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| **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.The school uses the [County Council’s health and safety policy](http://www.warwickshire.gov.uk/schoolhsdocs#H) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document. All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at [www.warwickshire.gov.uk/schoolhsdocs](http://www.warwickshire.gov.uk/schoolhsdocs) These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.For further information and advice on any aspect of health and safety in school, contact the Headteacher or the Site Manager. |

**Health and Safety School Statement of Intent**

Within our school we will meet all of the requirements set out in the Warwickshire County Council health and safety policy. We will demonstrate WCC’s commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

* Considering health and safety within our school planning activities
* Establishing a proactive and positive health and safety culture
* Encouraging ownership and responsibility at all levels
* Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
* Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
* Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
* Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
* Ensuring that health and safety is included as a standing agenda item at staff meetings
* Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

*Headteacher’s signature: Chair of Governors signature:*

*Name**Name*

**Head teacher**  **Chair of Governors** Date: November 2015

Review date of arrangements: Autumn Term 2016

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| **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 or markwills@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 County Council health and safety policies and standards, as well as take direction and advice given by the WCC Corporate Health, Safety and Wellbeing Service. |

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| **Local arrangements / procedures** | **How this is achieved** | **Responsibility of:**  |
| Accidents and Incidents | Refer to WCC Local authority accident incident reporting procedure for schools’ document. A record book is placed in each First aid cupboard to record minor accidents, the information includes the following; name of injured person, date and time of accident, nature of injury or illness, treatment given/action taken and signature of the person making the report. The Governors’ Premises Committee review these books termly. Major and more serious accidents/incidents/near misses should be notified to the Headteacher/Site Manager so action can be taken. The Headteacher will record the information on a WCC accident/incident/Near Miss Report Form and will forward the details immediately or as soon as practically possible to WCC. Witness statement forms should also be completed where appropriate. Any major injury on school premises (Fracture, electric shock, overnight stay in hospital, loss of digit and the like) must be reported to the LA within 24 hours. Any child taken to hospital will be accompanied by two adults. Bump on the head accidents are communicated to all parents each day using the school texting service. | HeadteacherSite ManagerGovernors’ Premises CommitteeAll staff |
| Access Equipment | Refer to WCC Work at Height Policy. Access equipment is provided around the school. A risk assessment is kept up to date and staff are reminded of L.A. guidelines regarding the safe use of access equipment. Appointed contractors inspect the equipment in line with guidance.  | HeadteacherSite ManagerAll staff |
| Administering Medicines | The school has agreed procedures for administering medicines. Copies of these are shared with parents and kept in the secretary’s 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. The school has a medical care policy that details how it meets the needs of children needing regular medication during the school day. | All staff |
| Contractors working on site | Refer to WCC Safe Management of Contractors Policy. The Site Manager is responsible for the management of contractors on site. Both the Site Manager and Headteacher have completed WCC Safe Management of Contractors Course. Before starting work on site contractors are asked to complete the Managing Contractors Checklist with the Site Manager, this includes sharing method statements and risk assessments. Any concerns regarding contractors should be reported to the Site Manager. All contractors must sign in and out at the school office when working on site.  | Headteacher Site Manager |
| Contractors (management of asbestos) | Refer to WCC Asbestos Management Policy, Asbestos Management Procedures Guide to Asbestos. Up to date information regarding asbestos is found on the ATLAS database which is referred to before any intrusive work takes place. The asbestos register is kept in the Site Manager’s Office and contractors must sign to say they have seen it before starting work. | Site Manager |
| Control of substances hazardous to health [COSHH]  | Refer to WCC Control of Substances Hazardous to Health Policy, Managers guide and Hazardous Waste Disposal in schools document. In order to ensure effective management control the following procedure are followed:Any substances no longer used are disposed of using the appropriate disposal service. Any substance that is not included on the COSHH data sheets should be recorded and reported to the COSHH Officer at Warwickshire Fire and Rescue Service. The Site Manger is responsible for the safe storage of COSHH products. COSHH products are purchased by the Site Manager, these purchases are authorised by the Head Teacher. COSHH data files are held by the Site Manager. All staff are made aware of the location of these and have access to copies of relevant sheets.  | Site ManagerAll staff |
| Defects Reporting | The following procedure is followed:* Any member of the school staff who discovers any defect shall notify the Site Manager/ Head Teacher.
* The Site Manager/ Headteacher will decide what action is appropriate and is responsible for ensuring that the defect is rectified.
* Any defect reported which cannot be dealt with by the Site Manger and requires the use of external contractors or services should be referred to the L.A. Hotline.
* Any defects which cannot be rectified immediately by the Site Manager will be recorded on the appropriate Property Maintenance Form.
* If the defect is likely to affect the `normal' running of the school the Headteacher shall inform the Governing Body.
* In order to monitor the action that has been taken and/or any delays in work being carried out, the Site Manger will report to the Premises Committee, via the Head teacher, termly on major work that has been undertaken.
 | HeadteacherSite ManagerAll staff |
| Display Screen Equipment | Refer to WCC Display Screen Equipment Policy. Risk assessments for all staff members using a display screen workstation or laptop are completed and will be reviewed at least annually or sooner if changes to equipment or location occur.  | HeadteacherAll staff |
| Electricity at Work | Refer to WCC Electrical Testing Policy. All portable electrical appliances are tested annually by an appointed contractor and the test registers are held on ATLAS and with the Health & Safety Folders as is the defect report. Staff should not bring items in from home unless they have been given permission from the Headteacher/site manager and the items have been tested. Hirers of the school premises are required to have electrical equipment PAT tested. | Site Manager |
| Emergency Planning | Procedures for the school reflect the school context and refer to the WCC “Emergency Advice & Support for Educational Establishments (EASEE)” guide when dealing with the worst foreseeable contingency. The Emergency Evacuation Plan details responsibilities and processes in evacuating the school. | HeadteacherSite ManagerGovernors’ Premises Committee |
| Fire Precautions | The Fire Precautions Manual is held in the Site Manager's office, is maintained by the Site Manager, and contains records of inspections, tests, drills etc. The Fire alarms are tested half-termly by the Site Manager and the details are recorded in the manual. The Fire alarms are serviced annually through Property Services and the details are entered in the manual. The Emergency lighting is inspected annually through Property Services and the details are entered in the manual. The Emergency lighting is inspected 6 months after the above test by the Site Manager and recorded in the manual. A Fire-drill is carried out termly by the Headteacher /Site Manager and the details are entered in the manual. Fire Precautions notices are posted in all areas of the school. The fire risk assessment has been completed by a competent contractor. | HeadteacherSite Manager |
| First Aid | The Site Manager, Terry Heard, is a trained first aider. There are six other members of staff in school who also act as Appointed Persons; Nicola Shilton (Paediatric), Rachel Green (Paediatric), Amo Ryan, and Laura Nicol (Paediatric), Alison Evans (Paediatric ) Hazel Edwards (Paediatric) and Emma Bish.There are FOUR First Aid boxes in the school which are located as follows: In the school office Outside the Site Manager’s office In West Hall kitchen area In the main hall Each box contains only items permitted for use as First Aid and a note book to record details of treatment given etc. The Site Manager checks the contents of each first aid box every half term. Refer to WCC First Aid at Work Policy.  | Head teacherSite ManagerAll First Aiders |
| Glass and Glazing | A risk assessment has been carried out by W.C.C. 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 immediately.  | Site Manager |
| Housekeeping, Cleaning and Waste Disposal | The school premises are cleaned by appointed cleaners daily from 3.30 – 5.30pm. Wet floor cleaning takes place after 4.30pm and areas are marked with caution signs. The Site Manager is responsible for making the outside environment safe during snow and icy conditions. External waste bins are located behind the school kitchens and are locked overnight. Recycling bins are located within the recycling area which is locked overnight.Hazardous waste and computers are disposed of using appropriate services.  | Site Manager |
| Induction for staff | All staff complete a health and safety induction with the Site Manager. A checklist guides this process ensuring that all important areas are covered. | Site ManagerNew staff |
| Information Dissemination | Information and instructions on health and safety matters are available/given to teaching and non-teaching staff, pupils and visitors as follows:- Staff: Annual reminders regarding health and safety are made to all staff during a staff meeting in the autumn term.All new documentation coming into the school is passed to the Headteacher who decides on the appropriate circulation to staff. Any documents needing to be seen by other members of staff are circulated to the relevant staff. The whiteboard in the staffroom has a permanent space on it for recording/displaying any important health and safety information/notices. Health and Safety is a standing item on staff meeting agendas.Pupils: It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. Visitors: The Headteacher shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit. Governors The Head Teacher will ensure that governors are kept informed of any relevant WCC policies, guidance or information; site specific information on accidents, incidents, near misses, defects; inspections etc. This is done through the Premises Committee. | HeadteacherSite Manager |
| Lettings | All lettings are authorised using the appropriate W.C.C. forms – which includes details about insurance. Hirers are only permitted to use school equipment agreed prior to the letting. Any appropriate health and safety arrangements are discussed with the Site Manager.  | School BursarSite Manager |
| Lifting | Refer to WCC Lifting Operations and Lifting Equipment Regulation (LOLER) Policy. The Site Manager uses a sack trolley to aid with all lifting activities.  | Site Manager |
| Lone Working | Refer to WCC Personal Safety and Lone Working Policy and Working Safety Guidelines. Lone working is limited to the Site Manager, Head Teacher and Deputy Head Teacher and risk assessments are in place with regard to work routines.  | Head teacherSite Manager |
| Manual and People Handling | Refer to WCC Manual Handling Policy and Manual Handling Guidance for Children. The Head teacher will be responsible for completing manual handling risk assessments. Staff will be responsible for informing the Head teacher if they are undertaking any manual handling activities e.g. lifting, pushing, pulling, restraining which have the potential to cause harm so a risk assessment can be completed. The Head teacher will be responsible for organising any specific manual handling training for staff. Staff will be required to use any lifting aids that have been provided for them as a result of any manual handling risk assessments. Refer to Physical Intervention Policy. Staff will receive Team Teach training on the use of force to restrain pupils. | Head teacher |
| Off Site and Educational Visits | Refer to WCC Off-Site Activities Manual and OEAP national guidance (<http://oeap.info/>) to manage risks. The Headteacher is the school’s Educational Visits Coordinator. Relevant school forms and risk assessments are kept in the Visits Folder located in the staff room. Staff must complete all forms and risk assessments before a visit and share a copy with the Headteacher. Residential visits are approved by the Governing Body and Local Authority. The School has a school travel insurance policy that covers children taking part in off-site activities.  | HeadteacherAll Staff |
| Outdoor Play Equipment | A risk assessment is kept up to date. The Site Manager carries out weekly checks of the equipment and logs any maintenance needed. Class Teachers are asked to carry out a visual check before the equipment is used. WES Safety and Premises inspect the equipment twice yearly.  | Site Manager |
| P.E. Equipment | Annual safety checks are completed by L.A. contractors. A risk assessment is kept up to date. The P.E. Policy contains further details of health and safety in P.E. lessons. | Site Manager |
| Playing Fields | The school playing fields are maintained by school appointed contractors under supervision of the Site Manager. Visual inspections are carried out prior to use.  | Site ManagerAll Staff |
| Pond | The school pond is enclosed in a fenced area and has a mesh cover to prevent access when it is not being used. Children are only permitted to enter the pond area when under supervision of a responsible adult.  | Site MangerAll Staff |
| Risk Assessments | Refer to WCC Risk Assessment Policy and Procedures. School risk assessments follow WES Safety and Premises models and reviewed as appropriate by the Headteacher and staff. They are kept in a folder in the staffroom. Where appropriate, the findings of any risk assessment are reported to the Premises Committee.  | HeadteacherAll Staff |
| Security | Refer to the school’s Security Policy. Risk Management inspections will be carried out every 3 years by WES Safety and Premises Service. | HeadteacherSite Manager |
| Smoking | Smoking and the use of e-cigarettes is not allowed in the school buildings or on the school site at any time or by any organisation.  | All StaffVisitors |
| Stress Management | Refer to WCC Management of Work Related Stress and Wellbeing Policy. The school has also developed a Staff Wellbeing and Work/Life Balance Strategy. | HeadteacherAll Staff |
| Swimming Lessons | Refer to WCC Swimming Guidelines. Swimming lessons take place at Newbold Comyn where normal operating and emergency operating procedures are in place.  | Headteacher |
| Transport | Refer to WCC Driving at Work Policy and Guides on “use of private vehicles on WCC business” and “use of minibuses on WCC business.” The school regularly uses coaches to transport children on educational trips and visits. Only coaches that have seat belts fitted are used. If parents’ cars are used to transport children, all parents are made aware of this information and driving parents are asked to sign a form indicating that the vehicle has a current MOT, road tax and they are insured to drive it.  | Headteacher |
| Visitors on Site | All visitors to the school are asked to sign in and out and wear a visitors’ lanyard. This is monitored by the office staff. A Health and Safety Information leaflet is kept at the school entrance to which visitors can refer. | Office Staff |
| Violence and aggression towards staff  | Refer to WCC Personal Safety Policy and “Violence and Aggression” Working Safely guidelines. All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violence or aggression towards its staff. Staff are responsible for reporting any incidents of violence and/or aggression. Minor incidents of verbal/physical violence and aggression should be reported to the Headteacher. Major and more serious incidents should be reported using WCC accident/incident report form (also see Accidents Section). | Headteacher |
| Water Hygiene | Refer to WCC Legionnaires Disease and Water Hygiene Policy. School’s Water Hygiene Log Book is kept in the Site Manager’s Office. The Site Manager is deemed the competent person for carrying out water hygiene monitoring at the school.  | Site Manager |
| Work Experience Pupils | Refer to 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.  | Deputy Headteacher |
| Volunteers | Refer to the MPS Volunteers Letter and Guidance issued to all new volunteers. | Deputy Headteacher |

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