

Health and safety policy arrangements for Newdigate Primary School & Nursery

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 the **staff room on the Health and Safety notice board**.

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 the Headteacher, School Business Manager or Site Manager.

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 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.

Geraldine Marshall (Headteacher)

Philip Watson (Chair of Governors) Date: 19/06/2024

Reviewed: December 2025

Next Review: December 2026

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 WES Health and Safety** email weshealthandsafety@warwickshire.gov.uk or Tel 01926 412440.

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

Local Arrangements

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording, reporting & investigating accidents and incidents	- Accidents, incidents and near misses are recorded by the SBM via the WCC Accident/Incident Reporting System - Should a major or more serious accident occur the Headteacher and School Business manager should be notified. - The SBM is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)? - The SBM is responsible for completing investigations following minor incidents or near misses. - The Headteacher is responsible for completing investigations following major and serious accidents/incidents. - Depending on the incident parents / guardians or other persons are notified of accidents involving pupils via an accident slip form, telephone call or in person. - The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences.	- Headteacher - School Business Manager - Governing Body
Electricity	- WCC is responsible for ensuring hardwiring checks are carried out every five years (date of last check – August 2020). - Portable appliances testing (PAT) is carried out by Spark Testing every September. - PAT registers are kept in the Office and Admin SharePoint site. - Staff expected to conduct pre-use visual checks on electrical items to identify defects. - Electrical meter cupboards and switch gear cupboards are kept locked and clear of combustible material. - Faulty electrical equipment will immediately be removed from service and repaired or disposed of. - The use of extension cables will be kept to a minimum and daisy chaining of extension cables must not be undertaken.	- School Business Manager - Site Manager
Management of water hygiene	➤ A Water Hygiene risk assessment will be carried out by a competent contractor appointed by Warwickshire County Council ➤ The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.	- School Business Manager - Site Manager

	➤ This risk assessment will be reviewed every 2 years or when significant changes have occurred to the water system and/or building footprint. ➤ The risks from legionella are mitigated by following the recommended actions as detailed in the WCC Risk Assessment and Management Plan and Legionnaires' Disease and Water Hygiene Procedures. ➤ The Site Manager is the Site Competent Person and undertakes weekly flushing and temperature check duties and records the actions in the logbook. ➤ The Site Manager attends water hygiene training every 3 years. • The water hygiene (legionella) risk assessment and log book is kept in the school office. • WCC is responsible for carrying out: ○ monthly water hygiene testing. ○ weekly flushing of infrequently used outlets. • The school purchases water hygiene surveys through WES Property Risk Services.	
Management of asbestos	• Up to date information regarding asbestos held on the WCC Atlas system and a paper copy is held in the school office. • If asbestos is disturbed the SBM should be notified immediately who will log the issue with WES Hotline. • The Asbestos Register (paper version) is made available to all anyone referred to prior to any intrusive work being carried out e.g. by a contractor, member of staff or other. • The school purchase asbestos surveys through WES Property Risk Services. • Contractors asked to sign to say they have seen the relevant asbestos information for the site. • Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.	• Headteacher • School Business Manager • Site Manager • Office Staff
Control of hazardous substances	• Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. • A stock take of COSHH substances on site will be carried out annually. • An audit of The COSHH risk assessments and Material Data Sheet (MSDS) will be undertaken annually. • All hazardous products are purchased through a central point. • Staff will also be provided with protective equipment, where necessary. • Staff use and store hazardous products in accordance with instructions on the product label.	• School Business Manager • Site Manager

	• Hazardous substances will be stored securely in a locked cupboard with a hazard warning sign displayed. • Where possible, all hazardous products are kept in their original containers, with clear labelling and product information. • Where products are decanted into dispensing bottles the bottles will be clearly labelled with product information. • Any hazardous products (including fluorescent tubes) are disposed of in accordance with specific disposal procedures. • The COSHH records, emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. i.e. Cleaning cupboards and office. • Staff should not bring substances onto site without prior permission.	
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	• The school subscribes to the WES Property Indemnity Scheme for property repairs and reactive works. • The school subscribes to WES Health and Safety Service for Health and Safety, Fire Safety and Security advice. Inspections are carried out every three years for: Health and Safety. Fire Safety and Security. • PE Equipment is inspected annually. • Outdoor play equipment is inspected daily before use and monthly by the Caretaker. • Outdoor play equipment is inspected termly by competent contractors. • Goalposts are checked weekly and termly in accordance with the Football Goals - Code of Practice. • Portable Appliance Testing (PAT) is carried out annually. • Records of inspection and testing undertaken are retained and stored in the central file kept in the office or on the school server. • All maintenance concerns or damaged equipment should be reported through the school defect reporting system. • Defective equipment is taken out of use, discarded or repaired by a competent person.	• School Business Manager • Site Manager
Working at height	• All ladders / access equipment will be stored securely to prevent unauthorised access. • A working at height Risk Assessments has been completed by the school and communicated to staff. • Staff working at height as an inherent part of their job will receive appropriate working at height training. • Basic guidance for working at height (WCC working at height guide) is given to staff by the Site Manager.	• Headteacher • School Business Manager • Site Manager

	• Sufficient access equipment is provided to reduce the need for staff to stand on furniture. • Staff must not stand on furniture to work at height. • The Site Manager retains ladders for working at height records. • Pupils are prohibited from using ladders. • Staff will wear appropriate footwear and clothing when using ladders. • Contractors are expected to provide their own ladders for working at height. • Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. • Access to high levels, such as roofs, is only permitted by trained persons and only with the permission of the site responsible person (Headteacher). • Annual audit of ladders and step ladders carried out and a register of ladders and inspections kept. • A monthly check of ladders will be carried out by the Site Manager.	
Educational off-site trips and visits	• The school follows Outdoor Education Advisors Panel (OEAP) guidance for planning and executing educational off-site trips and visits • The trained Educational Visits Coordinator in school is the Deputy Headteacher. • Risk assessments will be completed where off-site visits and activities require them • All off-site visits are appropriately staffed • Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details • There will always be appropriate levels of trained first aiders on school trips and visits • For trips and visits with pupils in the Early Years Foundation Stage, there will always be an appropriate level of trained first aiders with a current paediatric first aid certificate	• Deputy Headteacher • Teaching Staff
Fire safety including testing of alarms and evacuation procedures	• The Site Responsible person on site for Fire Safety is the Headteacher and School Business Manager. • The school maintains a high standard of fire safety management throughout the buildings and premises. • The fire loading within the school (displays, storage, hazardous substances is kept to a minimum and controlled. • A fire risk assessment is in place to identify fire hazards and evaluate the risks for all areas of the school. This is reviewed annually and then subject to a formal review every 3 years by a competent person as instructed by the LA. • The school Building Emergency and Evacuation Plan (BEEP) is in place and reviewed annually.	• Headteacher • School Business Manager • Office Staff

	• A WES inspection is carried out every three years for Fire Safety. • WCC Fire Safety Awareness training for staff is carried out on appointment and then once a year thereafter. • Fire drills are carried out at a minimum once a term, one of which must be unannounced, and evidence recorded for inspection. • Fire safety systems and equipment are adequately inspected, maintained and tested and records are retained on site within the Fire Safety Manual for inspection. • Fire safety signage is displayed around the school to assist safe evacuation in an emergency. • All instances of fire and near misses into the central recording and reporting facility and the WCC Accident Reporting database. • The Fire Safety Manual is maintained and kept up to date with all relevant records (kept in the school office). • A Personal Emergency Evacuation Plan (PEEP) will be prepared for any member of staff or pupil where appropriate. • A generic Emergency Evacuation plan (Geep) is in place for any visitors with mobility issue visiting the school. • Fire Wardens receive additional fire safety training.	
First aid and supporting medical needs	• A WCC First Aid Needs Assessment is undertaken and reviewed annually. • First aid arrangements ensure a sufficient number of appropriately trained first aiders are available. • Staff are informed of first aid arrangements for school as part of their induction. • First aid arrangements are displayed outside the school office and in the staff room. • An Automated external defibrillator (AED) is located on the corridor wall of the school by the main school entrance. First aid kits in school are checked weekly / termly to ensure fully replenished and items are in date. • The school follows guidance as set out by the DfE Supporting pupils with medical conditions at school guidance. • A signed parental / guardian permission form is obtained every time administration of medication is required. • Two members of staff sign to witness the administration of medication. (Medicine book kept in school office).	• Headteacher • School Business Manager • Office Staff
Monitoring health and safety in school including defects & workplace inspections	• The Headteacher and School Business Manager undertake a recorded Health and Safety Workplace Inspection annually using the WCC workplace inspection form.	• Headteacher • School Business Manager

	• A recorded walkaround inspection is undertaken by the Health & Safety Governor periodically through the year. • A WES inspection is carried out every three years for Health and Safety • The Headteacher and School Business Manager attend The Management of Health and Safety training. • Daily visual checks of the classrooms are carried out by the teachers. • Termly monitoring of classrooms takes place and is recorded by the teachers Site Manager. • The headteacher and the school governors will review the effectiveness of the schools Health and Safety plan and procedures.	• Site Manager • School Governors
Carrying out risk assessments	• Risk assessments are carried out and recorded for all activities with significant risk. • Risk assessments are carried out with staff involved with the activity and signed by the assessor and the staff involved in the activity. • Risk assessments are kept up to date and reviewed at least annually in line with the WCC Risk Assessment Policy or after an incident or significant change in an activity. • The Headteacher, School Business Manager and Site Manager attend Risk Assessment Training every 3 years. • Risk assessments are carried out and recorded for specialist curriculum areas where appropriate.	• Headteacher • School Business Manager • Site Manager
Communicating health and safety information to staff including consultation arrangements	• The Headteacher provides an annual update on Health and Safety. • A noticeboard is located in the staffroom with all up to date and relevant information available to staff. • The Health and Safety Law poster is displayed in reception and the staffroom. • Health and safety information is circulated as necessary throughout the year, through briefings, Emails and newsletters etc. • Health and Safety is an agenda item in staff meetings. • Staff can raise any Health and Safety Issue or concern with the Headteacher, School Business Manager or Health and Safety Governor.	• Headteacher • School Business Manager • School Governors
Selecting and managing contractors on-site	• The WCC Safe Management of Contractor policy is followed. • The Headteacher, Site Manager and School Business Manager attend the Safe Management of Contractors training every three years. • Contractors will agree health and safety practices with the School Business Manager before starting work. • Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work. • Where required a permit to work will be issued for defined high risk activities.	• Headteacher • School Business Manager • Site Manager

	Contractors working on site will be monitored to ensure they are complying with the safety control measures in the risk assessment and method statement.	
Procedures for dealing with emergencies	- A detailed school emergency plan is in place. - All key staff are fully briefed in the procedures to follow. - Emergency procedures will be tested periodically.	- Headteacher - School Business Manager
Using display screen equipment (DSE)	- Relevant employees complete online training and DSE self-assessment annually. - Issue and concerns raised during the DSE Assessment will be followed up and actioned. - Staff receive display screen equipment workstation set up guidance. - All defined DSE users are entitled to free eye tests and corrective appliances (at an agreed) level for computer use.	School Business Manager
Occupational health services and management of wellbeing & work-related stress	- The school promotes the importance of health and wellbeing. - The school actively refers to occupational health wherever appropriate and with the advice of its HR Advisers (Threesixty HR). - All staff have access to the Employee Wellbeing Support Service. - Key staff are trained in Mental Health First Aid for staff and pupils. - The school has implemented the WCC Managing Resilience, Stress and Wellbeing Policy. - A stress risk assessment will be completed where deemed appropriate by stress indicators.	- Headteacher - School Business Manager
School security	- The Headteacher, School Business Manager and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. - An inner fencing and gating system is installed to restrict unauthorized access around the school site. - All gates not required to access the school entrance are secured during the pupil day. The main entrance gate is also secured by an intercom locking system. - Main entrance and key internal doors are protected by electronic locking system. - To reduce risks to employees attending the alarm call outs, the school have appointed a key holding company to attend alarm call outs - The Headteacher and Site Manager are key holders and will respond to an emergency when called.	- Headteacher - School Business Manager - Site Manager
Managing slips, trips & falls	- All staff have a responsibility to ensure spillages are reported and dealt with immediately. - Wet floor signs are widely available to alert staff and pupils to areas that may not be safe.	- Site Manager - All Staff

	• Hazards likely to cause trips and fall should be reported through the defect reporting system and will be rectified immediately. • Information is available for all staff on steps that they can take to reduce slips and trips in school in the staff room. • Storage areas will be kept organised and tidy to reduce the likelihood of slip, trips and falls.	
Managing vehicle movements	• The School Business Manager and office staff are responsible for the day-to-day management of vehicles on site. • Vehicles are segregated from pedestrian entrances and deliveries are requested outside of school drop-off and pick-up times wherever possible. • SLT members and the Site Manager are responsible for locking/unlocking access gates at school opening/closing times. Staff members can access a key from the key cupboard if they need to leave the site at other times.	• SLT • Office Staff • Site Manager
Induction and training of staff	• As part of induction all new staff will receive a health and safety briefing and access the Corporate Health, Safety and Wellbeing E Learning training. • Health and Safety, Fire Safety and Security briefing is carried out annually. • A whole school Corporate Health, Safety and Wellbeing E Learning will take place every 3 years.	• Headteacher • School Business Manager
Tree safety	• Regular visual checks on trees are made, especially after adverse or severe weather. • A visual check of trees are made twice a year i.e. in leaf and out of leaf. • Damage or concerns are reported to WCC Forestry. • Checks are made with WCC Forestry when any development, hard surface or installation is proposed.	• School Business Manager • Site Manager
Work Experience	• When providing LA work experience placements WCC Health and Safety Manager's Guide to Work Experience Placements is followed.	• School Business Manager
Driving at Work	• The school follows guidance as set out in WCC Driving at Work Policy. • Staff who use their private vehicles for school business, i.e. attending training, school events, complete the WCC Driving at Work - Vehicle Document Record form. • A driving at work Risk Assessment will be completed and communicated to staff. • Staff must hold appropriate insurance for driving at work.	• School Business Manager
Personal safety including managing violence & aggression	• Personal safety is a shared responsibility between a school and its staff • Staff aware of and follow WCC Personal Safety Policy, Personal Safety: Lone Worker Guide. • Staff must comply with the schools behavioural code of conduct • Staff must report all potential conflict scenarios or situations developing	• Headteacher • School Business Manager

	• A violence and aggression Risk Assessment will be completed, implemented and communicated to staff. • A secure lobby reception lobby area is provided to restrict unauthorised persons on site. • Aggressive persons will not be allowed on site and if required the police will be called. • Home visits will not be conducted alone. • Meetings with parents at school will be held during the school day. • Meetings with parents will be planned in advance wherever possible. • Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity. • Appropriate training for dealing with violence and aggression will be provided for the SLT and relevant members of staff. • All incidents involving violence and aggression will be investigated in line with school policy. • Walkie-talkies are provided to staff where appropriate allowing them to remain in contact at all times • All incidents involving violence and aggression will be reported to WCC and Safety and Premises and where required the police.	
Personal safety lone working	• Lone working will be discouraged where possible and kept to a minimum. • Staff aware of and follow WCC Personal Safety Policy, WCC Personal Safety: Lone Worker Guide. • A lone working Risk Assessment will be completed for all lone working activities, implemented and communicated with relevant staff. • Lone working may only take place with the authorisation of the Head Teacher. • Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e. working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented put in place. • A key holding company will be appointed to cover alarm call outs • Where possible two members of staff will be present when locking up. • Site Manager has walkie-talkie with person down functionality which alerts two other staff members in case of emergency.	• Headteacher • School Business Manager • Site Manager
Banking Cash	• A risk assessment for banking cash will be completed and communicated to relevant staff • The date and time of the trip to bank cash will be restricted to a need to know basis.	• School Business Manager • Office Staff

	• Cash will be banked on different days. • Banking of cash will be undertaken by two members of staff. • The route taken to the bank will be varied	
Procedures for physical intervention	• The school follows advice as set out by the DfE and LA regarding use of reasonable force. • Appropriate staff are trained in the Team Teach approach for managing challenging behaviour and the use of reasonable force.	• Headteacher
Manual handling (Loads)	• All manual handling activities are risk assessed. • If a significant manual handling activity was necessary a specific risk assessment, safe system of work and method statement would be implemented. • Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance travelled. • Handling equipment such as a sack barrow will be used wherever possible. • The area of the manual handling activity or route to be taken during the manual handling activity will be assessed to ensure no additional hazards are present i.e. clear of obstruction, floors in good condition, no steps, lighting adequate. • Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. • Appropriate manual handling training will be given to staff • Appropriate footwear and clothing will be worn when undertaking moving and handling tasks; safety footwear provided where required.	• Headteacher • School Business Manager • Site Manager
Food Technology and Design Technology	• The school follows guidance as set out in the WCC Health and Safety Guidance for the Safe Management of Design and Technology in Schools. • The relevant CLEAPPS guidance for Design and Technology will be followed • Staff involved in food handling have completed a Level 2 Certificate in Food Safety & Hygiene or briefed in the Food Standards Agency '4Cs'. • Equipment used in food and design technology such as knives, saws and scissors will be kept securely when not in use to prevent unauthorised access.	• Headteacher • School Business Manager • Teaching Staff
Physical Education (PE)	• The school follows the Association for Physical Education (afPE) Guidance. • The Safe Practice in Physical Education and Sports Book is available to all relevant staff and is located in the school office. • PE staff undertake training as specified in the afPE book. • Pre-use checks of PE equipment is carried out by staff each day before the start of each lesson and again at the end of the day. • External companies/providers (Superstar Sports) employed by the school follow the schools Health and Safety Arrangements for PE. • PE equipment is inspected annually by the WCC approved contractor and recommendations implemented.	• School Business Manager • PE Lead

OPAL Play	• Overall risk assessment is in place • Risk Benefit assessments carried out for each OPAL activity prior to commencement. • Pupils trained in each activity to ensure they are carried out safely • Staff managing OPAL at lunchtimes have walkie talkies to enable them to request assistant promptly	• Headteacher • OPAL Play Lead • School Business Manager
Science	• The school follows guidance as set out in the Association for Science Education 'Be Safe' and CLEAPPS. • 'Be Safe' is available to all staff and can be located in the school office. • All staff receive regular CLEAPSS updates.	• Headteacher • School Business Manager • Teaching Staff
Playgrounds, Paving and General Site	• The Site Manager undertakes daily and weekly checks of the playground, paving and general site. • The Site Manager undertakes regular checks of the outdoor play equipment. • The grounds maintenance contractor schedule ensures regular clearance of falling leaves. • In poor weather the school follows the Safe Gritting Procedure. • Finger trap hazards are risk assessed internally and externally.	• Site Manager