

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

Woodley CE Primary School **Health and Safety Method Statement**

1. Policy Statement

The Governing Body recognise their responsibility for working to the safety policy of Wokingham Borough Council in relation to school staff and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the school.

In association with the Governing Body, the Head Teacher will manage the health and safety functions of the school to prevent, as far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the school's activities. Applying the principles of risk management, the Head Teacher will ensure that any risk control measures are introduced and maintained.

So far as it is reasonable, the Head Teacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff (paid or voluntary) to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, fellow staff, pupils and other persons, liable to be affected by their activities at work and adhere to the operation procedures prescribed by the school.

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

Roles and Responsibilities

Head Teacher - responsibilities for health and safety

The Head Teacher shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the authorities' policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

The following points summarise the main responsibilities and duties of the Head Teacher:

- ensuring at all times the health safety and welfare of staff pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities;
- ensuring safe working practices and procedures throughout the school;
- day-to-day responsibility for all health and safety matters in the operations of the school;
- ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
- ensuring compliance with the policy and procedures of Wokingham Borough Council as set out in the safety manual;
- ensuring that the school produces an action plan which is kept up to date by regular review;
- ensuring effective communications on health and safety matters exist between the school and the Council's Health and Safety Adviser;
- providing Governors with an annual report on all matters affecting health and safety in the school;
- ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken;

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

- ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- periodically evaluating the need for health and safety training of staff and arranging its delivery;
- bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person; and
- ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the authority.

School Governors - responsibilities for health and safety

- The Governing Body will be responsible for monitoring the schools arrangements for health and safety management. This will be achieved by ensuring:
 - that a member of the Governing Body should be nominated for health and safety;
 - that health and safety is considered regularly, at least termly, (and more frequently should circumstances require), on the agenda of full Governing Body meetings, or, responsibility for monitoring the schools health and safety matters can be included in the terms of reference of an appropriate sub- committee, with a duty to report at least termly to the full Governing Body;
 - consideration of the school safety action plan presented annually by the Head Teacher, to the full Governing Body;
 - consideration of any report of an health and safety audit or inspection carried out by the authority and for ensuring follow through on the recommended actions;
 - that adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;
 - good consultation with employee representatives;
 - that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body;
 - periodical review of accident statistics by the Governing Body;
 - regular fire alarm checks and evacuation drills are carried out by the school;
 - that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

present in the building or because of any specific activities likely to take place.

School Safety Co-ordinator - responsibilities for health and safety

The Head Teacher has nominated the School Business Manager as the Safety Co-ordinator. This person is responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Head Teacher in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for:

- In conjunction with the Site Controller, co-ordinate health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all incidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed to risk.

Employees - responsibilities for health and safety

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition, all employees;

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

- must use safety equipment or clothing in a proper manner and for the purpose intended;
- must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
- must work in accordance with any health and safety instruction or training that has been given;
- must co-operate fully with the Head Teacher to assist in him/her fulfilling their responsibilities for health and safety;
- must not take part in any task for which they have not been authorised and for which they are not adequately trained;
- must bring to the attention of a the Head Teacher or Safety Co-ordinator any perceived shortcoming in our safety arrangements; and
- have a duty to familiarise themselves with this policy.

Risk Assessment

Woodley CE Primary School recognises the importance of risk assessments; they are at the very core of the effective management of health and safety risks and are key when it comes to protecting the health and safety of everyone in the school.

Head Teacher and Governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all schools activities. These should be reviewed at least annually but more frequently if there are significant changes in buildings equipment work practices or personnel.

Safety Problem Reporting in School

Staff have a responsibility for their own areas of work including that of others in that area. This involves making sure that Health and Safety issues are addressed. Staff can address many problems themselves. Where the member of staff involved cannot solve a problem the Safety Co-Ordinator should be involved. This may be a verbal report initially but will need to be entered into the Health and Safety book. Where the risk is immediate and significant, it is not enough for staff to report the issue and leave it at that. The member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term, then action may be required to cordon off the area, change or stop the activity. The member of staff

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

responsible for the area will make the decision on consultation with the safety co-ordinator or senior member of staff. Where the Safety Co-Ordinator is not available, the members of staff may need to make that decision themselves.

General Fire Safety

All staff and regular volunteers are expected to make sure that they are familiar with the fire evacuation procedure which is enclosed in the schools policy folder kept in the office, has also been circulated to employed staff and is displayed on notices in each area of the school along with details of fire exits to be used in the event of an evacuation.

The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services if appropriate.

A fire evacuation drill will be carried out once per term and record kept in the fire log book.

The Head Teacher has delegated the responsibility to the Site Controller to test the fire alarm system each week and keep a record in the fire log book.

Doors used as a means of escape must not be blocked or locked. Automatic devices allow the doors to be propped open which are then programmed to close on the sounding the fire alarm.

Flammable liquids may not be stored in classrooms and must be kept in an appropriate cupboard or external store.

Staff should refer to the Fire Safety and Emergency evacuation policy and Fire Risk Assessment

Accident and First Aid Procedures

Employees and volunteers must report all serious injuries to the Head Teacher immediately after treatment. The accident book is located in the office must be fully completed for all injuries incurred on the school site.

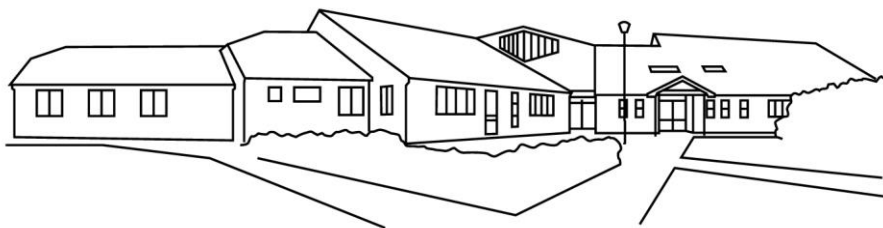
A list of fully trained First Aiders shall be kept in the Office and updated as necessary

Anyone requiring an ambulance should contact the emergency services by dialling 999 using phones with external lines located in Foundation, Resources Room, PTA building, Head Teachers Office and Main office.

Anyone requiring first aid treatment should contact the nearest member of staff who will arrange for a first aider to attend to the injured or sick person

Governors, Parents and Staff are reminded that first aiders are there to provide first aid treatment and are not medical practitioners. Pupils suffering from everyday problems such

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

as headaches etc., can be dealt with the class staff and should not automatically referred to the Head Teacher.

Supplies of first aid material are available from the Junior Art Room and additional first aid kits are available for school educational visits and are located in the Resources Room. Small first aid kits are kept in each classroom.

Staff arranging educational visits will be responsible for giving consideration to First Aid Provision. If practicable or if deemed necessary, an appointed person or First Aider shall accompany the visit.

Medication

This will be administered in accordance with the appropriate section within the First Aid Policy.

Electrical Safety

The school has regular inspections in place for the testing of portable appliances and hard wired electrical circuits in schools. Reports are returned to Wokingham Borough Council with a copy retained in the Main School Office. Any items raised from these reports are dealt with by the Site Staff until rectified. Staff are asked to report any faults observed or concerns they have to the School Business Manager and/or Site Controller.

Any work on electrical systems will be carried out by competent electrical engineers who belong to an appropriate body and comply with relevant safety standards.

Should staff bring any electrical appliance in from home, it should be noted on the asset management register and visually checked for safety. It should also be included in the Portable Appliance Tests when they take place.

Safe Use of Chemicals

Some substances have the potential to cause ill health. A record is kept of all substances used in school with corresponding COSHH Statements. Full risk assessments are attached to each statement and are kept in the Main School Office. The School Business Manager and Site Controller maintain and review the system on an annual basis or earlier should changes in legislation dictate.

In accordance with The Control of Substances Hazardous to Health Regulations 1994, the policy will be to avoid the use of harmful substance by looking for other suitable and less hazardous substances wherever possible.

The safety Co-ordinator must be informed of any new substances that are hazardous and COSHH assessments carried out before they are used in school.

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

Information instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

Manual Handling

Staff and volunteers should be aware that the school policy is one of avoiding hazardous manual handling where there is a risk of injury. Where this is not possible a risk assessment will be carried out using the guidelines from the WBC Safety Manual. The manual handling assessment will consider all factors involved including the load, working environment, tasks and individual capabilities of staff and volunteers. Particular consideration may be required in relation to the safety of young people, pregnant or nursing mothers.

Training in the principles of safe manual handling can significantly reduce the risk of injury and will be provided for those involved in all operations identified as having a significant risk.

Manual handling includes the moving and support of young people. Any disabled pupils in school may need support which involves lifting supporting pushing pulling standing and setting etc. This may be to support children in school with curriculum activities or in relation to their personal needs. Staff should seek the advice of the Head Teacher in these instances.

Security

All visitors will be expected to report to the school office on arrival. They will be required to sign into the visitors' book and will be issued with a badge detailing whether they are a visitor, volunteer or contractor. The fire regulations are printed on the back of the badge and explained to the visitor so they can confirm they have been read on the signing in book. Any person, other than a member of staff, on the school site not in possession of a security pass may be challenged and if appropriate asked to leave.

Display Screen Equipment

All DSE workstations will be assessed using the assessment checklist provided by the WBC Health and Safety Manual for Schools. Employees classified as DSE users will receive priority for corrective measures if appropriate. Woodley CE Primary recognises that continuous working on a PC can cause a variety of strains on the body. Free eye tests and regular breaks are provided to those members of staff.

New and Expectant Mothers

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

The Management of Health and Safety at work (amendment) Regulations and the Maternity (Compulsory Leave) Regulations apply to any employees who is pregnant, breast feeding or who have given birth within the last six months.

Risk assessments will need to consider new and expectant mothers. These will be recorded and employees informed of any additional risks they may face if they become pregnant or are breast feeding.

Staff should inform the Head Teacher as soon as possible after the pregnancy has been confirmed. An additional risk assessment will be made when a woman notifies the Head Teacher that she is pregnant.

New or expectant mothers are entitled to rest facilities which include the facility where necessary to lie down.

Contractors

The Health and Safety at work Act and the Management of Health and Safety at Work Regulations impose duties to safeguard the Health and Safety of non-employees who may be affected by school activities. The school has therefore a responsibility to inform contractors on the premises of any risks they may encounter whilst on site. These duties also require contractors on the premises to safeguard pupils and employees in relating to risks arising from their work activities. They would therefore need to inform the school of any risk factors and ensure they were adequately controlled.

The school endeavours to only employ competent contractors who are selected according to the procedures set out in the contractor safety guidance.

Senior staff have a responsibility to ensure there is adequate co-operation between the school and the contractor. All staff will be informed before work commences and will be notified of any steps they may need to take. No contractor will be allowed on site without the permission of the safety co-ordinator.

The school endeavours to carry out all larger scale projects during holiday periods. The contractors are asked to refer to the Contractors table and ensure they make themselves familiar with the school policies, asbestos register and risk assessment and ensure they sign in and out on a daily basis.

Contractors are asked to comply with the CDM regulations (2007) and provide risk assessments and method statements for the work they are carrying out in school.

Contractors should liaise with the Head Teacher/ School Business Manager and/or Site Controller during their working period on the school site for any queries or concerns regarding the project.

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

Educational Visits

All visits shall have prior approval of the Head Teacher and must be arranged in accordance with the advice set out in the WBC Off Site and Hazardous Activities Manual. The school shall refer to the School manual for Educational Visits issued by WBC.

All such visits must have been subject to risk assessment before the visit takes place.

It will also be necessary to ensure that there is, if deemed necessary, a travel first aid kit.

Inhalers and other prescribed medicines must be taken on Educational visits. A child who may need any medicine must be in a group whose leader is a member of staff.

Outdoor visits will require consideration in relating to clothing and sunscreens. All pupils involved must be suitably dressed, bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under adult supervision.

It will also be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have. Staff accompanying these children will have received adequate training.

The school will comply with EV2 regulations and ensure that visits are entered on the WBC Evolve system. The Head Teacher ensures that a member of staff has received adequate training and acts as the EV2 Co-ordinator. Refer to the Nominated persons chart at the back of this document.

School Lettings

It will be the condition for all hirers of the school premises or facilities to comply with the following:- Hirers shall not, without prior consent from the Head Teacher:-

- Remove or obscure fire and safety notices
- Block fire exits and routes
- Alter fixed installations
- Use any equipment on the school site without prior permission of the Head Teacher
- Take any action that may create hazards for persons using the premises or the pupils or staff of the school.

Hirers and other users should report any emergency situation, including what actions were taken to the Head Teacher as soon as practicable.

Please refer to the schools Health and Safety manual, associated risk assessment and school policies for further advice.

Woodley CE Primary School



Hurricane Way
Woodley
Berkshire
RG5 4UX

TEL 0118 969 3246

FAX 0118 969 6375

EMAIL admin@woodley-pri.wokingham.sch.uk

HEADTEACHER Mrs A Dee

Organisation for Health and Safety

Title	Name	Date trained (where applicable)
Head Teacher	Mrs Ann Dee	2012
Governor for health and safety	Mr Clive Boys	
School Safety Coordinator	Mrs Caroline Thomas	September 2012
General risk assessors	Mrs Caroline Thomas All school staff	06/02/2009
DSE Workstation Assessor	Mrs Caroline Thomas	
Radiation Protection Supervisor	Not required at this school	
Contractor co-ordinator	Mrs Caroline Thomas	September 2012
Incident reporting co-ordinator	Mrs Miranda Smith	
COSHH Assessor	Mrs Caroline Thomas	September 2012
Manual Handling Assessor	General risk assessors	
Emergency Co-ordinator for fire and evacuation	Mrs Ann Dee	
Fire Wardens	Robin Chescoe Caroline Thomas	January 2013 January 2013
Fire risk assessor	Wokingham Borough Council	
First aid personnel Qualified first aiders Appointed Persons	Mr Andy Cork Mrs Lisa Pearce Mrs Donna Hickmott Mrs Trina Wallace Mrs Donna Marsh Mrs Carole Moore	See First Aid schedule
Educational Visits Coordinator (EVC)	Mrs Ann Dee Mrs Tracy Eveleigh Mrs Jane Poole	May 2014 May 2014
Safety Representative	Contact Unions/WBC School Health and Safety Committee	n/a