



Health and Safety Policy

THE STATEMENT

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

- Provide safe systems of work, plant and equipment.
- Provide for the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- Provide a safe place of work with safe means of access and egress for all persons using the premises.
- Provide a safe and healthy working environment with adequate welfare arrangements.
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty.
- 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.

Signed and dated: 2 November 2017

Cath Crossley, Headteacher

Kathryn Clarke, Chair of Governors



STAFF RESPONSIBILITIES

The Health and Safety at Work (HSW) Act puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by the Statement on page 1.

STAFF RIGHTS

The Governors recognize 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.

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.

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.

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
- The Display Screen Equipment Regulations 2002.

ACKNOWLEDGING RESPONSIBILITY

This statement will be signed and dated by the Chair of Governors and the Headteacher. A copy of the Statement will be posted in a prominent place in the school – entrance hall and health and safety notice boards for each building.

The whole policy will be freely available at any time, including on the school website.

A copy of the statement will be given to every employee along with full access to the whole policy (available on the staff shared area, sent via email and a hard copy on display in staff room). All staff and governors will sign to acknowledge receipt and reading of policy.

ORGANISATION

Employers' Responsibilities

Worcestershire County Council Directorate of Children's Services has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Witton Middle School (under sections 2 and 3 of the Health and Safety at Work Act 1974). They have 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. They also have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

Governors' Responsibilities

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

- Ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary;
- 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;
- Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary;
- Advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons;
- 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;
- 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;
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- The adoption of safe working practices by staff and pupils, and by contractors on site;
- Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

Headteacher's Responsibilities

- Implementation of the school Health and Safety policy;
- Advising the Governing Body of the need to review the policy;
- The day to day responsibility for health and safety in the school.;
- Ensuring that risk assessments (these duties are delegated to the Business Manager) 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;
- Ensuring that staff receive appropriate health and safety training;
- Carrying out the six-monthly safety audit required by the LA;
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with;
- 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;
- 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;
- Emergency procedures, including evacuation in case of fire or bomb threats;
- Ensuring that adequate provision is made for the administration of First Aid;
- 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;
- Facilitating the regular meeting of a School Safety Committee (these duties are delegated to the Business Manager);
- 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 (these duties are delegated to the Business Manager).

Subject Co-ordinators Responsibilities

- All matters of health and safety in their subject area;
- Bringing to the notice of the Headteacher (or the Business Manager) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area;
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas;

- 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);
- Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained;
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, Control of Substances Hazardous to Health (COSHH) assessments for the use of hazardous substances);
- Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc).

Other Teaching, Teaching Assistant and Technician Staff Responsibilities

- Ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science);
- Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Year/Line Manager to the Headteacher or Business Manager;
- Co-operating with their employer (LA) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

Site Manager Responsibilities

- Ensuring that they are familiar with and comply with the schools' Health and Safety policy;
- Bringing to the attention of the Headteacher/Business Manager any problems or defects affecting the health and safety of any person on the school premises;
- Bringing the school health and 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 (e.g. in use and storage of equipment and materials);
- Ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use;
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out);
- 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. 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) and carrying out of repair or maintenance work);
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises including lettings (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.);

- Informing the Headteacher/Business Manager as appropriate, of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor);
- 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);
- The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance;
- Ensuring that all contractors are made aware and read the asbestos register and, following any works, co-ordinate any concerns, liaising with the local authority as appropriate.

First Aid Administrator Responsibilities

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.

Safety Representatives Responsibilities (appointed by Trade Unions or Professional Bodies)

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

ARRANGEMENTS

Access and Egress, Housekeeping, Cleaning & Waste Disposal

The Site Manager will direct cleaning staff to ensure the premises are kept clean and that all rubbish accumulated by the end of the day is disposed of in the main refuse area, located by the car park. Any large items which are not able to fit into 'normal' bins will be brought to the attention of the Site Manager who will dispose of them appropriately. This applies to glass or sharp objects which will be immediately disposed of, ensuring gloves are worn. Items which are of a 'dangerous' nature such as fluorescent tubes or computers will be disposed of in line with the councils' policies for waste removal.

Spillages throughout the day will be cleaned by the Site Manager, using appropriate cleaning materials and signage.

Cleaning, including flooring, will be completed at the end of the school day and signage used to indicate 'wet floors' to staff who remain in the building.

In snowy and icy conditions, the Site Manager will be responsible for clearing the main access pathways into the school building, currently the main path to the front door and a path to lead from the pedestrian gate to entrance. Grit/Salt is kept in good supply and to be used to ensure these pathways are treated and as safe as reasonably possible.

The Site Manager will complete a daily walk around the building to ensure that pathways are clear from leaves and that there is no external damage. Where possible, large items (such as bins) are located away from the building to ensure they are not a risk to the safety of the building.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be reported to the Headteacher via the Office Manager, who will record the information via the Medgate on-line electronic Accident Reporting system.

All minor accidents should be recorded in the schools own minor accident book. Where necessary parents/carers or other persons should be notified of the accident - where possible, this is completed by the Office Manager or if the child has received a head bump, via a phone call.

If the accident is serious, the Headteacher, or in their absence a member of the Senior Leadership Team (SLT), should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher 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.

Management of Contractors

Contractors are selected through referral to the Property Services Approved Jobbing Contractors booklet as well as in discussion with Property services and our Finance, Staffing and Buildings Committee. Work which is to be completed in areas where pupils may be present will, where possible, be completed outside of school hours, or pupils will be supervised by a member of staff. Any issues which arise whilst a Contractor is on site should be reported to the Headteacher.

Management of Asbestos

Our Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. The Site Manager, using county reports, ensures there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving. We have agreed that only specific contractors recommended by the premises service provider are allowed to work with asbestos. School staff will also check the Asbestos register annually and before any significant activities different to their daily practices. For further guidance refer to WCC asbestos policy or contact the premises service provider.

Contractors and Visitors on Site

All contractors and visitors on site will sign in and out of the building and wear a dated visitors' badge while on the school premises. The Site Manager is the appointed responsible person to liaise with contractors and discuss relevant risk assessments. They will share any relevant information (such as Fire Procedures, Asbestos Register) relevant to our site and discuss arrangements for the use of our facilities, such as only using the adult toilets, not working in areas with children present and who to liaise with whilst on school premises. Work which is to be completed in one working day will be managed by the Site Manager, who will inform the Business Manager/Headteacher of arrangements. However, projects which will take a lengthier period of time will not be started without a 'works' meeting between the school and contractor. This meeting will include the Business Manager/Headteacher and Site Manager.

Control of substances hazardous to health (COSHH)

Please refer to the WCC Guidance for 'The Handling, Storage and use of Hazardous Substances' – as well as Chemicals in schools and COSHH regulations both available on The Children's Portal.

Substances to be used in school, such as cleaning products are selected by evaluating their level of risk and are stored in a secure location, a locked cupboard. COSHH products are purchased by the Business Manager and in most cases; less hazardous substances are purchased and used wherever possible.

The Site Manger and Business Manager/Headteacher review clearly labelled substances used on the school premises. Information/Safety Data sheets about the safe use of individual substances and the COSHH file, which is maintained by the Business Manager, are kept in the Business Manager's office and shared with relevant staff, e.g. cleaners.

Risk assessments for tasks using the most hazardous substances are carried out as per the WCC COSHH Policy, shared with staff and a copy stored in the Risk Assessment folder.

The COSHH file is maintained by the Business Manager/Site Manager and is kept in their office.

Personal Protective Equipment is provided as appropriate with instruction on its use.

In an emergency, such as a spillage, the Site Manger will coordinate the cleaning of the hazardous substance. This will involve evacuating the area or school in line with evacuation procedures (refer to Fire Evacuation Procedures document) as well as the safe disposal and cleaning up of the product. They will be disposed of following county guidance.

Defect reporting procedures

Any defects are reported to the Business Manager, Site Manger or Headteacher who will liaise to ensure that any risks are managed as promptly and safely as possible. The defect is entered onto the defect log, kept in the Business Manager's office. All defective items are taken out of use immediately or an 'out of use' label is displayed on any defective item that cannot be removed. The Business Manager, Site Manager and Headteacher will monitor that the defect has been rectified and report at a governors' meeting recent defects and outstanding works.

Display Screen Equipment

Please refer to the WCC Guidance for Display Screen Equipment (DSE) and How to set up your Workstation.

In accordance with the Display Screen Regulations all staff who are classed as DSE "Users" including teachers with laptops are informed about their safe use and asked to self-assess their own usage. They are informed about best practice and referred to the DSE guidance, located in the staff shared area. This sharing of information will be undertaken by all relevant staff, as part of their induction, and then refresher training will be undertaken as appropriate. The Business Manager / Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

Electricity at work

Hardwired equipment is checked every 5 years via an external competent contractor provided by property services. The Business Manager / Headteacher is responsible for ensuring the hardwiring checks are carried out and a report detailing actions is presented to the Finance, Staffing and Buildings committee following the check.

Portable Appliances Testing (PAT) is carried out via an external competent contractor. The Business Manager / Headteacher is responsible for ensuring the PAT checks are carried out and a report detailing actions is presented to the Finance, Staffing and Buildings committee following the check.

Our lettings do not involve the use of electrical equipment brought onto site and staff are informed that any electrical items brought into school must be tested before use.

The PAT registers are located in the Business Manager's office and all defective items are removed or repaired by the Site Manager.

Fire Precautions and Emergency Plans

As a school we complete regular fire risk assessments as well as a formal assessment. The Business Manager is responsible for undertaking and reviewing the fire risk assessment emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.

Our procedures are reviewed at least annually, by staff and the Finance, Staffing and Buildings committee, and a critical incidents folder is located in the Business Manager's office detailing our emergency plans, contact details and key information. Emergency evacuation drills are completed on a termly basis and then reviewed following the drill. Premises Walks involving the Business Manager, Site Manager and Governors monitor the access and maintenance of fire exits/escape routes. These walks also check Fire Evacuation Notices, Fire Extinguishers and other potential issues regarding fire precautions.

Regular inspections of fire extinguishers are carried out by the Site Manager and annual maintenance is completed by an external competent contractor provided by property services. All staff receive updates through staff meetings and induction procedures.

The Site manager completes regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in their office. The system is maintained by the Business Manager.

The six monthly inspections and maintenance of the systems is carried out by an external competent contractor provided by property services.

Liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency Planning Department etc is managed by the Site Manager.

The school premises, outside normal working hours is covered by a security alarm system.

First Aid and Medication

First Aid Cover is provided by a range of qualified staff (up to date list at the end of this document). Key staff initially obtain the Level 3 Award in First Aid at Work qualification, receive refresher training every three years and the Office Manager/Business Manager, in liaison with the First aiders, coordinates this.

Information regarding First Aid is displayed on the First Aid board located in the medical room. All First aid equipment is located in the medical room, and in key areas around the school. The First Aid Administrator is responsible for checking and restocking supplies.

In the case of pupils, parents are asked to provide emergency contact numbers and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record is kept centrally in the school office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital if they do not arrive in school beforehand.

If a pupil or member of staff is absent from school with an infectious disease they are required to inform the school of the details of the infection.

Refer to our Policy for Supporting Children at school with Medical Conditions which details procedures, guidance and practical arrangements for administering and handling medicines (copy kept by the Office Manager).

Health and Safety Advice

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

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 - The Health and Safety notice board is located in the Staff Room and details key information to staff. All other key policies and documents are located in the Health and Safety folder on the staff shared area. New staff are provided with an induction meeting and discussion which includes key health and safety information. Any Health and Safety updates are then cascaded through staff meetings and email.

Pupils - It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This may be at the start of a lesson, such as DT, or in whole school assemblies. Notices to promote safe use of the building are displayed around school (made by the children).

Visitors / contractors - The Site Manager 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). They will meet with them on their arrival and direct them towards the Health and Safety notice board.

Governors - Health and safety updates will appear on each Full Governing Body agenda and items will be discussed in more detail at Finance, Staffing and Buildings Committee meetings, held termly.

Trade Unions - The Business Manager will ensure that Trade Union health and safety representatives are informed of new health and safety information.

Kiln

The Art, Design and Technology Co-ordinator and Technician are competent to operate the kiln (their details & qualifications are displayed by the kiln). The risk assessment is located by the kiln and a copy kept on file by the Business Manager.

The kiln is inspected on a regular basis by an external competent contractor provided by property services.

Lettings/Shared use of premises/Extended Services

Lettings are approved by our Governing Body and managed by the Headteacher/Business Manager.

A written lettings agreement is in place and is signed by both the hirer and the school. As part of a letting, health and safety information, along with key policies are shared along with clear directions on which equipment is to be used, how to access emergency and first aid provision and fire evacuation procedures. Risk assessments are completed by both the school and the hirer and the school checks that the hirers have suitable insurance to cover the activity undertaken.

Lifting equipment

Lifting equipment is inspected on a regular basis by an external competent contractor provided by property services.

Lone working and Personal Safety

Please refer to WCC Guidance for All Lone working.

Lone Working is limited to the Site Manager and Relief Caretaker.

Personal safety awareness information is provided/discussed with staff at induction and annually at appraisal.

Risk assessments carried out and shared with staff and kept in the Business Manager's office.

Maintenance/Inspection of equipment

All equipment is checked before use either by class/subject teachers, for classroom based resources, or the Site Manager for general equipment e.g. ladders and steps. Equipment, such as PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers etc, which requires a qualified, competent person to inspect on an annual basis is managed by the Business Manager/Site Manager and records kept in the Business Manager's office.

Manual handling

Wherever possible, manual handling should be kept to the absolute minimum. Manual Handling training is completed by the Site Manager who cascades the information and guidance to other key staff, such as cleaners and lunchtime supervisors. Lunchtime supervisors who are responsible for stacking tables have also completed this training. Staff are instructed in the safe handling of bulky items and procedures for the minimum number of adults required to lift equipment. Risk assessments are carried out for activities which involve manual handling and stored in the risk assessment folder. These are completed by either the Business Manager, Headteacher or Site Manager. Guidance for safe Manual handling is available from the Business Manager/Site Manager.

Minibus

Please refer to the Local Authority Minibus Guidelines.

Only staff who have a D1 entitlement on their personal driving licence and hold a valid WCC minibus driver permit are entitled to drive the school minibus and are covered by insurance.

Monitoring Arrangements

WCC carry out health and safety inspections each year with the Business and Site Manager.

The Business Manager, Site Manager, Health and Safety Governor, Trade Union Health and Safety representative and Health and Safety school team carry out health and safety inspections each term.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher 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 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 / Site Manager / 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.

Offsite and Educational Visits

The Assistant Headteacher is the school's Educational Visits Co-ordinator (EVC) and receives regular updated training which is cascaded to staff. They act as a point of reference to support staff when planning visits, including the need for pre-site visits, recording of risk assessments before an activity, who to obtain approval from when to notify the Local Authority, Emergency arrangements, parental authorisation, supervision requirements and First Aid Provision. EVOLVE, the local authority offsite visit software system, will be used by Visit Leaders to set up visit requirements for all visits from school and for those overnight activities. This information will be forwarded onto the school EVC. The EVC will then monitor the request for visits and respond accordingly before the Headteacher sanctions the visit.

The Head teacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities. Reports will detail: the transport arrangements; the arrangements for supervision of pupils; the arrangement for first aid cover and the level of qualified instruction and supervision that will be available for activities of special risk.

Outdoor Play equipment

Refer to WCC Safety Information and Fixed play equipment guidance.

At Witton our play equipment is visually inspected by staff before pupil use (daily) and more formally on Premises Walks. Any defects are reported to both the Headteacher/Business Manager and/or Site Manager who will take the necessary action. An external competent contractor completes a formal inspection on an annual basis and a Risk Assessment has been completed and is located in the RA folder.

PE equipment

Please refer to our PE/Physical Activity Policy.

The equipment is inspected before use by class teachers and sports coaches. A more formal annual inspection is completed by an external competent contractor provided by property services, who provide a report to school. Risk assessments are carried out for all PE equipment and recorded in the risk assessment folder. The Association for Physical Education (AfPE) guidance on safe use of the equipment is used as guidance.

The field is maintained by a competent contractor and daily checks are completed by the Site Manager.

Personal Protective equipment

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment. The equipment will be selected by the Business Manager and the arrangements for periodic checking and maintenance of the equipment will be carried out by the line manager as will proper use, supervision etc.

Pond

Warning signs about the dangers of water are displayed. A Risk Assessment reviewed annually and kept in the RA folder in the Business Manager's office. The pond/wildlife garden is gated and padlocked. Pupils will be supervised in the area by a member of staff.

Risk Assessments

Risk assessments are completed 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). Risk assessments are carried out by staff who will be leading the activity or who have responsibility for that aspect of school. Whole School risk assessments will be completed by the Business Manager/Site Manager and reviewed annually. All risk assessments are signed and dated and stored in the risk assessment folder, located in the Business Manager's office.

There are several aspects to our risk assessment procedures: regular premises walks to be undertaken by the Business Manager and Site Manager. Governors will, at periods through

the year, accompany the staff on these walks; continuous identification of hazards and risks on a daily basis – written risk assessments are completed and a record kept in the risk assessment folder located in the Business Manager's office; completed risk assessments are reviewed annually; assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations and assessment of any new activity or procedure introduced into the School.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

For arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.

Smoking including Vaping

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

Sports pitches / playing fields

The field is maintained by a competent contractor and daily checks are completed by the Site Manager.

Staff Consultation / Trade Unions

Attention is drawn to the general policy statement at beginning of health and safety policy. Several copies of the Health and Safety law poster are displayed around the school.

The school safety committee will meet at least termly and will consider issues raised by pupils and staff. Concerns or suggestions for health and safety improvements can be forwarded to any member of the committee (membership detailed at the end of this document).

Stress and Staff Wellbeing

Procedures are in place to provide support to all staff through the development of a caring and inclusive staff team. All staff have a line manager to whom they can refer any issues to and this is then discussed, confidentially, with the management team. The SLT will then decide what action and support the identified member of staff requires. This could be action from a colleague, line manager, headteacher, business manager, occupational health advisor or human resources. Any member of staff who is absent from work for a sustained period of time will be referred to occupational health and will also meet with their line manager to discuss their needs and the support required to return to work. A confidential counselling telephone service is available by telephoning 020 7173 7796.

Staff facilities include a staff room which is separate from the work room.

Swimming lessons (Public pool)

Children in Year 5, who are unable to swim 25 metres on arrival at the school, participate in swimming lessons on a weekly basis, at Droitwich swimming pool. They are transported by the school minibus or walk, and are supervised by school staff and life guards provided by the pool. Risk assessments have been completed and can be found in the risk assessment folder. Qualified coaches are provided at the pool at a small cost to the school, to ensure that qualified coaches 'teach' the children.

Training and Development related to Health and Safety

Health and Safety training is accessed through local authority provision. The Headteacher will receive training by the local authority at the commencement of their role; the Business Manager will undertake the Level 2 Award in Supervising Staff Safely and the Site Manager attends training when available e.g working at heights.

Through the completion of the Health and Safety audit, training needs can be identified and then organised by either the Headteacher, Site Manager or Professional Development Coordinator. The Headteacher is responsible for leading training with staff whose role supports learning and teaching and the Site Manager for those whose role is 'premises' based. Training Records are located in the CPD file in the Business Manager's office.

The Business Manager is responsible for new staff inductions and briefings.

Vehicles on Site/car park arrangements

Staff vehicles are permitted to park on site, at their own risk.

Commercial vehicles are only allowed onto the premises outside of school opening hours, eg refuse collection.

There is separate pedestrian access to the school and children are requested not to use the vehicle access.

A Risk Assessment is in place and is reviewed annually.

Violence to Staff / School Security

Please Refer to WCC Safety Information and our Lone working policy and risk assessments.

Key measures include: keeping doors shut, controlling visitor access through the main entrance, signing in arrangements on arrival; meetings with parents/ visitors conducted in an open environment or if confidentiality required two members of staff attend; requirement for all staff to report all incidents of verbal & physical violence to the Headteacher who will record the incident and inform the Chair of Governors; risk assessment carried out for visitors, students and volunteers in school and reviewing the need for preventative and safety measures, such as panic buttons, regularly.

Water Hygiene

Please Refer to the WCC Legionnaires and Water Hygiene Policy

Water hygiene sampling is carried out by the Site Manager on a weekly basis and recorded in a log book, located in their office. Cleaning staff ensure all toilets are flushed at the end of the day and urinals have automatic flushing systems in place. There are currently no working showers on site. Air conditioning units are serviced at regular intervals by competent contractors identified by property services.

Working at Height

Please refer to WCC Guidelines for Working at height.

ASSOCIATED POLICIES

Policy for Supporting Children at school with Medical Conditions
WCC Asbestos policy
WCC Guidance for Display Screen Equipment (DSE) and How to set up your Workstation
WCC Guidance for 'The Handling, Storage and use of Hazardous Substances'
WCC Legionnaires and Water Hygiene Policy
WCC Minibus Guidelines
WCC New and Expectant Mothers Policy & Risk Assessment Guidance
WCC Safety Information and Fixed play equipment guidance
WCC Safety Information and our Lone working policy

KEY PEOPLE 2017/2018

The Local Authority
The Chair of the Governing Body
The Headteacher
The School Safety Officer/ Business Manager
Educational Visits Co-ordinator
The Site Manager
Professional Development Co-ordinator
First Aid Administrator/Office Manager

Worcestershire County Council
Kathryn Clarke
Catherine Crossley
Marie Smith
Leanne Neeson
Steve Brown
Hannah Walsh
Sharon Wilkins

Subject Co-ordinators in areas of particular risk:

Art, Design and Technology
Art, Design and Technology Technician
Physical Education
Science
Science Technician

Shirley Roberts
Alison Mountford
Brad Dancer-Tudgay
Kirsty Watson
Alison Chorley

First Aiders

Steve Brown, Sam Butler
Nicola Coton, Amanda Harris
Alison Mountford, Sharon Wilkins

This policy appears on the school website.

Prepared by:	Business Manager	Responsibility of:	Headteacher
Agreement Date:	02.11.2017	Review Date:	August 2019
This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and			

VERSION CONTROL

Date	Version	Approved by	Title	Changes
12.07.15	1	Full Governors	Health & Safety	School responsibilities updated
02.11.17	2	Full Governors	Health & Safety	School responsibilities updated