

# Health and safety policy arrangements for Clapham Terrace Primary School

## Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes head teachers and staff in community 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](http://www.warwickshire.gov.uk/schoolhsdocs) 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, Julie Miles.

## 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:

Julie Miles  
Headteacher

Daniel Johnston  
Chair of Governors

Date: September 2020

Review date of arrangements: September 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](mailto: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 **LA Senior Health and Safety Officer – 01926 418070.**

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
<p align="center"><b>Health and Safety Training</b></p>	<ul style="list-style-type: none"> <li>• Mrs Miles and Mr Rockcliffe are responsible for establishing minimum health and safety competencies for certain activities (e.g. use of hazardous substances, work at height, use of DSE).</li> <li>• Mrs Miles is responsible for new staff inductions and briefings</li> <li>• Mrs Miles is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc.).</li> <li>• Training records are kept in green file</li> <li>• Mrs Miles is responsible for ensuring staff undertake refresher training</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>

<p><b>Risk Assessment and Workplace inspections</b></p>	<ul style="list-style-type: none"> <li>• All risk assessments are carried out by Mr Filby</li> <li>• Staff are responsible for the risk assessment and daily health and safety checks for their own classroom.</li> <li>• This is done on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs Miles</li> </ul>
<p><b>Monitoring</b></p>	<p>The Governing body recognises the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways</p> <ul style="list-style-type: none"> <li>• Annual Health and Safety walk around of the school</li> <li>• Termly reports on accidents and incidents</li> <li>• Termly audit of inspections where required e.g. external play equipment</li> <li>• Annual audit of inspections</li> <li>• Annual audit of maintenance reports</li> <li>• Reviews of any procedures carried out by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Mr Stevens, H&amp;S Governor</li> </ul>
<p><b>Accidents and incidents reporting</b></p>	<ul style="list-style-type: none"> <li>• All accidents recorded in the school office 'accident book'</li> <li>• We will follow the new on-line system for recording accidents through WCC</li> <li>• We will still keep paper copies in the green file.</li> <li>• Copies of major and more serious incidents sent to WCC Including those that fall under RIDDOR (as per separate WCC reporting procedure)</li> <li>• All accidents will be made aware to parents/carers – telephone or an accident slip form - Children that bump their head will have a sticker</li> <li>• The Head teacher is responsible for taking any appropriate action necessary to prevent recurrences</li> <li>• Mrs Paxton carries out monthly accidents reports</li> <li>• The governing body monitor accidents on a termly basis to identify any trends</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs McAteer, Office Manager</li> <li>• Mrs Miles, Headteacher</li> <li>• Mr Stevens, H&amp;S Governor</li> </ul>
<p><b>Asbestos and Water Hygiene Management</b></p>	<p><b>Asbestos</b></p> <ul style="list-style-type: none"> <li>• Clapham Terrace has adopted the WCC Asbestos Policy and the ATLAS</li> <li>• All Contractors are to sign the Asbestos Register</li> <li>• All concerns to be reported immediately to the SLT</li> </ul> <p><b>Water Hygiene</b></p> <ul style="list-style-type: none"> <li>• CTP follows the WCC Legionnaires and water hygiene policy</li> <li>• Water hygiene logbook kept in School Office</li> <li>• The school buys into corporate facilities to monitor all water on-site</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>

<p><b>COSHH Management</b></p>	<ul style="list-style-type: none"> <li>• CTP has adopted the WCC COSHH policy</li> <li>• Policy is in School Office, maintained by Site Manager</li> <li>• All COSHH purchases are by Mr Rockcliffe</li> <li>• All COSHH materials are stored away from flammable items</li> <li>• Procedures following spillage or escape are in the emergency evacuation policy</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> </ul>
<p><b>Defect Reporting</b></p>	<ul style="list-style-type: none"> <li>• All staff are encouraged to report any defects in the defect book which is kept in the blue cabinet under the weekly planning</li> <li>• Mr Rockcliffe will review book and report back to the member of staff when it is resolved</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> <li>• All staff</li> </ul>
<p><b>Display Screen Equipment (DSE)</b></p>	<ul style="list-style-type: none"> <li>• All staff classed as DSE “Users” are trained in their safe use during induction and then refreshed every 3 years</li> <li>• Mrs Miles will monitor and arrange for problems related to DSE to be resolved</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>
<p><b>Educational/Off-site trips and visits</b></p>	<ul style="list-style-type: none"> <li>• We follow the new policy on LotC (Learning Outside the Classroom) and off site educational policy document.</li> <li>• Mr Filby is school EVC</li> <li>• All trips need to be approved by Mrs Miles/ Mr Filby before booking</li> <li>• All staff must fill out off site notification sheet and hand this to TF on the day</li> <li>• All staff must carry out a risk assessment for the trip using guidelines from LA (these can be found on shared)</li> <li>• Individual children with a statement will need a detailed individualised risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs McAteer, Office Manager</li> <li>• Mrs Miles, Headteacher</li> <li>• Mr Filby</li> </ul>
<p><b>Electricity at work</b></p>	<ul style="list-style-type: none"> <li>• All hardwired equipment is checked every 5 years by Property Resources or a competent external contractor</li> <li>• PAT tests carried out as per WCC policy, certificates kept in School Office</li> <li>• Site Manager responsible for checks</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• Mrs Miles</li> </ul>
<p><b>Fire safety, Inc. testing of alarms and evacuation procedures</b></p>	<ul style="list-style-type: none"> <li>• Fire alarms are tested every week by Mr Rockcliffe</li> <li>• Mrs Miles carries out a Fire drill every half-term</li> <li>• Outcome from the drill are recorded, timed and fed back to the SMT</li> <li>• Emergency and evacuation procedures held in School Office</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>

<p><b>First Aid / Medical</b></p>	<p><b><u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>• First Aider details displayed in School Office</li> <li>• 17 members of staff are First Aid Trained – most of these are MDS and TAs</li> <li>• First Aid Kits are kept in the School Office</li> <li>• SLT member will call ambulance and accompany children to hospital</li> </ul> <p><b><u>Medical</u></b></p> <ul style="list-style-type: none"> <li>• Medication is stored in the School Office</li> <li>• Please also see the separate medication policy.</li> <li>• A signed Parent/Guardian consent is used</li> <li>• All Staff trained and aware of Epi-Pen</li> <li>• All medication given should be documented, 2 staff members to sign</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• All Staff</li> </ul>
<p><b>Housekeeping, Cleaning and Waste Disposal</b></p>	<ul style="list-style-type: none"> <li>• During wet floor cleaning a sign will be put up</li> <li>• Site manager will dispose of glass, sharp objects and dangerous materials</li> <li>• Site manager will buy grit for snow shifting and icy conditions</li> <li>• Site manager will keep footpaths and pedestrian areas safe</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> </ul>
<p><b>Information Dissemination</b></p>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• All staff have been trained on and signed the H&amp;S Policy</li> <li>• H&amp;S is on a rolling cycle for training sessions</li> <li>• H&amp;S Policy is kept in green files in School Office</li> <li>• Mrs McAteer is responsible for the Staff Handbook</li> <li>• 5 minute slot given over for H&amp;S issues at every staff meeting</li> <li>• Staff given opportunity to look over any policies before Governor approval</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Made aware through whole school assemblies and the SEAL topic within PHSE LTP</li> </ul> <p><b>Visitors/Contractors</b></p> <ul style="list-style-type: none"> <li>• Office staff to ensure that visitors and contractors are informed of any H&amp;S arrangements which may affect them during their visit (including any Asbestos on site)</li> </ul> <p><b>Governors</b></p>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>

	<ul style="list-style-type: none"> <li>• Mrs Miles will keep governors informed about H&amp;S issues</li> <li>• Ian Stevens will be governor in charge of H &amp; S</li> <li>• H&amp;S will be monitored through annual walk around, termly meetings and audits (see 'Monitoring')</li> </ul> <p><b>Trade Unions</b></p> <ul style="list-style-type: none"> <li>• Mrs Miles will ensure that TU H&amp;S representatives are informed of any new H&amp;S information</li> </ul>	
<b>Inspection &amp; Testing of Machinery</b>	<ul style="list-style-type: none"> <li>• Details of which equipment requires inspection examination or testing are kept in the green file in the School Office</li> <li>• PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc are checked annually, recorded in the green file and confirmed by Site Manager and H&amp;S Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> <li>• H&amp;S Governor</li> <li>• Mrs Miles</li> </ul>
<b>Lettings/Shared use of Premises</b>	<ul style="list-style-type: none"> <li>• Mrs Miles is responsible for agreeing H&amp;S arrangements</li> <li>• A written Lettings Agreement/Policy is in place, is signed by the hirer and a copy held by school</li> <li>• There are restrictions on the use of equipment</li> <li>• Fire &amp; Emergency arrangements – follow school policy – shared with lettings</li> <li>• Site manager and SLT responsible for checking Risk Assessments</li> <li>• Hirers declare own insurance, school keeps a copy</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• Site Manager</li> </ul>
<b>Management of Contractors</b>	<ul style="list-style-type: none"> <li>• Contractors have induction to agree safe working arrangements</li> <li>• Contractors must sign in at Front Office</li> <li>• Method statements and a risk assessment will be agreed before work commences</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• Office Staff</li> <li>• Mrs Miles</li> </ul>
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• All staff have Manual Handling CPD</li> <li>• Staff asked to develop their own Classroom Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> <li>• Mrs Miles</li> </ul>
<b>Outdoor Play Equipment</b>	<ul style="list-style-type: none"> <li>• Daily inspection by Mr Rockcliffe</li> <li>• Inspection record kept in green file</li> <li>• Risk assessment kept in green file</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual inspection, records kept in green file</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> </ul>

<b>P.E. Equipment</b>	<ul style="list-style-type: none"> <li>• All staff to carry out pre-use visual check</li> <li>• CTP follows the Association for Physical Education guidance</li> <li>•</li> </ul>	
<b>Personal Safety and Lone Working</b>	<ul style="list-style-type: none"> <li>• Personal safety training given to all staff on induction and every 2 years</li> <li>• Safe working practices/rules for staff working alone</li> <li>• Lone working is limited</li> <li>• Risk assessments carried out and shared with staff, kept in Green File</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• All Staff</li> </ul>
<b>Safety Glass/Glazing Risk Assessment</b>	<ul style="list-style-type: none"> <li>• This has been carried out by Property Resources and is kept in the Health and Safety files</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>
<b>Stress and Staff Wellbeing</b>	<ul style="list-style-type: none"> <li>• Policy for stress management kept in Green File</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>
<b>Swimming Lessons</b>	<ul style="list-style-type: none"> <li>• We use the afPE policy which is kept by Miss O Kelly</li> <li>• Take place at Newbold Comyn (Leamington Spa)</li> <li>• 2 Adults + Lifeguards at poolside</li> <li>• Pool is responsible for life saving equipment</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> <li>• Miss O Kelly</li> </ul>
<b>Transporting Children</b>	<ul style="list-style-type: none"> <li>• Parents/ carers give written permission for transport of children</li> <li>• 4 nominated staff take children have business insurance / full driving license and full MOT</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>
<b>Tree Safety</b>	<ul style="list-style-type: none"> <li>• WCC Forestry Service are kept advised of all tree issues outside of the 3 yearly check programme</li> <li>• Mr Rockcliffe will also carry out a visual check of the site after a particularly windy/ stormy weather.</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Mrs Miles will carry out induction and risk assessment</li> <li>• Mrs Miles will monitor and supervise whilst on site</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> </ul>
<b>Working at Height</b>	<ul style="list-style-type: none"> <li>• Step ladders are available for all staff in the art cupboard</li> <li>• Kick steps are available in all store cupboards</li> <li>• Site manager will carry out annual inspections</li> <li>• Risk assessment kept in green files</li> <li>• Staff using equipment to ensure that they are wearing appropriate clothing and footwear</li> <li>• Pupils are not allowed to use the stepladder</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mr Rockcliffe</li> </ul>

