

Health and Safety Policy Arrangements for Shustoke C of E Primary School

Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community and voluntary controlled schools.

The school uses the [County Council's health and safety policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at www.warwickshire.gov.uk/schoolhsdocs Copies of school specific documents are available in the SEN office.

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.

For further information and advice on any aspect of health and safety in school, contact Michele Wall (Headteacher), Christine Clough (School Business Manager) or Julie Babbs (Named person with H&S Responsibilities).

Health and Safety School Statement of Intent

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

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

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

Headteacher's signature:

Chair of Governors signature:

Name: **Michele Wall**
Headteacher

Name: **Carole Byng**
Chair of Governors

Date: March 2025-26

Review date of arrangements: March 2027

Health and Safety Advice

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

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

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Accident, Incidents and Near Miss Reporting, Recording and Investigation</p>	<p>The school adheres to the WCC Health and Safety Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy.</p> <p>Please see staff handbook for procedure.</p> <p>Minor bumps or accidents should be recorded in the school accident book. More serious bumps, particularly head injuries, deep cuts or severe bruising require a call home.</p> <p>Where more serious injuries to staff or pupils occur, these should be reported to Mrs. Brighton and be recorded on the WCC accident form. A copy of the form will subsequently be submitted to the LA.</p> <p>Any near misses should be reported to Mrs. Brighton or Mrs Babbs and the Near Miss Spreadsheet will be completed giving details of the incident. This will be reviewed regularly (at Resources sub-committee meeting).</p>	<p>All Staff</p> <p>Mrs Brighton (Office Manager)</p> <p>Mrs Babbs (Named H&S staff member)</p> <p>Miss Wall (Headteacher)</p> <p>Resources sub-committee</p>
<p>Asbestos Management</p>	<p>The school adheres to the WCC Asbestos Management Policy and Procedures. The school has undergone checks for asbestos and any identified hazardous material has been removed from site.</p> <p>Before any building work can commence, asbestos checks will be carried out in the proposed work area. Contractors working on the fabric of the building will be asked to sign to say they have seen the asbestos information for the area where they are working.</p> <p>Current information about the building is held on the Atlas system on the WES site. An online refresher course is available which may be used in between formal training.</p>	<p>Mrs Brighton (Office Manager)</p> <p>Miss Wall (Headteacher)</p> <p>Mrs Babbs (Named H&S staff member)</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Contractors - Safe Management of Contractors & Visitors</p>	<p>The school adheres to the WCC Health and Safety Safe Management of Contractors Policy and Procedures. All contractors on site will hold a current DBS check. All contractors will sign in on arrival. Contractors will supply their own method statement and risk assessments. All visitors and contractors will be shown the school's Health and Safety information leaflet on arrival. Personnel attend 3 yearly training as appropriate.</p>	<p>Mrs Brighton (Office Manager) Mrs Brigham (Admin)</p>
<p>Control of Substances Hazardous to Health</p>	<p>The school adheres to the WCC Health and Safety Control of Substances Hazardous to Health (COSHH) Policy and Managers guide. The COSHH folder is located in the staffroom. Data sheets are included for all products which may be hazardous to health. This will be updated yearly. All substances which may be hazardous to health will be stored safely in accordance with health and safety regulations. Staff are instructed to inform responsible persons if they purchase a product for use on the school site. If a data sheet cannot be obtained, the product will not be used.</p>	<p>Mrs Brighton (Office Manager) Mrs Babbs (Named H&S Staff member) Contract Cleaning Company</p> <p>All staff</p>
<p>Defect Reporting Procedures</p>	<p>Please see staff handbook for procedure. The item/hazard will be taken out of use until it can be repaired or replaced. It is the duty of everyone on site to report defects immediately.</p>	<p>All defects should be reported to Mrs. Babbs (named H&S staff member), Mrs Brighton (Office Manager), or Mrs Brigham (Admin)</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Display Screen Equipment</p>	<p>The school adheres to the WCC Health and Safety Display Screen Equipment Policy. Workstations will meet at least minimum standards. Assessments will be undertaken annually to ensure that working areas are fit for purpose. Staff working with display screen equipment will be entitled to rest breaks and free eye tests. Special corrective appliances (normally spectacles) will be paid for by the school only if a normal prescription is not suitable (in which case the school do not have to pay). Training will be provided in the safe use of display screen equipment through the DSE Learning Quiz and self-assessment hard copy (March 24)</p>	<p>Mrs Brighton Mrs Brigham Miss Wall Mrs Davison Mrs Babbs Mrs Reynolds</p>
<p>Driving at Work and Transporting Children</p>	<p>The school follows WCC Driving at Work Policy and Guide to Driving at Work Policy on WCC Business. In addition, the school follows Transporting Children, Very Young and Adult Customers Safety Guidance. Employees ensure that they have appropriate business use insurance and their vehicle is fully compliant with all regulations. Staff will complete a Vehicle Document Record form. Use of staff vehicles for transporting of children will be kept to the absolute minimum. Only staff with the relevant insurance will be permitted to transport children.</p>	<p>All Staff</p>

<p>Electricity at work</p>	<p>The school adheres to the WCC Health and Safety Electrical Testing Policy - Fixed Electrical Installations & Portable Electrical Equipment. It is the duty of everyone on site to use electrical equipment responsibly. All equipment should be checked visually prior to use. Electrical checks on all equipment on site are undertaken triggered by type of equipment by a competent person (ex WCC employee) appointed by the Governing Body. Un-tested equipment should not be used on site.</p>	<p>All Staff</p> <p>Resources Committee</p>
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<p>Local arrangements / procedures</p>	<p>How this is achieved</p>	<p>Responsibility of: Name/Title</p>
<p>Fire Safety and Emergency Evacuation</p>	<p>The school adheres to the WCC Fire Safety Management Policy. Please see staff handbook. All new employees will receive a full fire induction. Fire drills will be carried out termly. Checks of emergency lighting and fire call points are carried out by a WCC employee. Emergency doors are regularly checked by Abbey fire and recorded in the Fire Precautions Manual Faults or defects with any part of the alarm system are reported immediately so that a call can be made to the appropriate company for repair or replacement. The assembly point is on the playground at the furthest point away from the building. All staff are fully aware of emergency evacuation procedures. Visitors/contractors are made aware of fire procedures through the H&S leaflet provided or verbally by staff members. Persons who visit who may need assisted evacuation are asked to make their needs known to staff on arrival.</p>	<p>All Staff</p> <p>Mrs Babbs (named H&S staff member)</p> <p>Mrs Brighton (Office Manager)</p> <p>Mrs Brighton (Office Manager) Mrs Babbs (Admin) Mrs Reynolds (Admin) Miss Wall (Headteacher)</p>

<p>First Aid</p>	<p>The school adheres to the WCC Health and Safety First Aid at Work Policy. First aiders on site follow procedures recommended by the HSE. Only qualified personnel undertake first aid duties, unless it is an emergency situation.</p> <p>A programme of training renewal for staff is undertaken by school to ensure an adequate number of first aiders are on site at all times. First Aid Needs assessment is undertaken annually.</p>	<p>All qualified personnel</p> <p>Mrs Brighton (Office Manager)</p>
<p>Food Technology</p>	<p>There is minimal risk present, however staff are aware of the Food Standards Agency 4Cs of food hygiene.</p> <ul style="list-style-type: none"> ▪ Cleaning ▪ Cooking ▪ Chilling ▪ Cross-contamination <p>Staff ensure that food is transported and stored safely. High levels of personal hygiene are ensured. Children and staff members wash hands prior to handling any foodstuffs</p>	<p>All Staff</p>
<p>Health and Safety Inspection</p>	<p>The school adheres to the WCC Workplace Health and Safety Inspection Policy. Workplace health and safety inspections in school are carried out yearly by Governors, however every effort is made to complete these inspections termly. Formal workplace inspections are also carried out every 3 years by WCC. Following the inspection a written report is produced, showing recommendations for action that the school will then implement and complete to ensure improvement and compliance with required legislation and standards.</p>	<p>Resources Committee</p> <p>Michele Wall (Headteacher)</p> <p>WCC</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Induction and Training of New Staff/Students/Work Experience</p>	<p>The school adheres to the WCC Health and Safety Induction Checklist and Guidance, Work Experience Placements within school Health and Safety Managers Guide and relevant sections of the WCC Health and Safety Standards in Schools that refer to Training and Competence of Managers and Staff.</p> <p>A full induction will be provided on commencement. Signatures will be obtained to confirm receipt of risk assessments, policies etc,</p>	<p>Mrs Brown (Responsible for Induction of new staff) Mrs Harrison (Responsible for induction of teaching placement students) Mrs Babbs (Work Experience Students and Apprentices)</p>
<p>Lone Working / Personal Safety</p>	<p>The school adheres to the WCC Health and Safety Personal Safety Policy and Working Safely Guides.</p> <p>Lone working is discouraged wherever possible and normally limited to cleaning staff.</p> <p>Key holders are advised to avoid being alone when they open and close the school site.</p>	<p>All Staff</p>
<p>Maintenance/Inspection of Equipment</p>	<p>Cleaning arrangements for kitchen extractor units</p> <p>In agreement with County Caterers, all internal kitchen filters are cleaned on designated cleaning days. The exterior roof extractors are to be included in a cycle of service checks – Last check took place 11/09/23 <i>(Deep clean due took place 5th December 2022)</i></p>	<p>Resources Committee</p> <p>County Caterers</p> <p>Via Hotline</p>

<p>Manual and People Handling</p>	<p>The school adheres to the WCC Health and Safety Manual Handling Policy and Guidance for Children Handling.</p> <p>Staff do not move heavy objects alone. Staff will wait to move heavy loads until enough members of staff are available. Large loads will be broken down into manageable loads. A sack truck is available for use.</p> <p>All school staff use the 'Safer Handling' approach and have undertaken training. (Refresher training completed 2022)</p>	<p>All Staff in employment 2022.</p>
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Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Medication Administration</p>	<p>The school adheres to guidance provided by the NHS and Connect for Health (School Nursing Service)</p> <p>For advice and guidance on health issues and managing medical needs, the NHS guidance will be referred to in the first instance. If more detailed information is required, the School Nursing Service will be contacted.</p> <p>Prescribed medication may only be administered to pupils by school staff if parents have completed and signed a medication administration form.</p> <p>A copy of this form is kept in the staffroom.</p> <p>An additional copy will be given to the class teacher whilst the child requires the medication.</p> <p>The medicine administration book should be completed and two staff signatures (if possible) obtained when medication has been given. This is stored in the Staffroom.</p> <p>When a child has regular or daily medication (particularly those prescribed controlled drugs) an individual file will be completed and stored in the Staffroom.</p> <p>The medication will be stored in the Staffroom in the locked cupboard on a named shelf. The key can be found in the folder above the medication fridge.</p> <p>The exception to this is individual Asthma inhalers – these will be kept with the child for use when required – this will not be logged in school.</p> <p>Copies of individual asthma plans are available in the staffroom and in the individual class registration folders.</p>	<p>All Staff</p>

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p>Monitoring Arrangements</p>	<p>The Governing Body recognise the importance of monitoring Health and Safety matters and will therefore ensure that regular reports are provided by the Head Teacher.</p> <p>The governors will call for (annual/termly) reports on:</p> <ul style="list-style-type: none"> • accidents / incidents and near misses; • results of internal or external health and safety inspections; • maintenance reports; • complaints, hazards and defect reports; • reviews of any procedures carried out by the Head Teacher • Classroom inspections • Governor site walks (termly) <p>Governors and the Head Teacher will also ensure that reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.</p>	<p>Miss Wall (Headteacher)</p> <p>The Governing Body</p>
<p>New and Expectant Mothers</p>	<p>The school adheres to the WCC New and Expectant Mothers Guidance for Managers. Pregnant members of staff should inform the Head Teacher as soon as possible so a risk assessment can be completed.</p>	<p>Miss Wall (Headteacher)</p> <p>All Staff to whom this applies</p>

Off Site Visits and Activities	<p>The school adheres to the WCC Off-Site Activities Guidance. No trip will be arranged without the knowledge or permission of EVC or the Headteacher. The EVC attends refresher training every 3 years. Trips are monitored and approved by EVOLVE</p>	<p>(EVC – Julie Babbs) Miss Wall (Headteacher)</p>
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Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Outdoor Play & PE	<p>The school adheres to the relevant sections of the WCC Health and Safety Standards in Schools document for Outdoor Play Equipment. The school also adheres to the Association for Physical Education and School Sport guidance. Use of outdoor play equipment is restricted by weather conditions. A decision is made prior to use on a daily basis and may be subject to change throughout the day. Inspections are carried out prior to use in the Spring term by approved contractor.</p>	<p>All Staff All Staff Creative Play.</p>
Risk Assessments	<p>The school adheres to the WCC Health and Safety Risk Assessment Policy and Guidance All staff are given copies of specific on site activities risk assessments. Signatures are obtained to confirm receipt of these documents. Specific off site risk assessments are completed for each visit or trip beyond the local area using the EVOLVE system. Exception to this is local visits, a copy of the risk assessment will be read and any site specific additions made by staff prior to the trip taking place. All members of staff or volunteers will read the appropriate risk assessments. When attending an educational venue, the specific risk assessment for the venue will be adhered to.</p>	<p>All Staff Mrs Babbs (named H&S staff member)</p>

<p>Work at Height</p>	<p>The school adheres to the WCC Health and Safety Work at Height Policy and Guides Please see risk assessment for access equipment. All ladders are checked visually prior to use. Any defects with any access equipment should be reported immediately and the item taken out of use until repaired or replaced. Only ladders supplied by school should be used within the school building.</p>	<p>Mrs Brighton (Office Manager)</p> <p>Mrs Babbs (named H&S staff member)</p>
<p>Work Experience</p>	<p>Refer to WCC H&S Manager’s Guide to Work Experience Placements. A Working in School Risk Assessment is provided and a full induction is undertaken on the first day of the placement. All staff monitor activities and check that students are working safely.</p>	<p>Mrs Babbs (named H&S staff member)</p> <p>All Staff</p>
<p>Work Related Violence</p>	<p>The school does not tolerate violence or aggression of any form. This is covered in the Staff Code of Conduct. This can take the form of:</p> <ul style="list-style-type: none"> ▪ verbal abuse or threats, including face to face, online and via telephone ▪ physical attacks <p>This might include violence from members of the public, customers, clients, patients, service users and students towards a person at work. Consideration is given to Pupils with an EHCP – an individual risk assessment is completed when necessary All staff members are made aware of any triggers that might make pupils become aggressive. Supply staff are inducted on the first day and made aware of any pupils who might pose a threat to their safety. Meetings with parents are arranged to ensure that another member of staff is on call should the need arise. Meetings are held in a visible location whenever possible.</p>	<p>All Staff</p>