

Health and Safety Policy Arrangements for Exhall Junior 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 & 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 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 SBM's 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 **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 Head Teacher, SBM or Caretaker.



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 members of the school community. 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.

Head Teacher's signature:

Name: Robert Mann
Head Teacher

Date: Sept 2023

Chair of Governors signature:

Name: Amanda Gardiner
Chair of Governors

Date: Sept 2023

Review date: Sept 2024

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school’s statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent.

The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the **WCC Corporate Health, Safety and Wellbeing Service**.

Local Arrangements / Procedures	How this is Achieved	Responsibility of:
Accident, Incidents and Near Misses	<ul style="list-style-type: none"> • All staff the first point and state that All staff have a duty to report any accident or incident • Refer to WCC Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy • All serious accidents that occur in school are notified to SBM who uses the online accident recording system to inform WES Safety and Premises. Senior management will be made aware and immediate action will be taken to ensure the location of the accident is still safe to use. • All minor accidents are recorded on accident forms located in the First Aid area. The original is sent home with the pupil, whilst a photocopy is given to the school Office, where it is recorded on CPOMS System Where necessary, parents / guardians will be notified of the accident via telephone /accident report. • Copies of non-minor incidents/accidents are kept by the school. Accidents that fall under RIDDOR are reported to WES Health and Safety (as per separate WCC reporting procedure) • The Head Teacher is responsible for investigating all accidents, and for taking any appropriate action necessary to prevent recurrence. • The Governing Board monitors accidents, via the Headteacher's report, to identify and monitor any trends in accidents and incidents. • Accident reports and investigation records will be kept for 3 years if the accident involves a member of staff, or if the accident involves a pupil until they reach the age of 21. 	<ul style="list-style-type: none"> • All staff • Head Teacher • SBM • First Aiders • H & S Governor
Asbestos Management	<ul style="list-style-type: none"> • Our school adheres to the WCC Asbestos Management Policy and Procedures • Up to date information regarding asbestos can be found on ATLAS and it is provided to all contractors before any work begins. • Checks must be made to ensure there is no asbestos in areas where work is to be done. 	<ul style="list-style-type: none"> • Head Teacher • SBM • Caretaker

	<ul style="list-style-type: none"> • All contractors are required to sign to say they have seen the Asbestos Register • Only approved contractors from the Property Resources register are allowed to work with asbestos. • Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. • Staff are instructed not to nail or screw anything in the walls unless approved by the Headteacher/SBM 	
Child Protection	<ul style="list-style-type: none"> • We follow the guidance and advice from the WCC Safeguarding Team / Website • The School's Safeguarding Policy is available from the office and information regarding Child Protection is prominently displayed around the school site. • Child Protection and Safeguarding procedures are included in the induction for all staff. • All staff complete annual safeguarding training as a minimum (KCSiE) • All DSL receive regular training • All staff have a duty to report their concerns using WCC Green Forms to the DSL 	<ul style="list-style-type: none"> • All staff • Head Teacher • SBM • DSL
Contractors & Visitors	<ul style="list-style-type: none"> • All visitors use the touch screen to sign into the school before being issued with a visitor badge / lanyard which should be worn throughout their visit, • When signing in all visitors and contractors are asked to read the schools code of conduct, H&S leaflet, Safeguarding leaflet, Lockdown procedures, and fire evacuation procedures. • The Head Teacher, SBM and Caretaker are the appointed responsible people to manage contractors. • On any large projects, method statements and risk assessments are checked at a pre-site meeting between the contractor, SBM, Head Teacher and Caretaker. Any concerns are reported to WCC H&S team by SBM. • The school will obtain risk assessments and method statements from regular and occasional contractors before work commences. • The school will monitor contractors to ensure they are working in accordance with the risk assessment and method statement. 	<ul style="list-style-type: none"> • Head Teacher • SBM • Office Staff • Caretaker
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> • The school adheres to the WCC COSHH policy and COSHH Risk Assessment and Guide completion. which can be viewed via www.warwickshire.gov.uk/schoolhsdocs • The COSHH Register is held and maintained by the Caretaker. It is located in his office and is reviewed by the caretaker and SBM annually. • An annual review of the COSHH risk assessments will be undertaken to ensure the risk assessment and material safety data sheet is still valid. • When purchasing COSHH products, consideration is always given to any non-COSHH safer alternatives. • Any new COSHH products are ordered with an accompanying data sheet. • Risk assessments are made for the control and use of any new COSHH products if classed as hazardous, including labelling and decanting of products that have to be diluted. 	<ul style="list-style-type: none"> • Head Teacher • SBM • H&S Link Governor • Caretaker

	<ul style="list-style-type: none"> • COSHH materials are for the use of the Caretaker, MDS and cleaning staff only. They can be clearly identified by their label and are kept in a locked cupboard. • All COSHH products are stored in locked cupboards and personal protective equipment (e.g. gloves, goggles) are available and used when necessary. • Emergency action would be taken in the event of spillages (COSHH substances) in line with the instructions on the Material Safety Data Sheet. Disposal of these substances will be in accordance with the manufacturer's instruction detailed on the safety data sheet. • Staff are aware of the need to carry out risk assessments for tasks using the most hazardous substances. • Annual reviews and refresher training are carried out. • Staff are instructed not to bring substances onto site without permission from the Headteacher or SBM. 	
COVID 19 Pandemic	<ul style="list-style-type: none"> • The SLT are responsible for updating risk assessment / policies and procedures with new developments or advice from Government guidelines and WCC recommendations. 	<ul style="list-style-type: none"> • Head Teacher • SBM • Caretaker • All staff
Dealing with Violence and Aggression towards staff	<ul style="list-style-type: none"> • Advice can be found in the WCC guides for Managing Violence and Aggression and staff receive appropriate training • Staff are aware of local procedures in place including communication systems • Access control system in place and maintained to restrict access by unauthorised persons • Fencing to external grounds • Staff to dynamically assess situation and additional security measures/persons provided when needed <ul style="list-style-type: none"> ○ Meeting in pairs ○ Meeting only during the school day. ○ Consider the meeting room layout. ○ Home visits within the school day and in pairs • Signage has been put up in the main entrance warning that physical and verbal abuse will not be tolerated. • Staff will comply with the school's behavioural code of conduct. • A managing violence and aggression risk assessment has been completed implemented and shared with relevant staff. 	<ul style="list-style-type: none"> • Head Teacher • All Staff
Defect Reporting	<ul style="list-style-type: none"> • Any member of the school staff who discovers any defect shall report it to SBM/School Office who will advise the caretaker of the defect. • Immediate action will be taken to prevent accidents and a defect sign attached to make the rest of the staff aware • The Caretaker will take the necessary steps to either: <ul style="list-style-type: none"> ▪ have the defect rectified, within a reasonable period of time. • reduce the risk of injury to an acceptable level, pending corrective action 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • Caretaker

	<ul style="list-style-type: none"> • When the repair has been rectified it will be recorded on the maintenance sheets kept by the Caretaker and updated on system by School Office. • The Head Teacher reports on defects/accidents/dangerous occurrences to Governors, who use the information to identify and monitor any trends. • The Health & Safety Governor may review the defects that are recorded. They may monitor trends and discuss outstanding work. 	<ul style="list-style-type: none"> • Governors
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> • The school adheres to the WCC Health and Safety Display Screen Equipment Policy and Guidance • All staff that are classed as DSE users, including teachers with laptops, are trained in their safe use. This will also be undertaken by all relevant new staff, as part of their induction. Refresher training will be under reviewed every 3 years. • A “DSE” user is a worker who uses DSE as a significant part of their normal work – daily for continuous periods of an hour or more. All workstations used by “DSE users” meet WCC requirements and are subject to a DSE Self-Assessment by the DSE User. Others using DSE equipment but who do not come under the definition of a “DSE User” are provided with information on safe and correct use of display screen equipment as good practice. • The ICT lead and Office Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved. • All staff defined as DSE users are entitled to a free eye test, check forms are available for those staff members. 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • ICT Lead • Office Manager • H&S Link Governor
Fire Precautions and Emergency Plans	<ul style="list-style-type: none"> • The school adheres to the WCC Fire Safety Management Arrangements and relayed documentation. • Emergency evacuation drills are carried out at least termly and recorded by the caretaker. • Regular inspections and maintenance of fire extinguishers is contracted out by Property Services. The Headteacher is responsible for ensuring this takes place and the SBM has responsibility to organise it. • Regular safety training is given to staff and scenarios are often discussed at staff meetings. Scenarios and safety reminders are given at the first staff meeting of each academic year (September training day). • The Caretaker is responsible for the regular testing of the fire alarms and emergency lighting and all the associated recording. Fire alarm bells are tested weekly, whilst emergency lighting is tested monthly • Every member of staff has a responsibility to ensure fire exits are clear and not blocked 	<ul style="list-style-type: none"> • All Staff • Head Teacher • SBM • Caretaker
First Aid and Medication	<ul style="list-style-type: none"> • We refer to the DfE statutory guidance – Supporting pupils at school with medical conditions and Public Health England guidance on Health Protection in Schools for Managing Infectious Diseases • Displayed in the School Office and Medical area is a list of all qualified First Aiders and when their qualification expires. 	<ul style="list-style-type: none"> • All staff who have agreed to administer

	<ul style="list-style-type: none"> • All MDS' and most TA's are currently First Aid Trained. First Aid training has been booked for October 2023 for all teachers and TA's. • All staff are made aware of children with specific medical needs. • All checking and re-stocking of first aid kits is the responsibility of Lead First Aider. • The school has agreed procedures for administering medicines. Copies of these are shared with parents and kept in the office. Parents must sign a consent form before any medication is administered. When medication is administered two members of staff should sign the appropriate form to confirm the dosage • Office staff have agreed to supervise, administer and record medication that has been prescribed by a Doctor. They act in loco parentis. They act as witnesses for each other to ensure the correct medication and dose is given. Parents give full instruction when completing the medication consent form. First aiders and members of staff working with children on a HCP may also give medication. 	<ul style="list-style-type: none"> • medication • First Aiders
Forest School	<ul style="list-style-type: none"> • All Forest School staff have been Forest School trained and hold current First Aid certificates • There are safety sweeps of the area before each session. Any issues/concerns are reported to the SBM and caretaker. It is determined at this time if the activity can go ahead. • All Forest School staff are made aware of children with specific medical needs. • Parents are given an information pack and informed when these sessions will be. • Pupils are given safety talks at the start of each session. • Risk assessment for all tools and woodland activities are carried out annually, or when required 	<ul style="list-style-type: none"> • Caretaker • Forest School Staff • SBM
Pond area and pond activities	<ul style="list-style-type: none"> • The school has developed and implemented a pond safety policy. • The school pond is within a fenced and gated area kept locked when not in use. • Safety devices and first aid kits are provided when the pond area is in use. This is available from the school office and is then the responsibility of the member of staff in charge of the activity • A general pond safety and pond activities risk assessment completed and circulated to all staff who undertake activities in the pond area. • A pond emergency procedure has been produced, documented and circulated to all staff undertaking activities within the pond area. • The pond area is checked on a monthly basis by the Site Manager/Caretaker. • The pond area is maintained by the grounds maintenance contractor and caretaker. • The pond area is subject to a pre use check by staff conducting an activity in the pond area. • Clear safety instructions are given to pupils before each activity undertaken in the pond area. • Suitable and sufficient supervision of pupils during the activities within the pond area is maintained including a trained first aider. • Children and staff are required to wash hands after all pond activities. 	<ul style="list-style-type: none"> • Caretaker • SBM • SLT • All staff
Glass and Glazing	Risk assessments have been carried out for all glazing to ensure it complies with current safety	

	standards. All low level glazing, glazing in doors and high risk glazing is toughened or laminated glass or has been fitted with safety film. All broken glass is made safe and repaired.	<ul style="list-style-type: none"> • Caretaker • SBM
Housekeeping, Cleaning and Waste Disposal	<ul style="list-style-type: none"> • The school premises are cleaned by the school's cleaning staff daily after school. • Wet floor cleaning takes place after 4.30pm and areas are marked with caution signs. • The Caretaker is responsible for making the outside environment safe during snow and icy conditions, by clearing a small number of pathways and part of the carpark to allow access to the building. Rock salt may be used to keep these pathways clear. • The caretaker is responsible for the removal of clearing leaves in the autumn if there is a risk of slips. • External waste bins and recycling bins are located behind the school kitchens and are kept secure • Hazardous waste and computers are disposed of using appropriate services. 	<ul style="list-style-type: none"> • Caretaker • Cleaning Team / Catering Team • Head Teacher • H&S Link Governor
Implementing WCC Health and Safety Policies and Standards	<p>As a LA School, all WCC policies and updates are acted on and incorporated into school policies and procedures (where appropriate)</p> <ul style="list-style-type: none"> • All staff are made aware of any changes to policy and practice through staff meetings and/or emails • Governors are notified of any change to policy and practice through H & S Link Governor 	<ul style="list-style-type: none"> • Head Teacher • SBM • Governors • Caretaker
Information Dissemination	<p>Information and instructions on health and safety matters are available/given to teaching and non-teaching staff, pupils and visitors as follows:-</p> <p>Staff:</p> <p>Annual reminders regarding health and safety are made to all staff during a staff meeting in the autumn term. The SBM will review all new documentation and liaise with the Head Teacher to decide on the appropriate circulation to staff. The Health and Safety poster is displayed in the Staffroom.</p> <p>Health and Safety is an agenda item and discussed during:- Weekly staff meetings for Teaching and Teaching Assistant staff Regular meetings/ discussions between SBM and Caretaker Staff meetings, briefings and emails are used to provide information to all staff.</p> <p>Pupils:</p> <p>It will be the responsibility of all staff to ensure that pupils are made aware of existing and new health and safety information that impact on them through lessons, assemblies and class messages..</p>	<ul style="list-style-type: none"> • Head Teacher • All Staff • H & S Link Governor • Governors

	<p>Visitors: The reception staff when meeting and greeting visitors ensure that they are informed of any health and safety arrangements which may affect them during their visit. All visitors are required to sign in using the touch screen where they receive a visitor badge that must be visible at all times. Admin staff direct/take the visitor to the right member of staff. They are also informed of any H&S arrangements that are relevant such as fire assembly points and are given a Health & safety leaflet kept in the main entrance.</p> <p>Governors: The Head teacher and H&S Link Governor will ensure that all governors are kept informed of any relevant WCC policies, guidance or information; site specific information on accidents, incidents, near misses, defects; inspections. All governors receive a copy of the headteachers report which includes sections on Health & Safety, premises and safeguarding.</p> <p>Trade Unions: The Head Teacher will be responsible for informing and consulting “in good time” with trade union health and safety representatives on</p> <ul style="list-style-type: none"> • 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 to comply with health and safety regulations • Risks to employees health and safety and preventative measures • Planning and organisation of health and safety training • Introduction of new technology and health and safety consequences <p>The Trade Union notice board is in the staff room.</p>	
Jewellery	<p>The wearing of jewellery of any kind can be a hazard to children at play and in PE. Earrings are not recommended to be worn on PE days as these are especially dangerous. Parents and carers are advised that jewellery is not worn to school to reduce the risk of accident and injury to the wearer and to other pupils. Children must remove any potentially dangerous jewellery before PE lessons. Earrings that cannot be removed must be covered with micropore tape. This is included on the school website and school uniform policy which is sent out to parents.</p>	<ul style="list-style-type: none"> • All Teaching staff
Lone Working and Personal Safety	<ul style="list-style-type: none"> • Lone working will be discouraged where possible and kept to a minimum. • Lone working may only take place with the authorisation of the Head Teacher. • Our school adheres to the WCC Personal Safety and Lone Working Policy together with Working Safely Guides. • Lone working is relevant to the caretaker, SBM, some class teachers (during holiday periods) and the Headteacher. Advice is given as per WCC and they are advised to carry their mobile phone with them at all times and inform friends/relatives as to where they are. teaching and administration staff are to work in pairs wherever possible and take two-way radios with them to keep in contact with each other when lone working. Suitable and appropriate communication 	<ul style="list-style-type: none"> • All staff • Caretaker • Head Teacher • SBM • H&S Link Governor

	<p>procedures / systems will be put in place for those who are lone working.</p> <ul style="list-style-type: none"> • Lone Working risk assessments for these members of staff are carried out and kept in the Risk Assessment file. • Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e., working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented put in place. • A key holding company will be appointed to cover alarm call outs • Where possible two members of staff will be present when locking up. • If required. two members of staff will attend alarm callouts. • All staff are required to report any incidents of verbal and physical violence to SLT. 	
	<ul style="list-style-type: none"> • 	
Maintenance and Inspection of Equipment	<ul style="list-style-type: none"> • Regular inspections from all service providers in respect of equipment, appliances, and outdoor play equipment take place and reports are kept in SBM office. All faults are reported to SBM and or SLT. Relevant actions are then taken. • All hardwired equipment is checked every 5 years by Property Resources according to their schedule. These checks are the responsibility of Property Services. • PAT Testing is carried out annually by an Independent Contractor and the report is kept in SBM Office. • Ladders are inspected annually by an Independent Contractor and the report is kept in SBM Office. • The monthly inspection of access equipment by caretaker recorded on monthly check sheets • Defective items are removed, repaired if appropriate, or disposed of. Stage lighting is checked regularly to ensure secure and annually during the PAT Tests. 	<ul style="list-style-type: none"> • All staff • Head Teacher • SBM • Caretaker • H&S Link Governor
Manual Handling	<ul style="list-style-type: none"> • The Caretaker has had Manual Handling training as part of his job role. • The Caretaker is required to move furniture around the site on an infrequent basis and sack barrows and trolleys are available to use. • All regular manual handling activities are risk assessed. • The area of the manual handling activity or route to be taken during the manual handling activity will be assessed to ensure no additional hazards are present i.e. clear of obstruction, floors in good condition, no steps, lighting adequate. • If a significant manual handling activity was necessary a specific risk assessment, safe system of work and method statement would be implemented. • Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance 	<ul style="list-style-type: none"> • All Staff • Caretaker • Head Teacher

	<p>travelled.</p> <ul style="list-style-type: none"> Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. Appropriate manual handling training will be given to staff <p>Appropriate footwear and clothing will be worn when undertaking moving and handling tasks; safety footwear provided where required.</p>	
Off-site visits	<ul style="list-style-type: none"> Our school will follow national guidance to demonstrate that we are taking reasonable steps to manage risks. Our Assistant Head is our Educational Visits Co-ordinator (EVC). The school Office keeps an EV Folder which contains all the requirements when planning a school trip / visit Risk assessments are stored in the folder for each trip / visit and a new folder is started for each new trip / visit. The teacher in charge of the visit is responsible for completing a risk assessment. Teachers should inform / gain approval from the Head Teacher prior to booking an educational visit. WCC are notified of any residential trips and Governors approve any overnight trips. All details of a trip are added to the EVOLVE website which are signed off by Warwickshire when all information is added and compliant. All trips / visits are insured through our block policy. The Evolve website will provide guidance to teachers to enable them to have clarity in relation to: emergency arrangements, parental authorisation, supervision requirements and First Aid Provision. 	<ul style="list-style-type: none"> Head Teacher Assistant Head Teacher SBM All Staff Governors
Outdoor Play Equipment	<ul style="list-style-type: none"> WES Health and Safety inspect the equipment twice yearly and WCC appointed contractors inspect once a year. All inspection records are kept in SBM office. The Caretaker carries out weekly checks of the equipment and logs any maintenance needed. All staff carry out a visual check before the equipment is used. Any defects are reported to the SBM or caretaker for action or referral to WES. Defective equipment is taken out of action and/or cordoned off using hazard tape. Staff and pupils are informed. 	<ul style="list-style-type: none"> Caretaker All staff
P.E. Equipment	<p>The school follows the WCC health and safety guidance contained within the Health and Safety Standards for Maintained Schools document and within the current edition of ‘Safe Practice in Physical Education and Sport’ published by the Association for Physical Education (afPE)</p> <ul style="list-style-type: none"> Annual safety checks are completed by WCC appointed contractors and risk assessments are kept up to date. Teachers are responsible for making visual checks on the equipment prior to its use. Defects are reported as previously stated. External companies/providers employed by the school follow the schools Health and Safety Arrangements for PE. 	<ul style="list-style-type: none"> All staff Caretaker

Playing Fields	The school playing fields are maintained by school appointed contractors. Daily visual inspections are the responsibility of the caretaker and staff on duty each day, both teaching and non-teaching.	<ul style="list-style-type: none"> • Caretaker • All Staff
Personal Protective Equipment	<ul style="list-style-type: none"> • The caretaker is responsible for selecting the equipment which has been identified through risk assessment. • PPE is provided free of charge to all staff where a need has been identified through the appropriate risk assessment. • Periodic checking and maintenance of equipment including proper use and supervision is the responsibility of the caretaker • Gloves are provided to cleaning staff and first aiders • High Vis jackets are worn by children when they are out of school on trips and visits • High Vis jackets are worn by staff when on playground / gate duty 	<ul style="list-style-type: none"> • Head Teacher • Caretaker • SBM • H&S Link Governor
Risk Assessments	<ul style="list-style-type: none"> • The school adheres to WCC Risk Assessment Policy and Guidance. • Completed risk assessments are kept in SBM Office • Risk assessment are reviewed as and when needed or annually (this is reviewed for the start of the new school year). • Training is provided for all those carrying out risk assessments • All staff are responsible for completing their own risk assessments which should be shared with other adults / children prior to the activity. • All teachers are responsible for classroom room inspection which should be completed at beginning of each academic year. • Subject leaders will complete risk assessments for their subjects (if appropriate) • All teachers (in conjunction with the Educational Visits Co-ordinator) are responsible for ensuring that risk assessments are completed for school trips / residential activities • Training is attended for those creating Risk Assessments. 	<ul style="list-style-type: none"> • SBM • Head Teacher • Caretaker
School Security	<ul style="list-style-type: none"> • Guidance is given in the school's Security Policy. • Our school uses a key guarding company for alarm call outs. • The Caretaker is responsible for opening /closing school during and out of school hours. In the absence of the caretaker the Head Teacher and Assistant head will be responsible. • In order to maintain site security, the school gates are closed to unauthorised vehicles and the school playground is locked. The main entrance door is locked at all times and access is via reception. • All visitors are requested to sign in using the electronic sign in system and they are issued with a school visitor lanyard and photo. They are asked to read the code of conduct, H&S leaflet, and fire evacuation procedures. • All other entrances / exits to the school building are locked when not in use. • The school is now a cashless school and uses Schoolcomms (ParentPay) for online payments. 	<ul style="list-style-type: none"> • Caretaker • Reception / Office Staff • All staff • Head Teacher

Smoking	Smoking is not allowed in the school buildings or on the school site at any time or by any organisation. Signage is displayed on all main external doors used by the public and staff.	<ul style="list-style-type: none"> All Staff All Visitors
Stress and Staff Wellbeing	<ul style="list-style-type: none"> Our school is committed to the management of stress within the workplace, with the aim of prevention and risk management. Our school adheres to the WCC Managing Resilience, Stress and Wellbeing Policy. Any member of our school staff experiencing difficulties should speak to the Headteacher or another member of SLT that they are comfortable with. The Headteacher or member of SLT will provide the appropriate support. Our School implements the WCC Absence Management Policy to ensure that any medical / personal issues are identified early through RTW contact meetings or absence management meeting. Referrals are made to OH if the Employee and Head Teacher feel it would be beneficial. Occupational Health is used to support staff that may be experiencing difficulties in their school / personal life and individual stress risk assessments are carried out with all employees through the absence management procedure if their absence is stress related before their return to work. Risk assessments are completed with all new and expectant mothers in line with WCC guidance. 	<ul style="list-style-type: none"> Head Teacher Chair of Governors All staff
Swimming Lessons	<ul style="list-style-type: none"> The school follows the WCC health and safety guidance contained within the Health and Safety Standards for Maintained Schools document and within the current edition of "Safe Practice in Physical Education and Sport" published by the Association for Physical Education (afPE) Swimming lessons take place at Bedworth Leisure Centre where normal operating and emergency operating procedures are in place. 	<ul style="list-style-type: none"> Head Teacher Class Teachers
Transport	<ul style="list-style-type: none"> The school adheres to the WCC Driving at Work Policy and Guides which can be viewed via www.warwickshire.gov.uk/schoolhsdocs Staff who use their private vehicles for school business, i.e. attending training, school events, complete the WCC Driving at Work - Vehicle Document Record form. A driving at work Risk Assessment will be completed and communicated to staff. Staff must hold appropriate insurance for driving at work. The school regularly uses coaches to transport children on educational trips and visits. Only coaches that have seat belts fitted are used. 	<ul style="list-style-type: none"> Head Teacher EVC Staff
Vehicles on Site/Car Park arrangements	<ul style="list-style-type: none"> The car park is for staff, official visitors and school contractors. School gates are closed at all times and locked at the beginning and end of the day. Whilst pupils are entering/leaving the school SLT man the gates and don't allow any vehicles on or off site. 	<ul style="list-style-type: none"> All staff
Water Hygiene	<ul style="list-style-type: none"> The school adheres to the WCC Legionnaires & Water Hygiene Policy and Procedures. The Water Hygiene Logbook is kept in the Caretakers office. The Caretaker is responsible for carrying out water hygiene checks, flushings and sampling and the school has a County Contract for monthly inspections for water hygiene. Refresher training is 	<ul style="list-style-type: none"> Caretaker Head Teacher SBM

	attended.	
Working at height	<ul style="list-style-type: none"> • Our school adheres to the WCC Working at Height Standard. • A working at height Risk Assessments has been completed by the school and communicated to staff. • Staff must not stand on furniture to work at height. • The school has ladders, stepladders and foot stools which can be used to gain height. • The equipment is kept in store cupboards in each area of the school. • The person about to use the equipment should make a visual check of the equipment prior to use. The caretaker will record his weekly checks of ladders and kick-stools • The Caretaker has attended training (part of the Caretaking Seminar provided by WCC Cleaning and Caretaking Support Services), and he in return has given training to the cleaning staff. • Staff and pupils are not allowed to use ladders unless trained (there is a foot stool / low level steps available for staff to use). • Staff will wear appropriate footwear and clothing when using ladders. • Access to high levels, such as roofs, is only permitted by trained persons and only with the permission of the site responsible person (Headteacher). • Staff are not permitted to provide school equipment to contractors. Contractors must provide their own as it is their company responsibility to check it for H&S use. • Annual checks by an external provider are carried out on ladders. 	<ul style="list-style-type: none"> • All staff • Caretaker • SBM
Work Experience	<ul style="list-style-type: none"> • The school follows the WCC Work Experience Guidance for Schools. • The school regularly has work experience pupils working in classes. All pupils will have an identified supervisor with whom a brief induction will have taken place and a risk assessment will have been completed. • Written permission must be granted from a student's parents if they wish to leave the site at lunchtime. 	<ul style="list-style-type: none"> • All Staff • SBM • Office Staff
Violence and Aggression (Personal Safety)	<ul style="list-style-type: none"> • Personal safety is a shared responsibility between a school and its staff • Staff aware of and follow WCC Personal Safety Policy, Personal Safety: Lone Worker Guide. • Staff must comply with the school's behavioural code of conduct. • Staff must report all potential conflict scenarios or situations developing. • A violence and aggression Risk Assessment will be completed, implemented and communicated to staff. • A secure lobby reception lobby area is provided to restrict unauthorised persons on site. • Aggressive persons will not be allowed on site and if required the police will be called. • Home visits will not be conducted alone. • Meetings with parents at school will be held during the school day. • Meetings with parents will be planned in advance wherever possible. 	<ul style="list-style-type: none"> • All staff • SBM

	<ul style="list-style-type: none">• Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity.• The meeting room used for meetings with the potential for violence and aggression will be set up to give an escape route for staff.• Appropriate training for dealing with violence and aggression will be provided for the SLT and relevant members of staff.• All incidents involving violence and aggression will be investigated in line with school policy.• All incidents involving violence and aggression will be reported to WCC and WES Health and Safety and where required the police.	
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