance document. • School emergency procedures file in located in the school office 	<ul style="list-style-type: none"> • Head • SLT
Using display screen equipment	<ul style="list-style-type: none"> • Refer to WCC Display Screen Equipment Policy • All relevant staff completes the required assessment. SLT are responsible for identifying defined and non-defined DSE users 	<ul style="list-style-type: none"> • SLT • All staff
Management of occupational stress and wellbeing	<ul style="list-style-type: none"> • Refer to WCC Management of Work Related Stress and Wellbeing Policy and Guide • Line managers regularly assess staff at their individual performance management meeting • Staff Team RA has been carried out • Training held for staff in the summer term of 2017 (Noel Quinn) 	<ul style="list-style-type: none"> • Head • SLT
Personal safety inc. Procedures for physical intervention and lone working	<ul style="list-style-type: none"> • Refer to WCC Personal Safety Policy and associated guides • lone working activities have been risk assessed • Guidance is taken from WES Safety and Premises • All incidents breaching personal safety are reported to WCC using the WCC Accident/Dangerous Occurrence form. An incident log form will also be completed and sent WES Safety and Premises where appropriate 	<ul style="list-style-type: none"> • Head • SLT • All staff
Manual handling	<ul style="list-style-type: none"> • Refer to WCC Manual Handling Policy and Manual Handling Guidance for Children Handling • Manual handling activities are risk assessed. • Staff receive manual handling training and specialist training for children with SEND 	<ul style="list-style-type: none"> • Head • SLT • All staff
Maintenance of equipment/equipment safety	<ul style="list-style-type: none"> • School buys into WCC Indemnity Scheme and WES service contracts for the inspection and maintenance of equipment on site • We report any adhoc maintenance issues with WES Hotline Services 	<ul style="list-style-type: none"> • All staff
Off-site trips and visits	<ul style="list-style-type: none"> • Refer to WCC Off Site Activities Guidance. / EVOLVE website 	<ul style="list-style-type: none"> • Head

Local arrangements / procedures	How this is achieved	Responsibility of: Title
	<ul style="list-style-type: none"> Trained Educational Visits Coordinator onsite. Risk Assessments are in place and stored within the health and safety folders 	<ul style="list-style-type: none"> SLT
PAT electrical safety	<ul style="list-style-type: none"> PAT testing carried out by an independent contractor as arranged by the school A report is produced showing satisfactory tests and failure report items. These failure items are immediately removed for repair or replacement 	<ul style="list-style-type: none"> Head SLT All staff
Slips, trips and falls	<ul style="list-style-type: none"> The Caretaker assesses the site each day and takes the appropriate action regarding such weather conditions as icy, leaves etc. Placing grit and signage appropriately Appropriate signage is used by the caretaker and all staff warning people of any spillages and mopping 	<ul style="list-style-type: none"> SLT Caretaker All staff
Management of visitors/contractors on site	<ul style="list-style-type: none"> Visitors and contractors are required to sign in, wear ID lanyard passes and have restricted access Visitors and contractors are issued with a H & S leaflet Contractors are made aware of the Contractors Working on Site policy School appoints a competent person/s who are responsible for safely managing and monitoring contractors working on site 	<ul style="list-style-type: none"> SLT Administrator
Management of water hygiene	<ul style="list-style-type: none"> Refer to WCC Legionnaire's and Water Hygiene Policy and Procedures A water hygiene log book is kept in the school office and the relevant checks are carried out by the caretaker who has been trained appropriately WCC contractors inspect temperature/filters/legionella implications regularly. Record of visits logged on the Atlas web system on the WCC website 	<ul style="list-style-type: none"> SLT Caretaker
Management of Asbestos	<ul style="list-style-type: none"> Refer to WCC Asbestos Management Policy and Procedures. School built in 2005 therefore not applicable. 	<ul style="list-style-type: none"> SLT
Working at height	<ul style="list-style-type: none"> Refer to WCC Work at Height Policy and related documentation Working at height equipment e.g. ladders, steps are checked by the caretaker who has been appropriately trained (updated October 2017) 	<ul style="list-style-type: none"> SLT Caretaker
Control of substances hazardous to health	<ul style="list-style-type: none"> Refer to WCC COSHH Policy and COSHH Risk Assessment and Guide to Completion COSHH folder is kept in the Caretaker/Cleaner's cupboard which holds data product sheets and risk assessment information Products are purchased through ESPO who supply data product sheets for all products these sheets are downloaded, printed and filed appropriately by the Administrator Data product sheets are also displayed in the relevant classrooms & staff room If a product is decanted into a new container then it is clearly labelled by the Caretaker 	<ul style="list-style-type: none"> SLT Caretaker Administrator