



Health and Safety Policy

(Policy and Procedure for Health and Safety procedures in school)

Signed by:	
Head Teacher	
Chair of Governors	
Date Adopted	
Date of Review	September 2017

1. THE STATEMENT

1.1 General Requirements

The Governors of St Egwins CE Middle School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to cooperate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The Health & Safety at Work Act also puts a responsibility upon employees to take care of their own health and safety and of others, within the limitations of the training, instructions and equipment provided for them.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002).

A copy of this statement will be displayed in the entrance hall and all staff will be given access to this statement.

2. THE ORGANISATION

2.1 The following have responsibility for Health and Safety within the school

- The Local Authority
- The Governors
- The Headteacher/The School Safety Officer
- Teaching staff, Teaching Assistants and Childcare Supervisors, Admin Staff.
- Cleaners
- Lunchtime Supervisors
- The First Aiders

2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at St Egwins CE Middle School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

- a) The Headteacher is responsible for:
- b) The implementation of the school safety policy.
- c) Advising the Governing Body of the need to review the school safety policy.
- d) The day to day responsibility for health and safety in the school.
- e) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- f) Ensuring that staff receive appropriate health and safety training.
- g) Carrying out the annual safety audit required by the LA.
- h) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- i) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- j) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- k) Emergency procedures, including evacuation in case of fire or bomb threats.
- l) Ensuring that adequate provision is made for the administration of First Aid.
- m) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- n) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- o) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating

the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 Subject Co-ordinators are responsible for:

- a)** all matters of health and safety in their subject area.
- b)** bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their classroom or subject area.
- c)** having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d)** producing a subject safety policy and revising it as necessary.
- e)** ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f)** ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g)** ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h)** ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a)** ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b)** reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c)** co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.7 Cleaner in Charge is responsible for:

- a)** Ensuring that he/she is familiar with and complies with the school safety policy.
- b)** Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c)** Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working

under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).

- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work.

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers, treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers etc.).

2.8 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.10 Catering / Kitchen Manager (if employed by the school) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

NB. External caterers will be provided with a copy of the school's H&S Policy and relevant risk assessments. The school will request copies of any external providers H&S Policy and risk assessments.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Caretaker/cleaners have a copy of county guidelines which is kept in his/her cleaning cupboard, in which acceptable standards are detailed.
- Cleaning standards will be audited at least half termly – the Headteacher will be responsible for implementing any required actions following the audit, the Governing Body may be consulted on this.
- Wet floors will be clearly marked by hazard warning signs.
- All staff will dispose of glass and other sharp objects by wrapping the object in an appropriate way to ensure that it is not harmful to themselves or others e.g. newspaper or cardboard and the disposed of in the non-recycling bin.
- Caretaker is given county guidelines about the removal of leaves and clearing paths that are usually issued every autumn, she/he is aware of the need to ensure that this is actioned throughout the year in order to avoid blocked up drains and gutters and slipping hazards.
- Systems are in place to advise the caretaker of hazards such as mud on the playground that need attention. The caretaker should advise the Headteacher if they feel that they are not properly equipped to action and the Headteacher and Governing Body will ensure that the correct equipment is provided for these purposes.
- External bins are kept at the side of the school out of public view. All staff should only dispose of rubbish in appropriate bins. The Governing Body will ensure that appropriate external bins are available.
- The caretaker is responsible for ensuring that hazardous items are disposed of in a safe way, through liaising with the Headteacher. Computers and monitoring equipment will be disposed of through a reputable recycling company recommended by County Advisors, arranged by the Headteacher or IT Manager.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher or staff member deputising for them in their absence who will record the information via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the schools own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher, or person deputising in her absence, is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

- The Headteacher or Business Manager is responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate. Where needed advice is sought from County.
- Contractors are selected by referring to Property Services Approved Jobbing Contractors booklet available on edulink or obtaining recommendations for contractors via Property Services or from other schools.
- Upon arrival in school the Headteacher or Business Manager will make contractors aware of school safety arrangements, fire procedure and where necessary Asbestos register.
- The Headteacher or Business Manager is responsible for checking method statements and risk assessments prior to commencement of work. Where County are involved with school projects they will be consulted over this.
- Staff should report health and safety concerns to the Headteacher or Business Manager.
- Workmen on site will be made aware of the areas that they are allowed access to and if necessary these areas will be placed out of bounds to pupils.
- The Headteacher and or the Business Manager will liaise regularly with contractors whilst in school.
- When needed, ensure that a contractor provides suitable facilities for workman on site e.g. temporary toilet facilities.

3.4 Contractors (Management of Asbestos)

- The Asbestos Register will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on edulink.

3.5 Contractors and Visitors on Site

- Contractors will be required to report into school upon arrival and sign into the school visitors book. Proof of identity will be asked for on first meeting.

Safeguarding and health and safety procedure guidelines will be issued to all contractors.

3.6 Control of substances hazardous to health (COSHH)

At St Egwins CE Middle School we understand the importance of COSHH regulations in ensuring a safe environment. This will be achieved by:

- Selection and use of substances: less hazardous alternative substances are purchased and used wherever possible.
- COSHH file is maintained in the main entrance and monitored by the Business Manager and/or the Headteacher.
- Purchasing Policy - Products are ordered through reputable suppliers by the Office Manager.
- All COSHH materials will have the appropriate safety data sheet
- As identified by the safety data sheets, tasks using the most hazardous substances will have an appropriate Risk Assessment completed as per the WCC COSHH Policy. The Headteacher and/or the Business manager, with the support of the Governors for H&S will be responsible for ensuring that Risk Assessments are completed and stored with the General Risk Assessments file. The COSHH file will be clearly marked to show where these are held.
- Anyone using COSHH products are responsible appropriately storing any items, if necessary locking them in a secure area.
- COSHH awareness training will be made available to all staff.
- Decanted substances must be labelled correctly and should be avoided where possible.
- Provision and instruction on the use of specific Personal Protective Equipment will be given. This may be as part of COSHH awareness training or as part of specific training, depending on need. Individual safety data sheets and risk assessments will make clear correct procedures.
- When substances and products are delivered they are promptly put in an appropriate safe storage area.
- Risk Assessments will identify appropriate cleaning of spills/escapes. In the event of an emergency evacuation, fire safety procedures will be followed and hazardous areas placed out of bounds, as part of the evacuation procedure.
- Product Safety Data Sheets and Risk Assessments will identify substances that require specialist disposal.

3.7 Defects Reporting

Defects that are identified both in and outside of the school are logged in the Defect and Maintenance Record kept in the staffroom. This is monitored by the Caretaker, Headteacher and/or Business Manager and appropriate action taken to rectify the defect.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified and outstanding works discussed.

3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- Records are held in the whole school Risk Assessment File.

3.9 Electricity at work

- All hardwired equipment is checked every five years via Property Services. Business Manager and/or the Headteacher are responsible for ensuring that these checks are up to date and recorded.
- Portable appliances testing (PAT) takes place annually by an approved member of staff. This is currently being undertaken by James Bell-Winfrow.
- Donated equipment may be used following a visual inspection if new or less than a year old, without PAT testing. All other equipment should be tested before use.
- PAT registers are retained in the office.
- All defective items should be removed immediately for repair or replacement (see defective reporting procedure).

3.10 Fire Precautions and Emergency Plans

- The Headteacher and/or the Business Manager, along with the Governor responsible for H&S are responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- Procedures for dealing with the worst foreseeable contingency are laid out in our Emergency Plan. The school will follow WCC guidelines - Coping with emergencies/Critical Incidents in Schools.
- Emergency evacuation drills, are completed at least termly.
- Assembly points are in the playground at the front of the school.
- County Fire Safety Officers will undertake an inspection of fire exits/escape routes annually. The Headteacher, Class teachers and/or Business Manager and all responsible staff, will visually inspect fire exits/escapes daily and ensure that they are kept free of hazards.
- The Headteacher and/or Business Manager is responsible for checking and updating the Fire Evacuation Notices.
- County Fire Safety Officer is responsible for regular inspections and maintenance of fire extinguishers.
- Fire Safety Training will be given to staff every 3 years.
- The Headteacher and Senior Leadership Team, or in the absence of the Headteacher, the staff member deputising is responsible for calling the emergency services and co-ordinating the evacuation.
- The Senior Leadership Team and/or Headteacher should sweep the school and the Office Staff take registers and file with lists of absent children and visitors.
- The Business Manager is responsible for the weekly testing of the fire alarms and monthly testing of emergency lighting. Records are stored in the Business Managers office.
- Firesafe Ltd carries out the six monthly inspections and maintenance of the systems.
- Back up devices for all sensitive data are placed in different locations throughout the school in order to minimise the impact of significant damage to school property of school data.

3.11 First Aid and Medication

- Details of the school qualified First Aiders will be displayed in the medical room, where first aid supplies are kept. Copies of qualifications will be held on staff files.
- Our first aiders have General Paediatric First Aid Training updated every three years.
- The Headteacher and/or Business Manager are responsible for checking that First Aid qualifications are up to date.
- Benjamin Dillon and Karen Hillier as lead First Aiders are responsible for checking first aid equipment and kit on a termly basis.
- The Lead First Aider will summon an ambulance in the event that this is needed. In the absence of a parent being able to accompany their child in an ambulance, the Headteacher or a staff member nominated by the Headteacher or Deputy Head will accompany them.

Medication

- Qualified First Aiders can administer prescribed medication to children, with consent from parents, in accordance with their own prescription and Medical Care Plan.
- Annual training is given in order to respond to a medical need e.g. epi-pen, diabetes support.
- Controlled medication such as Ritalin, will be retained in a locked cupboard. All other medication will be stored in accordance with their storage requirements, in a safe place where pupil access is restricted.
- Records of administration of medication are retained on the permission sheet completed by parents and retained on the child's file by the First Aiders.
- Two members of staff should sign to say they have given dose of medication.

3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.13 Information dissemination procedure

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

Employees:

- Staff will be informed of Policies and Procedures relating to Health and Safety and are required to sign a register to confirm that have received, read and understood the information.
- Hard copies of the Policies are kept in a master Staff Policy File in the Staff Room and electronic copies can be found on the shared server area.
- Staff Handbook information will be updated every 3 years or as needed by the Headteacher.
- Health and Safety will be a standing agenda item for staff meetings and updates advised at these meetings and minuted.

Pupils:

Children are made aware of the importance of keeping safe and how to do this in lessons etc. as part of their curriculum and as part of our PSHE education. This may be done by staff during lessons, assemblies, playtimes, lunchtimes etc...

Visitors / contractors:

- The Business Manager and/or the Headteacher will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- This will be done verbally, through the use of registers, such as the asbestos register and through displayed H&S information.

Governors:

- Health and safety is a standing item on the agenda at half termly Governors' Meetings and also reported in the Headteacher's Report. The H&S Governor will feedback to Full Governing Body as required.

Trade unions:

- There is not a Trade Union health and safety representative in school. However all staff are kept informed of all updates and changes to H&S Policies and Procedures.

3.14 Kiln – there is a policy on the use of the kiln in the shared area and in the policy file in the staff room.

3.15 Lettings/Shared use of premises/Extended Services:

- The Headteacher and/or Business Manager will ensure that all users of the school premises are aware of H&S Policies and Procedures.
- Third party users are made aware of 'out of bounds' areas, such as the pond and that unsupervised use of play equipment is prohibited.
- Wrap around Childcare is staffed in accordance with recommended adult:child ratios and by suitably trained staff.
- All users are aware of fire evacuation procedures and safe exits.
- There is Emergency lighting available throughout the main areas of the school.
- The Headteacher and/or the Business Manager are responsible for ensuring that risk assessments are in place.
- Authorised key holders or the Caretaker will ensure that the school is secure and alarms activated after an event.
- The school is covered by the county insurance cover policy.

3.16 Lifting equipment (including lifts and hoists) NOT APPLICABLE

3.17 Lone working and Personal Safety

- All staff must follow the recommendations in WCC Guidance for lone working.
- All staff may at some point be Lone Working and must adhere to the guidance given.
- Personal safety awareness information is provided/discussed with staff annually on review of lone working practices.
- Staff must ensure that they are able to be contacted in school whilst working alone and must make sure that someone is aware that they are in school alone and when they leave. If this is not a family member they must inform the headteacher.
- Risk assessments on Lone Working are in the Risk Assessment File.

3.18 Maintenance/Inspection of equipment

The following equipment requires periodic inspection, examination, testing:

- Ladders and steps, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers, etc.
- Visual checks by staff members before use of equipment. Annual Health and safety Audit, external H&S inspectors as per inspection schedules.
- All staff using equipment will visually check. H&S Governor and Headteacher complete H&S Audit and approved contractors inspect specialist equipment.

3.19 Manual handling

- Staff are made aware of the importance of correctly handling, lifting and moving equipment.
- Training is provided every 3 years or more regularly if required.
- Risk assessments are completed by the Headteacher and H&S Governor.

3.20 Minibuses

- All drivers have taken the Worcestershire County Council driving test and are approved by County.
- The minibus is maintained and serviced by the Admin team.
- Drivers should inspect the minibus prior to use and report any defects to the Headteacher or school office immediately.
- Signs are displayed in the minibus reminding all passengers to wear seatbelts.

3.21 Monitoring Arrangements

- Periodic health and safety inspections will be carried out by WCC Health and Safety school team. Annual H&S inspections are carried out by Governors, and the Management Team
- The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

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

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headteacher or Business Manager.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.22 Noise at Work (NOT APPLICABLE)

3.23 Offsite and Educational Visits

The Offsite Visit Policy and Manual are kept in the Staff room.

- Mr Stuart Taylor is the school's Educational Visits Co-ordinator
- Visit Leaders must use the EVOLVE offsite visit software system to set up visit requirements and forward this information onto the school EVC.
- EVC via the EVOLVE software system to monitor request for visits and respond accordingly.
- Headteacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Adequate Insurance to the value of £5M is provided by the County Insurance Policy.

3.24 Outdoor Play Equipment (N/A)

3.25 PE equipment

- PE equipment will be inspected annually, by a county approved contractor, currently this is Sport Fix. Records are retained in the Office
- Pre-use visual checks will take place by staff using the equipment and recorded on a PE Equipment, Pre-Use Visual Check Record.
- Equipment will be laid out by pupils under the supervision of staff.
- Staff are made aware of the British Association of Advisers and Lectures in Physical Education Guidance for safe Practice in PE, Section 5, which is retained in the staff room.

3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Staff will make the appropriate arrangements to ensure that they have the specialist protective equipment required. This will be ordered through the Finance Officer.
- Where needed, staff will be given training in the use of personal protective equipment.

3.27 Pond (N/A)

3.28 Risk Assessments

- At St Egwins CE Middle School we understand the need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher and Governing Body is responsible for ensuring risk assessments are undertaken.
- As required WCC Policy & Risk Assessment Guidance is used for Arrangements for New and Expectant Mothers – and individual risk assessments created.
- Risk Assessments are all reviewed and signed off by a responsible person, such as the Headteacher.
- Risk Assessments will be reviewed annually by the Headteacher and H&S Governor.
- The risk Assessments will be retained in the general Risk assessment file in the staff room and on the School Shared area of the server.
- All staff are made aware of the Risk Assessment File and sign to say that they have read the relevant Risk Assessments.
- Every off-site visit is risk assessed. These are kept in the Offsite Risk Assessment File.

3.29 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports pitches / playing fields

3.31 Staff Consultation / Trade Unions

St Egwins CE Middle School understands its duty under the Health and Safety at work Act to provide a safe working environment.

- staff are regularly consulted on health & safety matters and this is a standing item on the Staff Meeting Agenda. All staff have access to the minutes of these meetings and it is their responsibility to ensure that they are aware of these. Copies of the minutes are kept in the staff room.
- Latest Trade Union health and safety information will be displayed in the staff room.
- The health and safety law poster is situated on the wall in the staff room.

3.32 Stress and Staff Wellbeing

- The school follows the WCC guidelines for managing stress within a school.
- Staff experiencing difficulties should discuss these as soon as possible with the Headteacher.
- Staff are required to complete a stress Risk Assessment proforma annually as part of the Stress Policy. School management will make reasonable adjustments to working practices if needed.
- Teacher Support Network 08000 562 561 is a confidential helpline that staff can ring for counselling and coaching advice.
- If required individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Human resources will be consulted to support procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service.
- Expectant mothers are encouraged to report as soon as possible to the Headteacher.
- Facilities will be made available for nursing mothers.
- A staff room and staff toilets are made available for staff to use.

3.33 Swimming lessons (Public Pool)

- Swimming lessons take place at Evesham Leisure Centre.
- A life guard is provided for up to 46 children and there is an adult/pupil ratio of a maximum 1:8 whilst in the pool.
- Trained lifeguards are on duty at the swimming pool, employed by the leisure centre.
- At least one qualified school first aider accompanies the swimming trip.
- Lifesaving equipment is supplied and checked by Evesham Leisure Centre.
- All pupils are given a safety briefing at the start of session.

3.34 Swimming pools / hydrotherapy pool (NOT APPLICABLE)

3.35 Training and Development related to Health and Safety

- The Headteacher and Governors are responsible for ensuring that minimum health and safety competencies for certain activities are established, (e.g. use of hazardous substances, manual handling, work at height).
- The Headteacher and/or the Business Manager are responsible for new staff inductions and briefings.
- The Headteacher and Governors are responsible for establishing minimum health and safety competencies for certain roles
- Staff training records are recorded on staff files and on a training matrix. Governor training is recorded in Governor Meeting Minutes.
- Headteacher and H&S Governor ensures that staff and Governor training is up to date.

3.36 Vehicles on Site/car park arrangements

- The Headteacher and/or the Business Manager is responsible for management of vehicles on site.
- Staff are made aware of the expectation to drive with extreme caution on the car park and to park considerately, not blocking access.
- Vehicle access for parents dropping off and picking up children is only allowed for after school clubs and ad hoc events
- Risk Assessments for the car park are reviewed annually and retained in the Risk Assessment File.

3.37 Violence to Staff / School Security

- The main reception area door is kept locked to visitors, and they are only admitted through the authorisation of a member of staff. All visitors must sign in and produce appropriate identification upon request.
- Positive Handling training is provided to all staff who may need to physically intervene with a pupil.
- As part of the PPI training, staff are aware of the recording procedure to report all incidents of verbal & physical violence involving a child. All incidents involving an adult must be recorded in accordance with WCC guidelines.
- Risk assessment carried out for dealing with hazardous incidents involving children and/or adults and staff will be offered training.

3.38 Water Hygiene

At St Egwins CE Middle School we follow WCC Legionnaires and Water Hygiene Policy. A copy of this is retained in the Water Quality file.

- The water hygiene log book is retained in the Caretakers cupboard
- The caretaker is responsible for carrying out water hygiene sampling
- Adequate training is given to carry out water hygiene sampling.

3.39 Work experience pupils (N/A)

3.40 Working at Height

- A 3 step ladder and a kick step are kept for working at height and retained in the caretakers cupboard.
- The Headteacher and H&S Governor will inspect the ladders as part of the annual H&S audit.
- The Headteacher, Business Manager or Caretaker will carry out pre use checks and record them in the equipment log.
- The Headteacher and/or the H&S Governor will carry our risk assessments.

- Risk assessments and lone working policies highlight restrictions on the use of ladders.
- Staff are made aware of the safe use of ladders above 2 steps.
- Staff are made aware of suitable footwear and clothing that should be worn, whilst using ladders.
- Pupils are prohibited from using ladders.
- WCC approved contractors will be used by the school and other contractors will be asked to provide evidence of insurance before using their services. They will be expected to provide their own ladders and other equipment for working at height.