

Adopted by Glendale Infant School



Health and Safety Policy

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as 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 their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Glendale Infant School will manage occupational health and safety.

1. Statement of Intent

Glendale Infant School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.


It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.


The main aim of our policy is to prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Glendale Infant School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our 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 health and safety related policies are complied with by having school procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or 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, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed 
Name LOUISE HOPKINS
Headteacher
Date: 28/03/2023

Signed 
Name ELIZABETH HANCOCK
Chair of Governors
Date: 28/03/2023

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard Glendale Infant School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Personally respond to any legal notice received by the HSE or other enforcing body.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the **'Responsible Person'** for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body, termly on the health and safety performance of the school, which will include (where applicable):
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person at Warwickshire County Council is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Headteacher respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formal health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Headteacher, Assistant Headteachers.)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and any other relevant linked policies;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.

- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.

- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect Glendale Infant School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.

- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Glendale Infant School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the termly Resources Focused Meeting; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	Governing Body, H&S Governor & Headteacher
Consultation: Provision of an effective joint consultative process with employees	The school's Site Health and Safety Committee will meet when necessary and report back termly to the Governing Body. The Site Health and Safety Committee consists of the Headteacher, a member of admin staff, school based TU representatives, a member of teaching staff (such as teacher or TA) and the Governor with responsibility for Health and Safety; and reports and consults with all employees, TU Representatives/employee safety representatives and the Governing Body to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	Governing Body
Consultation: Employees	<ul style="list-style-type: none"> Staff can raise issues of concern or make suggestions for health and safety improvements, through a variety of means: staff meetings, questionnaires, defect forms, by speaking directly to the Headteacher or Health and Safety Governor for, or putting these in writing, via trade union representative. The Health and Safety Law poster is in the staffroom. Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)	Headteacher, Health and Safety Governor

Topic	Action/Arrangements	Responsibility of:
<p>Consultation: Trade Unions</p>	<ul style="list-style-type: none"> • The Headteacher or Health & Safety Governor is responsible for informing and consulting "in good time" with trade union and employee health and safety representatives. • The Headteacher is responsible for ensuring that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school. <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law</p>	
<p>Consultation: Involvement of pupils</p>	<p>The School Council take part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates (supported by the adults in the class.)</p>	
<p>Communication: Establishing adequate channels</p>	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> • Governing Body Meetings • Site Health and Safety Committee Meetings • Senior Leadership and/or staff meetings • Provision of information relating to safe systems of work and risk assessments • Staff briefings • Staff training days • Health and safety noticeboard • School Council • Communication of health and safety bulletins/press releases from WES Health and Safety, HSE, Fire Service, etc. • Communications with other relevant specialist advisors 	

Topic	Action/Arrangements	Responsibility of:
<p>Competencies: Provision of effective health and safety training</p>	<p>The Governing Body and/or Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.</p> <ul style="list-style-type: none"> • Officer manager or Headteacher is responsible for conducting and recording inductions with new staff. • Office staff ensure arrangements are in place for volunteers, agency workers and contract workers (Pre-planning meetings for larger projects involve the Headteacher and Caretaker.). • The Headteacher is responsible for establishing minimum health and safety competencies for certain roles and activities. • Headteacher and office staff are responsible for organising refresher training. • Written and/or computer based records of training are kept in the main office. <p>Reference links: HSE Brief guide to health and safety training.</p>	
<p>Competencies: Risk assessment</p>	<p>Senior Leaders, Curriculum Subject Leaders, SENDCo, Class teachers, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</p> <ul style="list-style-type: none"> • All staff will have at least 2 yearly training in respect of carrying out risk assessments. 	
<p>Competencies: Specialist advice and support</p>	<p>Specialist competent advice and support will be obtained from WCC Health and Safety, as required.</p> <p>See HSE Information on the law and specialist help.</p>	

Topic	Action/Arrangements	Responsibility of:
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance</p>	<p>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following: Consider:</p> <ul style="list-style-type: none"> • Health and Safety audits by an external contractor/consultant with an accompanying action plan (frequency dependent on risk) WCC WES Services, • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment etc, (WES Health and Safety has a template 'H&S Action Planner' for use.) <p>Reference links: DfE Governance handbook and competency framework HSE Leadership Role</p>	
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Auditing</p>	<p>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. Glendale Infant School recognises that auditing needs to take place at a local level. The auditing process will review and establish whether:</p> <ul style="list-style-type: none"> • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks. • Those control strategies are being implemented. <p>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</p>	

Topic	Action/Arrangements	Responsibility of:
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance</p>	<p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p>Glendale Infant School will continually review and update our policies when there are:</p> <ul style="list-style-type: none"> • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident. 	

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<p>Detail the following:</p> <ul style="list-style-type: none"> • Staff are made aware of their responsibilities at induction and periodically at staff training, through staff business meetings, when reminders and updates are shared • Minor accidents, incidents and near misses are recorded on the appropriate forms – available from the main office • Major or more serious accidents are also recorded –this includes restraints/physical intervention in the bound and numbered book, behaviour incidents are recorded on ABCC forms • The Headteacher needs to be notified at the school when major and more serious accidents occur • The Headteacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) • The Headteacher or designated member of the Senior Leadership Team is responsible for completing investigations following minor incidents or near misses • The Headteacher or designated member of the Senior Leadership Team would be involved is responsible for completing investigations following major and serious accidents/incidents • Parents/carers or other persons are notified of accidents involving pupils by telephone or face to face • Relevant notifications made to parents/carers – by telephone/accident slip form or face to face • The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences and what training have they had. Note that accident and incident investigation training is available from WES Health and Safety. <p>Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.</p> <p>Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.</p>	

Topic	Action/Arrangements	Responsibility of:
Asbestos management	<p>Reference links: HSE RIDDOR - General HSE RIDDOR School specific DfE Guidance on first aid for schools</p> <p><i>The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.</i></p> <ul style="list-style-type: none"> • The schools Asbestos Management Plan (AMP) where up to date information regarding asbestos is available on AtlasWeb and a copy can be gained from office staff • The Asbestos Register is looked at prior to any intrusive work being carried out by a contractor, member of staff or other • Staff informed of the location of any asbestos on site and the correct procedures for managing it safely at the annual Health and Safety training • Contractors are asked to sign to say they have seen the relevant asbestos information for the site <p>Reference links: HSE FAQ's - Schools HSE Managing Asbestos in Buildings HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools</p>	
Contractors, management of	<ul style="list-style-type: none"> • The Headteacher or Caretaker are the Responsible Persons for managing contractors on site and detail relevant qualification or competency. Pre-planning 	

Topic	Action/Arrangements	Responsibility of:
	<p>meetings are held with WES Property Services Surveyor and the contractor prior to work starting</p> <ul style="list-style-type: none"> • WES Property Services are responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer • The arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc. are organised as part of the Pre-planning meeting • Staff should report any concerns about safe working practices of contractors to the Headteacher in the first instance <p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	
<p>Control of Substances Hazardous to Health (COSHH) SP up to here checking links.</p>	<ul style="list-style-type: none"> • The Caretaker maintains the COSHH file and it is kept in the cleaning store cupboard • The Caretaker is responsible for obtaining safety data sheets (SDS) and carrying out risk assessments for hazardous substances • The control of COSHH products is controlled on site by; all products being purchased through a central point and staff informed not to bring products in from home etc. • Staff receive through a variety of sources; internal and external training, including Caretaker seminars, Health and Safety Awareness etc. • All containers with decanted substances clearly labelled with product information and dilution rates • Safe disposal for waste items contaminated with bodily fluids – these must be double bagged prior to disposal <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH</p>	

Topic	Action/Arrangements	Responsibility of:
Defect Reporting	<p>HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p> <ul style="list-style-type: none"> • Staff responsible for taking unsafe equipment out of use • Defects are to be reported/recorded on a defect form available from the office • Defect "out of use" labels or signs to be used where equipment cannot be moved from its position • Office staff monitors defects to ensure they have been resolved, staff are also encouraged to follow up any defect that they have reported • If a defect is likely to affect the normal running of the school then the Senior Leadership Team will devise a plan to relocate if necessary • Defect reporting records are kept for the recommended 5 years 	
Design and Technology	<p>Primary schools should refer to "Make it Safe" booklets, which is in the staffroom.</p> <p>Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)</p>	Design and Technology Lead
Display screen equipment (DSE)	<p>Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens, laptops and those used in emerging technologies such as touch-screens and other similar devices.</p> <ul style="list-style-type: none"> • DSE "users" are identified through a survey • DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work through the policy • The Headteacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc. • What arrangements are in place for eye tests and spectacles for DSE use? 	

Topic	Action/Arrangements	Responsibility of:
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<p>Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p> <p>Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.</p> <ul style="list-style-type: none"> • Signpost to the school 'Driving for Work Policy' and any school specific Driving at Work risk assessments. • Office staff undertake checks of driver documentation <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	
<p>Electricity</p>	<ul style="list-style-type: none"> • Dodds Group – INSPEXX is responsible for ensuring hardwiring checks are carried out, this is completed every five years.) • Portable appliances tested (PAT) completed by Sparks. • PAT is carried out to HSE standards • PAT registers are kept in school office (electronically) • Staff expected to conduct pre-use visual checks on electrical items to identify defects <p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	

Topic	Action/Arrangements	Responsibility of:
<p>Emergency Planning: dealing with health and safety emergencies – procedures and contacts</p>	<p>The Department for Education recommends that Educational Establishments develop, maintain and review Emergency and Business Continuity Plans based on the School and college security guidance (https://www.gov.uk/government/publications/school-and-college-security). The site includes templates.</p> <p>Local support on developing plans can be found on the Coventry, Solihull and Warwickshire Resilience Teams sub regional website: https://cswprepared.org.uk/be-prepared/schools-support-2/</p> <ul style="list-style-type: none"> • The Headteacher and Admin Officer are responsible for undertaking and reviewing emergency plans for foreseeable incidents (plans for evacuation, invacation, terrorism and lockdowns should be in place) every 2 years. • The school has a business continuity plan, which can be found in the grab box in the front office, the Headteacher and office staff also have copies. • They are communicated to staff at induction and if/when updated. 	
<p>Externally provided services/activities, lettings, and hirers</p> <p>N/A currently</p>	<ul style="list-style-type: none"> • Who is responsible for discussing and agreeing health and safety arrangements before premises are used? • Does the school provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc.? <p>Consider using the WES Hirers leaflet to provide site specific written details on relevant school health, safety, security, and fire safety arrangements to hirers.</p>	
<p>Fire safety</p>	<p>Please refer to the school's current Fire Risk Assessment and emergency plans</p> <ul style="list-style-type: none"> - All staff receive an annual fire safety training/briefing session - The Caretaker is responsible for keeping the fire precaution manual up to date - The caretaker is responsible for the inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times - The caretaker is responsible for checking and updating the Fire Evacuation 	

Topic	Action/Arrangements	Responsibility of:
	<p>notices around the school site</p> <ul style="list-style-type: none"> - The caretaker is responsible for Weekly testing of fire alarms and visual checks of fire extinguishers - The caretaker is responsible for Monthly testing of emergency lighting and fire door closures - Yearly inspection and maintenance of fire extinguishers completed by Abbey Fire UK - City Fire completes the six monthly inspections and maintenance of the fire alarm and emergency lighting system. - The Headteacher is responsible for undertaking and reviewing the fire risk assessment and where it is kept. - The Headteacher is responsible for updating the fire evacuation plan. - The Headteacher is responsible for co-ordinating evacuations and they be identified by staff and emergency services wearing a high visibility vest. - Office staff will call the emergency services. Office staff will take register to assembly point A member of the Senior Leadership Team will meet fire service on arrival; Fire drills are carried out termly; details of assembly point – all people will evacuate to the bottom of the playground, classes will line up facing away from the building, in class lines. <p>Reference links: HM Government - Fire safety risk assessment: educational premises</p>	

Topic	Action/Arrangements	Responsibility of:
<p>First aid, medication and supporting pupils at school with medical conditions</p>	<ul style="list-style-type: none"> • A WES First Aid Needs Risk Assessment has been completed and is reviewed regularly. • First Aider details are displayed around the school, including the main entrance hall and along the Year 2 corridor by the First Aid area used at playtimes and lunchtimes. • The Office Manager is responsible for identifying and organising refresher training. • First Aid kits are around the school, the spare stock is kept in the stock cupboard, one of the full trained First Aiders is responsible for replenishing them • An appointed adult will accompany a child to hospital in the absence of a parent/carer, they will take a printed details form for the child with them and remain with the child until a parent/carer arrives. • We have a number of PFA trained staff as well as First Aiders. • Administering medication – the school will commit to administering prescription medication, providing the medication and dose is clearly named and stated and a form has been completed by a parent/carer – we will not be held responsible for missed doses. If a consultant advises medication for a period of time for a medical condition, we will endeavour to give this provided we have medical evidence eg. a letter and a signed form from parent/carer stating clearly the dose etc. • Staff receive online epipen training. Any additional training for particular needs is sort from the School Health team. • Medicine is stored in a fridge in the staffroom, if necessary or out of reach of children. • Parents/carers who want the school to administer medication need to have signed consent form. • Medicines are clearly marked with pupil details. • Two members of staff sign to witness what dose has been given to pupils, the completed forms are to be kept in the pupils individual file. <p>Reference links: HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	

Topic	Action/Arrangements	Responsibility of:
Glass and glazing	<ul style="list-style-type: none"> • Current / updated glazing survey / risk assessment is on ATLASWEB. • The Headteacher is responsible for ensuring remedial actions from the survey are undertaken. • The Headteacher is responsible for keeping the risk assessment up-to-date (reviewed at least annually) or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people. 	
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> • The cleaners and caretaker are responsible for removing waste on a daily basis ensure premises are kept clean to minimise accumulation of rubbish. • Procedures for disposing of glass – wrapped in newspaper and disposed of safely and other sharp objects including needles - • The external waste bins are in a fenced area, which is secured. • The disposal of computers is organised through Stone. 	
Infection control	<p>Signpost to school specific policies or procedures.</p> <p>Reference links: Health protection in education and childcare settings – Guidance WCC Connect for Health</p>	
Lone Working/ Personal Safety	<ul style="list-style-type: none"> • Lone working is discouraged wherever possible due to potential risks involved, where this is unavoidable staff are encouraged to keep their mobile phone with them at all times. <p>Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust</p>	
Maintenance/Inspection of Equipment	<p>Maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.</p> <ul style="list-style-type: none"> • Servicing, maintenance and inspection of plant and equipment is via WES Service 	

Topic	Action/Arrangements	Responsibility of:
	<p>Contracts. Records of these can be found on ATLAS or in the office.</p> <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	
<p>Manual Handling – loads</p> <p>N/A</p>	<ul style="list-style-type: none"> • Are there any activities that require a manual handling operation, e.g. lifting, pushing, pulling etc. with a significant risk? NO • A recorded risk assessment is required for activities with significant risks – signpost to them. <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	
<p>Manual Handling – people <small>(note this is not related to the use of force and physical intervention in schools – this is covered under Behaviour Policies)</small></p> <p>N/A</p>	<ul style="list-style-type: none"> • Are there people who require assistance that involves people handling? No • If so:- <ul style="list-style-type: none"> - Every individual child or young person with a moving and handling need must have a written Handling Risk Assessment and Moving and Handling Plan. - Who will carry out individual risk assessments, where needed, to identify precautions to minimise manual handling tasks? - What training / awareness do staff receive? - Any guidelines for specific tasks, e.g. use of lifting aids? 	
<p>New and expectant mothers</p>	<ul style="list-style-type: none"> • A Risk Assessment is carried out and reviewed regularly with new and expectant members of staff, the member of staff needs to inform the Headteacher that they are pregnant. <p>Reference links: HSE Information on New and Expectant Mothers HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE</p>	

Topic	Action/Arrangements	Responsibility of:
<p>Offsite and Educational Visits including residential visits and any school-led and any school-led adventure activities</p>	<p>Glendale Infant School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</p> <ul style="list-style-type: none"> • Warwickshire Evolve are the Educational Visits Advisor (EVA) and they are accessible via the Evolve website. • Rebecca Howes is the school's Educational Visits Co-ordinator (EVC) and she completed her training in September 2021. • Staff need to complete a Risk Assessment and provide details or groups – children and responsible adults, along with contact details. Medical needs and any medication, spare clothing, sickness equipment and first aid kit need to be prepared prior to any school trips? • The Lead teacher(s) is/are responsible for carrying out risk assessments before visits? • Arrangements for emergencies, parental authorisation, supervision, first aid, medical needs are carried out in advance of any visit • Also refer to OEAP Guidance. • EVOVLE is the trip management / approval system we use. <p>Reference links: Outdoor Education Advisors Panel (OEAP)</p>	
<p>Outdoor Play Equipment</p>	<ul style="list-style-type: none"> • Inspection records, equipment specifications etc are kept in a log by the caretaker. • SportsSafe carry formal inspections of equipment? • The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and any defects noted. Staff do a quick visual check before use at playtimes? • All relevant staff made aware of Risk Assessments? 	
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) provided free of charge for employees where it has been identified through risk assessment. 	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • The Headteacher is the competent person responsible for selecting equipment. • The equipment we use is single use • The individual using it is responsible for ensuring its proper use, supervision, correct fit, etc. and any concerns/queries should be directed to the Headteacher. <p>Reference links: HSE Personal protective equipment (PPE) at work: A brief guide</p>	
Physical Education	<ul style="list-style-type: none"> • The school should adopt the <i>afPE Safe Practice in Physical Education and Sport book and afPE standards, the book is on the shelf in the staffroom.</i> • Inspection records, equipment specifications etc. are kept in the office. • Sports Safe carry out formal inspections of equipment. • Pre-use visual checks carried out by staff on PE equipment before sessions. • All relevant staff made aware of Risk Assessments. <p>Refer to the current <i>afPE Safe Practice in Physical Education and Sport document.</i></p> <p>Reference links: Association for Physical Education</p>	
Physical intervention	<ul style="list-style-type: none"> • The school follow Department for Education's guidance on the use of reasonable force to restrain pupils. • Staff receive Team Teach training, this is updated every 3 years. <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	
Public Events	<p>For concerts and 'in class' activities attended by parents/carers, adults are advised of the evacuation plans. Any fetes or other events where the public are invited in to school will be individually planned and risk assessed.</p> <p>Reference links: HSE Event safety microsite</p>	
Risk Assessments (on – site)	<ul style="list-style-type: none"> • The Headteacher has overall responsibility for ensuring risk assessments are 	

Topic	Action/Arrangements	Responsibility of:
	<p>carried out for all work activities, processes, and operations at the school. Responsibility for producing Risk Assessments can be delegated.</p> <ul style="list-style-type: none"> • Who is responsible for making staff aware of any risk assessments relating to the activities they undertake? • The individual who wrote the Risk assessment is responsible for reviewing it when significant changes occur or yearly as a minimum. • Electronic copies of risk assessments are kept in the office or by the Headteacher. • WES Health and Safety provide templates and models for risk assessments. <p>Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace</p>	
Science	<p>We will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' booklet – published by The Association for Science Education (ASE). For activities outside of this guides and advice will be followed from CLEAPSS.</p> <p>Reference links: CLEAPSS – Primary Site CLEAPSS – Secondary Site Association for Science Education (ASE)</p>	
Security	<p>Signpost to school's Security Policy or arrangements.</p> <p>Reference links: DfE School and College Security Guidance</p>	
Smoking	<p>Include any site-specific policies. This school is a non-smoking site.</p>	
Work-related stress and mental wellbeing	<p>Refer to the school specific 'Management of Work-Related Stress/Wellbeing Policy'. A toolkit is available on Governor Hub which includes a template.</p> <ul style="list-style-type: none"> • Staff speak to the Headteacher if they are experiencing any problems. • Staff can be supported in accessing health advice, counselling etc. for themselves. 	

Topic	Action/Arrangements	Responsibility of:
	<p>School buy into the EAP Workplace Wellness Scheme, which all staff and their dependants can access.</p> <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	
Trees	<ul style="list-style-type: none"> • The Caretaker visually checks condition of tress especially after adverse or severe weather • Warwickshire Forestry have responsibility for the tree management strategy for the site 	
Traffic management On-site vehicle movements	<ul style="list-style-type: none"> • Who is responsible for the management of vehicles on site • Vehicle access is limited during the main part of the school day 8.30am – 3.30pm. Any deliveries during these hours are by special arrangement and will be managed by a member of school staff • The Caretaker is responsible for locking/unlocking access gates 	
Violence and aggression, Prevention of work-related...	<p>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</p> <ul style="list-style-type: none"> • Staff encouraged to report all incidents of verbal and physical violence and aggression, completing an incident log where appropriate • The school will seek legal advice and issue warnings letters/behaviour contracts to aggressive parents/carers <p>Reference links: HSE Preventing workplace harassment and violence HSE Violence at work</p>	

Topic	Action/Arrangements	Responsibility of:
Visitors	<ul style="list-style-type: none"> • Visitors need to sign in at the main office and are issued with badges. Where necessary they will be escorted through the building and a member of staff will remain with them if necessary • Visitors are informed about health and safety information for the site either verbally told by office staff or via the visitors leaflet in the reception area 	
Water Hygiene (Legionella) and Water Systems	<ul style="list-style-type: none"> • The water hygiene (legionella) risk assessment and log book are kept in the Caretaker's room • The Headteacher and Caretaker are the Site Responsible and Site Competent Persons • The Caretaker is responsible for carrying out planned preventative maintenance of the monthly water hygiene testing and weekly flushing of infrequently used outlets • The Caretaker is responsible for cleaning and flushing of the shower <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	
Welfare facilities and wellbeing of staff and pupils	<p>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</p> <ul style="list-style-type: none"> • toilets and hand basins, with soap and towels or a hand-dryer; • drinking water; • a place to store clothing (and somewhere to change if special clothing is worn for work). • somewhere to rest and eat meals. • To ensure a healthy working environment, we will ensure there is: <ul style="list-style-type: none"> ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system. 	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> o a reasonable working temperature. o lighting suitable for the work being carried out. o enough room space and suitable workstations and seating <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	
Work Experience/Students	<ul style="list-style-type: none"> • The office staff are responsible for carrying out inductions and risk assessments • Assigned class teachers responsible for monitoring/supervising are work experience pupils whilst on site • Information is obtained from the school/college to ensure a safe environment will be provided, prior to the placement commencing <p>Reference links: HSE Work experience microsite</p>	
Work at Height	<ul style="list-style-type: none"> • The ladder register is kept electronically by the office. Stepladders and step stools are available, the ladders are stored in the stock cupboard. The checks are carried out by Sparks • Staff are expected to only use access equipment provided by the school and not stand on tables and chairs • Staff expected to carry out pre-use visual checks on equipment and report any defects • Are there any restrictions on the use of access equipment e.g. by pupils and contractors, when staff lone work etc.? <p>Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit</p>	