

# Health and safety policy arrangements for Evergreen 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 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 on the admin server and in the school office/Deputy Head's 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 or School Business 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 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:*

*Chair of Governors signature:*

*Nick Evans*  
**Headteacher**

*Ian Pavey*  
**Chair of Governors**

Date: 25/11/20

Review date of arrangements: Sept 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](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 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.

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Recording / reporting accidents and incidents	<ul style="list-style-type: none"> <li>• All accidents must be recorded on IRIS Adapt</li> <li>• All accidents that have required a visit to hospital must be reported to either the Head Teacher or School Business Manager</li> <li>• Should the accident meet the threshold then it will be referred to WCC</li> <li>• Relevant notifications made to parents/carers – telephone / accident slip form</li> <li>• The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences</li> <li>• The governing body monitor accidents on a termly basis to identify any trends</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Nick Evans, Headteacher</li> <li>• Jane Hatwell, Deputy Head Teacher</li> <li>• H&amp;S governor, Mark Wills</li> <li>• Sue Clark, Sian Crossley, Janice Farren, Clare Wainwright Assistant Head Teachers</li> <li>• Kray Dhillon, School Business Manager</li> </ul>
Management of Contractors	<ul style="list-style-type: none"> <li>• The School Business Manager and Site Managers all hold the IOSH Managing Contractors certificate and are responsible for managing contractors on site</li> <li>• All contractors must sign in and out of the school building and wear a visitors badge</li> <li>• In an emergency, contractors are selected through the LA hotline for the Deansway site and via a list of preferred suppliers for the Brittain Lane site</li> <li>• Where appropriate, work will be carried out without pupils on site</li> <li>• Any concerns should be reported to the School Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> <li>• Paul Giles, Steve Bartlett Site Managers</li> </ul>
Visitors on site	<ul style="list-style-type: none"> <li>• All visitors must report to reception, sign in and out of the school building and wear a visitor's badge</li> <li>• Visitors are informed of health and safety information through written guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Office staff</li> <li>• Kray Dhillon, School Business Manager</li> </ul>
Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> <li>• Site Managers maintain the COSHH file and purchase COSHH products with the SBM</li> <li>• All COSHH materials have a data sheet</li> <li>• The site managers are responsible for the safe storage of COSHH products</li> <li>• Risk assessments are carried out for tasks using the most hazardous substances</li> <li>• Specific Personal Protective Equipment is provided where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• John Tranter, Caretaker</li> <li>• Paul Giles, Steve Bartlett, Site Managers</li> <li>• Kray Dhillon, School Business Manager</li> </ul>
Defect Reporting	<ul style="list-style-type: none"> <li>• Defects are reported to the Site Managers/caretakers either via a whiteboard in the school office or email.</li> <li>• All defective items are taken out of use or repaired immediately</li> </ul>	<ul style="list-style-type: none"> <li>• John Tranter, Caretaker</li> <li>• Paul Giles, Steve</li> </ul>

	<ul style="list-style-type: none"> <li>• An 'Out of use' label is displayed on any item that cannot be removed</li> <li>• The Office and Caretakers monitor that the defect has been rectified</li> </ul>	<p>Bartlett, Site Managers</p> <ul style="list-style-type: none"> <li>• All staff</li> </ul>
Using Display Screen Equipment	<ul style="list-style-type: none"> <li>• All staff who are classed as DSE "users" are given written DSE guidance</li> <li>• DSE self-assessments will be completed and reviewed every 3 years or sooner if circumstances change</li> <li>• School Business Manager will monitor and arrange for any problems relating to DSE and its use to be resolved</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> <li>• Dedicated DSE Users</li> </ul>
Fire Safety	<ul style="list-style-type: none"> <li>• Fire Risk assessment and emergency plans are reviewed annually</li> <li>• Site Managers/Caretakers are responsible for inspection and maintenance of fire exits/escape routes</li> <li>• School Business Manager is responsible for checking and updating the Fire Evacuation Notices</li> <li>• Site Managers/Caretakers are responsible for regular inspections and maintenance of fire extinguishers which are inspected annually by Abbey Fire</li> <li>• Site Managers/Caretakers are responsible for the weekly testing of the fire alarms (Wednesdays) and emergency lighting</li> <li>• Site Managers/Caretakers are responsible for Monthly testing of the sprinkler system with Compco undertaking six monthly service and inspection.</li> <li>• All staff receive annual fire awareness training and a copy of the emergency plans</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> <li>• John Tranter, Caretaker</li> <li>• Paul Giles, Steve Bartlett, Site Managers</li> <li>• All staff</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• According to statutory requirements, there are various members of staff trained in Paediatric First Aid</li> <li>• Various Staff are also trained in Emergency First Aid</li> <li>• First aid resources are distributed around the school: and include areas of more risk: swimming pool, cookery rooms, DT room, science room, art room</li> <li>• All treatments are recorded on IRIS Adapt and parents are informed</li> <li>• First aid kits are restocked and checked by the School Nurse</li> <li>• Where an ambulance is thought necessary the office will be informed and will make the 999 call. A member of school staff will go to the hospital with the pupil and stay until the parents arrive</li> </ul>	<p>Paediatric First Aid: Annie Embley, Anne Cronin, Charlotte Davis, Chloe Janes, Danielle Humphries, Katie Farrell, Linda Myton, Lisa James, Susan Jennings</p> <p>Emergency First Aid: Michelle Baylis-Stranks, Megan Whittle, James Morris, Isabella Robertson, Emma Williams, Amy Gentry, Alison Kershaw, Drina Butler, Liz Meek, Steve Dade, Dawn Mason, Gerarda Berger-Byrne, Heather Welch, Neville Henderson, Rachel</p>

		Hollyoake, Emma Lincoln, Elaine Morgan-Cann, Sarah Hopwood
Medication	<ul style="list-style-type: none"> <li>• A medication policy states all requirements with regards to medications in school. This is reviewed as necessary.</li> <li>• If a pupil requires medication in the school day, parents will complete consent forms and will inform us of all medication that the child takes</li> <li>• The child's name, together with a prescription label stating dose and expiry date needs to be on the medication bottle or box</li> <li>• All medication is stored in locked cabinets in the medical room</li> <li>• All medication that is administered requires 2 witnesses, one needs to be the school nurse. If absent a member of SLT</li> <li>• Child specific protocols are in place for pupils with asthma, epilepsy and allergies and these must be adhered to</li> <li>• Where medication is in transit, it should always be given to the escort or parent</li> <li>• Ad hoc medication eg antibiotics may need to be administered – a consent form is always required and the medication is kept locked away</li> </ul>	<ul style="list-style-type: none"> <li>• School Nurse</li> <li>• All staff</li> </ul>
Communicating Health and Safety information to staff	<ul style="list-style-type: none"> <li>• Staff sign and read the Health and Safety policy, Emergency evacuation plan and risk assessments annually</li> <li>• Any updates are communicated via memos and or at staff briefings/meetings</li> <li>• Governors are informed at governors meetings and via email</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and governors</li> <li>• Nick Evans, Headteacher</li> <li>• Kray Dhillon, SBM</li> </ul>
Personal safety	<ul style="list-style-type: none"> <li>• Lone working is limited to the Headteacher, key holders within the SLT, the Site Manager/Caretakers and Pool Operators</li> <li>• All lone working is risk assessed and reviewed annually</li> <li>• Where a member of staff is working 1:1 with a child then communication methods will be established as appropriate</li> <li>• The school is a secure fobbed site</li> <li>• All classroom staff are trained in Team Teach (training takes places as soon as possible for new starters dependant on the provider availability)</li> <li>• Any incident of physical intervention is recorded on Iris Adapt</li> <li>• Any pupil that requires restrictive physical intervention has an Individual behaviour plan</li> </ul>	<ul style="list-style-type: none"> <li>• Nick Evans, Headteacher, Jane Hatwell Deputy Head Teacher, Kray Dhillon, SBM, Sue Clark, Sian Crossley, Janice Farren, Clare Wainwright, Assistant Head Teachers, John Tranter, Caretaker, Paul Giles, Steve Bartlett, Site Managers, and Natalie Powers as a Pool Operator</li> </ul>
Maintenance of Equipment/Equipment safety	<ul style="list-style-type: none"> <li>• Portable electrical equipment is tested on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>• John Tranter,</li> </ul>

	<ul style="list-style-type: none"> <li>• All lifting equipment is serviced and tested every 6 months</li> <li>• PE equipment is inspected annually by Sportsafe</li> <li>• Outdoor play equipment is inspected 6 monthly by Property Services</li> <li>• Emergency lighting is tested monthly by the Caretakers and 6 monthly by DDD alarm systems</li> <li>• Fire extinguishers are tested annually by Abbeyfire</li> <li>• The lift is tested every 6 months by Concept Elevators</li> <li>• All records of inspections are kept in the school office or Caretaker's office</li> </ul>	<p>Caretaker, Paul Giles, Steve Bartlett, Site Managers</p> <ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> </ul>
Manual Handling	<ul style="list-style-type: none"> <li>• All staff are trained in manual handling and this training is refreshed annually</li> <li>• The school has three employees trained as Key Trainers in manual handling, able to sign-off other staff in the specific moving and handling of children</li> <li>• The 'Key Trainers' complete individual risk assessments and handling plans for individual pupils. These are signed by parents and are reviewed annually or as required</li> <li>• New staff are trained as soon after recruitment as practicable</li> </ul>	<ul style="list-style-type: none"> <li>• Clare Wainwright, Claire Daniel, Justine Barlow: Key Trainers</li> </ul>
Monitoring health and safety in school	<ul style="list-style-type: none"> <li>• Health and safety inspections are carried out by the WES Safety and premises team, Governors, Caretakers and Senior Leadership Team as appropriate</li> <li>• The Governing body monitors health and safety by asking for oral reports on accidents/incidents and results of internal or external health and safety inspections; maintenance reports; complaints, hazards and defects reports; reviews of any procedures</li> <li>• The governors and Headteacher ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), trade union health and safety representatives and any other officials</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety governor, Mark Wills</li> <li>• John Tranter, Caretaker, Paul Giles, Steve Bartlett, Site Managers</li> <li>• Nick Evans, Head Teacher and Jane Hatwell, Deputy Head, Kray Dhillon SBM</li> </ul>
Off site and educational visits	<ul style="list-style-type: none"> <li>• Evergreen School follows the WCC Offsites Activity guidance</li> <li>• The Deputy Head is the school's Educational Visits Coordinators (EVC)</li> <li>• The class teacher organising the trip is responsible for planning and risk assessing the visit in accordance with EVC guidelines and EVOLVE</li> <li>• All trips are signed off by the EVC and are archived in line with policy</li> </ul>	<ul style="list-style-type: none"> <li>• Jane Hatwell, Educational Visits Coordinator</li> </ul>
Risk assessments	<ul style="list-style-type: none"> <li>• All activities/areas which present significant foreseeable hazards in school need to be risk assessed</li> <li>• The School Business Manager is responsible for ensuring activity risk assessments are undertaken</li> <li>• Risk assessments are reviewed annually as a minimum</li> <li>• All relevant risk assessments are signed off by all relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> </ul>

Management of occupational stress and well being	<ul style="list-style-type: none"> <li>• Staff experiencing stress/difficulties at work are encouraged to seek support from the Senior Leadership Team</li> <li>• SLT will help staff through discussion, problem solving and ongoing advice and where appropriate by referral to relevant support and helplines</li> <li>• A referral to occupational health for further support and guidance can also be made</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Leadership Team – Nick Evans, Jane Hatwell, Sue Clark, Sian Crossley, Janice Farren, Clare Wainwright and Kray Dhillon</li> </ul>
Induction and training of staff	<ul style="list-style-type: none"> <li>• The Headteacher is responsible for establishing minimum health and safety competencies for certain activities and roles</li> <li>• Training records are kept on EBIS and on the school training tracker.</li> <li>• An induction programme exists for new staff inductions and briefings and is the responsibility of the Line Manager to ensure completion.</li> <li>• The CPD coordinator is responsible for ensuring staff undertake refresher training</li> <li>• New staff complete Health and Safety training as soon as practicable</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, School Business Manager</li> </ul>
Water hygiene	<ul style="list-style-type: none"> <li>• The Caretakers are responsible for carrying out water hygiene sampling</li> <li>• The school purchases water hygiene sampling from WCC/WET and Kingfisher, to cover its responsibilities under the water hygiene policy.</li> <li>• Water sampling happens monthly</li> <li>• See swimming pool NOP for specific info around the pool water testing</li> <li>• The log book is kept in the Site Managers' offices</li> <li>• The WCC Legionnaire's Disease and Water Hygiene Policy and Procedures are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• John Tranter, Caretaker, Paul Giles, Steve Bartlett, Site Managers</li> </ul>
Work experience and Volunteer placements	<ul style="list-style-type: none"> <li>• The Assistant School Business Manager is responsible for providing an induction meeting for work experience students and volunteer placements</li> <li>• A risk assessment is always signed off by the student/volunteer</li> <li>• All students (over the age of 16) and volunteers require a DBS check</li> <li>• The teacher in the class where the student or volunteer is placed will monitor, mentor and supervise them whilst they are on site</li> </ul>	<ul style="list-style-type: none"> <li>• Megan Whittle, Assistant School Business Manager</li> </ul>
Working at height	<ul style="list-style-type: none"> <li>• Kick steps are available in all classrooms and in other areas of the school</li> <li>• An annual inspection of equipment for working at height is carried out</li> <li>• A risk assessment is in place which is signed off by all staff</li> <li>• Staff are responsible for carrying out a visual check of equipment prior to use and making their own personal risk assessment</li> <li>• Staff must NOT stand on furniture to work at height</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
Dealing with emergencies	<ul style="list-style-type: none"> <li>• The Headteacher is responsible for undertaking and reviewing the emergency action plans and guidelines</li> <li>• See the emergency plan and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Nick Evans, Headteacher</li> </ul>
Implementing relevant WCC health and safety	<ul style="list-style-type: none"> <li>• Evergreen School adheres to WCC health and safety policies and</li> </ul>	<ul style="list-style-type: none"> <li>• Nick Evans,</li> </ul>

policies and standards	standards	Headteacher
Swimming Pool	<ul style="list-style-type: none"> <li>• All relevant WCC policies and standards are stored online</li> <li>• The Site Managers and caretakers are pool managers, responsible for the day to day management of the pool</li> <li>• The pool managers undertake water testing 3 times a day, with other pool operators undertaking testing intermittently and as required</li> <li>• The Pool managers are responsible for all plant and COSHH activities for the swimming pools</li> <li>• Each site has a 'Normal Operating Procedure (NOP) and an 'Emergency Operating Procedure' (EAP), reviewed annually, that all staff using the pools are required to sign to say that they have read and understood</li> <li>• All users of the pools follow the Association for Physical Education and Sport (afPE) book: 'Safe Practice: In Physical Education, School Sport and Physical Activity' requirements, WCC health and safety standards for pools as well as the HSE and PWTAG standards / guidance. A copy of the AfPE book and WCC standards can be requested from the SBM, the PWTAG standards and guidance can be found online</li> </ul>	<ul style="list-style-type: none"> <li>• Kray Dhillon, SBM</li> <li>• Kray Dhillon, SBM</li> <li>• Sites Managers, Paul Giles, Steve Bartlett</li> <li>• Caretaker, John Tranter</li> <li>• Nick Evans, Head Teacher, Jane Hatwell, Deputy Head Teacher, Natalie Powers, ICT Technician, as Pool Operators</li> <li>• All Staff</li> </ul>