



Woodrow First School

HEALTH AND SAFETY POLICY

Signed by:	
Reviewed by	Richard Kieran/Linda Hall
Head Teacher	Richard Kieran
Chair of Governors	Andrew Jackman
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Contents:

HEALTH and SAFETY POLICY With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Woodrow First School and Nursery recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 ammended 2006,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992 as ammended,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002.

1.7 Acknowledging Responsibility

Chair of Governors	Andrew Jackman	
Headteacher	Richard Kieran	
Health and Safety Governor	Reg Moore	

2. THE ORGANISATION

2.1 Appendix A provides details of all persons who have responsibilities for Health & Safety at Woodrow First School & Nursery as detailed below.

2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Woodrow First School and Nursery (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.

- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 Senior Leaders/Key Stage Managers are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.7 The Site Manager is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.

- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, swimming pool chemicals etc.).

2.8 The First Aider is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.

- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

3. THE ARRANGEMENTS

3.1 Accident reporting, recording and investigation

- All serious accidents and near misses that occur on the site should be notified to the School Administrator who will record the information via the WCC County Council accident/incident reporting system
- All minor accidents should be recorded in the schools own accident book. Where necessary, parents / guardians or other persons should be notified of the accident.
- Head bumps- We issue an accident slip to inform parents of any accidents involving a blow to the head which is not thought to be serious enough to warrant immediate medical attention but which should nevertheless be monitored at home. If slightly more than a little bump we will follow this up with a phone call to inform parents.
- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. A member of the senior leadership team together with the Site Manager is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.
- Anyone dealing with body spillages must wear protective gloves/apron . Gloves are kept in First Aid boxes located around school .

3.2 Contractors (Management of)

- All contractors on the 'Approved List' held by Place Partnership will have been given instructions on safe methods of working and the standards of protection expected in educational premises. If the school feel that these standards are not being adhered to they should contact their liaison officer immediately.
- Wherever possible maintenance work/service contract work is scheduled to take place after school hours or during school holidays . On occasions where contractors are on site during the school day they will be accompanied by the Site Manager
- The guidance leaflets from Health and Safety Team (Schools) on 'Five Steps to Managing Contractors HSG159' and 'Using Contractors – indg3681' are followed when making arrangements for induction of contractors to exchange information and agree safe working arrangements

3.3 Contractors (Management of Asbestos)

- The asbestos register file is kept in the school office
- The Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos

3.4 Contractors and Visitors on Site

This section should be read in conjunction with the Worcestershire County Council Guidance regarding Casual Lettings and Community use of School Premises and Facilities, Conditions of Hire and the School's Lettings Policy which is on the school website.

- All visitors and contractors must report to reception and sign the visitor book. They will be issued with a visitors badge which should be displayed at all times. Visitors/contractors should be accompanied at all times whilst on the school premises.
- All visitors are made aware of our Safeguarding arrangements, Fire Evacuation process and Fire Evacuation point by reception staff .
- All regular visitors to the school or volunteers have been provided with a copy of our Fire Evacuation Process and a copy of their signed confirmation is held in the office.

3.5 Control of substances hazardous to health (COSHH) –including radiation

- Every precaution must be taken to avoid the use of hazardous substances.
- Cleaning materials and curriculum materials must be kept in locked cupboards and appropriate storage regulations followed.
- All substances must be kept in appropriate and clearly marked containers.
- Spillages are cleaned immediately and emergency evacuation procedures are followed when necessary.
- The COSHH file is maintained by the Site Manager and any purchases are ordered by the site manager, processed by the finance administrator and authorized by the head Teacher.
- Disposal of substances is carried out by the site manager through a registered contractor

3.6 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- It is the responsibility of all staff to report any defects/damage etc to the caretaker by entering it into the defect report book kept in the office.
- 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 Site Manager will take the appropriate action to rectify any defects as soon as possible.
- The defect report book will be examined by the Premises sub-committee at termly intervals where any outstanding issues will be discussed

3.7 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including staff with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members using display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The School Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.8 Electricity at work

- The Site Manager is responsible for ensuring that all hardwired equipment is checked every five years using an LA approved contactor.
- Portable Appliance Testing is completed annually by the Site Manager who has been trained accordingly. All records are stored in the school office.
- All new or donated equipment must be tested before use.
- The Site Manager will remove or where possible repair defective items
- It is the responsibility of all staff to inform the Site Manager when new electrical equipment is brought onto the school premises so that they can be added to the PAT testing register

3.9 Fire Precautions and Emergency Plans

Emergency plans

The school has a **Fire Safety Management and Fire Emergency Plan** which together with the Fire Risk Assessment is reviewed on an annual basis by the Headteacher/School Business Manager/Site Manager and Governors.

This covers the evacuation of the school and swimming pool together with an emergency procedure for getting children into school in the event of an emergency.

Each key stage has its own evacuation process which identify staff with special responsibilities. These together with Personal Evacuation Plans are reviewed annually.

The emergency bell is continuous upon which all children and adults on the premises are to proceed to the designated assembly points.

Fire Alarms and Appliances

The alarm system is tested weekly by the Site Manager and it is recorded in the fire log book held in the school office. As part of the weekly test the fire exits ,escape routes ,fire evacuation notices and fire extinguishers are visibly inspected.

Fire extinguishers are inspected on an annual basis by approved contractors.

Fire Drills

Fire drills are carried out each half term. The day and time of the drills are varied so that as many staff and pupils have the opportunity to take part in a drill ie Lunchtimes, playtimes and afternoon nursery pupils. All drills are timed and recorded with Senior Leadership team/Site Manager and School Business Manager identifying any issues.

Fire Prevention

It is the responsibility of all staff to follow good safety practices in the use of equipment.

Where activities may result in any risk of fire staff should prepare for the extinction of fire ie use of extinguishers , provided it is safe to do so and the staff have been trained appropriately.

Training

All staff , regular visitors and voluteers are issued with the following documents upon induction and any updating of the procedures. A signed register is retained by the School Business Manager.

- Fire Instructions
- Emergency Evacuation Process
- Emergency Procedure for getting children inside school quickly
- Location of call points and fire extinguishers

As part of the induction process the School Business Manager/Site Manager will escort staff around the site identifying fire exits, routes and assembly points.

Designated staff have been allocated specific roles in the event of an emergency ie fire marshalls and first aiders who will receive appropriate training.

3.10 First Aid and Medication

First Aid

- First aid supplies and the main First Aid box is located in the school office
- Other First Aid boxes or portal kits are located in the swimming pool, KS1 corridor, KS2 corridor, reception, nursery, blue room and the kitchen.
- Bum bags are available for trips and at play and lunchtimes for minor cuts and grazes.
- Asthma boxes containing inhalers are located in each classroom.
- The school administrator will check the boxes at regular intervals and restock supplies
- There are six designated First Aiders within school who have undertaken the First aid at work course. Their certificates are displayed in the school office
- In addition two Foundation staff have undertaken Paediatric First Aid
- All teaching staff undertake First Aid in Schools training which is valid for 3 years
- We encourage all of our Teaching Assistants and Lunchtime Supervisor to undertake a full day schools first aid course which is valid for 3 years
- The SENco will co-ordinate training for children with specific medical needs ie epilepsy, diabetes. Care plans are in place for these children.
- The Deputy Head is responsible for checking when staff require refresher training
- Any staff member can call for an ambulance but please inform office staff so that upon arrival they can be directed to the correct location
- If a parent or legal guardian is not available a member of senior staff will accompany a child to hospital .

Medication

- The school will only administer prescribed medication during the school day upon completion of a Medicine Administration form by the parent/carer.
- Medicines must be in the original dispensed container and stored in the secure medical cabinet or refrigerated where there is adult access only
- Medicines can be administered by any member of staff and must be recorded on 'Record of Medicines administered by school'
- Any children with a diagnosed medical condition should have an Individual Healthcare Plan and staff will undertake appropriate training

3.11 Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.12 Information dissemination procedure

Information and instructions on health and safety matters is disseminated as follows:

Employees

- Staff are informed about all the existing information held on site through the induction process
- Staff sign to state they have received, read and understood the information.
- Paper and electronic copies of the documents are kept in the main office and are available on the school website



- New information is disseminated electronically by the School Business Manager and copies updated
- Health and Safety is a standing item at staff meetings. Any concerns raised are recorded.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through assemblies, key stage meetings and in class

Visitors / contractors

Visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site) by reception staff and/or the site manager.

Governors

The Head Teacher will ensure that governors are informed of any existing and new health and safety information via the termly Committee Report to Governors

Trade unions

Where applicable, the Head Teacher will ensure that Trade Union health and safety representatives are informed of new health and safety information

3.13 Lettings/Shared use of premises/Extended Services

This section should be read in conjunction with the Worcestershire County Council Guidance regarding – Casual Lettings and Community Use of School Premises and Facilities, Conditions of Hire and Conditions of Hire and the School’s Lettings Policy which is available on the school website.

When the school’s premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school’s safety requirements are met at all times.

The Head teacher is responsible for agreeing to and overseeing fund raising events out of school hours.

When the premises are hired to persons outside of the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy and the School’s Lettings Policy and comply with all safety directives of the governing body.

A written lettings agreement will need to be in place for any hirer. The agreement will include such details as: staffing requirements; first aid provision; fire and emergency arrangements; emergency lighting availability and standard operating procedures.

3.14 Lone working and Personal Safety

- The school follows WCC Guidance for all lone working
- Lone Working is limited wherever possible
- Training during induction is given to staff who are expected to work alone
- Personal safety awareness information is provided and discussed with staff on induction
- Safe working practices for staff who work alone are shared, including contact arrangements, in line with WCC Guidance
- Risk Assessments are carried out with staff and a hard copy is retained in the risk assessment file

3.15 Maintenance/Inspection of equipment

The site manager has an annual schedule of maintenance/inspection work together with a weekly/monthly testing programme for :

Security alarms, fire alarm and smoke detectors, emergency lighting, exterior security doors, outdoor play equipment , water dispenser ,fire extinguishers, electrical equipment ,annual PAT testing, ladders and steps, PE equipment, car park barrier and grounds/garden equipment.

Details of checks are recorded and kept in the school office

3.16 Manual handling

Certain activities require a manual handling operation (e.g. lifting, pulling, pushing etc)

The Head teacher will carry out individual risk assessment where needed to minimise manual handling tasks.

All staff members likely to undertake an activity that requires a manual handling operation complete an online course on Safe Manual Handling

Guidelines are issued for specific tasks

3.17 Monitoring Arrangements

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher 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:

- The governors will call for annual/termly reports on accidents / incidents;
- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager/ School Business Manager

To help this process, the governors and Head Teacher 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 bona fide health and safety officials.

3.18 Offsite and Educational Visits

See separate Offsite and Educational Visits Policy on the website and in the school office

3.19 Outdoor Play Equipment

All existing outdoor play equipment has been supplied and installed by specialist Outdoor education providers who hold relevant safety certificates.

- Daily visual inspections are carried out by the site manager.
- Annual inspections are carried out by WCC approved contractor.
- Risk Assessments have been completed for all equipment.
- Inspection records are kept in the school office.

3.20 PE equipment

SportSafeUK inspect our PE equipment annually and report on any defects that require attention /repair. Records are held in the school office.

Staff set out the equipment and complete pre-visual checks before pupils use the equipment
The Association for Physical Education (afPE) guidance on safe use of the equipment is followed and adopted (published 2012)

Please refer to the Physical Education policy for further guidance.

3.21 Personal Protective Equipment

Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.

Equipment will be purchased through approved providers.

Equipment will be checked before and after use by the relevant employee.

3.22 Risk Assessments

Many aspects of school life may have implications for Health and Safety so it is important for all staff to regularly carry out risk assessments. In many situations, visual risk assessments and staff discussions are sufficient, in other situations a formal risk assessment is carried out.

- All visits outside the school environment have a completed formal risk assessment signed by the EVC/Head teacher before the visit can take place.
- The Head Teacher is responsible for ensuring risk assessments are undertaken
- The Head teacher will make arrangements for undertaking special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems),
- Arrangements are in place for periodic review of risk assessments.
- Risk assessments are kept in the school office
- All risk assessments are shared with the relevant staff they effect.
- Staff sign and date that they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit is be risk assessed in line with procedures set out in the Educational Visits Policy. These are retained in the school office.

3.23 Smoking

- The site is a 'NO SMOKING/NO VAPING SITE'.
- Signage is displayed on all main external doors and entrances to the school site used by the public/staff.

3.24 Sports pitches / playing fields

The site manager maintains the school grounds and carries out a daily visual inspection.

3.25 Staff Consultation / Trade Unions

- The Premises committee meet on a termly basis and health and safety matters are discussed
- Staff have opportunities to raise issues of concern and make suggestions for health and safety improvement e.g. Key Stage and staff Meetings, trade union involvement etc
- The Head Teacher will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
 - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - Appointment of competent persons on site who will to comply with health and safety requirements
 - Risks to employees health and safety and preventative measures
 - Planning and organising of health and safety training
 - Introduction of new technology and health and safety consequences
- Trade Union health and safety information is displayed along with safety representative information in the staff room
- The health and safety law poster is situated in the staffroom

3.26 Swimming lessons (Public Pool)

There are currently no swimming lessons in public pools

3.27 Swimming pools / hydrotherapy pool (School's Own)

Refer to "WCC Safe practice in School Swimming 2009"

Refer to "Emergency Action Plan for the learner Pool"

Refer to "Swimming Pool – Normal Operating Procedure"

Refer to "Swimming Pool Safe Operating Procedure"

- The Head teacher is responsible for pool safety
- The site manager has a swimming pool operators certificate. This is refreshed every three years
- The maximum number of swimmers at any time is 30
- The site manager is responsible for purchasing chemicals. The chemicals are locked away and stored in the pool plant room
- All sessions are supervised by the school lifeguard
- The normal operating procedures and emergency plans are kept in the school office, displayed in the swimming pool and are available on the school website

- Water tests are carried out weekly and records are kept in the school office/plant room
- There is a range of life saving equipment at the pool side
- A class teacher and two support staff supervise the children at poolside and in the changing rooms
- The pool has a phone so services can be contacted in the event of an emergency. The emergency evacuation procedure is practiced termly.
- The pool is available for hire to outside organisations. Procedures as outlined in the lettings policy must be adhered to.

3.28 Training and Development related to Health and Safety

- The Premises committee is responsible for establishing minimum health and safety competencies for certain activities (e. use of hazardous substances , manual handling, work at height).
- The Senior Leadership team are responsible for new staff induction and briefings.
- The Premises committee is responsible for for establishing minimum health and safety competencies for certain roles (eg. Site manager etc)
- Training records are kept in the CPD file
- The Deputy Head is responsible for ensuring staff undertake refresher training

3.29 Vehicles on Site/car park arrangements

The Head Teacher is responsible for management of vehicles on site
No Parents/Carers are allowed to park on site when dropping off or collecting their children at the beginning and end of the day unless in special circumstances and procedures agreed with the Head Teacher.

The barrier goes down at 8.15 am until 4.00 pm

Staff are issued with entrance fobs

Vehicle movement is restricted through the use of a barrier

A risk assessment has been carried out and a hard copy is in the school office.

3.30 Violence to Staff / School Security

Please refer to Handbook of Safety Information p 2.94 – 2.96 and WCC Lone working and personal safety.

To maintain site security , external doors remain shut whenever practicable, visitor access is controlled within a holding area. Signing-in arrangements are in place and access to gates to the school grounds are padlocked shut.

Members of staff left on their own are at greatest risk of injury from parents/carers and/or pupils.

The school ensures these times are kept to a minimum.

Staff are given training in PPI where appropriate

All incidents of verbal and physical violence are reported to the Head Teacher

Risk Assessments are carried out for any exceptional hazardous circumstances and kept in the School Office

3.31 Water Hygiene

The school follows policy and procedure as set out in the WCC Legionnaires and Water Hygiene Policy

The water hygiene log book is kept in the school office

The site manager is responsible for carrying out water hygiene sampling

An automatic flushing system is in place

3.32 Work experience pupils

The Grade 3 TA with responsibility for work experience will give the induction and will carry out any risk assessment

3.33 Working at Height

- Step ladders are only available for use by members of staff and are kept in the Cleaning Cupboard.
- Annual inspections will be completed by the site Manager.
- Members of staff using the equipment will carry out pre-use checks and record them on the school's inspection record.
- The school safety committee will carry out risk assessments and will ensure staff are aware of the risk assessments, stored in the school office.

The following restrictions apply on all staff using steps and ladders:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled
- Appropriate clothing/footwear should be worn.

Responsible Person	Print Name	Signature	Date
Chair of Governors	Andrew Jackman		
Head Teacher	Richard Kieran		

Review Date: February 2025