

Health and Safety Policy Arrangements for ***Long Lawford Primary School***

Appendix 1 of Warwickshire County Council
Health and Safety Policy

(for Nursery/Infant/Junior/Primary Community and Voluntary
Controlled Schools)

Date Created: 28th March 2012
Review Date: January 2014
Next review January 2015

Headteacher's signature:

Mr R Morrissey
Headteacher

Chair of Governors signature:

Mrs Lisa Haggan
Chair of Governors



Contents

Section	Page No.
Introduction & Health and Safety School Statement of Intent	3
1. Accident Reporting, Recording and Investigation	5
2. Asbestos	
3. Contractors – Safe Management of Contractors & Visitors	
4. Control of Substances Hazardous to Health (COSHH)	
5. Defect Reporting procedures	
6. Display Screen Equipment (DSE)	
7. Electricity at Work	
8. Fire Precautions	
9. First Aid	
10. Health and Safety Inspection	
11. Induction and Training	
12. Lone Working / Personal Safety	
13. Manual and People Handling	
14. Medication	
15. Monitoring Arrangements	
16. Off-Site Trips	
17. Outdoor Play & PE	
18. Risk Assessment	
19. Stress and Wellbeing	
20. Water Systems & Water Hygiene	
21. Work at Height	

Introduction

Information on the organisation and responsibilities relating to health and safety for the County Council are detailed in the Warwickshire County Council (WCC) Health and Safety Policy. Individual responsibilities of Headteachers and school staff are included in Sections 2.1.6, 2.1.7 and 2.1.9.

These school policy arrangements (Appendix 1) supplement the WCC Health and Safety Policy and relate to procedures and relevant documents that are used in the management of health and safety at Long Lawford Primary School.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures and guidance, produced in conjunction with WCC Health and Safety Officers, as the agreed standard.

All WCC policies referred to in these arrangements are available in the health and safety document library on-line (www.warwickshire.gov.uk/schoolhsdocs)The school also has their own specific health and safety procedures and documents, relevant to them. These are used in addition to WCC health and safety policies and documents referred to in these policy arrangements. Also in compliance with the WCC Health and Safety Standards in Schools document.

These policy arrangements and other specific health and safety procedures are communicated to relevant staff upon induction and when significant changes occur. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place.

For further information and advice on any aspect of health and safety in school, contact the Headteacher Mr Robert Morrissey or the Office Manager Mrs Wendy Griffiths Office Manager.

For further advice from the Local Authority; Health and Safety Officer or Mark Wills Snr Health and Safety Officer on 01926 418070 / 476803.

Health and Safety
School Statement of Intent
Long Lawford Primary School

Within our school we will meet all of the requirements set out in the Warwickshire County Council (WCC) 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 the 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 all employees within the school are made aware of this statement of intent and our arrangements.

Signed :

Mr Robert Morrissey
Headteacher

Mrs Lisa Haggan
Chair of Governors

Date:

1. Accident Reporting, Recording and Investigation

The school adheres to the WCC Health and Safety Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy.

All incidents should be recorded on forms, investigated, preventative measures put in place where necessary and submitted to WCC.

2. Asbestos

The school adheres to the WCC Asbestos Management Policy and Procedures.

Monitored through Atlas on the WES website. Contractors advised to look at information Before starting any work on the school premises.

3. Contractors – Safe Management of Contractors & Visitors

The school adheres to the WCC Health and Safety Safe Management of Contractors Policy and Procedures.

All visitors must report to reception (signs in place) and sign in. All visitors should be appropriately identified, badges available from school office e.g. contractors, volunteers etc.

4. Control of Substances Hazardous to Health (COSHH)

The school adheres to the WCC Health and Safety Control of Substances Hazardous to Health (COSHH) Policy and Managers guide.

Caretaker has had appropriate training re COSHH. All substances brought in school must be stored correctly in accordance to regulations and details kept in COSHH register for emergencies.

5. Defect Reporting procedures

Any defects to be reported to the school office on the appropriate form available in class registers and in staff room.

6. Display Screen Equipment (DSE)

The school adheres to the WCC Health and Safety Display Screen Equipment Policy and Guidance.

Appropriate notices next around the school

7. Electricity at Work

The school adheres to the WCC Health and Safety Electrical Testing Policy - Fixed Electrical Installations & Portable Electrical Equipment.

PAT testing regularly carried out in accordance with recommendations through outside contractor.

8. Fire Precautions

Fire drills carried out termly. Appropriate signage and procedures posted in key areas.

9. First Aid

The school adheres to the WCC Health and Safety First Aid at Work Policy.

Regular ongoing training for First aiders and placed equipment in different areas of school.

10. Health and Safety Inspection

The school adheres to the WCC Workplace Health and Safety Inspection Policy.

Workplace health and safety inspections in school are carried out every *2 years by WCC*. Following the inspection a written report is produced, showing recommendations for action that the school will then implement and complete to ensure improvement and compliance with required legislation and standards. The school, together with the inspection provider, will ensure the workplace health and safety inspection regime meets the criteria specified in the WCC Workplace Health and Safety Inspection Policy and WCC Health and Safety Standards in Schools.

Any issues/recommendations highlighted on inspections are actioned and dealt with asap. All staff made aware of their collective responsibility to keep themselves, children and property safe by recording any defects or issues needing resolution.

11. Induction and Training

The school adheres to the WCC Health and Safety Induction Checklist and Guidance and relevant sections of the WCC Health and Safety Standards in Schools that refer to Training and Competence of managers and staff.

All staff have training on induction and are made aware verbally and through staff handbook of guidance. Regular updates and training carried out re Safe Guarding, Health & Safety and Fire Training.

12. Lone Working / Personal Safety

The school adheres to the WCC Health and Safety Personal Safety Policy and Working Safely Guides.

Staff advised not to work alone unless absolutely necessary and to adhere to guidance.

13. Manual and People Handling

The school adheres to the WCC Health and Safety Manual Handling Policy and Guidance for Children Handling

Training carried out re manual handling of items. Specific handling carried out with staff to ensure the physical handling of children with specific disabilities. Team Teach training in place for the handling of vulnerable children.

14. Medication

The school adheres to the Warwickshire Schools Health Directory

Medication kept in school office wherever possible for security. Where staff have volunteered administer medication appropriate forms completed by staff and parents in accordance with guidelines. All medication administered by staff countersigned by another staff member to ensure correct procedures and correct medication carried out.

15. Monitoring Arrangements

All staff responsible for reporting any problems or defects. Regular walk rounds by office manager and yearly walk round by at least 1 governor. Inspections carried out of equipment in accordance with county guidelines.

16. Off-Site Trips

The school adheres to the WCC Off-Site Activities Guidance

Risk assessments and other relevant protocol observed.

17. Outdoor Play & PE

The school adheres to the relevant sections of the WCC Health and Safety Standards in Schools document for Outdoor Play Equipment. The school also adheres to the Association for Physical Education and School Sport guidance.

Regular checks carried out through buying in to Warwickshire Education Services. Any defects acted upon.

18. Risk Assessment

The school adheres to the WCC Health and Safety Risk Assessment Policy and Guidance

Risk assessments carried out for regular activities and procedures. Steps taken to reduce risks as much as possible and reviewed regularly.

19. Stress and Wellbeing

The school adheres to the WCC Health and Safety Management of Work-Related Stress & Wellbeing Policy & Managers Guide

Staff encouraged to talk to management or a mentor should there be an issue. Guidelines also put in staff handbook. Occupation Health department consulted on such issues.

20. Water Systems & Water Hygiene

The school adheres to the WCC Legionnaires & Water Hygiene Policy and Procedures

WES bought in to monitor water hygiene and regular maintenance carried out.

21. Work at Height

The school adheres to the WCC Health and Safety Work at Height Policy and Guides

Staff informed not to work at height unless trained and using appropriate equipment.