

# Castle Primary School and Nursery

## Health and Safety Policy Statement

REVIEW DATE: JUNE 2023

### Part 1

1. This policy statement complements (and should be read in conjunction with) The Learning Alliance Health and Safety Policy  
<http://thelearningalliance.co.uk/policies/> and the TLA Premises Management Policy
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

## Part 2

### Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Academies Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The Learning Alliance</b>	Governors of schools in this category have an obligation to ensure that the TLA health and safety policy is implemented.

Regardless of anything stated above, all school Governing Bodies have health and safety responsibility as the **occupier** of the premises.

Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

TLAs delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's/TLAs Health, Safety and Welfare Policy.

<b>Policy Makers</b> TLA Head Teacher Health and Safety Committee	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and TLAs health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b> Headteacher, Health and Safety committee	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b> Headteacher, First Aiders, Site Supervisor, Teaching and Support Staff, Apprentices.	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b> Strategic Health and Safety Team.	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b> All Staff.	Irrespective of their position within TLAs structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

## Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-Makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
TLA					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-Makers	
<b>School Governors</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b> <b>TLA</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and TLA's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

### The Policy Makers

- Will be familiar with the overall responsibilities laid down for Policy Makers in the County Council/TLA Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

### As Policy Makers the Governing Body

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by TLA, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see Assisters below)*
- Seek advice from and receive reports from the County Council and TLA's H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

## Planners

**Headteacher**

**Members of the School Leadership Team**

**School Governors**

**Deputy/Assistant Headteacher**

**Health and Safety Coordinator**

**Heads of Dept**

**Managers**

**Premises Manager**

**TLA**

Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements

for the identification of hazards and control of risks within their area

## The Planners will

- Be familiar with the overall responsibilities laid down for Planners in the County Council/TLA Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see Implementers below)
  - identify a member of staff who can act as a Health and Safety Coordinator
- Ensure that all staff receives appropriate H&S training.
- Ensure that all staff members within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises H&S Evaluation (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff.)
- Ensure that an Annual Self Audit of the management of H&S is carried out, in line with the

- County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any Internal Health and Safety Audit which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

## Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>TLA</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

## The Implementers will

- Maintain an understanding of the Health and Safety Policies of the County Council/TLA and those developed within school.
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.

- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans).
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- To ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*



## **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are:**

1. To maintain an understanding of County Council/TLA health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
3. Ensuring adequate security arrangements are maintained.
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
7. Ensuring that plant and equipment is adequately maintained.
8. Arranging for the regular testing and maintenance of electrical equipment.
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.



## Assisters

*Health and Safety Coordinators*  
*Health and Safety Advisors*  
*Occupational Health Professionals*  
*Specialist Technical Staff*

Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).  
They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

## The Health and Safety Coordinator

- Is familiar with the responsibilities of Assisters laid down in the County Council/TLA Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an annual report on Health and Safety performance including essential KPIs (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

## Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### Employees

**[including temporary & volunteers]**

**Employees** – Irrespective of their position within TLA structure

All staff are employees and therefore all the employee responsibilities within TLA Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the TLA Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and senior management of Castle Primary School so that they may fulfil any legal requirements placed on them as employers and/or persons in control of the premises.

## **Pupils/Students**

**[This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

## **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee he represents relating to that employees health and safety or welfare at work.
- To make representations to the Headteacher on general matters affecting the health, safety and welfare of employees.
- To carry out workplace health, safety and welfare inspections.
- To attend any safety committee meetings.
- To co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Part 3

### Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### 1. Accident Reporting, Recording & Investigation

All accidents should be recorded in the accident record books which are stored in the school office and the staff cloakroom along with accident report forms. Accident reports are sent home when necessary. Head Teacher to complete any reports that need to be sent to LA following an accident. Any investigations are to be carried out by Senior Leaders. Staff accidents are to be recorded in staff accident book which is stored in office.

#### 2. Asbestos

The Asbestos manual is stored in the office. All contractors must sign the manual prior to starting work.

#### 3. Contractors

- Buildings surveyor-Trevor Simcock and Russell Cartlidge (SCC)
- Refer to policies for-Contractors, Tendering and Risk Management

#### 4. Curriculum Safety

[including out of school learning activity/study support]

Staff should refer to the following documents:

- Health and Safety of pupils on Ed.visits DfES 2001
- Safety in PE-Staffordshire guidelines
- Other specific curricular areas

#### 5. Drugs & Medications

When prescribed medicines need to be administered in school, Parents/Carers are required to complete the appropriate form (see Medical Conditions Policy), which will then be passed to Mrs Findler, Mrs Caton, Miss Jackson or Mrs Strick who will seek permission from a member of SLT to administer it. All such medicines will be stored in a locked cupboard or fridge in the staff room.

If medicines are required during sessions at Castle Links (Before and After School Club) then Miss Jackson or Mrs Strick will be authorised to administer it using the appropriate forms.

## **6. Electrical Equipment**

[fixed & portable]

It is the responsibility of all staff to visually inspect all equipment and leads when used. Testing of equipment will take place once every two years by an approved contractor for portable devices and every five years for fixed wire devices. In the event of any visual defect being present, the equipment must be immediately withdrawn and the Head Teacher informed.

## **7. Fire Precautions & Procedures**

[and other emergencies incl. bomb threats]

- The Head Teacher will undertake and review the Fire Risk Assessment
- Fire Drills take place termly
- Procedures are on display throughout the school
- Fire extinguishers are maintained annually
- Staff will undertake an annual Fire Safety online training
- The site supervisor tests the alarm and emergency lighting and keeps a record

## **8. First Aid**

- Qualified Paediatric First Aiders in Castle Primary School are:

Mrs Fish  
Mrs Caton  
Mrs Bours  
Miss Jackson  
Mrs Strick  
Mrs Jones  
Mrs Smith  
Ms Challenor  
Mr Playford  
Mrs Kirby

- Qualified Outdoor First Aiders in Castle Primary School are:

Mrs Jones  
Mrs Caton  
Mrs Fish  
Mrs Kirby

- First aid boxes are located in both corridors, the hall and near the staff toilets.
- An eye wash and burns kit are located near the staff toilets.
- If requested an ambulance will be summoned by any member of staff following our printed guidelines.

- Any child taken to hospital should be accompanied by two members of staff unless their parent/carer is present.

Refer to booklet from DFES –*Guidance for Schools-a good practice guide 1998*

## **9. Glass & Glazing**

All glass in windows and panels is safety glass.

## **10. Hazardous Substances (COSHH)**

The school does not store hazardous substances other than cleaning materials which are kept in the locked cleaners store room.

## **11. Health and Safety Advice**

The school has a policy of seeking advice from qualified professionals in the relevant fields. Training and updates will be organised and arranged by the PDC. Sarah-Jane Walmsley and Steve Brown are currently the LA advisors. The school will also use personnel services, the LA, and Occupational Health Unit. Mr M Warren is the Health & Safety Advisor for TLA and can be contacted on 01260 730123.

## **12. Housekeeping, cleaning & waste disposal**

The school employs three cleaners to maintain the premises. Wet floor signs are used. All bins are emptied daily, and waste put into external closed containers. Broken glass is wrapped in paper and disposed of. The site supervisor grits paths and removes snow before pupils arrive. Paths are checked by staff for access.

## **13. Handling & Lifting**

Staff are actively discouraged from lifting heavy objects and should always seek advice and assistance when having to move large objects. Training in manual handling is available from Cleaning Services for site supervisor and cleaning staff.

Refer to County document – Manual Handling Policy

## **14. Jewellery**

The school discourages the wearing of jewellery by pupils. Ear rings must be confined to studs, and never be worn for games activities and swimming. If a child does come to school wearing studs they must be able to remove them by themselves. The school advises parents to arrange for ears to be pierced at the beginning of the summer holidays.

## **15. Lettings/shared use of premises**

The school Lettings Policy outlines the procedures and all potential users must agree to the policy. All parties using the premises must familiarise themselves with the procedures for fire, first aid, phone arrangements, and key phone contacts.

## **16. Lone Working**

Staff working alone in school should ensure that all doors are locked and that no-one is allowed entry to the school that is not known to them. The risks of working alone must be assessed. Key holders are:

Miss Mason  
Mr Minton  
Mrs Bours  
Mrs Jones  
Mrs Lord

Alarms must be activated on leaving the building.

## **17. Maintenance / Inspection of Equipment (including selection of equipment)**

It is the responsibility of all staff to visually inspect all equipment prior to use. In the event of any defect being found, the equipment must be withdrawn and faults reported. P.E. equipment is also inspected through an annual contract. Electrical testing of equipment is carried out annually. The site supervisor tests the emergency lighting and fire alarms on a regular basis. Fire extinguishers are tested on an annual basis. Records are kept of all these procedures.

## **18. Monitoring the Policy and results**

The Annual H&S Premises Evaluation Checklist, and Self Audit Tool are completed by the Head Teacher and H&S Governors and discussed at the Governors H&S Committee. The Site Supervisor has a programme of checks for building maintenance and reports on these directly to the Governors H&S Committee. The Appointed Person monitors and signs the accident book and reports findings to the Head Teacher. The children are encouraged to participate in monitoring of their classes Health and Safety routines and procedures. An annual Health and Safety report will be given to the TLA directors.

## **19. Poster on Health and Safety Law**

This is displayed on the staff notice board.

## **20. Personal Protective Equipment (PPE)**

Protective gloves are provided for the caretaker and first aid. Aprons are provided for appropriate staff. It is the responsibility of contractors to provide PPE for all staff.

## **21. Reporting Defects**

All defects should be reported to the Head Teacher. Minor repairs are reported to the site supervisor by the Head Teacher or any member of staff. Remedial works will then be carried out either by the site supervisor or via an approved contractor brought in by the Head.

## **22. Risk Assessments**

Risk assessments are carried out by:

- The Head Teacher/Leadership
- Staff taking pupils on educational visits
- Subject leaders

The school reviews its risk assessments on an annual basis. Risk assessments are displayed in key areas around the school and monitored by Governors, staff and children.

## **23. School Trips/ Off-Site Activities**

Reference should be made to the document '*Health and Safety of pupils on Educational visits*' located in the office. The following procedures are completed for school trips:

- Risk assessments
- Educational Visits form EV1
- School check list
- Medical Forms

The Head Teacher and Office Secretary have attended training for Educational Visits Co-ordinator.

## **24. School Transport – e.g. minibuses**

Three members of staff are currently able to drive the TLA mini buses. They are Jill Mason, Dawn Fish and Melanie Lord. On the occasions when we do access a mini-bus the driver's licence is checked and a visit risk assessment is carried out.



## **25. Smoking**

The school operates a no smoking policy.

## **26. Staff Consultation and Communication**

The Health, Safety and Premises Committee holds termly meetings and all staff are encouraged to raise issues with them via the Head Teacher. There is a Health and Safety information in the staff room and displayed around school.

## **27. Stress and staff Well-being**

The school seeks to promote the well being of the staff and pupils and regards this aspect very highly. Open channels exist for staff to talk. Pupils can readily approach staff. PSHE sessions are used to promote discussion of issues. The LA has councillors available as do the teaching unions. Staff can request appointments to meet with the LA to receive support.

## **28. Supervision**

Pupils are supervised at all times in school. At play times there are two members of staff on duty. Pupils are not left unsupervised in the classroom or playground. Lunch-time supervisors support the pupils over lunch.

## **29. Swimming Pool Operating Procedures**

The school currently uses Congleton Swimming facilities within Congleton Leisure Centre. Two qualified members of staff teach our children to swim supported by two staff members from Castle.

## **30. Training and Development**

New staff are presented with a copy of the Health and Safety Policy and asked to familiarise themselves with its content. Training is provided where appropriate. Cleaning staff and caretaker/site supervisor can access training through the county. Other training and development will be made available when needed.

## **31. Use of VDU's / Display Screens / DSE**

Staff members who are essential workers should complete the VDU work assessment form. This is reviewed and kept on record. They should also familiarise themselves with the appropriate guidelines for VDU users.

### **32. Vehicles on Site**

There are separate pupil and vehicle entrances into the school and pupils do not access the car park. Parents are discouraged from parking illegally outside school. Contractors should discuss arrangements with the Head Teacher before accessing the premises. All vehicles reversing should sound an alarm. If possible, companies should avoid making deliveries between 8.40 a.m. and 9.15 a.m. and 3 p.m. and 3.45 p.m.

### **33. Violence to Staff / School Security**

To maintain site security doors should be kept closed. Visitor access is monitored and all visitors are asked to sign the visitor's book on entry and exit. Any incidents of physical or verbal abuse should be reported to the Head Teacher.

### **34. Working at Height**

Ladders are secured in the secure store room. Safety steps are available. Care should always be taken when using ladders and appropriate support and protection taken. Children should never use ladders. Contractors are to use their own ladders and undertake their own risk assessment.

### **35. Water Hygiene**

Hertel/IWS monitors the school water supply in accordance with the County Water Safety Policy and reports on this to the Head Teacher and Governors.

### **36. Work Experience**

All work experience pupils should familiarise themselves with the Health and Safety Policy and related documents.

## **Part 3**

### **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

<b>Target</b>	<b>Monitoring</b>
1 x Premise Checklist completed November	Governors involved in process and monitor resulting action plan
1 x Self Audit Tool completed January and action plan developed	Report outcomes Governors Health & Safety Service received a copy
12 x water monitoring as per Water Safety Policy	Monitoring undertaken by HSL. HT periodically checks records
3 x fire drills per year	Governors attend if possible. Outcomes discussed with staff team.
Annual review of H&S Policy	Governors and The Learning Alliance
Annual Fire Risk Assessment	Reported to Governors
Fire call points and emergency lighting tested between services	Caretaker checks weekly. HT periodically checks records
Annual check of condition of asbestos	Governors involved in process Z Callaghan

The County Council/TLA Health Safety and Welfare Policy requires feedback on certain Key Performance Indicators more details of which can be obtained from your Health and Safety Adviser.