

Health and safety policy arrangements for Abbots Farm Infant and Abbots Farm Preschool

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/schoolhdocs School specific procedures and documents can be located in the school 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 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, contact the Headteacher.

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



Jeanette Lovejoy
Headteacher

Chair of Governors' signature



Nick Morrott
Chair of Governors

Date: October 2020
Review Date: October 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 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: Name/Title
Access Equipment and Working at Height	<ul style="list-style-type: none"> • Follow WCC 'Working at Height' policy • The Caretaker is the only member of staff that uses ladders, and he has received relevant training from WCC Corporate Facilities team as part of his induction • Rolling footstools and a three-step small ladder are available for staff • Staff who wish to work above the height of the rolling footstools/three-step ladder must consult the Caretaker. • Annual ladder inspections are carried out by an approved assessor • All staff will carry out pre-use checks, risk assessments and record • The Caretaker will ensure any cleaning staff using the equipment are wearing appropriate clothing/footwear • Contractors are not allowed to use ladders or any other school equipment 	<ul style="list-style-type: none"> • Caretaker • All staff
Accident and Incident Reporting	<ul style="list-style-type: none"> • All accidents/incidents are recorded online using WCC Accident/Incident online recording system • Relevant notifications are 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 on a termly basis to identify any trends 	<ul style="list-style-type: none"> • All staff • SBM • Headteacher • H&S Governor
Asbestos Management	<ul style="list-style-type: none"> • Follow WCC 'Asbestos Management' policy • Information regarding asbestos can also be found on the computerised ATLAS Database • School Business Manager and Caretaker will make this available to staff and contractors • Prior to any intrusive work, e.g. putting up shelving, it must be ensured that there is no asbestos in the building structure. Any member of staff, contractors or others intent on any such work must make reference to the ATLAS database 	<ul style="list-style-type: none"> • SBM • Caretaker

	<ul style="list-style-type: none"> Contractors must sign the Asbestos Proforma to state they have seen the ATLAS database before starting work 	
Bullying and Harassment	<ul style="list-style-type: none"> The WCC Bullying and Harassment procedures and the school's Anti-Bullying Policy are located within the policy files in the Headteacher's office The Headteacher is responsible for offering/organising informal and confidential advice to staff who suffer bullying and harassment If staff feel they can't speak to the Headteacher, then they should seek advice from the Governing Body 	<ul style="list-style-type: none"> Headteacher Governing Body
Managing Contractors	<ul style="list-style-type: none"> Follow WCC 'Safe Management of Contractors' policy Contractors must sign in and out at the school office daily At the start of the job they will be provided with a visitor's badge, and then informed of health and safety issues such as first aid, fire procedures and location of asbestos Contractors to the site will be seen by the Headteacher, School Business Manager or Caretaker 	<ul style="list-style-type: none"> Headteacher SBM Caretaker
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> Follow WCC 'COSHH' policy It is the Caretaker's responsibility to maintain the COSHH file which is kept in the Caretaker's office The Caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances All COSHH products are purchased through ESPO Staff are informed not to bring in products from home All containers with decanted substances are clearly labelled All COSHH products are kept in the Caretaker's office or in cupboards fitted with child safety catches 	<ul style="list-style-type: none"> Caretaker All staff
Display Screen Equipment	<ul style="list-style-type: none"> Follow WCC 'Display Screen' policy All staff are classed as DSE users As part of their induction, teachers are trained in their safe use Refresher training is undertaken every 3 years Risk assessment reviewed annually The School Business Manager will monitor and arrange for any issues to be resolved 	<ul style="list-style-type: none"> Headteacher SBM

Defect reporting	<ul style="list-style-type: none"> Any defective item must be reported to the Caretaker immediately, who enters details into the Defects Report Book All defective items are taken out of use immediately An 'out of use' label is displayed on any defective item that cannot be removed The Headteacher monitors that the defect has been rectified within a reasonable period of time Governors review the accident and defects report in their annual Health and Safety inspection 	<ul style="list-style-type: none"> All staff Caretaker Headteacher H&S Governor
Driving at Work: Use of personal cars, minibuses and transporting children etc.	<p>Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.</p> <ul style="list-style-type: none"> Signpost to any school specific Driving at Work risk assessments (where applicable) Include statements for any site-specific arrangements for owned or hired minibuses, e.g. maintenance, servicing, pre-use checks, tail-lift operation, etc. (where applicable) Who undertakes checks of driver and vehicle documentation? Employee honesty expected; Driving licence/Insurance details to be submitted to school. <p>Reference links:</p> <ul style="list-style-type: none"> HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities. 	<ul style="list-style-type: none"> Headteacher SBM All staff
Electricity at Work	<ul style="list-style-type: none"> Follow WCC 'Electrical Testing' policy The Portable Appliance Tests (PAT) registers are kept in the school office PAT tests are carried out annually through external Services. They check hardwired equipment every five years 	<ul style="list-style-type: none"> Headteacher SBM All staff

	<ul style="list-style-type: none"> • The Headteacher is responsible for ensuring the hardwiring checks are carried out • Stage lighting is checked annually • Any old equipment brought into school by volunteers, hirers or staff must have a valid PAT test certificate • All defective items must be removed and either disposed of or repaired 	
First Aid	<ul style="list-style-type: none"> • Follow WCC 'First Aid at Work policy • Refer to school's Administrations of Medicine policy and Supporting Children with Medical Needs policy • The school has four school First Aiders whose names are displayed around the school • All staff are expected to administer an EpiPen if needed, following procedures on the medical document issued by Allergy Action Plan • Refresher training is undertaken prior to the First Aider's qualifications lapsing • The First Aid boxes contain only those items recommended in the St. John's Ambulance guidance; a list of permitted contents is held in each box • A designated First Aider is responsible for checking and restocking the First Aid kits • There are no creams, ointments, preparations or medicines held within school First Aid boxes • When there is a need to contact the emergency services the Headteacher, or in their absence the Deputy Headteacher or delegated person, will summons an ambulance and if the parent is not available, either the Headteacher or the Deputy Headteacher will accompany a child to hospital 	<ul style="list-style-type: none"> • Headteacher • Deputy Head • First aiders
Fire Precautions and Emergency Plans	<ul style="list-style-type: none"> • Follow WCC 'Fire Safety Management' policy and arrangements • Turner and Townsend are responsible for undertaking fire risk assessments • The Headteacher is responsible for reviewing the fire risk assessment and emergency plans, including bomb threats, 	<ul style="list-style-type: none"> • Headteacher • Deputy Head • All staff • Office Staff • Caretaker

	<p>terrorist threats, explosion, floods, intruders and dogs in the playground</p> <ul style="list-style-type: none"> • The Headteacher is also responsible for procedures for dealing with the worst foreseeable contingency (refer to emergency plan) • Fire precaution notices and emergency evacuation drill information are displayed in each room around the school and are reviewed by the Headteacher at regular intervals. • The Headteacher arranges for at least one fire drill per term and enters the details in the Fire Precaution Manual held in the Caretaker's room. Where deficiencies in the evacuation procedures are identified, these are dealt with promptly and a second drill arranged, if necessary • Staff with special responsibilities, such as Teaching Assistants who check the toilets during a fire drill, are informed of their responsibilities at Induction, and are de-briefed on the procedures undertaken after each fire drill • The School Business Manager is responsible for calling the emergency services and taking absence list out for teachers • Individual teachers are responsible for checking their own class • The Headteacher is responsible for co-ordinating the evacuation • The Deputy Headteacher is the deputy person responsible • Fire Drills and Precautions involve Preschool and the Before/After Club. Both groups assembly on the playground (if in session) • The Caretaker is responsible for monthly inspection and maintenance of fire exits/escape routes and for testing the Fire Alarms weekly from alternate call points • The Caretaker tests the emergency lighting monthly and records the details in the manual • The Caretaker carries out monthly visual checks to ensure that the extinguishers are in place and in good condition. All details of checks are entered into the manual in the Caretaker's room 	
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	<ul style="list-style-type: none"> The contractor tests and maintains the fire alarm system and services the fire extinguishers annually and the Administration Officer ensures that the details are entered in the manual, which is kept in the Caretaker's room 	
Glass and Glazing	<ul style="list-style-type: none"> All glazing complies with current safety standards Low level glazing (below 800 mm glazing in doors and high-risk glazing) is toughened or laminated glass complying with or has been fitted with safety film All broken glazing must be repaired immediately and is the responsibility of the Caretaker/School Business Manger to liaise with Property Services 	<ul style="list-style-type: none"> Caretaker SBM
Housekeeping, Cleaning and Waste Disposal	<ul style="list-style-type: none"> Class teachers are responsible for general tidiness of their classrooms Two cleaners and the Caretaker clean and vacuum classrooms; clean and wash floors in toilets and other rooms used by staff Wet floor Signs used when cleaning to minimise risks of slips The Caretaker and cleaners clear away all rubbish from the classrooms at the end of the day. This is placed in the external waste bin before the premises are closed at the end of the day. Glass and other sharp objects are wrapped in several layers of newspaper before disposing in the external waste bins External waste bins are chained to the ground and are sited close to the school kitchen Classroom recycling paper boxes are emptied weekly into the external recycled paper collection container As part of his role the Caretaker clears leaves and snow from the entry and exit pathways and in icy conditions where possible, spreads salt on the ground Arrangements are made with WES Services, when disposal of computers or fluorescent tubes is required 	<ul style="list-style-type: none"> Caretaker Cleaners All teachers
Information Dissemination Procedures	<p>EMPLOYEES</p> <ul style="list-style-type: none"> All Health and Safety documents are retained in the school health and safety folders, which are located in the 	<ul style="list-style-type: none"> Headteacher Office Staff Teachers

	<p>Headteacher's office. These folders are readily available for staff for reference purposes at any time</p> <ul style="list-style-type: none"> • Staff have been informed about all the existing information held on the school site and have signed a form to indicate that they have received and read those documents, which relate to themselves and their work • All new Health and Safety information is on the Health and Safety section of the staff notice board and is included in the staff handbook, which is updated by the Headteacher on a regular basis • New information is disseminated during weekly Wednesday staff meetings <p>PUPILS It is the responsibility of teachers to ensure that, in assemblies and during lessons, pupils are made aware of existing and new health and safety information</p> <p>VISITORS/CONTRACTORS Visitors and contractors are informed of any health and safety arrangements which may affect them during their visit on entering the school, both verbally by the Administration staff (fire procedures) and via Health and Safety information on the identity pass.</p> <p>GOVERNORS The Headteacher will provide the Governing Body with information on any existing and new Health and Safety information through the termly Resources Sub Committee and within the Headteacher's Report to Governors.</p> <p>TRADE UNIONS Trade Union health and safety representative will be informed of new health and safety information where and when necessary (see section on trade union)</p>	
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Legionnaires' and Water Hygiene	<ul style="list-style-type: none"> • Follow WCC 'Legionnaires and Water Hygiene' policy • ATLAS provides up to date Water Hygiene Risk Assessment and provides full information about all the water outlets and tanks within the school • The water hygiene log book is kept in the Caretaker's room. • The Caretaker is responsible for carrying out water hygiene sampling • Automatic flushing systems are in place in the boys' toilets 	<ul style="list-style-type: none"> • Caretaker
Letting/ Shared use of Premise/ Extended Schools	<ul style="list-style-type: none"> • The Headteacher or Caretaker is responsible for discussing and agreeing health and safety and security arrangements • The Headteacher is responsible for checking risk assessments • The Administration Officer will ensure the correct insurance cover and will be responsible for applying for public entertainment licences • A Letting leaflet on fire and emergency arrangements will be provided to any letting groups. For first aid provision see section on first aid • Equipment used during lettings will only be that as agreed with the Headteacher • Any letting organization will need to make arrangements with the Caretaker, regarding the closing up of the building • Emergency lighting will become operative if the mains lighting system fails • Abbots Farm Friends (PTA organisation) is responsible for agreeing to and overseeing school fetes and other fund-raising events 	<ul style="list-style-type: none"> • Headteacher • SBM • Caretaker
Lifting Equipment	<ul style="list-style-type: none"> • Follow WCC 'Lifting Operations & Lifting Equipment Regulations (LOLER)' policy • The Lifting Platform for wheelchairs is situated at the stairs in the hall • The equipment will be services/tested annually by Contractors • When the need arises the Headteacher will organise training for the appropriate staff to use the equipment • The Caretaker is responsible for testing it monthly 	<ul style="list-style-type: none"> • Headteacher • Caretaker
Lone Working and Personal Safety	<ul style="list-style-type: none"> • Follow WCC 'Personal Safety' and 'Lone Working' policies 	<ul style="list-style-type: none"> • Headteacher

	<ul style="list-style-type: none"> • Personal safety training is given to staff on induction • As a general rule, lone working is limited to the Caretaker. • WES Caretaking training is given to staff who are expected to work alone. • Risk assessments have been carried out and shared with relevant staff and are stored in the file • Safe working practices are in place for the Caretaker when working alone: specific contact arrangements i.e. partner/relative/neighbour having a mobile number and being aware of how long the caretaker will be at the place of work 	<ul style="list-style-type: none"> • Caretaker
Manual and People Handling	<ul style="list-style-type: none"> • Follow WCC 'Manual Handling' and 'Manual Handling Guidance for Handling Children' policies • The Caretaker has undertaken manual handling training and can carry out individual risk assessment to identify precautions to minimise manual handling tasks • The Headteacher or Caretaker will ensure all staff are aware of manual handling issues i.e. carrying furniture/heavy weights, for which a number of trolleys are available • Children are taught by their teacher to handle PE equipment correctly 	<ul style="list-style-type: none"> • Headteacher • Caretaker • Teachers
Medication	<ul style="list-style-type: none"> • See school 'Administration of Medicines' policy and 'Supporting Children with Medical Needs' policy • Parents who wish their child to receive short term medication may come to the school to administer the medication at a mutually convenient time • For long term medication parents must complete a medical form. All medication must be clearly labelled with the child's name and be accompanied by written instructions from the parent or prescribing doctor, specifying the preparation storage arrangements, dosage and circumstances under which it should be given • The class teacher will keep any inhalers in a safe place, so that the child can use them immediately when required 	<ul style="list-style-type: none"> • Office Staff • Parents • Teachers

Monitoring Arrangements	<ul style="list-style-type: none"> • Health and Safety inspections are carried out by WES Safety and Premises every three years; by governors and Headteacher annually; by the Caretaker on a day-to-day basis • The Governing Body will ensure that the Headteacher provides regular reports of accidents and dangerous occurrences and that any necessary alterations to working practices and procedures are implemented • The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways: <ul style="list-style-type: none"> ○ Annual/termly reports on accidents/incidents ○ Results of internal and external health and safety inspections ○ Maintenance reports ○ Complaints, hazards and defects reports ○ Reviews of any procedures carried out by the Headteacher • To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the Health and Safety Executive (HSE), Trade Union health and safety representatives and any other health and safety officials. 	<ul style="list-style-type: none"> • WES • Headteacher • Caretaker • Governors
Offsite and Education Visits	<ul style="list-style-type: none"> • See school 'Educational Visits' policy • The Off-Site Activities Folder is located in the Headteacher's office • The Headteacher is the Education Visits Co-ordinator • Every trip organised should have one teacher who takes overall responsibility for the organisation, to ensure that all necessary arrangements are made 	<ul style="list-style-type: none"> • Headteacher • Teachers
Outdoor Play Equipment	<ul style="list-style-type: none"> • Headteacher to ensure outdoor play equipment complies with current Standards adopted by the play industry; EN:1176 (Play Equipment) and EN:1177 (Safety Surfacing) 	<ul style="list-style-type: none"> • Headteacher • Teachers • Midday Supervisors

	<ul style="list-style-type: none"> • All equipment supplied must have a certificate of conformity. The following inspections should take place: <ul style="list-style-type: none"> ○ Routine inspection - basic pre use visual check by competent school staff (defects, breakages, cleanliness of area etc) ○ Operational inspection - detailed inspection of equipment by persons qualified to Register of Play Inspectors International standards; completed and recorded termly ○ Annual inspection – carried out by persons qualified to Register of Play Inspectors International standards; focuses on equipment compliance, long-term structural problems with a written report provided ○ When siting any new play equipment, a Post-Installation inspection is carried out for all new equipment installed • If play equipment is found to be defective, the equipment is put out of action with red and white tape until repaired 	
PE Equipment	<ul style="list-style-type: none"> • See school PE Policy • PE equipment is inspected annually by the WES contractor • PE Co-ordinator will show staff how to set up and put away apparatus correctly as part of their induction and then refresh all staff annually • Staff carry out pre-use visual checks on the apparatus before use to ensure that it is in good order • The afPE Safe Practice in Physical Education and Sport guidance on safe use of the equipment will be adopted 	<ul style="list-style-type: none"> • PE Co-ordinator • Teachers
Powered Gate (Pedestrian Access)	<ul style="list-style-type: none"> • Ensure electronic gate is maintained in a safe condition and has been tested by a competent person(s) e.g. electrician • Logging of all bi-annual checks on electronic gate by receiving, signing and filing gate inspection paperwork • Undertaking daily visual inspections of electronic gate before use • Implementing good site management of gate area to avoid hazards such as trips, slips, bumps, etc. 	<ul style="list-style-type: none"> • Headteacher • Caretaker

Risk Assessments	<ul style="list-style-type: none"> • Follow WCC 'Risk Assessment' policy and guidance • The Headteacher is responsible for ensuring risk assessments are undertaken • There is a need for risk assessment for foreseeable hazards • All teaching staff must be trained to carry out a risk assessment, which are shared with the other staff • Every off-site visit is risk assessed and the lead teacher has the responsibility for these • A review of all risk assessments is undertaken annually • Special risk assessment (such as for staff who are pregnant or who have health problems) are undertaken as, as when, necessary 	<ul style="list-style-type: none"> • Headteacher • Teachers
Stress and Wellbeing	<ul style="list-style-type: none"> • Follow WCC 'Stress and Wellbeing' policy • If staff are feeling stressed, they should meet with the Headteacher to discuss possible causes and concerns • The Headteacher will offer support and advice. This could be through WES HR Schools Advisory Team • A referral to Occupational Health will be made following long term absence 	<ul style="list-style-type: none"> • Headteacher • Teachers
Training	<ul style="list-style-type: none"> • The Headteacher is responsible for ensuring that staff are given appropriate health and safety training for their job. This can be by providing staff with basic instructions or information about health and safety generally within the school • The school uses the LA health and safety induction checklist • Formal courses led by the WCC Corporate Health, Safety and Wellbeing Service will be attended in line with WCC guidelines 	<ul style="list-style-type: none"> • Headteacher • SBM
Violence to Staff/ School Security	<ul style="list-style-type: none"> • See school 'Security' policy and WCC 'Managing Violence and Aggression' guidance • Site security is maintained through controlled visitor access and signing in arrangements • Risk assessments are undertaken for hazardous circumstances • Meetings are not conducted in secluded places or without another member of staff being aware 	<ul style="list-style-type: none"> • Headteacher • Teachers

	<ul style="list-style-type: none"> • Staff are required to report all incidents of verbal and physical violence 	
Work Experience Students	<ul style="list-style-type: none"> • Follow WCC 'Managers Guide to Work Experience' • The Deputy Headteacher is responsible for the induction of students including specific reference to health and safety • The Deputy Headteacher will also carry out the appropriate risk assessments <p>Each student will be allocated to a class and will be supervised by the class teacher during the time that they are working with the children</p>	<ul style="list-style-type: none"> • Deputy Head • Teachers
Visitors	<ul style="list-style-type: none"> • Visitors to the site must sign in the visitor's book • Visitors will then be informed of the fire exits, evacuation drill, safeguarding and other health and safety arrangements, after which they will be provided with an Identification sticker or lanyard to wear whilst in and around the school 	<ul style="list-style-type: none"> • Office Staff