



GOODYERS END PRIMARY SCHOOL

HEALTH AND SAFETY POLICY ARRANGEMENTS FOR GOODYERS END PRIMARY SCHOOL

Date Adopted by the Governing Body: Autumn 2024

Date of next review: Autumn 2025

The review of this policy will be annually and as and when required in response to national and local requirements.



*Working for
Warwickshire*

Based on LA model policy

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Contents

	Introduction
	Health and Safety School Statement of Intent
1	Accident Reporting, Recording and Investigation
2	Asbestos
3	Bullying and Harassment
4	Child Protection
5	Contractors – Safe Management of Contractors and Visitors
6	Contractors and Visitors on Site
7	Control of Substances Hazardous to Health (COSHH)
8	Defect Reporting Procedures
9	Display Screen Equipment (DSE)
10	Electricity at Work
11	Fire Precautions and Emergency Plans
12	First Aid and Medication
13	Glass and Glazing Risk Assessments
14	Health and Safety Advice
15	Health and Safety Inspection
16	Housekeeping, Cleaning and Waste Disposal
17	Induction and Training
18	Information Dissemination Procedure
19	Jewellery
20	Kiln
21	Lettings/Shared use of Premises (Extended Services)
22	Lone Working and Personal Safety
23	Maintenance
24	Manual Handling
25	Monitoring Arrangements
26	Noise at Work

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

- 27 Offsite and Educational Visits
- 28 Outdoor Play Equipment
- 29 PE Equipment
- 30 Personal Protective Equipment (PPE)
- 31 Risk Assessments
- 32 Smoking
- 33 Sports Pitches / Playing Fields
- 34 Staff Consultation / Trade Unions
- 35 Stress and Staff Wellbeing
- 36 Swimming Lessons (Public Pool)
- 37 Vehicles on Site
- 38 Violence to Staff /School Security
- 39 Water Hygiene
- 40 Work Experience Students
- 41 Working at Height

Appendix 1 - Health and Safety procedures for Extended Services - LM Playcare (NBLT)

Appendix 2 - Health and Safety Information Circulation Form

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

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, community special schools and maintained nursery schools.

The school uses the [WCC 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 2019 for Schools document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs. School specific procedures and documents can be located in the school's health and safety files and/or the school's shared network drive.

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 **kept up-to-date and regularly reviewed**, at least 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 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. (Telephone: 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 WCC health and safety policies and standards, as well as take direction and advice given by the **WCC Corporate Health, Safety and Wellbeing Service**.

This policy should be read in conjunction with the following related policies:
Personal Safety and Lone Working Policy, Security Policy, Child Protection and Safeguarding Policy, Medical Conditions Policy, Educational Visits Policy, Online Safety Policy, Restraint Policy, Smoke Free Policy.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Health and Safety

School Statement of Intent

Goodyers End Primary School

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.
- Identifying, 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:

.....
Headteacher

.....
Chair of Governors

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

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 serious accidents that occur on the site should be recorded via the WCC online recording system. This is a new system which replaces the previously used paper based report. For staff who do not have access to the online system they should continue to use the paper form and pass it to the office who will transfer the information onto the online recording system. All minor accidents should be recorded via the WCC online recording system. Where necessary parents/guardians or other persons should be notified of the accident.

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. The Headteacher 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 until they reach the age of 21.

2. Asbestos

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

Please refer to WCC's Asbestos Policy and Managers Guide to Asbestos which can be found in the Health and Safety Folder 2 located in the School Business Managers office.

Up-to-date information regarding asbestos is found on the ATLAS Database. This system is referred to prior to any intrusive work being carried out be it by a contractor, member of staff or other.

Information from the ATLAS System is accessed and shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of ATLAS on the Asbestos Sheet – Contractors which can be found in the Health and Safety Folder 1.

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 Indemnity Service list are allowed to work with asbestos.

For further guidance contact the Property Indemnity Service for advice.

3. Bullying and Harassment

Please refer to WCC's Dignity at Work (anti-harassment and bullying) Policy which can be found in the staff shared area.

Please refer to the school's Anti-Bullying Policy which is located in the staff shared area.

The Headteacher is responsible for offering informal and confidential advice. If the Headteacher is the source of the concern, the Chair of Governors should be contacted.

Employees are encouraged to consult with their Trade Union representative.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

4. Child Protection and Safeguarding

Please refer to the school's Child Protection and Safeguarding Policy which is located on the staff shared area. A hard copy is also available on request to the School Business Manager.

All matters relating to Child Protection and Safeguarding should be referred to the school's Designated Safeguarding Lead (Headteacher) and, in the Headteacher's absence, the Deputy Designated Safeguarding Leads

5. Contractors – Safe Management of Contractors and Visitors

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

Please refer to the WCC's Safe Management of Contractors Policy which can be found in the Health and Safety Folder 2 located in the school business managers office.

The Headteacher is the appointed responsible person to manage the contractors and their relevant qualification or competency, e.g. IOSH Managing Contractors certificate or WCC Safe Management of Contractors Course.

Most contractors are selected via WCC Property Services.

For major contracts there is a pre-contract meeting with the Headteacher, School Business Manager, Caretaker and contractor. For minor work, information for contractors is held electronically via our sign-in system. Liaison with the Caretaker prior to work being carried out will ensure safe working arrangements.

WCC Property Services are responsible for checking method statements and risk assessments prior to commencement of work.

If staff have concerns regarding the safe working practices of contractors they should contact the Headteacher and, in the Headteacher's absence, the School Business Manager.

6. Contractors and Visitors on Site

All visitors must report to Reception on arrival. On arrival visitors are issued with an ID badge or their identity is checked via their own workplace identity badge.

All visitors are requested to sign in via the electronic sign in system for the purposes of fire safety.

Information for contractors and visitors is displayed at the point of signing in via the electronic sign in system.

Emergency evacuation information is displayed in Reception.

Fire evacuation procedures are displayed in Reception.

7. 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.

Please see the WCC COSHH Policy which can be found in the Health and Safety Folder 2 located in the School Business Managers office.

The School Business Manager identifies and selects the substances to be used on site.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

The School Business Manager maintains the COSHH file.

Additional items are purchased after approval from the Headteacher. Items are put on to the COSHH list are appropriately labelled.

All COSHH materials have a data sheet. Data sheets are displayed in cleaning cupboards.

Risk assessments for tasks using the most hazardous substances are carried out as per the WCC COSHH Policy.

The Caretaker is responsible for safe storage of the COSHH products.

Key staff are made aware of how to identify COSHH materials.

Instructions for labelling decanted substances are given on the original container and substances are always decanted from the original container.

Cleaning and caretaking staff are required to wear rubber gloves at all times.

All hazardous substances are safely stored and transported.

Emergency and disposal procedures for incidents involving products can be found on the Product Assessment Record in display in relevant areas where products are stored.

8. Defect reporting procedures

Upon finding a defect, staff report the defect to the Caretaker.

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 caretaker monitors that the defect has been rectified.

9. Display screen equipment (DSE)

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

Please refer to the WCC DSE Policy which can be found in the Health and Safety Folder 2 located in the school office.

In accordance with the Display Screen Regulations: All staff are trained in the safe use of DSE and are aware of their personal responsibility for safe working both in school and at home. This is 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 who are classified as 'Users' are completed and reviewed at least every 3 years or sooner if changes to equipment or location occur. 'Users' are classified as staff that habitually use DSE as a significant part of their normal work; this includes Administrative staff, the ICT technician and the Headteacher.

The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

10. Electricity at work

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

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

All hardwired equipment is checked every 5 years by WCC Property Indemnity Service. The PAT registers are kept in the Health and Safety Folder 1 located in the School Business Manager's office.

The Headteacher is responsible for ensuring the hardwiring checks are carried out.

Portable appliances tested (PAT) are tested every year. The testing is carried out by an external company (Spark Testing Services) who have undergone the necessary training to do so.

Hirers are not permitted to bring their own portable equipment onto site. Arrangements can be made for hirers to use school equipment at an additional cost.

Any donated equipment is tested before use.

All defective items are removed and repaired where possible. Defective equipment is reported through the defective reporting procedures outlined in 8.

11. Fire Precautions and Emergency Plans

Turner and Townsend undertakes and reviews the formal fire risk assessment which is maintained on ATLASWeb. Fire risk assessments are reviewed every three years.

The Headteacher is responsible for undertaking and reviewing the school's fire risk assessment and emergency plans, including bomb threats/explosion/floods/intruders/dogs in playground etc., which is reviewed annually.

Procedures for dealing with an emergency can be found in the Emergency Evacuation Plan which is located in the Fire and Security Folder located in the School Business Manager's office and in the staffroom.

Emergency evacuation drills are carried out termly.

The Caretaker is responsible for inspection and maintenance of fire exits/escape routes.

The Headteacher is responsible for checking and updating the Fire Evacuation Notices.

Turner and Townsend (via WCC) is responsible for regular inspections and maintenance of fire extinguishers which are inspected by a competent person annually. The caretaker carries out visual checks on an ongoing basis and reports any issues to Turner and Townsend.

Basic Fire Safety Awareness training is carried out annually for all staff. Information on fire precautions and emergency plans is included in the Induction process for all new staff.

The Caretaker is responsible for the regular testing of the fire alarms and emergency lighting. These tests are carried out weekly (fire alarms) and monthly (emergency lighting). Records are kept in the Fire Precautions Manual located adjacent to the Caretaker's tray in the main school office.

Six monthly inspections and maintenance of the systems is carried out under the Indemnity Scheme.

Information regarding fire precautions and emergency plans are shared with the hirer when the hiring agreement is drawn up.

The school has procedures in place to protect sensitive installations from malicious damage or hoax threats, including arrangements to cover the use of the premises outside normal working hours.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Please see the school's Security Policy which is located in the staffroom or a paper copy is held in the Headteacher's office.

12. First Aid and Medication

First Aid

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

First Aider details are displayed in the Staffroom, the Main Office and at the 2 designated first aid stations (located one each in KS1 and KS2).

One First aid kit is supplied for two classrooms. They are kept in a location agreed between the staff in each class.

Additional first aid kits are located in the Den, within the KS2 disabled toilet, the main school office and at the 2 designated first aid stations (located one each in KS1 and KS2).

The librarian is responsible for checking and restocking the first aid kits.

In the case of an emergency, the Headteacher would summon an ambulance and accompany a child to hospital. In the Headteacher's absence, the Deputy Headteacher or member of the Senior Leadership Team would deputise.

The school trains a high number of staff in first aid to ensure a trained first aider is available in all eventualities.

One-day First Aid training and First Aid at Work training is carried out when required using a registered trainer.

Medication

The school adheres to the Warwickshire Schools Health Directory.

Please see DCSF guidance on Medication in Schools and Warwickshire County Council's School Health Directory, both of which are located in the Health and Safety Folder 3 located in the school office.

Please refer to the school's Medical Conditions Policy which is located on the staff shared area. A hard copy is also available on request to the School Business Manager.

Copies of signed consent forms for the administering of medication can be found in the school office. Regular medication (i.e. epi-pens, inhalers) and signed consent forms for all children are kept in classrooms and all medicine administered is documented. Short term medication is kept in the school office and medicine administered is documented.

All classroom-based staff and lunchtime supervisors are trained annually to administer epi-pens by the school nurse.

Required medication is stored in the school office or in the staffroom refrigerator.

Parent/guardian consent is required before medication can be given. It is the responsibility of the parent to ensure that all medicines is within date and is clearly labelled with their child's details.

Staff are made aware of children with any significant health issues, e.g. nut allergy, diabetes and photographs/information is displayed in the staffroom and the kitchen. In the event of a child going off-site, it is the responsibility of the member of staff to ensure that their medication goes with them.

13. Glass and Glazing Risk Assessment

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

This Risk Assessment has been carried out by Property Resources and is kept in the Health and Safety Folder 1 located in the School Business Manager's office.

14. Health and Safety Advice

When in need of competent health and safety advice, contact is made with Warwickshire County Council Health, Safety and Wellbeing Service, Shire Hall, Warwick, CV34 4RR, telephone: 01926 418070/01926 476803 or email: healthandsafety@warwickshire.gov.uk.

Guidance on health and safety is also sought from the WES Health, Safety and Wellbeing Service, Shire Hall, Warwick, CV34 4RR, telephone: 01926 476803 or email: healthandsafety@warwickshire.gov.uk.

15. 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 three 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 2019 in Schools.

16. Housekeeping, Cleaning and Waste disposal

The Caretaker is responsible for ensuring that the premises are kept clean and minimising accumulation of rubbish. All staff are encouraged to recycle and weekly collections of recyclable products are carried out.

Any wet floor cleaning is carried out outside school hours wherever possible. In the event of cleaning being required during school hours the appropriate sign is displayed which can be found in the two cleaning cupboards.

The Caretaker is responsible for disposing of glass and other sharp objects safely.

In the event of icy conditions, the Caretaker will distribute sand on well-used pathways.

The Caretaker is responsible for clearing leaves off pathways.

The Caretaker is responsible for the safe and secure location of external waste bins. Bins are kept away from the school building and are chained.

The school has an agreement for the safe disposal of fluorescent tubes.

The School Business Manager is responsible for the safe disposal of computers.

17. 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 2019 in Schools that refer to Training and Competence of managers and staff.

The Headteacher is responsible for establishing minimum health and safety competencies for certain activities (e.g. use of hazardous substances, work at height, use of DSE).

The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. caretaker, safety co-ordinator, head of department, etc.).

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Training records are kept in the Health and Safety Folder 1 held in the school office and on SIMS Personnel. The Headteacher is responsible for ensuring staff undertake refresher training.

18. Information dissemination procedure

Information and instructions on health and safety matters are available/given to teachers/non-teaching staff/pupils, governors and visitors as follows:

Employees

Staff are informed that all Health and Safety information can be found in the School Business Manager's office (in one of the three Health and Safety folders). Key Health and Safety policies are provided in the School Business Manager's office and/or on the shared network drive.

Additional information is provided to staff via Staff Meetings, the Staff Bulletin and, if required, by memo.

Staff are required to sign the Health and Safety Circulation Form to state they have read and understood the school's Health and Safety Policy. This can be found in Health and Safety Folder 1 which can be found in the School Business Manager's office.

A booklet is provided for Work Experience students and volunteers.

Health and safety is a standing agenda item at staff meetings.

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 in a variety of ways, e.g. lessons, assemblies etc.

Visitors/contractors

Relevant information is clearly displayed adjacent to the Visitor Book.

Governors

The Headteacher will ensure that governors are informed of any existing and new health and safety information. This will be done via the Health and Safety governor and/or the Headteacher as a termly standing agenda item for the Resources Committee.

Trade unions

The Headteacher will ensure that Trade Union health and safety information is disseminated at staff meetings or (see section on trade union).

19. Jewellery

Please refer to the School Brochure regarding pupils wearing earrings and other jewellery.

20. Kiln

The school librarian is competent to operate the kiln.

The risk assessment for the kiln can be found in the Risk Assessments folder which is located in the school office and on the shared network drive.

The kiln is serviced and inspected annually by a WCC approved contractor (currently MSS). Records are kept in the Health and Safety Folder 1 located in the school office.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

The kiln is kept secure (caged and padlocked) to prevent unauthorised access and is kept free of combustible materials.

Normal operating procedures for the kiln are displayed by the kiln. Firing takes place when required.

The operator is provided with thermal gloves.

Fumes are ventilated through a vent leading outside.

21. Lettings / Shared use of premises / Extended Services

Please see the school's Security Policy and Hiring Policy which are located on the staff shared area/or paper copies are held in the Headteacher's office.

The Headteacher is responsible for discussing and agreeing health and safety arrangements.

A written lettings agreement is in place, signed by the hirer and the school hold copies.

Hirers are not permitted to bring their own portable equipment onto site. Arrangements can be made for hirers to use school equipment at an additional cost.

Staffing requirements are discussed when agreeing the letting.

First aid provision is available when the Caretaker is on site. For unattended letting, the hirer is made aware of the need to make adequate first aid arrangements and hirers are informed of the location of first aid boxes.

Fire and emergency arrangements are discussed at the time of the letting and are displayed in all rooms.

The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.

Emergency lighting is available and is checked regularly by the Caretaker.

If required, the Headteacher is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol. Each local authority has information on their websites and forms to apply for Premises Licences.)

The Headteacher is responsible for checking risk assessments.

The hirer is expected to provide their own insurance cover and the school will expect to see it. If the hirer does not have Public Liability insurance this can be arranged at an additional cost.

NBLT has in place its own policies, including Health and Safety and has developed its own emergency evacuation procedure for outside the school day.

22. Lone working and Personal Safety

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

Please refer to the school's Personal Safety and Lone Working Policy (based on the LA Model Policy) which is located in the staffroom or a paper copy is held in the Headteacher's office.

Lone Working is limited to the early morning cleaner and Caretaker.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

In exceptional circumstances, when an individual is on site alone, an additional member of staff is informed and all outer doors are locked.

23. Maintenance

Reports can be found in the Health and Safety Folder 1 located in the school office.

Outdoor play equipment inspections are carried out by WES Safety and Premises and Sportsafe UK. Inspections are carried out annually.

Portable appliances inspections are carried out annually by an external company (Spark Testing Services).

Hardwired electrical appliances inspections are carried out by the LA via Dodds Group Ltd every 5 years. Reports are kept at Shire Hall, Warwick.

Ladders and stepladders inspections are carried out annually by a qualified member of staff (Caretaker).

PE equipment inspections are carried out annually by SportSafe UK.

Kitchen extraction systems inspections are carried out annually by Zenith Contractors Ltd.

Fire alarms inspections are carried out weekly by the Caretaker and every six months by Dodds Group Ltd (Integra).

Emergency lighting inspections are carried out monthly by the caretaker and every six months by Dodds Group Ltd.

Fire extinguishers inspections are carried out by Turner & Townsend annually.

Boiler inspections are carried out every six months by Dodds Group Ltd.

Electronic gate inspections are carried out every six months by WES Safety & Premises.

24. Manual and people handling

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

The SENDCO carries out individual risk assessment where needed to identify precautions to minimise manual handling tasks. Personal Emergency Evacuation Plans (PEEPS) are drawn up as required.

Training is given to all individuals along with guidelines for specific tasks, eg use of lifting aids.

25. Monitoring Arrangements

Health and Safety Workplace Inspections are carried out termly by the Health and Safety Governor and School Business Manager. Classroom inspections are carried out by teachers annually. Further checks are carried out by WCC (Health & Safety) and Fire Risk Assessment contractors as according to their planned work schedule.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

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 Headteacher / Caretaker / School Business Manager

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 bona fide health and safety officials.

26. Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the Caretaker carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

27. Offsite and Educational Visits

The school adheres to the Outdoor Education Advisers Panel guidance <https://oeapng.info/>

Please refer to the school's Educational Visits Policy which is located on staff shared.

The school has a nominated Educational Visits Co-ordinator (EVC) who has undergone training.

When planning school trips, staff members are encouraged to make pre-site visits.

The responsible staff member will complete an Evolve form. This will be passed to the EVC and Headteacher for authorisation.

The necessary approval is obtained from the LA prior to any residential visit.

Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are the responsibility of the organising member of staff.

Contingency plans, where required, will be detailed as part of the risk assessment.

Adequate insurance is in place. Additional insurance is obtained for residential trips.

28. Outdoor Play Equipment

The school adheres to the relevant sections of the WCC Health and Safety Standards in Schools 2019 document for Outdoor Play Equipment. The school also adheres to the Association for Physical Education and School Sport guidance.

WCC Safety and Premises is responsible inspection of outdoor play equipment and the assault course.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Inspection records are held in the Health and Safety Folder 1 located in the school office. Outdoor play equipment is inspected every term by WCC Safety and Premises.

Regular visual inspections are carried out and defects reported according to Defect reporting procedure given on section 3.8.

The risk assessment for outdoor play equipment can be found in the Risk Assessments folder which is located in the school office and/or on the shared network drive.

29. PE equipment

PE equipment inspections are carried out annually by SportSafe.

Regular visual inspections are carried out. It is the responsibility of the member of staff to ensure equipment is fit for purpose prior to use by pupils and to take out of immediate use as necessary and reports defects according to the Defect reporting procedure given in section 3.8.

The Association for Physical Education (afPE) guidance on safe use of the equipment (published 2016) is followed (copy kept in PE Coordinator's room).

30. Personal Protective Equipment

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

Equipment will be selected by the Headteacher.

Periodic checking and maintenance of the equipment will be carried dependent on the type of equipment.

It is the staff member's responsibility to will ensure proper use.

31. Risk Assessments

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

The school recognises the need to undertake risk assessments for all activities which present significant foreseeable hazards.

The Headteacher is responsible for ensuring risk assessments are undertaken.

Risk assessments are carried out for new and expectant mothers as and when the need arises – please refer to the WCC Policy and Risk Assessment Guidance.

Risk assessments are carried out when the need arises for staff with particular health problems.

A review of risk assessments is undertaken annually.

Risk assessments can be found in a separate folder in the School Business Manager's office. Risk assessments are also located on the shared network drive.

Every off-site visit is risk assessed.

32. Smoking

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Please refer to WCC's Smoke Free Workplace Policy and to the school's Smoke Free Policy which can be found in the Health and Safety Folder 2 which is located in the school office.

The site is a 'NO SMOKING SITE'.

Signage is displayed on all main external doors used by the public/staff.

33. Sports pitches / playing fields

Regular visual inspections are carried out by the caretaker and members of staff and defects are reported according to the Defect reporting procedure given in section 3.8.

34. Staff Consultation/Trade Unions

The Headteacher will ensure that Trade Union health and safety information is disseminated at staff meetings and briefings.

Health and safety is a standing agenda item at weekly briefings.

Staff can raise issues of concern and make suggestions for health and safety improvements at staff meetings, directly with the Headteacher or caretaker or via the defect report form.

On consultation with staff, they are happy not to have a Health and Safety representative as feel they have sufficient access to report concerns and are heard and consulted as necessary.

Trade Union health and safety information is displayed along in the staffroom.

Health and safety law posters are displayed in the staffroom and in the school kitchen.

35. Stress and Staff Wellbeing

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

Please refer to the documents which are located in the Health and Safety Folder (2) located in the School Business Managers office.

Governors and the Headteacher are fully aware of their responsibilities regarding work/life balance. Anyone experiencing problems should refer to the Headteacher in the first instance who will offer internal support and advice and investigate external sources of support.

Individual stress risk assessments will be carried out by referral to the Occupational Health Service.

A room can be made available for nursing mothers and for religious prayer during the school day. Staff facilities are available in the dedicated staff room.

The governing body monitors staff absence annually and look particularly for trends related to work-related illness.

36. Swimming lessons (Public Pool)

Please refer to the Guidance for Off-Site Visits and Related Activities which is located in the Headteacher's office.

Swimming lessons take place at Bedworth Leisure Centre.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Children are supervised at all times by teachers and or teaching assistants. Teaching is carried out by qualified swimming instructors employed by the leisure centre (DBS checked).

Life saving and first aid training/equipment are the responsibility of the Leisure Centre

School staff are made aware by the provider of normal operating and emergency operating procedures of the centre.

37. Vehicles on Site

The Headteacher is responsible for management of vehicles on site.

No parent cars are allowed on site between 08:30 and 15:30.

Vehicles allowed on site only to make deliveries.

No vehicle movement is permitted between 08:30 and 09:00 and 15:10 and 15:30 (except for specific agreed disabled access).

Access to the site is controlled by electronic gates.

Visual inspection of the gates is carried out daily by the Caretaker as well as monthly monitoring. Inspections are carried out annually by WES Safety & Premises.

38. Violence to Staff / School Security

Please refer to the school's Security Policy which is located on the staff shared area.

All staff are briefed regarding rules to maintain their personal safety and that of others.

Staff working on their own are made aware of particular procedures for lone working. Staff are required to report all incidents of verbal and physical violence on the Security Incident Report.

39. Water Hygiene

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

Please refer to WCC's Legionnaires Disease and Water Hygiene in Building Services Policy which is located in the Health and Safety Folder 2 located in the school office.

The water hygiene log book is kept in the Caretaker's room.

The Caretaker is responsible for carrying out water hygiene sampling.

40. Work experience pupils

The Work Experience Coordinator will give the induction on a student's arrival.

The risk assessment for the work experience pupils can be found in the Risk Assessments folder which is located in the school office.

Work experience students are supervised at all times by the responsible class teacher and the Work Experience Coordinator acts as a mentor during their placement.

Students may also be monitored by their own school coordinator/assessor.

41. Working at Height

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

The school adheres to the WCC Health and Safety Working at Height Standard and Guides.

Stepladders only are permitted for use in school. Stepladders are kept in the Upper School boiler house, the Forest School site and the Lower School storeroom.

Annual ladder inspections are carried out by our Caretaker who has had training in the procedures by WES Corporate Facilities Service.

Equipment should be visually inspected prior to use and any defects reported according to the defective reporting procedures outlined in 8.

Premises staff are trained by WCC in ladder use.

The risk assessment for working at height can be found in the Risk Assessments folder which is located in the Business Managers office.

Staff must not go above three steps on a stepladder.

Pupils are not permitted to use ladders.

Contractors are not permitted to use school ladders.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Appendix 1

Health and Safety procedures for Extended Services

SKAMPS KIDS KLUB

Skamps Kids Klub provides before and after School Care for children in the area.

The facilities are available between 07:45 and 08:50 and 15:00 and 18:00 during school term time.

- There are two members of staff on duty in the mornings and three members of staff in the evenings, working on a ratio of 1:8. All staff are experienced in play work.
- All members of staff hold a current Early Years First Aid certificates which are displayed on the notice board in the club with staff names on the, and training is renewed every three years. The First aid box is kept on top of the large fridge, rubber gloves and plastic disposable aprons are kept in the cupboard above the sink.
- Regular fire drills are practised every term to coincide with school fire drills as supervised by the Caretaker. A written record is kept of how many children and adults are on site at time of drill, the time of the fire drill and notes made of any concerns. Fire risk assessments are carried out every session to ensure all escape routes are kept clear at all times. Fire drill procedures are displayed on wall in club.
- There is a mobile phone in the club for sole use of the club. Telephone numbers for all children, their parents and other contacts, staff, school and school caretaker are kept in a folder in the club.
- There is a risk assessment routine taken every session and notes made and additional risk assessment for outdoor and indoor play.
- The club is operated by a doorbell system and parents and carers need to be allowed entry by a member of staff at all times. There is a register taken stating the children's name, time of arrival, time of leaving and a signature of the adult collecting the child. The club also has a password system in place if another adult is picking up a child with prior notice from parents/carers.

At the end of the session the windows are all secured internally and the external door is closed. The school Caretaker locks any external doors. Generally, the caretaker locks the external gates.

- Staff ensure the environment is safe from defective equipment and inspect the hall to ensure no dangerous areas which would prove unsafe for the children. These would be reported to manager of club who would contact school and or owner to inform them of any dangerous areas.
- No member of staff ever works alone in the building at any time.
- On arrival at the club a member of staff allows parents/carers to enter through only one main door to ensure no-one can enter the building without staff knowledge. The parent then signs the register and enters the time of leaving.

If a child is ill the parent/carer is contacted by telephone told of the child's condition and arrangements made with staff informing them whether parent/carer or another registered contact will be picking the child up and approximately when.

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025

Appendix 2

Health and Safety Documents – Guidance and Information Circulation Form

The attached document has been received / issued by the school and must be read by all staff members. The Health and Safety at Work Act 1974, requires staff members to co-operate with the employer and others on safety matters and it is also a policy of the governing body that all health and safety guidance relevant to members of staff will be made available and read by them.

Would you therefore please sign and date the circulation list to indicate that you have read the attached document.

Name of Document: Health & Safety Policy Arrangements for Goodyers End Primary School

Location of Document: Staff shared area

Date of Circulation: March 2022

Name	Signature	Date
See separate sheet for most recent signatures		

Adopted by Governing Body	Autumn 2024
Review date	Autumn 2025