

# Health and safety policy arrangements for Clapham Terrace 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 head teachers 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](http://www.warwickshire.gov.uk/schoolhsdocs) School specific procedures and documents can be located in the School 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 the Headteacher, Julie Miles.

## 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:



Julie Miles  
Headteacher

Chair of Governors signature:



Anna Bayman  
Chair of Governors

Date: September 2024

Review date of arrangements: September 2025

### 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](mailto: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. The school currently obtains additional sources of health and safety advice and guidance from **LA Senior Health and Safety Officer – 01926 418070**.

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.

<b>Local arrangements / procedures</b>	<b>How this is achieved</b>	<b>Responsibility of: Name/Title</b>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• Mrs Miles and Mr Rockcliffe are responsible for establishing minimum health and safety competencies for certain activities (e.g. use of hazardous substances, work at height, use of DSE).</li> <li>• Mrs Connelly or the office team led by Mrs McAteer is responsible for new staff inductions and briefings</li> <li>• Mrs Miles is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc.).</li> <li>• Training records are kept electronically and in the training file</li> <li>• Mrs McAteer is responsible for ensuring staff undertake refresher training, these records are kept electronically by Mrs McAteer</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>
<b>Risk Assessment and Workplace inspections</b>	<ul style="list-style-type: none"> <li>• All risk assessments for trips and visits are overseen by Mr Filby</li> <li>• Staff are responsible for the risk assessment and daily health and safety checks for their own classroom. These are monitored termly by the H and S Governors Mr Ian Stevens and Mr Dan Johnston</li> <li>• The workplace inspection is carried out on an annual basis by Mr Dan Johnston and Mr Ian Stevens working with Mrs Miles and Mr Rockcliffe</li> <li>• Risk Assessments for all other activities that pose a risk are monitored by Mrs McAteer or the office staff</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Dan Johnston</li> <li>• Mr Ian Stevens</li> <li>• Mr Tim Filby</li> <li>• Mrs Julie Miles</li> </ul>
<b>Monitoring</b>	<p>The Governing body recognises the importance of monitoring Health and Safety matters. Monitoring will be carried out in a number of ways</p> <ul style="list-style-type: none"> <li>• Annual Health and Safety walk around of the school, work place inspection</li> <li>• Termly reports on accidents and incidents- Mrs McAteer – monitored by Governors</li> <li>• Termly audit of inspections where required e.g. external play equipment</li> <li>• Annual audit of inspections</li> <li>• Annual audit of maintenance reports</li> <li>• Reviews of any procedures carried out by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Mr Stevens, H&amp;S Governor</li> <li>• Mrs McAteer</li> </ul>
<b>Accidents and incidents reporting</b>	<ul style="list-style-type: none"> <li>• All accidents recorded in the 'accident book's</li> <li>• We will follow the new on-line system for recording accidents through WCC</li> <li>• We will still keep paper copies in the H and s file</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs McAteer, Office Manager</li> </ul>

	<ul style="list-style-type: none"> <li>• Copies of major and more serious incidents sent to WCC Including those that fall under RIDDOR (as per separate WCC reporting procedure)</li> <li>• All accidents will be made aware to parents/carers – telephone or an accident slip form - Children that bump their head will have a sticker</li> <li>• The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences</li> <li>• The Office team carries out monthly accidents reports</li> <li>• The governing body monitors accidents on a termly basis to identify any trends</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles, Headteacher</li> <li>• Mr Stevens (H&amp;S Governor)</li> <li>• Mr Johnston (H&amp;S Governor)</li> </ul>
<b>Asbestos and Water Hygiene Management</b>	<p><b>Asbestos</b></p> <ul style="list-style-type: none"> <li>• Clapham Terrace has adopted the WCC Asbestos Policy and the ATLAS</li> <li>• All Contractors are to sign the Asbestos Register</li> <li>• All concerns to be reported immediately to the SLT</li> </ul> <p><b>Water Hygiene</b></p> <ul style="list-style-type: none"> <li>• CTP follows the WCC Legionnaires and water hygiene policy</li> <li>• Mr Rockcliffe keeps these records up to date on line</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>
<b>COSHH Management</b>	<ul style="list-style-type: none"> <li>• CTP has adopted the WCC COSHH policy</li> <li>• Policy is in School Office, maintained by Site Manager. These records are kept up on line</li> <li>• All COSHH purchases are by Mr Rockcliffe</li> <li>• All COSHH materials are stored away from flammable items</li> <li>• Procedures following spillage or escape are in the emergency evacuation policy</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> <li>• Mrs McAteer checks and monitors termly</li> </ul>
<b>Defect Reporting</b>	<ul style="list-style-type: none"> <li>• All staff are encouraged to report any defects in the defect book which is kept in the school office</li> <li>• Mr Rockcliffe will review book and report back to the member of staff when it is resolved</li> <li>• Mr Rockcliffe keeps records of hotline orders and keeps the head informed of progress when jobs are complete or need further action</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> <li>• All staff fill in book</li> </ul>
<b>Display Screen Equipment (DSE)</b>	<ul style="list-style-type: none"> <li>• All staff classed as DSE “Users” are trained in their safe use during induction and then refreshed every 3 years</li> <li>• Mrs Miles will monitor and arrange for problems related to DSE to be resolved</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs McAteer</li> </ul>

<p><b>Educational/Off-site trips and visits</b></p>	<ul style="list-style-type: none"> <li>• We follow the new policy on LOTC (Learning Outside the Classroom) and off site educational policy document.</li> <li>• Mr Filby is school EVC</li> <li>• All trips need to be approved by Mrs Miles/ Mr Filby before booking</li> <li>• All staff must fill out off site notification sheet and hand this to TF on the day</li> <li>• All staff must carry out a risk assessment for the trip using guidelines from LA (these can be found on shared)</li> <li>• Individual children with an EHCP will need a detailed individualised risk assessment</li> <li>• Front sheets are to be left at the office before the class or group leaves the building.</li> <li>• The school mobile phone must be taken with the leader of the trip and returned, this is kept in Mrs Miles' office,</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs McAteer, (Office Manager)</li> <li>• Mrs Miles, (Headteacher)</li> <li>• Mr Filby</li> </ul>
<p><b>Electricity at work</b></p>	<ul style="list-style-type: none"> <li>• All hardwired equipment is checked every 5 years by Property Resources or a competent external contractor</li> <li>• PAT tests carried out as per WCC policy, certificates kept in the School Office</li> <li>• Site Manager responsible for checks</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Rockcliffe</li> <li>• Mrs Miles</li> <li>• Mrs McAteer to monitor</li> </ul>
<p><b>Fire safety, Inc. testing of alarms and evacuation procedures</b></p>	<ul style="list-style-type: none"> <li>• Fire alarms are tested every week by Mr Rockcliffe</li> <li>• Mrs Miles carries out a fire drill every half-term</li> <li>• Outcomes from the drill are recorded, timed, and fed back to the SMT</li> <li>• Emergency and evacuation procedures held in the School Office</li> <li>• The emergency lighting is tested annually</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Mrs Miles</li> <li>• Mr Rockcliffe</li> </ul>
<p><b>First Aid / Medical</b></p>	<p><b><u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>• First Aider details displayed in School Office</li> <li>• I High members of staff are First Aid Trained – most of these are MDS and TAs</li> <li>• First Aid Kits are kept in the School Office</li> <li>• SLT member will call ambulance and accompany children to hospital</li> </ul> <p><b><u>Medical</u></b></p> <ul style="list-style-type: none"> <li>• Medication is stored in the School Office cupboard or the fridge on the mez</li> <li>• Please also see the separate medication policy.</li> <li>• A signed Parent/Guardian consent is used</li> <li>• All Staff trained and aware of Epi-Pen this is reviewed annually</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs Miles</li> <li>• All Staff</li> <li>• Office staff to oversee any medicines that are administered</li> <li>• Office staff to ensure Epi-pens and inhalers are in date</li> </ul>

	<ul style="list-style-type: none"> <li>All medication given should be documented, 2 staff members to sign, only prescribed medicine can be administered</li> </ul>	
<b>Housekeeping, Cleaning and Waste Disposal</b>	<ul style="list-style-type: none"> <li>During wet floor cleaning a sign will be put up</li> <li>Site manager will dispose of glass, sharp objects and dangerous materials</li> <li>Site manager will buy grit for snow shifting and icy conditions</li> <li>Site manager will keep footpaths and pedestrian areas safe</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe Mrs L Hall and Mrs C Reading (Cleaners)</li> </ul>
<b>Information Dissemination</b>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>All staff have been trained on and signed the H&amp;S arrangements and Policy</li> <li>H&amp;S is on a rolling cycle for training sessions</li> <li>H&amp;S Policy is kept in School Office</li> <li>Mrs McAteer is responsible for the Staff Handbook</li> <li>H And S is a regular agenda at every staff meeting</li> <li>Staff given opportunity to look over any policies before Governor approval</li> <li>All new staff are taken through an Induction with H and S being a focus item</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Made aware through whole school assemblies and PHSE curriculum</li> </ul> <p><b>Visitors/Contractors</b></p> <ul style="list-style-type: none"> <li>Office staff to ensure that visitors and contractors are informed of any H&amp;S arrangements which may affect them during their visit (including any Asbestos on site)</li> <li>A leaflet is handed to them on signing into school by the admin team</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>Mrs Miles will keep governors informed about H&amp;S issues</li> <li>Ian Stevens and Dan Johnston are the governors in charge of H &amp; S</li> <li>H&amp;S will be monitored through annual walk around, termly meetings and audits (see 'Monitoring')</li> </ul> <p><b>Trade Unions</b></p> <ul style="list-style-type: none"> <li>Mrs Miles will ensure that TU H&amp;S representatives are informed of any new H&amp;S information</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Miles</li> </ul>
<b>Inspection &amp; Testing of Machinery</b>	<ul style="list-style-type: none"> <li>Details of which equipment requires inspection examination or testing are kept in the H AND S A to z , on line under WCC HSW</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe</li> </ul>

	<ul style="list-style-type: none"> <li>PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc are checked annually, recorded on Atlas and confirmed by Site Manager and H&amp;S Manager</li> </ul>	<ul style="list-style-type: none"> <li>Mr Stevens (H&amp;S Governor)</li> <li>Mr Johnston (H&amp;S Governor)</li> <li>Mrs Miles</li> </ul>
<b>Lettings/Shared use of Premises</b>	<ul style="list-style-type: none"> <li>The admin team is responsible for agreeing H&amp;S arrangements with lettings</li> <li>A written Lettings Agreement/Policy is in place, is signed by the hirer and a copy held by school</li> <li>There are restrictions on the use of equipment</li> <li>Fire &amp; Emergency arrangements – follow school policy – shared with lettings</li> <li>Site manager and SLT responsible for checking Risk Assessments</li> <li>Hirers declare own insurance, school keeps a copy</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Miles</li> <li>Mr Rockcliffe</li> </ul>
<b>Management of Contractors</b>	<ul style="list-style-type: none"> <li>Contractors have induction to agree safe working arrangements</li> <li>Contractors must sign in at Front Office</li> <li>Method statements and a risk assessment will be agreed before work commences</li> <li>The H and S leaflet is issued</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe</li> <li>Office Staff</li> <li>Mrs Miles</li> </ul>
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>All staff have Manual Handling CPD</li> <li>Staff asked to develop their own Classroom Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Mrs Miles</li> </ul>
<b>Outdoor Play Equipment</b>	<ul style="list-style-type: none"> <li>Daily inspection by Mr Rockcliffe</li> <li>Inspection record kept in his file</li> <li>Risk assessment kept in green file</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe</li> <li>Mrs McAteer to monitor termly and inform Mr Stevens (H&amp;S Governor) and Mr Johnston (H&amp;S Governor) of any findings</li> </ul>
<b>P.E. Equipment</b>	<ul style="list-style-type: none"> <li>Annual inspection, records kept in H and S file</li> <li>All staff to carry out pre-use visual check</li> <li>CTP follows the Association for Physical Education guidance</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe</li> <li>Mr Mason</li> </ul>
<b>Personal Safety and Lone Working</b>	<ul style="list-style-type: none"> <li>Personal safety training given to all staff on induction and every 2 years</li> <li>Safe working practices/rules for staff working alone</li> <li>Lone working is limited</li> <li>Risk assessments carried out and shared with staff, kept in H and S file</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Miles</li> <li>All Staff</li> </ul>

<b>Safety Glass/Glazing Risk Assessment</b>	<ul style="list-style-type: none"> <li>This has been carried out by Property Resources and is kept on Atlas</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Miles</li> </ul>
<b>Stress and Staff Wellbeing</b>	<ul style="list-style-type: none"> <li>Policy for well-being is kept in H and S file</li> <li>A well-being working party is led by Mrs Clarkson and they meet twice a half term, supported by Vicki Plumb</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Clarkson</li> </ul>
<b>Swimming Lessons</b>	<ul style="list-style-type: none"> <li>We use the afPE policy which is kept by Mr Mason</li> <li>Take place at Newbold Comyn (Leamington Spa)</li> <li>2 Adults + Lifeguards at poolside</li> <li>Pool is responsible for life saving equipment</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Mr Mason</li> </ul>
<b>Transporting Children</b>	<ul style="list-style-type: none"> <li>Parents/ carers give written permission for transport of children</li> <li>Nominated staff take children have business insurance / full driving license and full MOT</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Mason</li> <li>Mr Filby</li> </ul>
<b>Tree Safety</b>	<ul style="list-style-type: none"> <li>WCC Forestry Service are kept advised of all tree issues outside of the 3 yearly check programme</li> <li>Mr Rockcliffe will also carry out a visual check of the site after a particularly windy/ stormy weather.</li> </ul>	<ul style="list-style-type: none"> <li>Mr Rockcliffe</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Mrs Connolly or the office team will carry out induction and risk assessment</li> <li>Mrs Connolly will monitor and supervise whilst on site supported by Mrs Ashcroft</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Connolly / Admin team</li> <li>Mrs Ashcroft</li> </ul>
<b>Working at Height</b>	<ul style="list-style-type: none"> <li>Step ladders are available for all staff in the art cupboard</li> <li>Kick steps are available in all store cupboards</li> <li>Site manager will carry out annual inspections</li> <li>Risk assessment kept in H And S file</li> <li>Staff using equipment to ensure that they are wearing appropriate clothing and footwear</li> <li>Pupils are not allowed to use the stepladder</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Mr Rockcliffe</li> </ul>