

Kenilworth Nursery school & Whitnash Nursery School



Health and Safety Policy Arrangements 2018/19 (With Stress Policy and First Aid Guidance appendices)

Written: Autumn1994

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|-----------------------------------|-----------------|-------------|--------------------|
| Date Policy Updated | September 2014 | | |
| Approved by Governors | | | |
| | Date completed: | Headteacher | Chair of Governors |
| Latest Revision: November 2018 | | | |

Copies available in Health & Safety Policy File and Emergency Evacuation Boxes in School Admin Office.

To be read in conjunction with the Warwickshire County Health and Safety Guidance: Nov 2015

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Health and Safety

School Statement of Intent

Within our **Nursery Schools** we will meet all of the requirements set out in the Warwickshire County Council (WCC) 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 the 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:

Rachel Gillett

Headteacher

Dated: 19/11/18

Chair of Governors signature:

Alison Paveley

Chair of Governors

Dated: 19/11/18

Arrangements:

1 Accident Reporting and Monitoring Procedures via Online system

Refer to Local Authority accident/incident/near miss reporting procedure for schools.

All injuries should be recorded in the First-aid Record Book and initialled, dated, time of injury recorded and action taken. Parents must also sign in acknowledgement of the accident. **All head injuries are potentially serious**, details of the accident should be recorded and the child monitored until handed over to the parent.

Accidents requiring medical attention outside of the scope of the first aider will be reported to the LA using the online accident reporting system.

If the accident is serious, senior management will be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action will be taken and where possible details recorded for an accident investigation (RIDDOR). If members of the public are involved, names and addresses will be taken (including any witnesses).

The School has a system for recording 'near misses' where a potential injury could have occurred and seeks to address any unsafe aspect of the environment that may have contributed before injury occurs. These will also be reported on the WCC online accident reporting system

The Assistant Headteachers will audit the Accident Book(s) termly and report to the Executive Headteacher, RIDDOR records, and 'Near Misses' to ensure that robust systems are in place and any patterns of occurrence are identified and remedied.

2 Asbestos

The School adheres to the WCC Asbestos Management Policy and Procedures

The Headteacher is responsible for the management of asbestos at the School.

The School's asbestos management plan is held on ATLAS

Asbestos re-inspection surveys are carried out by WCC.

Contractors working on the fabric of the building sign to say they have seen the school's asbestos management plan.

Owing to substantial work being carried out recently, there is now minimal asbestos remaining. Asbestos only remains in the adult staff toilet and is clearly marked with a red asbestos sign. The Head of Centre, School Business Manager and Caretaker have all completed online Asbestos Awareness Training, which is renewed on an annual basis via the Atlas system. Additionally, the SBM has attended LA training relating to the Role of the Site Responsible Person.

3 Caretakers Risks Assessments

The School has clear procedures for caretaking arrangements such as gritting pathways, cleaning leaves and maintaining clear and safe play areas and daily checks take place to ensure the environment is as safe as possible and any risk are assessed. Although procedures generally pre-empt slips, trips and falls if they do occur they are noted and an environment investigation takes place led by Caretaker and senior leader.

To reduce the risk of slips, trips and falls:

- 'wet surface' signs are used when the caretaker is cleaning the floors or in the event of a child spilling water/a liquid.

- External pathways and slopes that access the building are gritted if the weather is forecast to be below freezing in winter months.
- Throughout the Autumn and Winter period the leaves around the site are regularly collected, swept and gathered using the leaf blower to ensure pathways are clear and safe.

The Caretaker receives regular training to fulfil all aspects of his role safely and has supervision on a termly basis to discuss processes and H&S arrangements are a standard part of these conversations.

4 Contractors & Visitors

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

Contractors and visitors will be asked to sign the Visitor's book on arrival and will be given a leaflet informing them of health and safety arrangements during their time on site. Where possible these details will be checked using the Atlas system. The Executive Headteacher, Rachel Gillett is trained to manage contractors on site, in her absence Mary Hunter SBM has also completed training will monitor activities whilst the contractor/visitor is on site. All contractors and visitors must sign out before leaving. **The caretaker has also completed responsible persons training to allow repair works to take place on site out of hours.**

5 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 COSHH Risk Assessment and Guide to Completion.

An audit of all substances used in the School is carried out annually. When new substances are bought for use in the centre, details are sent to LA COSHH officer John Ferris for COSHH information. COSHH Risk Assessments and data sheets are held by the Caretaker in the caretaker's cupboard. (Latest audit and update: **Autumn 2018**) It is the policy of the School to purchase COSHH products through ESPO to ensure correct documentation is available with the product. Since 2015 the school has started to actively ordered products that are increasingly environmentally friendly and contain less hazard materials than traditional cleaning products in line with our Eco-School approach.

Staff are not expected to or allowed to bring in additional products from home.

6 Defects Reporting Procedure

Defects will be reported verbally to a member of the Senior Leadership Team who may take appropriate action or will inform the Headteacher who will ensure that appropriate action is taken to remove the hazard and/or arrange for repair. A defect reporting form will be completed by the person who has noticed/found the defect.

Defect reporting forms are located in the green health and safety files. These forms can be filled in by any member of staff and handed to the Headteacher or Assistant Head Teacher who will arrange the necessary work.

7 Display Screen Equipment (DSE)

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

All staff are to use computers for limited periods only, to safeguard their health and welfare. Anyone deemed to use the equipment for more than an hour without physical breaks will be asked to carry out a risk assessment and have completed DSE training so they can safeguard themselves. Any adjustments needed, will be reported to the Senior Leadership team. The next DSE audit is due **January 2019**.

8 Electricity at Work

The School adheres to the WCC Health and Safety Electrical Testing Policy - Fixed Electrical Installations & Portable Electrical Equipment

To comply with all Electricity at Work Regulations, a competent and qualified contractor visits the centre annually to test all the electrical equipment and submits a report. These reports are filed in the green health and safety files. Hard wired electrical testing takes place every five years through WCC.

Any new electrical equipment received in the centre will not be used until it has first been tested by the approved contractor, unless fitted with a moulded plug.

The caretaker will undertake the minor repairs of electrical equipment - e.g. the replacing of broken light bulbs, but the replacement of plugs will only be done if the caretaker or cleaner is a qualified electrician and is suitably trained.

9 Fire Precautions

The school adheres to the WCC Fire Safety Management Policy, Arrangements and associated guides

Fire drills are displayed throughout the School. Practices involving all site users take place four times per year, one of which involves no prior warning.

The full Emergency Evacuation Procedure and copies of the fire drill are stored in the green health and safety files. Emergency Evacuation procedures are shared with all new staff as an aspect of their induction. The Fire Risk assessment is reviewed when significant changes or incidents occur or yearly as a minimum. Additionally, the SBM has attended LA training relating to the Role of the Site Responsible Person.

10 First Aid

The School adheres to the WCC Health and Safety First Aid at Work Policy. The School follows guidance from the Warwickshire Early Years Health Directory. Paediatric first aid is the requirement of the Early Years Statutory Framework: foundation stage classes in the Nursery school and Nurture Nursery and as a result all staff have received full paediatric first aid training and a first aid lead is in place.

First Aiders are responsible to the Executive Headteacher who must be kept fully informed of all situations relating to children's injuries and others on the School premises.

The Lead First Aider will maintain the First Aid Boxes and keep the Executive Headteacher updated regarding appropriate materials to be purchased for use in the centre by staff.

It is the responsibility of the Executive Headteacher and Governing Team to ensure that the First Aiders are adequately trained and updated and this has been renewed for all staff September 2016.

All staff are trained to administer 'remedial measures' while awaiting a qualified first aider. If there is any concern then they will seek the help and advice of the qualified First Aider or appointed person if the First Aider is absent. If any injury causes concern then medical assistance is immediately sought.

All students will receive instructions in School first aid procedure, taking advice and direction from a qualified member of staff.

Further guidance on the principles of first aid can be found in appendices 2.

11. 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 term by the Health and Safety Governor and reported to the Senior Leadership Team, Rachel Gillett, Headteacher, Mary Hunter, School Business Manager and Abigail Ellis, Lead Teacher. 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. These procedures are monitored termly by the Resources Sub Committee.

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 in Schools.

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

All work experience pupils, students and volunteers will be given this health and safety policy to **read prior to beginning their placements**. Their induction will be provided by the member of Senior Leadership Team staff appointed to look after their welfare and training. An induction checklist is filed in the green health and safety file. Risk assessments will be carried out by the Headteacher and mentor as appropriate, ensuring *The Right Start* document has been read.

13 Lone Working/Personal Safety

The School adheres to the WCC Health and Safety Personal Safety Policy and Working Safely Guides. In addition the School has specific arrangements particular to home visiting that are

detailed in the Home visiting policy and that ensure at least two members of staff make a home visit when they are required.

14 Manual and People Handling

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

All staff are aware of the manual handling guidance, which states that large or heavy objects must not be lifted or carried by one person. Individual manual handling risk assessments must be carried out before commencing specific tasks involving manual handling. Templates for these are available in the green health and safety files. Regular training takes place and resources to support staff in the movement of babies and children are present and regularly checked.

15 Medication

The School adheres to the Warwickshire Early Years Health Directory and the DfE guidance, Supporting children in schools with medical conditions 2014 and has a medication policy crossed referenced to this document.

Medication will only be administered by a qualified First Aider or staff who have been specifically trained (e.g. epi pen). It will only be administered once a consent form has been completed and signed by the parent, or once a Health Care Plan is in place. All medication will be documented by both the member of staff who administers the medication and a witness.

16 Monitoring Arrangements

The School governing team recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

a) The Executive Headteacher **includes within each Sub-Committee information** relating to:

- * accident/incidents
- * results of internal and external health and safety inspections
- * maintenance reports
- * complaints, hazards and defects reports
- * reviews of any procedures carried out by the Executive Headteacher

b) A governor from the Resources Sub- Committee, on behalf of the governing team carries out a termly visual inspection of the school and reports any issues which arise to the Executive Headteacher, and the governing team. The Governors Safety Inspection Checklist is used for this and can be found in the green Health and Safety files.

c) The LA's Health and Safety Officer or his/her representative inspect the site on a regular basis and report back any issues, as do other LA Officers.

To help this process, the governing team ensure that:

- a) appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- b) All reasonable inspection facilities and information are provided on request to officers of the LA, Inspectors of the Health and Safety Executive and any other bona fide health and safety officials.

17 Outdoor Play

The School adheres to the relevant sections of the WCC Health and Safety Standards in Schools document for Outdoor Play Equipment.

The outdoor play equipment is visually inspected by qualified LA staff twice per year. These reports are filed in the green health and safety files. The outdoor equipment is inspected on a daily basis by the Caretaker and on an ongoing basis by staff working beside the children in these areas.

In addition daily visual checks are carried out by staff prior to use and this process includes children who use visual signs and symbols to identify which pieces of outdoor equipment or areas maybe in use. A visual system of laminated signs is used to alert children if a piece of equipment is not in use and children are supported to recognise the symbol used, a red cross at WNS and Stop hand sign at KNS, and understand its meaning and purpose.

18 Risk Assessment

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

The School has completed risk assessments covering the whole School and selected activities which take place within it. They are filed in a black presentation folder labelled Risk Assessment File, which is stored alongside the green health and safety files. The Caretaker holds copies of the COSHH Risk Assessments, together with related Data sheets.

The risk assessment file is reviewed annually by the Headteacher and a nominated Governor and is shared with all staff and risk assessments are signed by staff who will be overseeing the specific activities. Expectant and new mothers are individually risk assessed.

19 Stress and Wellbeing

The School adheres to the WCC Health and Safety Management of Work-Related Stress & Wellbeing Policy & Managers Guide. The School carries out an annual staff survey and then presents an action plan to reduce work place stress as a result. A 6 month review takes place to assess the impact of reduction strategies. All staff experience protected time to ensure they are able to fulfil their roles. In addition the School has taken part in WCC Fair workload Survey Autumn 2018.

20 Water Systems & Water Hygiene

The School adheres to the WCC Legionnaires & Water Hygiene Policy and Procedures. The Headteacher and Caretaker have completed training in water systems and water hygiene; appropriate information is held on the Atlas system, inspections and related documentation are contained in the green arch lever file located on the open shelves off the staff room meeting area. Additionally, the SBM has attended LA training relating to the Role of the Site Responsible Person.

ISHM Ltd has been assigned by WCC as water systems risk assessor.

21 Working at Height

The School adheres to the WCC Health and Safety Work at Height Policy and Guidance. The Caretaker has received appropriate H&S training and is the competent person for inspection of ladders and access equipment used through the school/centre.

Appendix 1: Stress policy

Whitnash Nursery School **Stress Policy**

Introduction

We have produced this policy as part of our commitment to health and safety, and to recognise, assess, and manage stress at work.

What is stress?

Every job brings its own set of responsibilities, and the pressures these place on staff are an unavoidable part of working life. The tasks and challenges faced at work give our working day structure, motivate us and allow us to feel a sense of achievement and job satisfaction. However, our ability to deal with pressure is not limitless and the stress this pressure can lead to is harmful.

Stress is the reaction to excessive pressures or demands placed on us. It arises when we worry that we can't cope.

Stress can involve:

- ❖ Physical effects, such as a raised heart rate, increased sweating, headaches, dizziness, blurred vision, general muscle tension (for example , an aching neck and shoulders), skin rashes and a low resistance to infection; and
- ❖ Behavioural effects, such as increased anxiety and irritability, drinking more alcohol, smoking more, having difficulty sleeping, poor concentration and not being able to deal calmly with everyday tasks and situations.

These effects are usually short-lived and do not cause lasting harm. When the pressures reduce, we usually return to normal.

Stress is not the same as ill health. But in some cases, particularly where pressures are intense and continue for some time, the effects of stress can be far more damaging, leading to longer-term psychological problems and physical ill health.

Causes of stress:

Harmful levels of stress are more likely to occur in the following circumstances:

- If the pressure continues for a long time.
- If different pressures pile on top of each other.

- If you are continually trying to keep up with changes.
- If you feel trapped or not able to control the demands placed upon you.
- If you are confused by conflicting demands.
- If you are under excessive external pressures from inspections, audits, assessments and so on.
- If you are expected to meet unrealistic deadlines.
- If you are uncertain about your work, your objectives or your career or job prospects.
- If your workload is too demanding, excessive or inflexible.
- If there is continual conflict between people, including racial or sexual harassment, bullying or staff being treated nastily or being ignored.
- If there is poor management, for example, where there is a lack of leadership and understanding from managers and supervisors, including a lack of support for staff.
- If pupils are too disruptive.
- If pupils or adults use, or threaten to use, violence.
- If you have problems and difficulties in your personal life.
- If parents expect too much of you or behave in an unreasonable way.
- If systems and policies which make instructions or priorities clearer are not used.
- If you have to work long hours.
- If your working environment is in a poor state of repair.

Legislation

Under the Health and Safety at Work Act 1974, the local education authority must make sure that workplaces are as safe and healthy as is reasonably possible, and that appropriate welfare arrangements are made (for example, that heating and clean running water are provided).

Under the Management of Health and Safety Regulations 1993, the LEA must take urgent action to assess the nature and scale of health risks in the workplace, and introduce appropriate measures to control and monitor risks.

Policy

Our School's governing team and Head of Centre will keep to Section 4 of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, The Working Time Regulations 1998, Health & Safety (Display Screen Equipment) Regulations 1992 and The Health & Safety (Offences) Act 2008 wherever reasonably possible. They will try to identify sources of stress in the workplace and then tackle those problems in order to maintain a healthy workforce.

Our School's governing team and Headteacher will aim to:

- reduce risks to health and safety;
- reduce unreasonable pressures which employees are exposed to;
- recognise stress and take appropriate action, in good time, to deal with it; and
- offer support, including counselling, to help staff cope with and recover from stress-related conditions.

Our governing team is committed to identifying the causes of stress, raising awareness, providing appropriate training for school staff, and encouraging all staff to take part in any training provided. The Governors receive an annual report that details the findings of the yearly Staff stress survey in which staff can reflect on their feelings.

Reference can be made to the Health & Safety Executive Stress Management Standards. The six management standards cover the primary sources of stress at work. These are:

- Demands
- Control
- Support
- Relationships
- Role
- Change

Stress Audit

Our governing team and head teacher will assess current levels of stress among staff by carrying out a stress audit. The stress audit will include:

- Monitoring staff absences;
- Keeping a record of the hours staff work;
- Carrying out staff appraisals;

Training

We will encourage all staff to have appropriate training in recognising and preventing stress in their colleagues.

Strategy for reducing stress

Our governing team will try to reduce or remove unnecessary stress by doing the following.

- Promoting good communications throughout the centre, including providing full information as early as possible and consulting staff on any proposed changes.
- Being consistent in its treatment of staff.
- Cutting out unnecessary work (for example, by not copying information already available from QCA, the Qualifications and Curriculum Association).
- Promoting confidence in, and the competence of, all staff.

- Being flexible without being unfair to individual people.
- Providing the opportunity for people to contribute to improvements in their working conditions and influence the way their jobs are done, so increasing interest and a sense of ownership.
- Planning tasks which are necessary.
- Planning work and prioritising tasks to avoid unreasonable deadlines.
- Promoting an attitude where managers and colleagues are open about and accept what people say about stresses associated with their jobs.
- Encouraging staff to work together rather than in competition.
- Promoting fair and equal treatment, and actively discouraging bullying and harassment.
- Trying to provide the skills, training and resources staff need to do their jobs properly.
- Trying to fill staff vacancies, with the right person, as quickly as possible.
- Reducing the pressure staff feel to work excessively long hours.
- Promoting the importance of getting a balance between work and personal life.
- Helping staff to manage their time effectively.

Doing the things listed above, and paying attention to the results of a stress audit, should promote a positive culture for managing stress.

Monitoring

Each year, the Headteacher will give the full governing team a report on indicators used to monitor stress so the governing team can assess the level of the problem and make plans to tackle it. Indicators used to monitor stress will include the following:

- Reports on levels of staff absence and early retirement due to stress.
- Reports on the number of hours staff work beyond their contractual hours.
- Findings of the annual Staff Survey

Management's response to excessive stress:

Where managers find out that an employee is suffering from excessive stress, they will do the following:

- Discuss the causes with the employee (with a Union representative or a friend present if the employee wishes).
- Be sensitive and flexible when the employee returns to work after an absence.

- Start a long term investigation into any problems identified, where necessary complete a Stress Risk Assessment with the member of staff that details ways in which stress will be managed and reduced.

If the Head of Centre is suffering excessive stress, appropriate support will be made available.

Where support is available:

Staff can report, confidentially, to their line manager or the Head of Centre if they are suffering from stress to:

- report their symptoms;
- seek further advice;
- obtain support in the workplace;

The Head can contact a colleague (e.g. another Head of Centre or Inspector) or the Personnel and/or the Health & Safety departments for further support and advice. Other sources of support are available from:

- Teacher line
- UNISON or GMB Welfare services
- GPs
- Supportive staff group
- Mentors

How we can all provide support:

- Try to be a counsellor
- Attend training in recognising stress
- Be aware of signs of stress

Appendix 2: Principles of First Aid for reference

Principles of First Aid:

- Preserve life
- Prevent deterioration
- Promote recovery

The First Aider Should:

- a) Assess the situation and the casualty
- b) Diagnose what is wrong with the casualty
- c) Give immediate and appropriate treatment
- d) Remain with the casualty until he/she is transferred to a doctor, hospital, home etc., according to the seriousness of the condition.

Principles and Priorities of Treatment

To preserve life:

- a) Maintain open airway by correctly positioning casualty
- b) Apply artificial ventilation if casualty is not breathing, if in doubt as to whether casualty is alive or not treatment should be continued until medical or other skilled aid is available
- c) Control bleeding.

To prevent condition deteriorating:

- a) Dress wounds
- b) Immobilise large wounds and fractures
- c) Place casualty in the correct and most comfortable position consistent with the requirements of treatment.

To promote recovery:

- a) Relieve casualty of anxiety and promote confidence
- b) Relieve him/her of pain and discomfort
- c) Handle him/her gently so as to do him/her no harm
- d) Protect him/her from the cold.

Basic Procedure

A calm approach should always be taken and a quick response will promote recovery.

- a) Hands should always be washed before and after applying dressings. Gloves should be worn and cuts covered at all times.
- b) Whenever blood or other body fluids have to be mopped up, disposable plastic gloves should always be worn and paper towel used: these items should then be placed in plastic bags and safely disposed of.
- c) If direct contact with another person's blood or other body fluids, the area should be washed with ordinary soap and water.

Treatment of wounds and slight bleeding

- a) Carefully wash the surrounding skin with fibre free lint or antiseptic wipe.
- b) Lightly rinse the wound with running water if necessary.

- c) Dry with fibre free lint. Cotton wool must not be used.
- d) If bleeding persists apply direct pressure over sterile pad.
- e) Cover wound with adhesive dressing or larger sterile dressing according to its size.
- f) Raise and support injured part.

Bruises

- a) Put part to rest in most comfortable position.
- b) Apply cold compress or ice-bag as quickly as possible to stop further swelling and relieve the pain.
- c) Continue cooling the injury for 30 minutes if necessary or appropriate.

To make a cold compress:

- a) Soak a thin towel, large handkerchief, piece of flannel, or absorbent cotton wool in cold water.
- b) Squeeze out surplus water and apply compress to bruised area.
- c) Keep compress cool by dripping water onto it or replace by further compress. Cool injury for 30 minutes if necessary.

Appendix 3:

Introduction

The LA health and safety standards for schools take account of the government review of management.

The standards also apply the principles of the [Education health and safety in the workplace guidance](#) and the [Health and safety: advice on legal duties and powers](#) publication.

Which categories of schools are these standards for?

Local authority maintained schools where WCC is the employer, i.e. community and voluntary controlled schools, community special schools and maintained nursery schools.

Written to support: Headteachers, Senior Leadership teams, School Business Managers & Bursars, Site Managers/Caretakers and other relevant school staff.

Governing bodies.

Expiry/review date These standards will be kept under review and updated as necessary, they are currently based upon WCC H&S standards 2015. The information contained within this document is based on current legislative requirements and minimum standards expected by the local authority. For more information, contact, **Senior Health and Safety Advisor** on 01926 476803 email @warwickshire.gov.uk

Main key points for schools The Law

Under the Health and Safety at Work etc. Act 1974, **the school employer has overall responsibility for health and safety**, and must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. Responsibility for health and safety cannot be devolved; the employer must provide oversight and monitoring.

The LA is the employer in community and voluntary controlled schools, community special schools and maintained nursery schools. The governing body is the employer in voluntary aided and foundation schools. The academy trust or governing body is the employer in academy schools.

The Management of Health and Safety at Work Regulations 1999 set out in more detail what actions school employers are required to take. As a summary this includes:

assessing the risk to staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of any significant findings (significant risks);

introduce measures to **manage those risks**;

inform employees about the risks and measures to be taken to manage the risks;

ensure that **adequate training** is given to employees on health and safety matters. All school employees health and safety and have a duty under common law to take care of pupils in the same way that a prudent parent would do so. Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform them of any work situation representing a serious and immediate danger so that remedial action can be taken in a timely manner. **Responsibilities of schools** **The Headteacher and governing body (as the management body) have overall day to day responsibility** for health and safety of the school and must ensure that:

The Health and safety policy is followed and effective arrangements are in place for managing health and safety risks at the school.

Effective communications are in place with governors and staff, giving clear information to pupils and visitors, including contactors regarding significant risks on site.

Staff have appropriate training and competencies to deal with risks in their areas of responsibility.

Effective consultation is in place with recognised trade union safety representatives/ employee representatives.

Staff understand their responsibilities and know how to access support and advice to help them **manage risks** responsibly.

Where responsibilities are delegated to specific managers and staff, ensure those nominated are **competent**, and understand and accept the responsibility being delegated to them.

Managers and staff with delegated health and safety responsibilities have sufficient authority and the **time and resources** to fulfil their role.

In meeting **governing bodies must have due regard to the duties placed on the LA and its policy in relation to health and safety matters.**

Health and safety advice

Health and safety law requires employers to appoint someone competent to help them meet their health and safety duties. The **WCC Corporate Health, Safety and Wellbeing Service** have been appointed to provide competent health and safety advice and assistance to the County Council including schools where the LA is the employer.

Services provided automatically without charge to all Council services and schools where the LA is the employer:

The provision of professional, technical, practical and competent health, safety and wellbeing advice, guidance and support as required. Advice can take

different forms, e.g. telephone and email, but also visits to schools where required.

The production of LA health and safety policies, standards, advice and guidance documentation that must be followed to assist schools in discharging their own moral and statutory health and safety responsibilities.

Updates and relevant changes to health and safety legislation and guidance.

A schedule of programmed visits to schools to advise on and audit the management of the control of substances hazardous to health (COSHH).

The provision and delivery of a range of corporate health and safety training
**please note some course charges apply.*

The recording and reporting of all relevant accidents/incidents to the Health and Safety Executive (HSE) on behalf of schools and the LA (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Assistance with the completion of accident/incident investigations, as appropriate.

Liaison with the HSE and other enforcing authorities on any regulatory interventions or investigations. In order to measure and monitor health and safety management and compliance for the LA as statutory employer, the **WCC Corporate Health, Safety and Wellbeing Service** also carry out a programme of **corporate health and safety management system audits** in all schools where the LA is the employer. **Note: This is separate to services offered to schools by the traded service.** The **WCC Corporate Health, Safety and Wellbeing Service** can be contacted at Barrack Street, Warwick, on 01926 476803 or by email: healthandsafety@warwickshire.gov.uk The **Senior Health and Safety Advisor for Education and Learning** is. Contact details: - Tel: 01926 418070 email: @warwickshire.gov.uk To access LA health and safety policies, standards, advice and guidance go to: www.warwickshire.gov.uk/schoolshsdocs (please note documents are password protected).

Please note the WCC Corporate Health, Safety and Wellbeing Service is a core, non-traded statutory service which is separate to the traded service offered to schools.

Advice and services from other providers

Arrangements made through fair funding mean that schools can purchase additional sources of health and safety advice and services from traded services and other external providers.

This includes health and safety inspection services to purchase, if required to assist schools in meeting the requirements of these standards. For more information on inspection services offered by the WES Safety and Premises Service visit www.warwickshire.gov.uk/wes

Schools are responsible for ensuring that providers are competent; offer proportionate health and safety advice and for **making them aware of the standards** contained within this document.

These providers work directly for schools subscribing / purchasing their services.

Schools where the LA is the employer **must still adhere** to all County Council health and safety policies and standards, as well as take health and safety advice from the **WCC Corporate Health, Safety and Wellbeing Service**.

**Voluntary aided and foundation schools, academies & free schools must appoint their own competent person(s) to assist them with their duties under health and safety legislation. For more information on competent advice visit www.hse.gov.uk and for information on services offered separately by the WES Safety and Premises Service visit www.warwickshire.gov.uk/wes*

Health and safety policy

Key points:

In schools where the LA is the employer, the requirements of the [WCC Corporate Health and Safety Policy](#) **must be fully implemented** and used as part one of the school health and safety policy.

Responsibilities of headteachers and school staff are covered within this document.

In addition, a document (part two) should be in place and be kept up-to-date and regularly reviewed, at least on an **annual** basis.

The arrangements must detail school specific health and safety procedures, reflecting actual practice within the school.

The extent of information will vary dependent upon the size of the school and its activities. For example, the arrangements for a small infant school may be very brief, whereas a large secondary school with a range of laboratories and workshops will be much more detailed.

Arrangements should be **proportionate, effective and appropriate**.

The WCC Corporate Health, Safety and Wellbeing Service have produced a [health and safety policy arrangements template](#) for community and voluntary controlled primary schools which should be used to develop their specific health and safety arrangements.

Areas to consider include accident reporting, first aid, fire safety, manual handling, [slips](#), [trips and falls](#), work at height etc.

Secondary schools can also use the template as a basis for their more detailed written arrangements. **Other policies** Key points:

The LA has other written health and safety policies and guidance that community and voluntary controlled schools must follow and adhere to. These are included in the health and safety document library at www.warwickshire.gov.uk/schoolsdocs

Headteachers and senior leadership teams are required to have in place

arrangements for **monitoring** and **reviewing** safety policies and guidance at regular intervals.

There should be a process in place to communicate LA health and safety policies and guidance to relevant staff. **Health and safety risk assessments**

Key points:

Schools have a duty to assess the risks to staff and pupils and any other person who is affected by their activities, e.g. parents, volunteers, visitors/contractors etc. The term risk assessment is used to describe the process of thinking about the risks of school activities and the steps taken to counter them. Written risk assessments should be in place to **record the significant findings** (significant risks; the things that can cause real harm). Sensible management of risk does not mean that separate written risk assessments are required for every activity.

Schools should always take a **common sense** and **proportionate** approach, remembering that risk assessments are tools to **enable** children to undertake activities safely, **not prevent** them from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

The [WCC Risk Assessment Policy](#) and [guide](#) provides further information, including the [WCC risk assessment form](#) which must be used to record the significant findings of an assessment.

Findings of risk assessments should be communicated to relevant staff and others who are likely to be affected.

Persons carrying out risk assessments must be competent (*see health and safety training section*).

Risk assessments must be kept up-to-date and be regularly reviewed, at least annually or sooner where required, particularly if circumstances change.

Where model risk assessments are used they **must always be adapted** to the local school environment. **Specific risk assessments**

Some activities, especially those happening away from school, such as an off-site trip may involve higher levels of risk where a specific risk assessment will be needed.

However, **schools do not** need to carry out a new risk assessment for every off-site visit that usually forms part of the school day, e.g. taking pupils to a local venue which it frequently visits such as a church or park etc. Any risks of these routine activities should have already been considered at the initial planning stage.

In addition, in some curriculum areas where there is a greater element of risk particularly in secondary schools, **specific risk assessments** will need to be undertaken. Examples include **design and technology, art, science, physical education and school sports activities**. (*See curriculum specific section for further information*).

It may also be appropriate for schools to complete specific risk assessments for individual pupils with **disabilities, special educational needs and additional support needs**. Schools should work together with relevant agencies to do this.

Other specific assessments for certain areas of health and safety may also be required, e.g. [COSHH](#), [display screen equipment](#), [manual handling](#), [working at height](#), [personal safety](#), [new and expectant mothers](#) etc.

Schools need to also assess risks from **vehicle movements** on their premises and manage risks in line with current workplace transport guidance, e.g. segregation of pedestrians and vehicles, marking and lighting etc. Schools need to also consider in their risk assessment **vehicle movements occurring immediately outside the premises** which may be **associated with school activities**, such as staff arriving and leaving, school buses, delivery vehicles, parents parking, dropping off, collecting etc. [Health and safety training](#) Key points:

Schools must ensure that staff are given appropriate health and safety training for their job.

In some cases, attendance on a formal training course will not be required and it may simply mean providing staff with basic instructions or information about health and safety generally within the school.

The LA has a [health and safety induction checklist](#) in place that should be used by schools to assist with this process.

In other cases, there will be the need to attend more formal courses. The WCC Corporate Health, Safety and Wellbeing Service provide a number of professional health and safety training sessions for schools where the LA is the employer. The following training is designated as being **mandatory for schools where the LA is the employer**. Training should be refreshed every 3 years:

WCC Management of Health and Safety training - for all Headteachers and managers.

WCC Risk Assessment Workshop training - for managers/staff carrying out risk assessments for school activities.

WCC Safe Management of Contractors for Headteachers and other persons in school involved in the commissioning, appointing, management and monitoring of contractors, e.g. Business Manager/Bursar, Site Manager/Caretaker etc.

WCC Fire Safety Awareness training on-line training for all employees in school (**refreshed annually**). Available through AtlasWeb or via the school health and safety document library at www.warwickshire.gov.uk/schoolhsdocs [Other key points](#)

Schools will need to consider attendance on other training programmes for specific school staff as appropriate, e.g. **first aid, manual handling, asbestos & water hygiene management, fire risk management**, fire warden/extinguisher training etc.

In curriculum areas where there is a greater element of risk, particularly in secondary schools, **specific formal training will need to be undertaken** for certain activities, e.g. design and technology, science, physical education and school sport etc.

Support staff such as caretakers and cleaners may also need to undertake specific training. Areas may include manual handling, COSHH, ladder safety and working at height, asbestos and water hygiene awareness etc. The WCC Corporate Facilities Service offer training for schools to purchase if required. For more information go to the [WES website](#)

For more information on **health and safety training sessions provided by the WCC Corporate Health, Safety and Wellbeing Service**, refer to the training section in the health and safety document library at www.warwickshire.gov.uk/schoolsdocs **Health and safety workplace inspections** Key points:

Schools must ensure a **safe place of work and safe working environment** for adults and children.

In practice, this can be done day-to-day by school staff as a routine visual inspection / check of their work areas.

However, in all County Council workplaces including schools where the LA is employer, to also **undertake a more formal health and safety workplace inspection on an annual basis**.

More frequent health and safety inspections may need to be considered in areas of greater risk.

An inspection is a simple way of identifying and evaluating any health and safety hazards in school that could cause harm, as well as some checks on records and documentation. It should concentrate on physical and environmental hazards, e.g. slippery surfaces, trailing cables, uneven floor/steps, unsafe equipment/machinery/ fixtures, poorly stored chemicals/substances etc.

The inspection should cover all internal and external areas of the school, including store rooms, car parks, boiler houses and other areas which can be safely accessed.

The process should then concentrate on taking any **appropriate action** needed to remove any dangers.

Formal inspections must be undertaken by a competent person and be recorded.

The competent person carrying out the inspection must have **suitable and appropriate experience** and the ability to correctly identify and evaluate hazards.

Persons with no experience; should attend as a minimum the WCC Risk

Assessment Workshop training as a basic introduction to the understanding of workplace hazards.

In a secondary school environment, where **greater hazards exist** in laboratories and workshops the inspection process must be undertaken by somebody with a **greater knowledge and experience** of occupational health and safety issues. The attainment of an appropriate health and safety qualification, e.g. NEBOSH general certificate may be relevant in some cases.

Special schools with different building facilities involving the management of pupils with special educational needs and other complex needs should consider this competence requirement as well.

The [WCC Health and Safety Workplace Inspection Policy](#) provides further information, including an [inspection form](#) which can be used.

Alternative inspection forms used must cover all areas and sections on the WCC inspection form and record any remedial actions.

Governing bodies may also wish to carry out their own walk-through inspections of the school to help supplement the formal health and safety workplace inspection.

The WES Safety and Premises Service offer traded health and safety inspection services for schools to purchase if required. For more information go to the [WES website](#) [Classroom checks](#) Key points:

In addition to formal health and safety workplace inspections, schools should ensure that appropriate daily visual checks are undertaken by staff in classrooms/work areas.

The Health and Safety Executive (HSE) have produced a simple one page schools that wish to record the checks undertaken; although this is **not mandatory** www.hse.gov.uk/risk/classroom-checklist.htm