

Health and safety policy arrangements for Whitnash Primary School

Introduction

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

The school uses the [WCC 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 for Schools 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 School specific procedures and documents can be located in Whitnash Primary School's main office and on the school's website.

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 **kept up-to-date and regularly reviewed**, at least 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 **Mrs Donna Ellison (Headteacher) or Nigel Johnson (School Site Service Officer)**.

Health and Safety School Statement of Intent



Within Whitnash Primary 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 members of the school community. 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.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Headteacher's signature:

Chair of Governors signature:

Name: Mrs Donna Ellison
Headteacher

Name: Lorriane Cooper
Chair of Governors

Date: 4-12-19

Review date of arrangements:

It is a requirement of Whitnash Primary School that Health and Safety arrangements and their implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that all Health and Safety arrangements are implemented.

Copies of the policy will be issued to all staff, governors and will be available from the school office and in the Admin drive (T:), with the master copy held by the School Office and Head Teacher's PA on behalf of the Head Teacher and Governing Body.

The arrangements will be kept up-to-date and regularly reviewed, on an annual basis or sooner if work activities change. These arrangements are reviewed by the Headteacher in collaboration with employees and school's governing body.

This Policy was approved by the Head Teacher and the Governing Body of Whitnash Primary School on 4-12-19. It will be reviewed on or before January 2021.

Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email healthandsafety@warwickshire.gov.uk Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent. *The school currently obtains additional sources of health and safety advice and guidance from Turner and Townsend regarding Fire Safety and Evacuation procedures. This service is recommended provider of such advice by WCC.*

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

Local arrangements / procedures	How this is achieved	Responsibility of:
Induction relating to health and safety	<ul style="list-style-type: none"> • All employees at Whitnash Primary School are issued with a Health and Safety Handbook during Induction Training, outlining the Health and Safety Arrangements at Whitnash Primary School. • All induction training for new employees outlines all relevant and necessary arrangements for health and safety, including fire evacuation arrangements. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Miss Jackie Hall (Headteacher PA) • Nigel Johnson (Site Services Officer)
The provision of effective health and safety training of staff	<ul style="list-style-type: none"> • The Head Teacher and Governors consider health and safety training on an annual basis, focussing on mandatory training as a priority. • Health and Safety training reviewed and renewed appropriately • Training completed this academic year for all staff: – Fire Safety Training, General Health and Safety Training. • The Headteacher has attended: Health and Safety for Manager Training, Risk Assessment Training, Safe Use of Contractors Training, Responsible Person Training, Safer Recruitment Training. • The Site Services Officer has attended Safer Use of Contractors Training and is set to attend Risk Assessment Training and renew Responsible Person Training in the summer term 2019. • The Governing Body has a designated Health and Safety Governor who has undertaken the necessary Governor Training. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorrie Cooper (Chair of Governors)
Establishing adequate health and safety communication channels.	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-</p> <ul style="list-style-type: none"> • Health and Safety and Safeguarding are standing items on staff meeting agendas, including whole-school meetings, Teaching Assistant meetings, Dinner Supervisor meetings, Senior Leadership meetings and Extended Senior Leadership meetings. • Site health and safety committee (or forum where health and safety matters are discussed); • Provision of information relating to safe systems of work and risk assessments; • Training provided • Communication of health and safety bulletins or information from Health and Safety Services 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Mr David Hitchins (Assistant Headteachers), Mrs Rebecca Ford (DSL Teacher) • Mr Nigel Johnson (Site Services Officer) • All staff undertaking their own individual responsibilities and duties relating to matters of health and safety

	<ul style="list-style-type: none"> • Communications with relevant specialist advisors and Children, Learning and Young People's committees and bodies. • Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate. The school have taken such actions by reporting accidents and liaising with WCC with regard to premise/health and safety issues. • All employees are issued with a Health and Safety Handbook during Induction Training, outlining the health and safety arrangements at Whitnash Primary School. • All employees are provided with all necessary Health and Safety documents relating to their area of work and general school health and safety. • All employees are made aware of where all documentation relating to health and safety is located within school. • A Health and Safety communication board in the staffroom also highlights key information regarding health and safety, including this document, key risk assessments and medical needs information. • The Head Teacher communicates regularly with staff about any issues relating to health and safety and regularly reminds staff of their key responsibilities relating to all matters of health and safety. • All staff are encouraged to pay necessary vigilance to all relevant matters of health and safety relating to their areas of work and report any identified issues to the Head Teacher as appropriate. 	
<p>Provision of effective Health and Safety consultation arrangements</p>	<ul style="list-style-type: none"> • The Head teacher will meet the Health and Safety Governor and SSO Termly. • The Head and SSO will complete routine Health and Safety Walks. • The Health and Safety Governor and Head teacher will inform Governors through the Resources Committee of developments and necessary actions needed relating to Health and Safety. The Resources Committee will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. • 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Resources Committee, • Health and Safety Governor Kevin Mullis • Mr David Hitchin (Assistant Headteacher), • Mr Nigel Johnson (Site Services Officer)
<p>Implementing WCC health and safety policies and standards</p>	<ul style="list-style-type: none"> • The Head Teacher complies with WCC's health and safety policy arrangements and in particular: • Visibly supports the Children, Learning and Young People Directorate's health and safety arrangements, works with trade union and employee health and safety representatives (where appropriate) and ensures that all 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorrie Cooper (Chair of Governors)

	<p>employees are aware of and accountable for their specific health and safety responsibilities and duties</p> <ul style="list-style-type: none"> • Ensures health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery • Supports accident and incident investigations, review reports and statistics, utilises information on trends and hot spots • Undertakes monitoring and ensures the provision of adequate resources to achieve compliance • Ensures that local procedures for the selection and monitoring of contractors are in place and meet the requirements of WCCs policy and procedures • Ensures that the school has access to competent health and safety advice • The School Governing Body place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher ensures that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control. • Whitnash Primary reviews and monitors its implementation of Health and Safety policy and standards through half-termly Health and Safety walks by the Head Teacher and the Site Services Officer within school and through the Resource Committee. • 	<ul style="list-style-type: none"> • Mr Nigel Johnson (Site Services Officer) • Health and Safety Committee, consisting of: • Mrs Donna Ellison (Headteacher) • Mr David Hitchins (Assistant Headteacher) • Mr Kevin Mullis (Health and Safety Governor) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer)
Carrying out risk assessments	<ul style="list-style-type: none"> • The Head Teacher has received the appropriate WCC risk assessment training to ensure that the process of risk assessment is appropriately conducted and overseen. The Site Service Officer has been booked on this training later in the year to ensure this is revisited following WCC guidance. • Whitnash Primary take the appropriate action in identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process. • These risk assessments are shared with all necessary employees and exist to ensure the safety of Whitnash pupils', staff and visitors. • Risk assessments are written where activities carry a reasonable level of risk and include adjustments that are appropriate, reasonable and practicable). • Key generic risk assessments are also included on the school notice board in the staffroom for employee information. • An assessment of the need further need for risk assessment forms a part of the Health and Safety walks completed half-termly by the Head Teacher and the Site Services Officer within school. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees (where it is appropriate for risk assessments to be completed and/or adhered to by member of staff) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)

<p>Effective recording, reporting & investigating accidents and incidents</p>	<ul style="list-style-type: none"> • All accidents regarding children are recorded in the school 'accident books' • Copies of non-minor incidents/accidents sent to WC including those that fall under RIDDOR (as per separate WCC reporting procedure online) • Relevant notifications made to parents/carers – telephone / accident slip form • The Headteacher is responsible for investigating all accidents, and for taking any appropriate action necessary to prevent recurrences • The governing body and the Health and Safety Committee monitor accidents to identify and monitor any trends • Whitnash Primary aims to be proactive in all matters relating to Health and Safety and therefore has active monitoring systems to help prevent accidents and incidents occurring. • Staff accidents / near misses are recorded using the WCC Accident and Near Miss Reporting Form <p>Our investigation systems involve:</p> <ul style="list-style-type: none"> • Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events • Analysing data to identify common features or trends and initiate improvements <p>Our investigation systems apply:</p> <ul style="list-style-type: none"> • Where cases of occupational ill-health are to be investigated • Where complaints relating to occupational health and safety are to be recorded and investigated • Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated <p>These Active monitoring systems include:</p> <ul style="list-style-type: none"> • Spot checks and half-termly site inspections undertaken by the Head Teacher and Site Services Officer. • Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed • Appropriate statutory inspections on premises, plant and equipment will be undertaken 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees (where it is appropriate for risk assessments to be completed and/or adhered to by member of staff) • Resources Committee • Health and Safety Governor (Kevin Mullis)
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	<ul style="list-style-type: none"> • PAT Testing is carried out in-line with the WCC recommendations/policy and procedures. A copy of all WCC documentation is available for all employees on the staff Health and Safety Noticeboard. • Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health. • Third Party Monitoring/ Inspections - WWC Health and Safety Inspections. 	
Off-site trips and visits	<ul style="list-style-type: none"> • The Head Teacher has received the appropriate WCC risk assessment training to ensure that the process of risk assessment is appropriately conducted and overseen. • Whitnash Primary take the appropriate action in identifying, assessing and eliminating, reducing or managing the risks that arise out of off-site activities and visits through the risk assessment process following the Warwickshire Education Service and WCC guidance. • The school has a designated Educational Visits Co-ordinator. Whitnash Primary School's EVC is Mrs David Hitchins. • All risk assessments are overseen by the EVC and the headteacher and approved and up-loaded via the Evolve System. • The school has an appropriate EVC Policy outlining the arrangements for trips and risk assessments for trips. • These risk assessments are shared with all necessary employees involved with the trip/visit and with the pupils, as appropriate. These risk assessments exist to ensure the safety of Whitnash pupils' and staff. • Risk assessments are written for all off-site trips and visits, and where activities being under-taken on trips and visits carry a reasonable level of risk. • These risk assessments include adjustments that are appropriate, reasonable and practicable. • Whitnash Primary School use recommended documentation and advice provided by the WES EVC training to support such consideration of risk and all risk assessments relating to trips and visits. • Whitnash Primary as separate policies relating off-site trips and visits, which also outline the necessary risk assessment procedures required. • A trained First Aider attends all trips – this First Aider is Paediatric First Aid trained. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Mr David Hitchins (Assistant Headteacher) • Teachers (where it is appropriate for risk assessments to be completed and/or adhered to by teaching staff) • First Aiders
Procedures for dealing with emergencies	<ul style="list-style-type: none"> • Whitnash Primary have a separate policy on 'Procedures for dealing with emergencies', where all matters relating to this area of health and safety have been considered, together with necessary risk assessments 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors)

	<ul style="list-style-type: none"> Whitnash Primary use the EASEE Guide provided by WCC. A copy of this information can be found in the main school office, the head teacher's office and the staff Health and Safety noticeboard. A copy of the School's adapted Emergency Plan can be found in the main school office and in the school's evacuation grab box. 	<ul style="list-style-type: none"> Mr Nigel Johnson (Site Services Officer) Employees (where it is appropriate for risk assessments to be completed and/or adhered to by member of staff) Resources Committee Health and Safety Governor (Kevin Mullis) Jackie Hall (Head PA/Office Manager)
First aid and supporting medical needs	<ul style="list-style-type: none"> Whitnash Primary have a separate policy on First aid and supporting medical needs', where all matters relating to this area of health and safety have been considered, together with necessary risk assessments. The school has 9 trained First Aiders covering a range of roles in school, from the Head Teacher and Assistant Head through to Dinner Supervisors. <p>Investigation systems:</p> <ul style="list-style-type: none"> Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events Analysing data to identify common features or trends and initiate improvements Where cases of occupational ill-health are to be investigated Where complaints relating to occupational health and safety are to be recorded and investigated <p>Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately via the WCC Accident Reporting System.</p>	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher) Mr David Hitchins (Assistant Headteacher) Teachers (where it is appropriate for risk assessments to be completed and/or adhered to by teaching staff) First Aiders
Using display screen equipment	<ul style="list-style-type: none"> Whitnash Primary have a separate risk assessment on 'Using display screen equipment', where all matters relating to this area of health and safety have been considered. 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher)

	<ul style="list-style-type: none"> • The WCC on-line training and self-assessment process has been used for all necessary employees dealing with DSE e.g. head teacher and office staff and training is up-to-date. • The school follows the WCC policy regarding DSE and the WCC definition of defined and non-defined users. • DSE users have access to the on-line system or paper-based self-assessment, training completed every 3 years. • Training is renewed if changes are made to an individuals' workstation or personal circumstances. • Action taken is taken if there are any areas of concerns raised by the DSE assessment. The headteacher will be responsible for ensuring these changes are put in place. • DSE users are informed of their entitlement to a free eyesight test and contribution towards spectacles if they meet the required criteria (defined DSE user). • All employees using DSE are provided with a copy of the WCC guidance and the workstation guidance is displayed near to all computer workstations in school. • Any issues relating to DSE workstations can be reported directly to the head teacher or via the ICT defects reporting book. This defect reporting is overseen by the head teacher and the head teacher has responsibility for ensuring these defects are acted upon and rectified. 	<ul style="list-style-type: none"> • Mr David Hitchins (Assistant Headteacher) • Members of staff (where it is appropriate for risk assessments to be completed) • Health and Safety Governor (Kevin Mullis)
Occupational health services and management of wellbeing & work-related stress	<ul style="list-style-type: none"> • Whitnash Primary refer to the WCC policy on 'Staff well-being', where all matters relating to this area of health and safety have been considered. • Staff are provided with a copy of this policy. • The school is currently working with employees to complete the well-being audits. • The school is currently working with Occupational Health to support the identified needs for an employee. All necessary recommendations for this employee will be put in place to support their health and well-being. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Mr David Hitchins (Assistant Headteacher) • Teachers (where it is appropriate for risk assessments to be completed and/or adhered to by teaching staff) • Health and Safety Governor (Andy Skinner) • Resources Governor (Kevin Mullis) • Resources Committee • Lorraine Cooper (Chair of Governors)

<p>Monitoring health and safety in school including defects & workplace inspections</p>	<p>The school will use different types of systems to measure health and safety performance:</p> <p>Active monitoring systems:</p> <ul style="list-style-type: none"> • Spot checks and termly site inspections undertaken • Documents relating to the promotion of the health and safety culture regularly examined and reviewed • Appropriate statutory inspections on premises, plant and equipment undertaken by the Site Service Officer where appropriate and through the school's WES Service Subscriptions. • Where necessary, health surveillance and environmental monitoring systems implemented to check the effectiveness of health control methods and to detect early signs of harm to health. • Key curriculum areas have their own risk assessments to ensure the all safety matters have been considered e.g. Design technology and Art, Science, Food Technology, PE and Forest Schools. <p>Reactive monitoring systems:</p> <ul style="list-style-type: none"> • Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc <p>Reporting and response systems:</p> <ul style="list-style-type: none"> • ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken • School health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance <p>Investigation systems:</p> <ul style="list-style-type: none"> • Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events • Analysing data to identify common features or trends and initiate improvements • Where cases of occupational ill-health are to be investigated • Where complaints relating to occupational health and safety are to be recorded and investigated 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees (where it is appropriate for risk should be identified) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)
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	Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately	
School security	<ul style="list-style-type: none"> Whitnash Primary follow the WCC policies on personal safety including lone working & managing violence & aggression', where all matters relating to this area of health and safety have been considered, together with necessary completed risk assessments. In general Whitnash deters employees from lone working. However, there are times that the head teacher and Site Services Officer lone work. There is therefore a risk assessment that both the head and the SSO are aware of. Both the head and the SSO notify one another if they are lone working. The head and the SSO contact one another with the time of their arrival and send a text or a telephone call to signal their departure from the school site. 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher) Lorraine Cooper (Chair of Governors) Mr Nigel Johnson (Site Services Officer) Employees (where it is appropriate for risk assessments to be completed and/or adhered to by member of staff) Resources Committee Health and Safety Governor (Kevin Mullis) Governor), Mr Nigel Johnson (Site Services Officer)
Personal safety including lone working & managing violence & aggression	<ul style="list-style-type: none"> Whitnash Primary have a separate policy on 'Personal safety including lone working & managing violence & aggression', where all matters relating to this area of health and safety have been considered, together with necessary risk assessments. 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher) Lorraine Cooper (Chair of Governors) Mr Nigel Johnson (Site Services Officer) Employees (where it is appropriate for risk assessments to be completed and/or adhered to by member of staff) Resources Committee Health and Safety Governor (Kevin Mullis) Governor), Mr Nigel Johnson (Site Services Officer)

		<ul style="list-style-type: none"> •
Procedures for physical intervention	<ul style="list-style-type: none"> • Whitnash Primary follow the WCC policy on 'Procedures for physical intervention', where all matters relating to this area of health and safety have been considered. • Necessary risk assessments have been completed where the physical intervention is more likely to be required for individual children. The school follows the Team Teach/WCC H&S Standards guidance with regard to this physical intervention. • The school uses a positive behaviour system to reduce the need to physical intervention as it employees all the de-escalation strategies recommended by Team Teach. • Where possible only the head teacher and the assistant head teachers are involved in physical intervention. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees Trained – (Head, AHT, TLR Holder, 1 TA) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)
Manual handling & people handling	<ul style="list-style-type: none"> • Whitnash Primary follows the WCC policy for the 'Manual handling & people handling', where all matters relating to this area of health and safety have been considered. • Where necessary the school will complete necessary risk assessments. • Currently the school does not have any children with disability requiring manual handling. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees Trained – (Head, AHT, TLR Holder, 1 TA) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)
Managing slips, trips & falls	<p>The school will use different types of systems to measure health and safety performance, including managing slips, trips and falls:</p> <p>Active monitoring systems:</p> <ul style="list-style-type: none"> • Spot checks and termly site inspections undertaken 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer)

	<ul style="list-style-type: none"> • Documents relating to the promotion of the health and safety culture regularly examined and reviewed • Appropriate statutory inspections on premises, plant and equipment undertaken • Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health. <p>Reactive monitoring systems:</p> <ul style="list-style-type: none"> • Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc <p>Further Actions taken include:</p> <ul style="list-style-type: none"> • The Head Teacher has received the appropriate WCC risk assessment training to ensure that the process of risk assessment is appropriately conducted and overseen. • Whitnash Primary take the appropriate action in identifying, assessing and eliminating, reducing or managing the risks of slips, trips and falls through the risk assessment process. • Good housekeeping standards are maintained e.g. spillages cleaned up immediately, signage used where wet floors are present, the SSO grits pats and clears leaves routinely and promptly. • Grit bins have been provided at 3 locations on the school grounds to minimise lifting and potential slips or falls of the SSO. • Staff instructed to keep access/egress routes clear • An assessment of the need further need for risk assessment and any necessary site maintenance forms a part of the Health and Safety walks completed half-termly by the Head Teacher and the Site Services Officer within school to detect early signs of harm to health. • Induction and skills training for staff to manage the risk of slips, trips and falls and help staff to take responsibility for their own safety. • Monitoring of accident reports, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken • Furniture/equipment layout allows good access and egress. • Defect reporting system in place • Site Service Officer and other employees to wear appropriate footwear and clothing for tasks being undertaken. 	<ul style="list-style-type: none"> • Employees Trained – (Head, AHT, TLR Holder, 1 TA) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)
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	<ul style="list-style-type: none"> • Internal areas of the school are well lit. • External lighting in place; lit areas used where possible; Site Services Officer has torch for darker areas • When painting/decorating Site Services Officer to ensure dust sheets etc. do not cause additional hazards • All spillages cleared in a timely manner • Door mats used in hall where floor can become slippery when wet • Site Services Officer adopts work regime to minimise the need to walk over uncleared icy/snowy areas • Site Services Officer and other employees to avoid climbing and use appropriate safety steps where necessary • Site Services Officer and other employees to dynamically assess work areas prior to starting tasks to identify uneven or slippery ground - avoided wherever possible. • Barriers available and used to cordon off any hazardous external areas • Appropriate signage used where there are wet floors • Trailing cables secured and not positioned across pedestrian routes • Rubbish is removed regularly and areas kept clear of obstructions • Carpets and mats are safely secured, are not torn and checked regularly on site walk for curling edges 	
<p>Managing vehicle movements</p>	<ul style="list-style-type: none"> • Speed restriction signs indicate the appropriate and safe speed for moving vehicles on school site. • Fencing, gates and school doors restrict the pupils access areas where there are likely to be moving vehicles during the school working day. • During pupil drop-off and collection times, school staff and Site Services Officer to be vigilant of pupils' safety around moving vehicles. • School news letters to communicate if issues arise with any disregard of others' for pupil, staff and visitor safety relating to moving vehicles. • School gates are locked during pupil drop-off and collection times to restrict the movement of vehicles on school site. • The movement of moving vehicles to be supervised by the Site Services Officer and other staff as appropriate. • The school actively seeks the support of the Police, PCSO Service and the Council in improving the safety of the roads and traffic situation near the school gates. <p>The management of moving vehicles relating to on-site activities/maintenance e.g. bin collection, postal delivery, building work etc:</p> <ul style="list-style-type: none"> • Drivers to be made aware of the speed restrictions and need for vigilance at all times on school site. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Employees Trained – (Head, AHT, TLR Holder, 1 TA) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer)

	<ul style="list-style-type: none"> Deliveries and the movement of such vehicles to be restricted to times outside of the beginning and end of the school when children and parents most present. 	
Selecting and managing contractors on-site	<ul style="list-style-type: none"> Whitnash Primary follow the WCC policy for the 'Selecting and managing contractors on-site' where all matters relating to this area of health and safety have been considered. The head teacher, SSO and the head teacher's PA have all attend the Safe Use of Contractors Training. The school provided the recommended WCC leaflet to all visitors and contractors detailing important information regarding Health and Safety. The school used WCC recommended contractors. Where other contractors are used e.g. for window cleaning, DBS checks are requested and the WCC guidance is followed. 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher) Lorraine Cooper (Chair of Governors) Mr Nigel Johnson (Site Services Officer) Employees Trained – (Head, AHT, TLR Holder, 1 TA) Resources Committee Health and Safety Governor (Kevin Mullis) Governor), Mr Nigel Johnson (Site Services Officer) Jackie Hall (Office Manager)
Management of asbestos / water hygiene	<p>Water Hygiene:</p> <ul style="list-style-type: none"> Water Management risk assessment and monitoring contract in place Safe work systems in place to flush infrequently used outlets/showers completed by SSO and WCC contractor. Records and systems monitored and reviewed – Water Hygiene folder completed by SSO and overseen by the head teacher. <p>Asbestos:</p> <ul style="list-style-type: none"> Local Asbestos Management Plan in place – head teacher and SSO are aware of where asbestos has been identified on the school site. Risk assessment record/survey consulted to identify if asbestos content in work location. If asbestos is identified, or suspected, work suspended; Warwickshire Property Risk Team informed. Staff member competent and trained in asbestos awareness (Headteacher/Site Services Officer). Asbestos management ACM2. Document shown to all contractors. Whitnash use WCC recommended contractors and the Hotline. 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher) Lorraine Cooper (Chair of Governors) Resources Committee Health and Safety Governor (Kevin Mullis) Governor), Mr Nigel Johnson (Site Services Officer)
Working at height	<ul style="list-style-type: none"> Whitnash Primary follows the WCC policy for 'Working at height' where all matters relating to this area of health and safety have been considered, 	<ul style="list-style-type: none"> Mrs Donna Ellison (Headteacher)

	<p>necessary risk assessments have been created e.g. for the SSO and advice to staff.</p> <ul style="list-style-type: none"> • Ladders and steps are checked in-line with WCC guidance. • Staff are provided with the safe ladder guidance provided by WCC. 	<ul style="list-style-type: none"> • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager)
Control of hazardous substances	<ul style="list-style-type: none"> • Whitnash Primary follows the WCC policy for the 'Control of hazardous substances' where all matters relating to this area of health and safety have been considered. • The school's hazardous substances are stored centrally in the COSHH cupboard. • The COSHH cupboard is kept locked at all times during the school day. • The school keeps a COSHH file containing a list of all hazardous substances in school and their product safety information/risk assessments. • Staff follow the product safety advice. • Staff are aware to only use products included in the school COSHH inventory. • Health and Safety Spot checks look for the safe storage of hazardous substances and products are removed if health and safety guidance is not being met. • Signing in and out of products used from the COSHH cupboard 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager) • Cleaners and Lunchtime supervisors
Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, pottery, local exhaust ventilation, pressure systems, gas appliances, lifting equipment & glazing safety	<p>Whitnash Primary follow the WCC guidance for 'Maintenance'.</p> <p>The school pay WES Subscription to ensure all PE and outdoor equipment are routinely checked as recommended by WCC.</p> <p>The school ensures through their WES subscription that PAT testing is carried out in-line with WCC recommendations.</p> <p>The school is inspected for Health and Safety and Fire Safety from WES and WCC routinely following recommendations.</p> <p>The School has a routine glazing survey from WES.</p> <p>All information regarding maintenance is found on Atlas Web and the head teacher and SSO are aware of where and how to access this information.</p>	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis)

		<ul style="list-style-type: none"> • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager) • PE Leader
Fire safety including testing of alarms and evacuation procedures	<p>Whitnash Primary follow the WCC policy for 'Fire safety including testing of alarms and evacuation procedures' where all matters relating to this area of health and safety have been considered</p> <p>The school has a Fire Safety Evacuation Plan.</p> <p>Turner and Townsend have recently completed the school Fire Evacuation Risk Assessment</p> <p>The school routinely carries out alarm tests and evacuation procedures.</p> <p>WES routine Fire Safety Inspections</p> <p>Fire detection in relevant sections of the school building</p>	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager)
Lettings	<p>The school follows the WCC for Lettings for Go Go Makers. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.</p> <p>Persons/organisations letting the site must agree to:</p> <ul style="list-style-type: none"> • Co-operate and co-ordinate with the school on health and safety matters • Agree to the terms of the lettings policy in relation to health and safety arrangements • Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities <p>The school will ensure that:</p> <ul style="list-style-type: none"> • Premises are in a safe condition for the purpose of use • Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated. • Adequate arrangements for emergency evacuation are in place and communicated. 	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher) • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager)
Cash Handling	The school has introduced Parent Pay as a means to reduce the amount of cash being handled in school.	<ul style="list-style-type: none"> • Mrs Donna Ellison (Headteacher)

	<p>Other measures are:</p> <ul style="list-style-type: none"> • Time, day, staff used and route of travel to bank is varied to avoid routine being identified by individual. • Staff aware of WCC Personal Safety Policy and guidance. • Cash carried within normal bags for concealment. • Staff informed that money should be handed over without putting up any resistance. Only £1,500 amount of money is banked at a time; so that large amounts are not lost and staff do not feel obligated to fight back. • Banking of cash is not undertaken alone; a member of staff is drop off outside the bank to minimise distance being walked with cash. • Suitable transport used and staff advised to park as near to the bank as practicable. • Banking only undertaken during daylight hours. • Staff have a mobile phone, for use in an emergency. 	<ul style="list-style-type: none"> • Lorraine Cooper (Chair of Governors) • Mr Nigel Johnson (Site Services Officer) • Resources Committee • Health and Safety Governor (Kevin Mullis) • Governor), Mr Nigel Johnson (Site Services Officer) • Jackie Hall (Office Manager)
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