



WOOTTON WAWEN CE PRIMARY SCHOOL.

School Policy and Guidelines for the Health, Safety and Welfare of Employees and Pupils in School

The Governing Body of Wootton Wawen CE Primary School has adopted the Health & Safety Policies of Warwickshire County Council as the overall statements of their duties and obligations to all school staff, pupils and the people affected by the school's activities. This policy refers to policies and procedures that are used in our school to ensure that we comply with the County Policy and Guidelines

Responsibility for the Health, Safety and Welfare of all in the workplace is shared by:

- The Governing Body
- The Headteacher
- Senior Staff
- The School's First Aiders
- The Employees themselves
- LA Safety Advisers
- LA Child Protection Unit
- Trade Union Safety Representatives

The Implementation of the School Health and Safety Policy.

1. Responsibility.

The Governing Body has overall responsibility for the Health, Safety and Welfare Policy being implemented in school.

The Health & Safety Statement of Intent is signed by the Head teacher and Chair Of governors on a yearly basis

The Headteacher, as the site manager, holds the responsibility for the daily management of the Policy in school and for the safety and welfare of all personnel in school. The Headteacher has control of the finance to be spent on maintaining essential safety standards required by the Policy.

Reports on Health and Safety issues will be included in the termly Headteacher's Report to the Governing Body.

Health and Safety updates will be an item on the agenda for weekly briefing meetings. Members of the Governing Body will carry out a workplace H&S inspection yearly with the Head teacher and Caretaker using the county's H&S work place inspection form. Staff are responsible for reporting any Health and safety issues they come across in the labelled book in the office. If it is an emergency they should report straight to the Head teacher.

The Caretaker carries out a number of daily and weekly checks on site and in classrooms which are recorded on checklist sheets and filed. It is their responsibility to report findings to the Headteacher

2. Policies

There are a number of policies in school that relate to Health and Safety and these can be found in the school's shared area on the network. Paper copies can be found in the Head teacher's Office.

These include

- Asbestos Safety
- Fire Safety and Evacuation Plan
- Legionnaire's and Water Hygiene
- Management of Drugs in School
- First Aid Policy
- Stress Policy
- E safety Policy
- Safeguarding Policy
- Force and Restraint Policy
- Social Networking Policy
- OVC Policy

The Head teacher also holds an index of WCC Health and Safety documents that can be accessed through the Warwickshire Government website.

A number of publications are provided by county to support Health and Safety management in schools and these will be made available to staff.

3. Accident Reporting.

All minor accidents should be entered in the accident book kept in the staff room. A separate file is kept for serious accidents involving staff and pupils. The Accident File is kept in the Head Teachers Office. A regular check will be taken to look for any patterns or trends.

Accidents that are of more than a minor nature must be reported to the Head teacher. A report form will then be sent to the LA Safety Section.

The school's First Aiders, are listed in the staffroom and will normally attend to all accidents.

First Aid materials are kept in the first aid cupboard outside of the staff toilets and in medical boxes around the school. **A designated member of staff checks the stock regularly.**

All illness of pupils should be reported to the class teacher and/or Headteacher who will make the decision whether the child should be sent home. Where appropriate, parents will be requested to take sick children home

If the illness is serious and parents cannot be contacted, the Headteacher or another member of staff, will take the child to hospital.

4. Contractors and Visitors

All contractors and Visitors will be given a copy of the school's Safeguarding and Health and Safety guidelines and will sign to say they have read and understood them.

If they are working on site the office will ask to see any risk assessments relevant to the work being undertaken.

A copy of important documentation such as the latest Asbestos report should be made available to contractors

5. Electricity

All electrical testing will be undertaken by an outside provider on a yearly basis.

Staff will be asked to keep paper or flammable materials away from any cables.

The workplace inspection will identify any frayed cables or loose wiring.

6. Fire Alarm Procedures.

The fire alarm is tested weekly by the caretaker, using a different activation point each week, and tests recorded in the premises fire register.

An Emergency Fire Evacuation Drill is carried out termly. Classes evacuate by the nearest safety exit and assemble in class lines on the school playground.

Teachers take the class registers and do a roll call of pupils.

Please refer to the school's evacuation plan.

Fire Safety Awareness Training is undertaken by staff online every other year.

7. Hazardous substances

The Caretaker will undertake an annual stock take of hazardous substances. All substances will be ordered through the normal purchasing procedures and authorised by the Head teacher. Such substances are locked away and the relevant MSDS sheets kept.

COSHH information can be found in the Caretaker's office.

8. Child Protection Procedures.

Part of the school's responsibility under Health and safety is to ensure all children feel safe in school and are protected from harm. Please refer to the School's Child Protection / Safeguarding Policies for procedures to be followed.

Staff will receive Child Protection training as part of their induction and a refresher session each school year.

9. Risk Assessments

The school will carry out Risk assessments for:

- Offsite visits. (Residential risk assessments should be sent to county)
- Outdoor play equipment use
- Gardening
- Working at height
- Lone working
- Stress
- Public events
- Specific science and DT activities
- Food Technology
- Manual Handling

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Safety Manuals in School.

Title.

Location.

Health & Safety at Work in Schools (Green File)	Head's Office.
Safety in Physical Education	Head's Office.
C.O.S.H.H. Manual (Yellow File)	Caretakers Room
Electricity at Work Manual (Red File)	Head's Office.
Risk Assessment Reports	Head's Office.
Child Protection Procedures (blue File)	Staff Room.
Asbestos register	Admin Office
Safeguarding	Head's Office

